

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Arts Commission - Office# 100	Awards Committee Documentaton Contains documentation on committee action regarding program guidelines, grants review and future planning.	83-02-31157 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Back-Up Material for Staff & Commission Policy & Procedures Provides documentation pertaining to the development of all Arts Commission and staff policy and procedures.	83-02-31152 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Commission & Special Research and Development File Provides documentation of all research done for commission activities.	83-02-31159 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Commission Newsletters and Reports Provides a record of Commission and arts community activities.	83-02-31153 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Education Committee Documentation Records all actions taken by the education committee for guideline preparation and review of grant applications.	83-02-31155 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Letters of Inquiry Records writer's interest in employment with the Commission.	83-02-31163 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Arts Commission - Office# 100	Operational Correspondence Provides a record of documents to and from individuals and organizations concerning the development and maintenance of State Arts Commission activities.	83-02-31149 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Organizations, Individuals and Media Mailing Lists Provides names and addresses of all organizations, individuals and media with which the Commission corresponds.	83-02-31161 Rev.0	Until Superseded	0 Months	0 Months	0 Years	Non-Archival OFM
Arts Commission - Office# 100	Payroll Action Form P2 Provides a record of the updating of pertinent information, i.e., pay raise and step, job classification, service dates, veterans status, payroll, social security and account coding information for all state employees.	83-02-31164 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM

Arts Commission - Office# 100	Policy & Planning Committee Documentation Provides a record of the review and actions of the policy and planning committee resulting in the development of commission policy.	83-02-31154 Rev.1	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Public Information Documents Provides a record of press releases and news clipping relating to Commission activities.	83-02-31162 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Arts Commission - Office# 100	Special Committees Documentation Records action of special committees appointed by chair of commission to carry out a specific project.	83-02-31158 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	State & Federal Legislator Decision-Making File Documents all correspondence with state and federal legislators on issues relating to the arts within the state and nation. Provides background for Commission policy and decision making.	83-02-31150 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	State Arts Commission Meeting Minutes Provides a record of the deliberations and decisions of the State Arts Commission.	83-02-31151 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Arts Commission - Office# 100	Surveys and Studies Contain copies of all surveys and studies prepared by the State Arts Commission and other arts agencies, used for research, comparison and planning.	83-02-31160 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 100	Visual Arts Committee Documentation Provides a record of all committee action relating to program guidelines legislation, artist juries and future planning.	83-02-31156 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Arts Commission - Office# 120	Affirmative Action Correspondence File Documents all correspondence relating to affirmative action.	85-02-34946 Rev.0	Fiscal Year	84 Months	0 Months	7 Years	Non-Archival OFM
Arts Commission - Office# 120	Affirmative Action Correspondence File Documents all correspondence relating to affirmative action.	83-02-31169 Rev.0	Fiscal Year	84 Months	0 Months	7 Years	Non-Archival OFM
Arts Commission - Office# 120	Affirmative Action Quarterly Printouts Details the Commission's status regarding affirmative action.	83-02-31170 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM

Arts Commission - Office# 120	Affirmative Action Quarterly Printouts Details the Commission's status regarding affirmative action.	85-02-34947 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Audit Reports Records and reports of examination by State Auditor.	83-06-32451 Rev.0	Fiscal Year	36 Months	0 Months	3 Years	Non-Archival OFM
Arts Commission - Office# 120	Budget Preparation Back Up Materials used for managerial reference and back up in preparation of allotment schedules.	83-06-32445 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Arts Commission - Office# 120	Budgetary Preparation Document Back up materials used in preparation of the agency budget.	83-06-32441 Rev.0	Fiscal Year	36 Months	0 Months	3 Years	Non-Archival OFM
Arts Commission - Office# 120	Commission Human Resource Development File Documents the planning and policy of the Commission for Human Resource Development.	85-02-34945 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Commission Human Resource Development File Documents the planning and policy of the Commission for human resource development.	83-02-31168 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	CPM 603E Pending/Approved Allotment Status-Program Provides a means to monitor budget variances.	86-02-36054 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Arts Commission - Office# 120	Department of Personnel Correspondence Provides a record of all correspondence with Department of Personnel.	85-02-34942 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Department of Personnel Correspondence Provides a record of all correspondence with DOP	83-02-31165 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Federal Indirect Cost Rate File Documents federal calculations for Commission's indirect cost rate that was established to reflect costs for operating the agency.	83-06-32447 Rev.0	None	36 Months	0 Months	3 Years	Non-Archival OFM
Arts Commission - Office# 120	HRD Info System Printouts	85-02-34933 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	HRDS Information System Printouts Program documentation of the courses attended by Commission Personnel.	85-02-34944 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM

Arts Commission - Office# 120	Human Resource Development File Program a documentation of the state plan, class offerings and survey information and correspondence.	85-02-34943 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Human Resource Development File Provides documentation of the state plan, class offerings and survey information and correspondence.	83-02-31166 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Human Resource Development Information System Printouts Provides documentation of the courses attended by Commission personnel.	83-02-31167 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Individual Employee Attendance File Records daily attendance; monthly attendance record for annual leave, compensatory time and personal holiday; and monthly record for sick leave and buy out option.	83-06-32442 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Arts Commission - Office# 120	Interagency Agreements Documents contracts between Commission and other agencies to provide operating capital and other requirements.	83-06-32448 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Letter of Credit File Documents requests, amendments, and final reports for payments of Letter of Credit sent to Federal Treasury dispersing Center to claim federal funds.	83-06-32450 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Letters of Inquiry Records writer's interest in employment with the Commission.	85-02-34940 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Arts Commission - Office# 120	Office Lease Documents Copy of lease agreement and modification to property.	83-06-32446 Rev.0	Termination of Lease	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Organizational Grant File (Federal Grants Only) Records application for grant, supporting correspondence, and final report, providing a record of the acquirement of funds with which to operate the Arts Commission.	83-06-32452 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Payroll Action Form P2 Provides a record of the updating or pertinent information i.e., pay raise and step, job classification, service dates, veterans status, payroll, social security and account coding information for state employees.	85-02-34941 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM

Arts Commission - Office# 120	Property Management System Inventory Provide a list of all property owned by the commission.	85-02-34948 Rev.0	Until Superseded	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Property Management System Inventory Provides list of all property owned by the Commission.	83-02-31171 Rev.0	Until Superseded	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 120	Receipt for Postal Meter Settings Receipts from Post Office that appropriate funds have been received to cover usage of postage meter.	83-06-32443 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Risk Management Cost Control Reports Documents the insurance coverage necessary in the operation of the agency to guarantee against law suits entered into by private firms against the state of Washington.	83-06-32453 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Transaction Authorization and Certification for Management Accounting Systems Transmits bills to be paid with duly prepared authorization for payment.	83-06-32449 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 120	Warrant Register Copies of warrant register which provides a record of disbursement vouchers certified for payments to the State Treasurer and the account classification of each transaction.	83-06-32444 Rev.1	Fiscal Year	120 Months	0 Months	10 Years	Non-Archival OPR
Arts Commission - Office# 120	WPM 610A Encumbrance and Commitment Report Lists encumbrances & commitments by document number.	86-02-36055 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Arts Commission - Office# 200	Interagency Reimbursement File Documents the payments to be made through interagency reimbursement with each project and project agency.	83-05-31837 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Arts Commission - Office# 200	Program Statistics Documents program history including number of projects, amount of money spent, percentage of instate and out-of-state artists used for projects.	83-05-31835 Rev.0	Fiscal Year	240 Months	0 Months	20 Years	Non-Archival OFM
Arts Commission - Office# 200	Project Agency History File Documents an agency's history with public art projects. Includes information about the artist and the work of art; contains photographs, slides, and written descriptions and other selected backup materials.	83-05-31838 Rev.0	none	900 Months	0 Months	75 Years	Archival OFM

Arts Commission - Office# 200	Project Contract File Contains the contract and supporting documents leading to the State purchase of a particular piece of art.	83-05-31834 Rev.0	Termination of Contract	240 Months	0 Months	20 Years	Archival OPR
Arts Commission - Office# 200	Project Selection File Documents names and addresses for all artists applying for participation in the project. Lists materials submitted by each artist for each project and the selection panel. Contains copies of correspondence with panelists, copy of personal service contract for each panelist, copy of invoice voucher and results of panel deliberations.	83-05-31839 Rev.0	Completion of Project	240 Months	0 Months	20 Years	Non-Archival OPR
Arts Commission - Office# 200	Visual Arts Committee File Contains back-up information for Visual Arts Committee regarding committee business that is presented to the Commission.	83-05-31836 Rev.0	Fiscal Year	120 Months	0 Months	10 Years	Archival OFM
Arts Commission - Office# 300	Approved Artists Correspondence File Documents correspondence with artists approved for residence work in the program. Includes application, letter of acceptance, documentation of artist's work; i.e., slides, books and photographs, and informal report of completed residency activities.	83-01-31140 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 300	Approved Program Sponsor Correspondence File Documents all correspondence with contractee. Includes sponsor application, copy of letter announcing award, letter confirming interest of sponsor, back-up information for payments to be made during year, copies of invoice vouchers, and informal report of completed program activities.	83-01-31138 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 300	Artists' Jurors File Documents correspondence with professional artists selected as jurors of artist applicants. Includes copies of personal services contracts, copies of invoice voucher and results of jury decisions.	83-01-31142 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 300	Commission Education Committee File Documents correspondence with education committee members. Includes copies of meeting announcements; an overview of sponsor application information including name, amount, brief program description and recommended level of funding by staff; copies of correspondence regarding program; and lists of names and addresses of all sponsor applicants.	83-01-31143 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Archival OFM

Arts Commission - Office# 300	Disapproved Artists Correspondence File Documents correspondence with artists disapproved for residency work in the program. Includes application and letter of disapproval.	83-01-31141 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 300	Disapproved Program Sponsor Correspondence File Documents correspondence with sponsor applicants disapproved for funding by the commission. Includes application and letter of disapproval.	83-01-31139 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 300	Program Planning File Documents planning done for future program opportunities.	83-01-31144 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Archival OFM
Arts Commission - Office# 300	Program Sponsor Contract File Provides documentation of contract agreement between the commission and artists-in-residence program sponsors.	83-01-31137 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 300	Program Summary Documents program activity. Includes list of sponsors and addresses and back-up financial information for agency budget.	83-01-31145 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 400	Contract Payment Record Sheet Details dates of payments and dates warrants are sent to artist; serves as back up only.	83-01-30937 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Arts Commission - Office# 400	Performance Evaluation File Provides record of evaluations of each performance by those in attendance.	83-01-30939 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Arts Commission - Office# 400	Performance Scheduling File Provides record of correspondence with schools confirming each scheduled performance and finalized schedule.	83-01-30938 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 400	Performing Artist Correspondence File (Approved) Documents all correspondence with artist regarding contract. Includes informal travel report, scheduling correspondence, application, publicity materials and information necessary to carry out the contract.	83-01-30935 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Arts Commission - Office# 400	Performing Artist Correspondence File (Disapproved) Provides records of correspondence and application of artist not approved for contract with the Commission.	83-01-30936 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 400	Performing Artists Contract File Documents performing artist contract with Commission.	83-01-30934 Rev.0	Termination of Contract	48 Months	24 Months	6 Years	Non-Archival OPR

Arts Commission - Office# 400	Program Advisers File Documents correspondence concerning meetings with educational advisers selected to guide program direction.	83-01-30940 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Arts Commission - Office# 400	Program Final Report Documents number of performances, locations, number of students in attendance, participating school districts, number of artists participating and names of performing companies.	83-01-30941 Rev.0	Fiscal Year	900 Months	0 Months	75 Years	Archival OFM
Arts Commission - Office# 500	Awards Program Statistics File Provides copies of statistical information relating to the office as requested by the legislature, the National Endowment for the Arts, national arts organizations or individuals.	83-01-30948 Rev.0	Fiscal Year	900 Months	0 Months	75 Years	Archival OFM
Arts Commission - Office# 500	Contract Correspondence File Documents all correspondence with contractee. Includes public relations materials, dates of performances, resumes of artists, application for funding, project budget, organizational budget, job description, copy of IRS determination letter, and evaluation statements.	83-01-30943 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 500	Contract File Provides documentation of contract agreement between the Commission and artists and arts organizations.	83-01-30942 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 500	Contract Payment Record Sheets Details dates of payments and dates warrants are sent to contractee; serves as a back up only.	83-01-30945 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 500	Disapproved Artists and Arts Organizations File Documents artists and arts organizations applying for funding but disapproved for funding by the Commission.	83-01-30944 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Arts Commission - Office# 500	Evaluators Contract File Documents contract agreement with individual qualified to evaluate applications for funding when necessary.	83-01-30947 Rev.0	Termination of Contract	24 Months	48 Months	6 Years	Non-Archival OPR
Arts Commission - Office# 500	Grant Recipient History File Documents awards program funding history of each grant recipient.	83-01-30949 Rev.0	Fiscal Year	900 Months	0 Months	75 Years	Non-Archival OFM

Arts Commission - Office# 500	Grants Committee Recommendations for Funding Provided documentation of name of applicant and amount requested, and Grant Committee recommended level of funding.	83-01-30946 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Arts Commission - Office# 500	Program Budget Ledger Provides back-up financial documentation for agency budget.	83-01-30950 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM