

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

IMPORTANT: Disposition authority for legal advice/opinions provided by the agency attorney (or outside counsel) is granted with the DAN for the records to which the advice relates, *whether specified in each individual records series or not.*

Throughout CORE 4.0, “**employee**” refers to any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status. “Employees” include paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. *Note: This definition applies only in relation to legal disposition authority and does not refer to legal employment status.*

Table of Contents

New Records Series Added	1
Retention Changes	3
Other Minor Changes	8
Archival Designation Changes	9
Archival Series Being Revoked	9
Non-Archival Series Being Revoked	10
Net Reduction in Record Series.....	14
Mapping Chart - from Version 3.3 to Version 4.0.....	14

New Records Series Added

- Sixteen (16) new records series have been added to *CORE 4.0*:
 1. ***Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002) p.30***
“6 years after resolution, completion, closure, or decision not to proceed (Non-Archival)”
 2. ***Discovery Materials Not Submitted to the Court (DAN GS2017-003) p.32***
“Until resolution of case (including appeals) (Non-Archival)”
 3. ***Litigation Materials – Development (DAN GS2017-004) p.35***
“Until no longer needed for agency business (Non-Archival)”

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

4. ***Lost and Found Property (DAN GS2017-005) p.59***
“3 years after return/disposal of item (Non-Archival)”
5. ***Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006) p.106***
“4 years after obsolete or superseded (Non-Archival)”
6. ***Benefit Programs – Administration (DAN GS2017-007) p.118***
“3 years after end of calendar year and no longer needed for agency business (Non-Archival)”
7. ***Employee Benefits – Claims and Appeals (DAN GS2017-008) p.119***
“6 years after benefit/beneficiary payment completed or denied and 6 years after expiration of appeal period (Non-Archival)”
8. ***Employee Retirement/Pension Verification (DAN GS2017-009) p.120***
“60 years after separation from agency or 100 years after employee’s date of birth or 6 years after benefit/beneficiary payment completed, whichever is sooner (Non-Archival)”
9. ***Leave/Overtime - Non-Routine (DAN GS2017-010) p.122***
“6 years after expiration of leave period or denial of request and no longer needed for agency business (Non-Archival)”
10. ***Employees – Routine Administrative Transactions (DAN GS2017-011) p.130***
“Until superseded”
11. ***Employee Eligibility Verification – Labor Condition Application (LCA) Public Access File (DAN GS2017-012) p.130***
“1 year after last date any non-immigrant is employed under the LCA or 1 year after date LCA expires/is withdrawn, whichever is later (Non-Archival)”
12. ***Alcohol Misuse and Controlled Substances Use Prevention Program – Administration (DAN GS2017-013) p.134***
“6 years after end of calendar year and no longer needed for agency business (Non-Archival)”
13. ***Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process (DAN GS2017-014) p.134***
“3 years after matter end of calendar year (Non-Archival)”
14. ***Employee Health Records (Routine) (DAN GS2017-015) p.135***
“6 years after created or received and no longer needed for agency business (Non-Archival)”
15. ***Occupational Health and Safety Program – Administration (DAN GS2017-016) p.138***
“3 years after end of calendar year and no longer needed for agency business (Non-Archival)”
16. ***Workplace Monitoring of Toxic Substances/Harmful Physical Agents (Background Data) (DAN GS2017-017) p.139***
“1 year after creation of data summary (Non-Archival)”

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Retention Changes to Revised Series:

IMPORTANT: Please consult the Mapping Chart on page 15 for changes to records covered by **discontinued** DANs.

- Thirty-seven (37) **revised** records series have changes to their retention period/cutoff.
 1. **Media Releases and Coverage (DAN GS50-06F-07) p.15**

Changed from “Until no longer needed for agency business (Archival – Appraisal Required)” to “2 years after end of calendar year (Archival – Appraisal Required)”

Rationale: Historically significant records; encourage early transfer to Washington State Archives for preservation. These records are typically “active” for a couple of years and should stay in agency’s possession during that time.
 2. **Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023) p.24**

Changed from “6 years after end of term of office or appointment (Archival – Appraisal Required)” to “6 years after end of term of office or appointment (Archival – Permanent Retention)”

Rationale: Oaths of office are historically and legally significant and do not require additional appraisal.
 3. **Civil Rights – Compliance (DAN GS2011-171) p.27**

Changed from “6 years after end of calendar year or conditions of grant satisfied, whichever is later (Non-Archival))” to “6 years after end of calendar year and no longer needed for agency business (Non-Archival)”

Rationale: Decrease confusion.
 4. **Code Enforcement (DAN GS2012-026) p.31**

Changed from “6 years after matter resolved (Non-Archival)” to “6 years after matter resolved or closed (Non-Archival)”

Rationale: Agency request. Some cases are not resolved, but the matter is closed.
 5. **Legal Advice, Analysis, and Opinions – Development (DAN GS52-07-03) p.34**

Changed from “Until no longer needed for agency business (Archival – Appraisal Required)” to “Until issuance of advice/opinion (Non-Archival)”

Rationale: Series clarified to cover records documenting the development of legal advice...not the advice, itself (which is covered by the DAN covering the records to which the advice pertains).
 6. **Legal Advice, Analysis, and Opinions - Official (DAN GS53-02-03) p.34**

Changed from “Permanent (Archival – Appraisal Required)” to “10 years after issuance of advice/opinion (Archival – Appraisal Required)”

Rationale: Series clarified to include (solely) legal advice, analysis, and opinions that are not covered by a more specific records series.

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

7. Legal Advice, Analysis, and Opinions – Secondary Copies (DAN GS52-02-05) p.34

Changed from “Obsolete or superseded (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”

Rationale: Series clarified to cover (solely) legal advice, analysis and opinions that are covered by (and retained/dispositioned by the agency in accordance with) the records to which the advice relates.

8. Litigation Case Files (DAN GS53-02-04) p.35

Changed from “10 years after matter resolved (Archival – Appraisal Required)” to “10 years after resolution of case (including appeals) (Archival – Appraisal Required)”

Rationale: Clarified description and cut-off language.

9. Establishment/Development History of Agency/Programs (DAN GS50-06F-02) p.44

Changed from “Until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after end of calendar year (Archival – Appraisal Required)”

Rationale: These records are “active” for several years after created; should stay in agency’s possession during that time.

10. Investment Monitoring (Mandatory) (DAN GS50-03A-33) p.101

Changed from “6 years (Non-Archival)” to “6 years after end of fiscal year and no longer needed for agency business (Non-Archival)”

Rationale: Provided cut-off.

11. Unclaimed Property – Funds Held by Agency (DAN GS50-05B-32) p.101

Changed from “6 years after property deemed abandoned and funds remitted to the Department of Revenue (Non-Archival)” to “6 years after property claimed (Non-Archival)”

Rationale: Funds not transferred to the Department of Revenue must be made available to the rightful owner pursuant to [RCW 63.29.135](#) (“...five years after the property is presumed to be abandoned...may archive records of this intangible property and transfer the intangible property to its general fund. However, the local government shall remain liable to pay the intangible property to a person or entity subsequently establishing its ownership of this intangible property”).

12. Employee Pay – Authorizations and Deductions (DAN GS50-03E-01) p.105

Changed from “Termination of authorization plus 6 years (Non-Archival)” to “6 years after completion of transaction, termination of authorization, or satisfaction of order, and no longer needed for agency business (Non-Archival)”

Rationale: Consolidation of all records that authorize deductions to and handling of employee pay. Includes automatic deposit, etc.

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

13. Employee Pay – History (DAN GS50-03E-15) p.105

Changed from “If used for retirement verification – 60 years. If NOT used for retirement verification – 3 years (Non-Archival)” to “4 years after end of fiscal year and no longer needed for agency business (*including retirement benefit verification*) (Non-Archival)”

Rationale: Clarified and simplified cut-off. Retirement verification records MUST BE identified early and are covered by Employee Retirement/Pension Verification (DAN GS2017-009).

14. Payroll Processing, Distribution and Reporting (DAN GS50-03E-02) p.106

Changed from “3 years (Non-Archival)” to “3 years after end of fiscal year and completion of State Auditor’s examination report, *whichever is later* (Non-Archival)”

Rationale: Consolidation of multiple payroll-related records, and provides State Auditor’s Office records for agencies on a 4-year audit cycle.

15. Payroll Register (DAN GS50-03E-22) p.107

Changed from “If used for retirement verification – 60 years. If NOT used for retirement verification – 3 years (Non-Archival)” to “6 years after end of fiscal year and no longer needed for agency business (*including retirement benefit verification*)(Non-Archival)”

Rationale: Clarified and simplified cut-off. Retirement verification records MUST BE identified early and are covered by Employee Retirement/Pension Verification (DAN GS2017-009).

16. Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17) p.114

Changed from “3 years (Non-Archival)” to “5 years after date form/report submitted (Non-Archival)”

Rationale: Department of Revenue requires agencies to retain tax-related records for 5 years. **Employee** authorizations (such as W-4) are now covered by new series Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006).

17. Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS50-05B-31) p.101

Changed from “6 years after report filed (Non-Archival)” to “6 years after report filed and funds remitted to DOR (Non-Archival)”

Rationale: Clarification. Funds not remitted to DOR are covered by Unclaimed Property – Funds Held By Agency (DAN GS50-05B-32)

18. Authorizations/Certifications – Employees (General) (DAN GS2011-190) p.116

Changed from “6 years after authorization/certification superseded or terminated (Non-Archival)” to “6 years after authorization/certification superseded or terminated or 6 years after separation from agency, *whichever is sooner* (Non-Archival)”

Rationale: Provides disposition authority for these records when person is no longer employed with the agency.

19. Employee Benefits – Enrollment and Participation (DAN GS50-04D-03) p.119

Changed from “Termination or withdrawal plus 6 (Non-Archival)” to “6 years after termination of contract/lapse of coverage or withdrawal from participation or separation from agency, *whichever is sooner* **and** expiration of appeal period for any/all claims filed (Non-Archival)”

Rationale: Consolidation of multiple benefit enrollment/participation series. Cut-off provides agencies flexibility.

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

20. Apprenticeship – Program Administration (DAN GS50-04B-34) p.126

Changed from “50 years (Non-Archival)” to “6 years after end of calendar year and no longer needed for agency business (Non-Archival)”

Rationale: Clarified cutoff for program administration records. Individual employee records are covered by Employee Work History (GS50-04B-06).

21. Award/Recognition Programs (DAN GS50-04B-44) p.126

Changed from “date of award plus 2 years (Archival – Appraisal Required)” to “3 years after date of award/recognition (Non-Archival)”

Rationale: Not historically significant. The statute of limitations relating to claims of personal injury is 3 years (RCW 4.16.080).

22. Employee Complaints and Grievances (DAN GS50-04E-03) p.128

Changed from “case resolved or closed (Non-Archival)” to “6 years after matter resolved/final determination of case and no longer needed for agency business (Non-Archival)”

Rationale: Enhanced cut-off to better align with updated scope of records series.

23. Employee Work History (DAN GS50-04B-06) p.129

Changed from “6 years after termination of employment (Non-Archival)” to “6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) (Non-Archival)”

Rationale: Clarified and simplified cut-off. Retirement verification records MUST BE identified early and are covered by Employee Retirement/Pension Verification (DAN GS2017-009).

24. Employment Eligibility Verification – U.S. Citizenship and Immigration Services (USCIS) (DAN GS50-05A-26) p.131

Changed from “1 year after termination of employment or 3 years after date of hire, whichever is later (Non-Archival)” to “3 years after date of hire or 1 year after separation from agency, whichever is later (Non-Archival)”

Rationale: Reworded language for clarity.

25. Misconduct Investigation Files – Founded (DAN GS50-04B-46) p.131

Increased from “3 years after case closed (Non-Archival)” to “6 years after case closed/matter resolved and 6 years after corrective action completed (if imposed) and no longer needed for agency business (Non-Archival)”

Rationale: These records provide evidence that the agency fulfilled its obligation to investigate and properly deal with misconduct. The statute of limitations relating to claims of personal injury is 3 years (RCW 4.16.080). Replaced “sustained” with “founded” for consistency.

26. Misconduct Investigation Files – Unfounded (DAN GS50-04B-47) p.132

Increased from “Case closed (Non-Archival)” to “3 years after case closed/matter resolved and no longer needed for agency business (Non-Archival)”

Rationale: These records provide evidence that the agency fulfilled its obligation to investigate and properly deal with misconduct. The statute of limitations relating to claims of personal injury is 3 years (RCW 4.16.080).

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

27. Performance Evaluation (Employee) (DAN GS50-04A-08) p.132

Changed from “3 years after completion of evaluation (Non-Archival)” to “3 years after next evaluation and no longer needed for agency business (Non-Archival)”

Rationale: *Not all agencies complete evaluations on a regular schedule. The statute of limitations relating to claims of personal injury is 3 years (RCW 4.16.080).*

28. Performance Evaluation (Supervisor Preparation) (DAN GS50-04B-31) p.133

Changed from “When obsolete or superseded (Non-Archival)” to “Until completion of evaluation *and* resolution of any ongoing performance issues (Non-Archival)”

Rationale: *Clarified cut-off.*

29. Employee Medical and Exposure Records – Employed Less than One Year (DAN GS2011-192) p.137

Changed from “Termination of employment then provide to employee upon departure (Non-Archival)” to “Date of separation from agency then provide to employee upon departure (Non-Archival)”

Rationale: *Clarified cut-off. IMPORTANT: The Local Records Committee recommends that agencies retain copies of any medical/exposure records returned to these employees under DAN GS50-04B-30. Please consult your agency’s risk management advisor.*

30. Occupational Health and Safety – Injuries and Illnesses (DAN GS50-06C-21) p.137

Changed from “5 years (Non-Archival)” to “5 years after end of calendar year (Non-Archival)”

Rationale: *Provided cut-off.*

31. Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33) p.137

Increased from “30 years (Non-Archival)” to “50 years after date of monitoring/measuring (Non-Archival)”

Rationale: *There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. 50-year minimum retention aligns with other CORE series relating to Hazardous Materials/Dangerous Waste and provides evidence that the agency fulfilled its legal obligation to monitor and properly deal with occupational hazards in the workplace.*

32. Employment Inquiries (DAN GS50-04A-05) p.140

Changed from “1 year (Non-Archival)” to “1 year after received or responded to (Non-Archival)”

Rationale: *Provided cut-off.*

33. Civil Service System – Program Administration (DAN GS50-04B-35) p.140

Changed from “Case resolved or closed plus 6 years (Non-Archival)” to “6 years after end of calendar year *and* 6 years after matter resolved/case closed (*if applicable*) (Non-Archival)”

Rationale: *Consolidation of multiple civil service series. Cut-off provides agencies flexibility.*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

34. *Recruitment (DAN GS50-04B-22) p.141*

Changed from “3 years (Non-Archival)” to “3 years after position filled/recruitment effort terminated (Non-Archival)”

Rationale: Clarified cutoff.

35. *Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05) p.142*

Changed from “4 years after submitted to regulatory agency (Archival – Appraisal Required)” to “6 years after prepared/submitted to regulatory agency (Non-Archival)”

Rationale: These records do not possess historical value and so the designation has been changed to “Non-Archival”. Agencies must retain these records for 6 years as evidence of having fulfilled their reporting/filing obligations.

36. *Position Description and Classification (DAN GS50-04B-05) p.143*

Changed from “When obsolete or superseded plus 6 years (Non-Archival)” to “6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)”

Rationale: Many agencies retain these records permanently, which is a decision based on individual agency business need.

37. *Staff Planning-Staffing (DAN GS50-04B-17) p.143*

Changed from “3 years (Non-Archival)” to “3 years after request approved or denied and t3 years after conclusion of any pending action (if applicable) (Non-Archival)”

Rationale: Enhanced cut-off to better align with updated scope of records series.

Other Changes

- Non-substantive changes (formatting, spelling, repaired links, outdated references, other minor corrections, etc.) are not listed in this Summary and are not considered “revisions”.
- All of the Activities in the Human Resource Management section have been updated (retained, renamed or removed).

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Archival Designation Changes

- One (1) records series is changing from “Archival (Appraisal Required)” to “Archival (Permanent Retention)”:
 1. ***Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023) p.24***
Rationale: Oaths of office are legally and historically significant and need permanent preservation.
- Three (3) records series are changing from “Archival (Appraisal Required)” to “Non-Archival”:
 1. ***Legal Advice, Analysis, and Opinions - Development (DAN GS52-07-03) p.32***
Rationale: Not historically significant.
 2. ***Award/Recognition Programs (DAN GS50-04B-44) p. 126***
Rationale: Not historically significant.
 3. ***Reporting/Filing (Mandatory – Human Resources (DAN GS50-04C-05) p.142***
Rationale: Not historically significant.

Archival Series Being Revoked (Discontinued)

- A total of fourteen (14) “Archival” records series are being revoked.
- Five (5) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. ***Biographical Files (DAN GS50-06F-01)*** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)*
 2. ***Newspaper Clippings (DAN GS50-06F-05)*** covered by *Media Releases and Coverage (DAN GS50-06F-07)* and *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)*
 3. ***Photographs, Audio/Visual Material (DAN GS50-06F-06)*** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)* and *Media Releases and Coverage (DAN GS50-06F-07)*
 4. ***Scrapbooks and Albums (DAN GS50-06F-08)*** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)*
 5. ***Speeches (DAN GS50-06F-09)*** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)* and *Media Releases and Coverage (DAN GS50-06F-07)*
- Three (3) “Archival” records series are being revoked as they are covered by other “Archival” and “Non-Archival” records series:
 1. ***Employee Directory/Roster (DAN GS50-04B-14)*** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)* and *Employees – Routine Administrative Transactions (DAN GS2017-011)*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

- 2. **Organizational Charts (DAN GS2012-049)** covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)* and *Employees – Routine Administrative Transactions (DAN GS2017-011)*
- 3. **Salary Schedule – Employee (DAN GS50-04A-07)** covered by *Meetings – Governing/Executive (DAN GS50-05A-13)* and *Final Budget (DAN GS50-03D-08)* and *Employee Pay – History (DAN GS50-03E-15)* and *Position Description and Classification (DAN GS50-04B-05)*
- Six (6) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **IT Applications - Noteworthy (DAN GS2012-036)** covered by *IT Applications – Technical Design and Implementation (DAN GS50-06A-03)*
 2. **Affirmative Action Plans (DAN GS50-04C-03)** covered by *Workforce Planning (DAN GS2014-032)*
 3. **Affirmative Action Studies and Reports (DAN GS50-01-54)** covered by *Workforce Planning (DAN GS2014-032)*
 4. **Collective Bargaining Agreements (DAN GS50-01-50)** covered by *Contracts and Agreements - General (DAN GS50-01-11)* Note: Final collective bargaining agreements are captured for archival purposes as part of the meeting packet of the approving governing body.
 5. **Collective Bargaining Contract and Agreement Negotiations Files (DAN GS50-04E-04)** covered by *Contracts and Agreements - General (DAN GS50-01-11)*
 6. **Civil Service Commission Journal (DAN GS50-04A-02)** covered by *Recruitment (DAN GS50-04B-22)*

Non-Archival Series Being Revoked (Discontinued)

- A total of eighty-four (84) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Monitoring (Traffic) – Raw Data (DAN GS50-18-33)** covered by *Records Documented as Part of More Formalized Records (DAN GS2016-009)*
 2. **Unclaimed Property Research/Investigative Files – Funds Remitted to Department of Revenue (DAN GS55-05B-33)** covered by *Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31)*
 3. **Delegation of Authority and Signature Records (DAN GS50-03B-11)** covered by *Contracts and Agreements (General) (DAN GS50-01-11)*
 4. **Direct Payroll Deposit Authorization (DAN GS50-03E-05)** covered by *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)*
 5. **Direct Payroll Deposit Authorization Cancellation (DAN GS50-03E-06)** covered by *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)*
 6. **Direct Payroll Deposit Enrollees Detail Data (DAN GS50-03E-07)** covered by *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)*
 7. **Direct Payroll Deposit Hash Sheet (DAN GS50-03E-08)** covered by *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)*
 8. **Direct Payroll Deposit Pre-Note Data (DAN GS50-03E-09)** covered by *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)*
 9. **Direct Payroll Deposit Transmittal Listings (DAN GS50-03E-10)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
 10. **Labor and Industries Report on Payroll (DAN GS50-03E-16)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

11. **Leave Buy-Back Acceptance Forms (DAN GS50-03E-17)** covered by *Leave/Overtime – Non-Routine (DAN GS2017-010)*
12. **Leave Sharing Authorization (DAN GS50-03E-18)** covered by *Leave/Overtime – Non-Routine (DAN GS2017-010)*
13. **Listings of Payroll Deductions (DAN GS50-03E-19)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
14. **Medical Insurance Reports – Payroll (DAN GS50-03E-20)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
15. **Old Age Security Insurance (OASI) Reports (DAN GS50-03E-21)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
16. **Payroll or Expense Checks Log/Sheet (DAN GS50-03A-32)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
17. **Records of Attachments or Garnishments of Salaries or Wages (DAN GS50-03E-23)** covered by *Employee Pay – History (DAN GS50-03E-15)*
18. **State Department of Retirement Systems Applications and Reports (DAN GS50-03E-29)** covered by *Benefit Programs - Administration (DAN GS2017-007). Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
19. **State Employees Retirement Transmittal (DAN GS50-03E-24)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
20. **Supporting Documents and Reports - Payroll (DAN GS50-03E-25)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
21. **Time Cards/Time Sheets (DAN GS50-03E-04)** covered by *Employee Retirement/Pension Verification (DAN GS2017-009)* and *Employee Pay – History (DAN GS50-03E-15)*
22. **Benefits Studies and Surveys (DAN GS50-04D-01)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
23. **Commute Trip Reduction Participant Files (DAN GS59-01-02)** covered by *Employee Benefits – Enrollment and Participation (DAN GS50-04D-03)*
24. **Commute Trip Reduction Program Administrative Files (DAN GS59-01-03)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
25. **Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms (DAN GS50-03E-03)** covered by *Employee Benefits – Enrollment and Participation (DAN GS50-04D-03)*
26. **Cumulative Leave Record (DAN GS50-04B-02)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
27. **Disability, Health and Welfare Claims – Employee (DAN GS50-03E-11)** covered by *Employee Benefits – Claims and Appeals (DAN GS2017-008)*
28. **Employee Assistance Program Supervisor’s Referral Documentation (DAN GS50-04B-28)** covered by *Employee Work History (DAN GS50-04B-06)*
29. **Employee Assistance Program Case Files (DAN GS50-04A-06)** covered by *Employee Health Records (Routine) (DAN GS2017-015)* and *Employee Medical and Exposure Records (DAN GS50-04B-30)*. NOTE: Case (treatment) files are not typically held by the agency but by a confidential (medical) provider.
30. **Employee Assistance Program Files (DAN GS50-04B-19)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
31. **Employee Benefit Contracts/Policies/Plans (DAN GS50-04D-02)** covered by *Contracts and Agreements - General (DAN GS50-01-11)* and *Employee Retirement/Pension Verification (DAN GS2017-009)*
32. **Employee Retirement Benefit History Files – For Agencies Operating Their Own Pension Systems (DAN GS50-04B-40)** covered by *Employee Retirement/Pension Verification (DAN GS2017-009)*
33. **Employee Retirement Benefit History Files/Employees that have Withdrawn from the System – For Agencies Operating Their Own Pension Systems (DAN GS50-04B-41)** covered by *Employee Retirement/Pension Verification (DAN GS2017-009)*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

34. **Employee Retirement Benefit Verification Files – For Agencies Operating Their Own Pension Systems (DAN GS50-04B-42)** covered by *Employee Retirement/Pension Verification (DAN GS2017-009)*
35. **Employee Retirement Benefit Verification Files for Employees that have Withdrawn from the System – For Agencies Operating Their Own Pension Systems (DAN GS50-04B-43)** covered by *Employee Retirement/Pension Verification (DAN GS2017-009)*
36. **Listing of Participants Covered by Agency Health Insurance Providers – Employee Benefits (DAN GS50-04D-06)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
37. **Monthly Statement of Benefits Paid (DAN GS50-06C-19)** covered by *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
38. **Monthly Statement of Employee Benefits Paid (DAN GS50-04D-04)** *Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)*
39. **Retirement Investment Portfolios – Agencies Operating Their Own Pension Systems (DAN GS50-04B-36)** covered by *Contracts and Agreements - General (DAN GS50-01-11)* and *Investment Monitoring (Mandatory) (DAN GS50-03A-33)*
40. **Unemployment Insurance Claims of Individual Employees (DAN GS50-04D-05)** covered by *Employee Benefits – Claims and Appeals (DAN GS2017-008)*
41. **Yearly Survey/Questionnaire of Employees Commute Trip Reduction (DAN GS59-01-04)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
42. **Affirmative Action Forecasts (DAN GS50-04C-02)** covered by *Workforce Planning (DAN GS2014-032)*
43. **Claims Costs Reports or Statements (DAN GS50-06C-24)** covered by *Financial Transactions - General (DAN GS2011-184)* and *Benefit Programs - Administration (DAN GS2017-007)*
44. **Employer’s Quarterly Report for Industrial Insurance (Worker’s Compensation) (DAN GS50-06C-06)** covered by *Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05)*
45. **Industrial Insurance Claim Log (DAN GS50-06C-01)** covered by *Benefit Programs - Administration (DAN GS2017-007)*
46. **Self-Insured Employer Certification (DAN GS50-06C-05)** covered by *Authorizations/Certifications – Agency Management (DAN GS50-01-42)*
47. **Union Arbitration Files (DAN GS50-04E-06)** covered by *Contracts and Agreements - General (DAN GS50-01-11)* and *Employee Complaints and Grievances (DAN GS50-04E-03)*
48. **Union Organization Lists (DAN GS50-04E-05)** covered by *Secondary (Duplicate) Copies (DAN GS50-02-04)*
49. **Civil Service Case Files – Not Heard (DAN GS50-04B-45)** covered by *Civil Service System – Program Administration (DAN GS50-04B-35)*
50. **Civil Service Commission Exhibits – Petition for Review Filed (DAN GS50-04B-37)** covered by *Civil Service System – Program Administration (DAN GS50-04B-35)*
51. **Civil Service Commission Exhibits – Petition for Review Not Filed (DAN GS50-04B-38)** covered by *Civil Service System – Program Administration (DAN GS50-04B-35)*
52. **Civil Service Commission Investigation Files (DAN GS50-04B-39)** covered by *Civil Service System – Program Administration (DAN GS50-04B-35)*
53. **Final Agreement (DAN GS50-01-51)** covered by *Contracts and Agreements - General (DAN GS50-01-11)*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

54. **Initial Agreement (DAN GS50-01-52)** covered by *Contracts and Agreements - General (DAN GS50-01-11)*
55. **Whistleblower Investigation Reports (DAN GS50-04B-25)** covered by *Employee Complaints and Grievances (DAN GS50-04E-03)*
56. **Workplace Violence Case Files (DAN GS50-05A-24)** covered by *Misconduct Investigation Files – Founded (DAN GS50-04B-46)* and *Misconduct Investigation Files – Unfounded (DAN GS50-04B-47)*
57. **Audiometric Test Records – Individual Employee (DAN GS51-05D-10)** covered by *Employee Medical and Exposure Records (DAN GS50-04B-30)*
58. **Confined Space Permit Files (DAN GS50-06B-26)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)*
59. **Ergonomic Files (DAN GS51-05D-11)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)* and *Civil Rights Compliance (Section 504 Accommodations) (DAN GS50-045C-01)* and *Contracts and Agreements (General) (GS50-01-11)*
60. **Fire and Other Emergency Drill Reports (DAN GS50-06C-10)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)*
61. **Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) Exposure Reports and Waivers (DAN GS50-04B-04)** covered by *Employee Medical and Exposure Records (DAN GS50-04B-30)*
62. **Penalty Assessment Notification (DAN GS50-06C-20)** covered by *Financial Transactions - General (DAN GS2011-184)* and *Occupational Health and Safety – Program Administration (DAN GS2017-016)*
63. **Respirator Fit Test Records (DAN GS50-05D-07)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)*
64. **Respirator Program Files (DAN GS50-05D-08)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)*
65. **Workplace Hazard Assessment Certification (DAN GS51-05D-06)** covered by *Occupational Health and Safety Program – Administration (DAN GS2017-016)*
66. **Employee Suggestion Program Files (DAN GS50-04B-20)**. Use a records series based on the function and content of the suggestion(s).
67. **Work Assignment Record, Schedule or Log (DAN GS50-04B-29)** Use a more specific records series. (For examples, see crosswalk, page 13).
68. **Drug/Alcohol Test Results – Positive Results or Refusal to Test (Agency Employees) (DAN GS50-04B-27)** covered by *Employee Health Records (Routine) (DAN GS2017-015)*
69. **Employee Contracts - Superseded (DAN GS50-04B-13)** covered by *Contracts and Agreements - General (DAN GS50-01-11)*
70. **Temporary Agency Worker Accounts (DAN GS50-04B-23)** covered by *Employee Work History (DAN GS50-04B-06)*
71. **Volunteer Files (DAN GS50-04B-10)** covered by *Employee Work History (DAN GS50-04B-06)*
72. **Position Classification Studies (DAN GS50-04B-07)** covered by *Position Description and Classification (DAN GS50-04B-05)*
73. **Position Description History Files (DAN GS50-04B-08)** covered by *Position Description and Classification (DAN GS50-04B-05)*
74. **Application for Employment when Applicant is Not Hired (DAN GS50-04B-01)** covered by *Recruitment (DAN GS50-04B-22)*
75. **Civil Service Examination (Passed But Not Hired) (DAN GS50-04A-03)** covered by *Civil Service System – Program Administration (DAN GS50-04B-35)*
76. **Eligibility List or Register (DAN GS50-04A-04)** covered by *Recruitment (DAN GS50-04B-22)*

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

77. ***Employee & Volunteer Fingerprint Listing (DAN GS50-04B-11)*** covered by *Recruitment (DAN GS50-04B-22)*
78. ***Employment Interview Evaluation Files (DAN GS50-04B-16)*** covered by *Recruitment (DAN GS50-04B-22)*
79. ***Job Announcements or Postings (DAN GS50-04B-18)*** covered by *Recruitment (DAN GS50-04B-22)*
80. ***Volunteer Applications – Not Accepted or Ineligible (DAN GS50-04B-24)*** covered by *Employment Inquiries (DAN GS50-04A-05)*
81. ***Continuing Professional Education Records (DAN GS50-05A-23)*** covered by *Authorizations/Certifications – Employees (General) (DAN GS2011-190)*
82. ***Employee Training History File (DAN GS50-04G-01)*** covered by *Employee Work History (DAN GS50-04B-06)*
83. ***Training/Class Completion Report (DAN GS50-04G-02)*** covered by *Workforce Planning (DAN GS2014-032)* and *Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory (DAN GS2011-180)* and *Recruitment (DAN GS50-04B-22)* and *Secondary (Duplicate) Copies (DAN GS50-02-04)* and *Records Documented as Part of More Formalized Records (DAN GS2016-009)*
84. ***Public Disclosure/Records Request Logs (DAN GS50-09-13)*** covered by *Public Disclosure/Records Requests (DAN GS2010-014)*

Net Reduction in Record Series: 81

- **Human Resource Management function: Down from 102 to 45**
- **Payroll activity: Down from 25 to 5**
- **Entire CORE: Down from 371 to 29**

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
AGENCY MANAGEMENT – AUTHORIZATION/CERTIFICATION	
<p>AGENCY MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42)</i></p> <p>6 years after authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected (Non-Archival)</p>	<p><u>Revised (inclusion only):</u> AGENCY MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42)</i></p> <p>6 years after authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected (Non-Archival)</p>
AGENCY MANAGEMENT – COMMUNITY RELATIONS (renamed COMMUNITY AND EXTERNAL RELATIONS)	
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Biographical Files (DAN GS50-06F-01)</i></p> <p>Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i></p> <p>6 years after end of calendar year (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Citizen Complaints/Requests (DAN GS50-01-09)</i></p> <p>3 years after matter closed (Non-Archival)</p>	<p><u>Revised (description and exclusion):</u> AGENCY MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS <i>Citizen Complaints/Requests (DAN GS50-01-09)</i></p> <p>3 years after matter closed (Non-Archival)</p>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Historical Files of the Agency (DAN GS50-06F-02)</i></p> <p>Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Revised (significantly) and Relocated:</u> AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i></p> <p>6 years after end of calendar year (Archival – Appraisal Required)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Newspaper Clippings (DAN GS50-06F-05)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS <i>Media Releases and Coverage (DAN GS50-06F-07)</i> 2 years after end of calendar year (Archival – Appraisal Required) <u>AND</u> AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Photographs, Audio/Visual Material (DAN GS50-06F-06)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS <i>Media Releases and Coverage (DAN GS50-06F-07)</i> 2 years after end of calendar year (Archival – Appraisal Required) <u>AND</u> AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Press Releases (DAN GS50-06F-07)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Revised (significantly) and Split Between:</u> AGENCY MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS <i>Media Releases and Coverage (DAN GS50-06F-07)</i> 2 years after end of calendar year (Archival – Appraisal Required)</p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Scrapbooks and Albums (DAN GS50-06F-08)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – COMMUNITY RELATIONS <i>Speeches (DAN GS50-06F-09)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required)</p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS <i>Media Releases and Coverage (DAN GS50-06F-07)</i> 2 years after end of calendar year (Archival – Appraisal Required)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS	
<p>AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169)</i> 6 years after completion of transaction or 6 years after termination/ expiration of instrument/coverage or 6 years after disposition of asset (if asset owned by agency) <i>whichever is later</i> (Non-Archival)</p>	<p>Revised (description only): AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169)</i> 6 years after completion of transaction or 6 years after termination/ expiration of instrument/coverage or 6 years after disposition of asset (if asset owned by agency) <i>whichever is later</i> (Non-Archival)</p>
<p>AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>	<p>Revised (description and inclusions): AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>
AGENCY MANAGEMENT – ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)	
<p>AGENCY MANAGEMENT – ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA) <i>Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023)</i> 6 years after end of term of office or appointment (Archival – Appraisal Required)</p>	<p>Revised (archival designation only): AGENCY MANAGEMENT – ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA) <i>Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023)</i> 6 years after end of term of office or appointment (Archival – Permanent Retention)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
AGENCY MANAGEMENT – EMERGENCY PLANNING, RESPONSE, RECOVERY	
<p>AGENCY MANAGEMENT – EMERGENCY PLANNING, RESPONSE, RECOVERY <i>Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024)</i> Until obsolete or superseded (Non-Archival)(Non-Essential)</p>	<p><u>Revised (essential designation only):</u> AGENCY MANAGEMENT – EMERGENCY PLANNING, RESPONSE/RECOVERY <i>Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024)</i> Until obsolete or superseded (Non-Archival)(Essential)</p>
AGENCY MANAGEMENT – LEGAL AFFAIRS	
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Attorney General Opinions (DAN GS53-02-01)</i> Until no longer needed for agency business (Non-Archival)</p>	<p><u>Revised (description only):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Attorney General Opinions (DAN GS53-02-01)</i> Until no longer needed for agency business (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights Violation Complaints (DAN GS50-04C-04)</i> 6 years after resolution, completion, closure, or decision not to proceed (Archival – Appraisal Required)</p>	<p><u>Revised (significantly) and Split Between:</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04)</i> 6 years after resolution, completion, closure, or decision not to proceed (Archival – Appraisal Required) <u>AND</u> <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002)</i> 6 years after resolution, completion, closure, or decision not to proceed (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated CORE v. 3.3 (October 2016)	Now covered by new, revised, or relocated records series CORE v. 4.0 (May 2017)
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights – Compliance (DAN GS2011-171)</i> 6 years after end of calendar year or conditions of grant satisfied, <i>whichever is later</i> (Non-Archival)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights – Compliance (DAN GS2011-171)</i> 6 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights – Compliance (Section 504 Accommodations) (DAN GS50-04C-01)</i> 6 years after completion or denial of accommodation(s) (Non-Archival)</p>	<p><u>Revised (exclusions only):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Rights – Compliance (Section 504 Accommodations) (DAN GS50-04C-01)</i> 6 years after completion or denial of accommodation(s) (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Civil Topical and Working Files (DAN GS52-07-03)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Legal Advice, Analysis, and Opinions - Development (DAN GS52-07-03)</i> Until issuance of advice/opinion (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Claims for Damages (DAN GS50-01-10)</i> 6 years after claim closed (Non-Archival)</p>	<p><u>Revised (exclusion and note):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Claims for Damages (DAN GS50-01-10)</i> 6 years after claim closed (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Code Enforcement (DAN GS2012-026)</i> 6 years after matter resolved (Non-Archival)</p>	<p><u>Revised (inclusion, note and cut-off):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Code Enforcement (DAN GS2012-026)</i> 6 years after matter resolved or closed (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Court Orders Served on the Agency (DAN GS2011-172)</i> Until no longer needed for agency business (Non-Archival)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Compulsory Process Served on the Agency (Not Party to Litigation) (DAN GS2011-172)</i> Until no longer needed for agency business (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09)</i> 10 years after matter resolved (Non-Archival)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09)</i> 10 years after matter resolved (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Legal Issues/Advice Files (DAN GS53-02-05)</i> Obsolete or superseded (Non-Archival)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Legal Advice, Analysis, and Opinions – Secondary Copies (DAN GS53-02-05)</i> Until no longer needed for agency business (Non-Archival)</p>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Legal Opinions (Agency Attorney) (DAN GS53-02-03)</i> Permanent (Archival – Appraisal Required)</p>	<p><u>Revised (significantly):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Legal Advice, Analysis, and Opinions – Official (DAN GS53-02-03)</i> 10 years after issuance of advice/opinion (Archival – Appraisal Required)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Litigation Case Files (DAN GS53-02-04)</i> 10 years after case closed (Archival – Appraisal Required, Non-Essential)</p>	<p><u>Revised (description, cut-off, and essential designation):</u> AGENCY MANAGEMENT – LEGAL AFFAIRS <i>Litigation Case Files (DAN GS53-02-04)</i> 10 years after resolution of case (including appeals) (Archival – Appraisal Required, Essential)</p>
AGENCY MANAGEMENT – MEETINGS AND HEARINGS	
<p>AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i> 6 years after final disposition of case (Archival – Appraisal Required)</p>	<p><u>Revised (description only).</u> Removed language, “<i>subject to the Administrative Procedure Act (chapter 34.05 RCW)</i>”. (Local government agencies are not subject to this Act.) AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i> 6 years after final disposition of case (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174)</i> 6 years after final disposition of case (Archival – Permanent Retention)</p>	<p><u>Revised (description only).</u> Removed language, “<i>subject to the Administrative Procedure Act (chapter 34.05 RCW)</i>”. (Local government agencies are not subject to this Act.) AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174)</i> 6 years after final disposition of case (Archival – Permanent Retention)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Meetings – Inter-Agency (DAN GS2011-175)</i> 6 years after end of calendar year or 6 years after completion of project, <i>whichever is later</i> (Archival – Appraisal Required)</p>	<p><u>Revised (exclusion only):</u> AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Meetings – Inter-Agency (DAN GS2011-175)</i> 6 years after end of calendar year or 6 years after completion of project, <i>whichever is later</i> (Archival – Appraisal Required)</p>
<p>AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Meetings – Staff (DAN GS50-01-43)</i> 2 years after end of calendar year (Non-Archival)</p>	<p><u>Revised (exclusion only):</u> AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Meetings – Staff (DAN GS50-01-43)</i> 2 years after end of calendar year (Non-Archival)</p>
AGENCY MANAGEMENT – PLANNING	
<p>AGENCY MANAGEMENT – PLANNING <i>Work Plans (DAN GS50-01-38)</i> Until no longer needed for agency business (Non-Archival)</p>	<p><u>Revised (exclusion only):</u> AGENCY MANAGEMENT – PLANNING <i>Work Plans (DAN GS50-01-38)</i> Until no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
ASSET MANAGEMENT – CONSTRUCTION	
<p>ASSET MANAGEMENT – CONSTRUCTION <i>IT Applications - Noteworthy (DAN GS2012-036)</i></p> <p>Until no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – CONSTRUCTION <i>IT Applications – Technical Design and Implementation (DAN GS50-06A-03)</i></p> <p>Application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule (Non-Archival)</p>
<p>ASSET MANAGEMENT – CONSTRUCTION <i>IT Applications – Technical Design and Implementation (DAN GS50-06A-03)</i></p> <p>Application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule (Non-Archival)</p>	<p><u>Revised (exclusion removed):</u> ASSET MANAGEMENT – CONSTRUCTION <i>IT Applications – Technical Design and Implementation (DAN GS50-06A-03)</i></p> <p>Application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule (Non-Archival)</p>
ASSET MANAGEMENT – INSPECTION/MONITORING	
<p>ASSET MANAGEMENT – INSPECTION/MONITORING <i>Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10)</i></p> <p>Retain for 30 years after end of calendar year (Archival-Appraisal Required)</p>	<p><u>Revised (exclusion only):</u> ASSET MANAGEMENT – INSPECTION/MONITORING <i>Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10)</i></p> <p>Retain for 30 years after end of calendar year (Archival-Appraisal Required)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>ASSET MANAGEMENT – INSPECTION/MONITORING <i>Monitoring (Traffic) – Analysis (DAN GS50-18-34)</i> Retain for 6 years after analysis or report completed (Archival-Appraisal Required)</p>	<p><u>Revised (exclusion only):</u> ASSET MANAGEMENT – INSPECTION/MONITORING <i>Monitoring (Traffic) – Analysis (DAN GS50-18-34)</i> Retain for 6 years after analysis or report completed (Archival-Appraisal Required)</p>
<p>ASSET MANAGEMENT – INSPECTION/MONITORING <i>Monitoring (Traffic) – Raw Data (DAN GS50-18-33)</i> Until no longer needed for agency business (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMAL RETENTION VALUE <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i> Until verification of successful conversion/keying/transcription (Non-Archival)</p>
ASSET MANAGEMENT – PLANNING	
<p>ASSET MANAGEMENT – PLANNING <i>IT Applications – Planning and Review (DAN GS50-06A-01)</i> 6 years after finalization of project (Non-Archival)</p>	<p><u>Revised (exclusion only):</u> ASSET MANAGEMENT – PLANNING <i>IT Applications – Planning and Review (DAN GS50-06A-01)</i> 6 years after finalization of project (Non-Archival)</p>
FINANCIAL MANAGEMENT – ACCOUNTING	
<p>FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Disputes and Collections - General (DAN GS50-03B-14)</i> 6 years after matter resolved (Non-Archival)</p>	<p><u>Revised (inclusion only):</u> FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Disputes and Collections - General (DAN GS50-03B-14)</i> 6 years after matter resolved (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Transactions - General (DAN GS2011-184)</i> 6 years after end of fiscal year (Non-Archival)</p>	<p><u>Revised (inclusion only):</u> FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Transactions - General (DAN GS2011-184)</i> 6 years after end of fiscal year (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – ACCOUNTING <i>Unclaimed Property Research/Investigative Files – Funds Held by the Agency (DAN GS50-05B-32)</i> 6 years after property deemed abandoned and funds remitted to the Department of Revenue (Non-Archival)</p>	<p><u>Revised (significantly):</u> FINANCIAL MANAGEMENT – ACCOUNTING <i>Unclaimed Property – Funds Held by Agency (DAN GS50-05B-32)</i> 6 years after property claimed (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – ACCOUNTING <i>Unclaimed Property Research/Investigative Files – Funds Remitted to Department of Revenue (DAN GS50-05B-33)</i> 6 years after property deemed abandoned and funds remitted to the Department of Revenue (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS50-05B-31)</i> 6 years after report filed and funds remitted to DOR (Non-Archival)</p>
FINANCIAL MANAGEMENT – AUTHORIZATION/CERTIFICATION	
<p>FINANCIAL MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Delegation of Authority and Signature Records (DAN GS50-03B-11)</i> <i>Superseded plus 6 years (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> <i>6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</i></p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
FINANCIAL MANAGEMENT – PAYROLL	
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Authorization for Payroll Deductions (DAN GS50-03E-01)</i></p> <p>Termination of authorization plus 6 years (Non-Archival)</p>	<p><u>Revised (significantly):</u></p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i></p> <p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Benefit Detail Reports (DAN GS50-03E-02)</i></p> <p>3 years (Non-Archival)</p>	<p><u>Revised (significantly):</u></p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Direct Payroll Deposit Authorization (DAN GS50-03E-05)</i></p> <p>Until transferred to cancellation file (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i></p> <p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business(Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Direct Payroll Deposit Authorization Cancellation (DAN GS50-03E-06)</i></p> <p>4 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i></p> <p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business(Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Direct Payroll Deposit Enrollees Detail Data (DAN GS50-03E-07)</i> 1 year (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – PAYROLL <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i> Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Direct Payroll Deposit Hash Sheet (DAN GS50-03E-08)</i> 1 year (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: FINANCIAL MANAGEMENT – PAYROLL <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i> Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i> Until verification of successful conversion/keying/transcription (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Direct Payroll Deposit Pre-Note Data (DAN GS50-03E-09)</i> 1 year (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: FINANCIAL MANAGEMENT – PAYROLL <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i> Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order and no longer needed for agency business (Non-Archival) <u>AND</u> RECORDS WITH MINIMAL RETENTION VALUE <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i> Until verification of successful conversion/keying/transcription (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Direct Payroll Deposit Transmittal Listings (DAN GS50-03E-10)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Individual Employee Pay History (DAN GS50-03E-15)</i></p> <p>If used for retirement verification – 60 years. If NOT used for retirement verification – 3 years (Non-Archival)</p>	<p><u>Revised (significantly) and Split Between:</u></p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay – History (DAN GS50-03E-15)</i></p> <p>4 years after end of fiscal year and no longer needed for agency business (<i>including retirement benefit verification</i>) (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Internal Revenue Service (IRS) Forms (DAN GS50-03A-17)</i></p> <p>4 years (Non-Archival)</p>	<p><u>Revised (significantly), Relocated, and Split Between:</u></p> <p>FINANCIAL MANAGEMENT – REPORTING AND FILING</p> <p><i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17)</i></p> <p>5 years after date form/report submitted (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006)</i></p> <p>4 years after obsolete or superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Labor and Industries Report on Payroll (DAN GS50-03E-16)</i></p> <p>3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Leave Buy-Back Acceptance Forms (DAN GS50-03E-17)</i></p> <p>6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Leave/Overtime – Non-Routine (DAN GS2017-010)</i></p> <p>6 years after expiration of leave period or denied request and no longer needed for agency business (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Leave Sharing Authorization (DAN GS50-03E-18)</i></p> <p>6 years</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Leave/Overtime – Non-Routine (DAN GS2017-010)</i></p> <p>6 years after expiration of leave period or denied request and no longer needed for agency business (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Listings of Payroll Deductions (DAN GS50-03E-19)</i></p> <p>3 years or until completion of State Auditor’s examination report</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Medical Insurance Reports – Payroll (DAN GS50-03E-20)</i></p> <p>3 years</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Old Age Security Insurance (OASI) Reports – Payroll (DAN GS50-03E-21)</i></p> <p>3 years</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll or Expense Checks Log/Sheet (DAN GS50-03A-32)</i></p> <p>3 years</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i></p> <p>3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Register (DAN GS50-03E-22)</i> If used for retirement verification – 60 years. If NOT used for retirement verification – 3 years (Non-Archival)</p>	<p><u>Revised (significantly) and Split Between:</u> FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Register (DAN GS50-03E-22)</i> 6 years after end of fiscal year and no longer needed for agency business (<i>including retirement benefit verification</i>) (Non-Archival)</p> <p align="center"><u>AND</u></p> <p>HUMAN RESOURCE MANAGEMENT - EMPLOYEE BENEFITS <i>Employee Retirement/Pension Verification (DAN GS2017-009)</i> 60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Personnel Fund Monitoring Reports (DAN GS50-03A-33)</i> 6 years (Non-Archival)</p>	<p><u>Revised (significantly) and Relocated:</u> FINANCIAL MANAGEMENT – ACCOUNTING <i>Investment Monitoring (Mandatory) (DAN GS50-03A-33)</i> 6 years after end of fiscal year and no longer needed for agency business (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Records of Attachments or Garnishments of Salaries or Wages (DAN GS50-03E-23)</i> 6 years</p>	<p><u>Discontinued</u> – Now Covered By: FINANCIAL MANAGEMENT – PAYROLL <i>Employee Pay - History (DAN GS50-03E-15)</i> 4 years after end of fiscal year and no longer needed for agency business (<i>including retirement benefit verification</i>) (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Salary Schedule - Employee (DAN GS50-04A-07)</i> Superseded plus 6 years (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – MEETINGS AND HEARINGS <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i> 6 years after end of calendar year (Archival – Permanent Retention) <u>AND</u> FINANCIAL MANAGEMENT – PAYROLL <i>Employee Pay - History (DAN GS50-03E-15)</i> 4 years after end of fiscal year and no longer needed for agency business (<i>including retirement benefit verification</i>) (Non-Archival) <u>AND</u> HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT <i>Position Description and Classification (DAN GS50-04B-05)</i> 6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>State Department of Retirement Systems Applications and Reports (DAN GS50-03E-29)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival) <u>AND</u> FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>State Employees Retirement Transmittal (DAN GS50-03E-24)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now Covered By: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – PAYROLL <i>Supporting Documents and Reports - Payroll (DAN GS50-03E-25)</i> 4 years after end of fiscal year or until completion of State Auditor’s examination report, <i>whichever is sooner</i> (Non-Archival)</p>	<p><u>Discontinued</u> – Now Covered By: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Time Cards/Time Sheets - Payroll (DAN GS50-03E-04)</i></p> <p>If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years. Time records subject to federal audit should be retained per federal requirements (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as:</p> <p>HUMAN RESOURCE MANAGEMENT - EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p> <p><u>AND</u></p> <p>FINANCIAL MANAGEMENT – PAYROLL</p> <p><i>Employee Pay - History (DAN GS50-03E-15)</i></p> <p>4 years after end of fiscal year and no longer needed for agency business (<i>including retirement benefit verification</i>) (Non-Archival)</p>
<p>FINANCIAL MANAGEMENT – REPORTING</p>	
<p>FINANCIAL MANAGEMENT – REPORTING</p> <p><i>Unclaimed Property Report – Filed with Department of Revenue (DAN GS50-05B-31)</i></p> <p>6 years after report filed (Non-Archival)</p>	<p><u>Revised (significantly) and Relocated:</u></p> <p>FINANCIAL MANAGEMENT – ACCOUNTING</p> <p><i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS50-05B-31)</i></p> <p>6 years after report filed and funds remitted to DOR (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION	
<p>HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Human Resources (General) (DAN GS2011-190)</i> 6 years after authorization/certification superseded or terminated (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Employees (General) (DAN GS2011-190)</i> 6 years after authorization/certification superseded or terminated or 6 years after separation from agency, <i>whichever is sooner</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Human Resources (Hazardous Materials Handling) (DAN GS50-19-09)</i> 50 years after authorization/certification superseded or terminated (Non-Archival)</p>	<p><u>Revised (title only):</u> HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Employees (Hazardous Materials Handling) (DAN GS50-19-09)</i> 50 years after authorization/certification superseded or terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Human Resources (Health Care Providers Licensed by Washington State) (DAN GS2011-191)</i> 8 years after authorization superseded or terminated (Non-Archival)</p>	<p><u>Revised (title and description):</u> HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/ CERTIFICATION <i>Authorizations/Certifications – Employees (Health Care/Services) (DAN GS2011-191)</i> 8 years after authorization superseded or terminated (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – BENEFITS <i>(renamed EMPLOYEE BENEFITS)</i>	
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Benefits Studies and Surveys (DAN GS50-04D-01)</i> Obsolete or superseded (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Commute Trip Reduction Participant Files (DAN GS59-01-02)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Employee Benefits – Enrollment and Participation (DAN GS50-04D-03)</i> 6 years after termination of contract/lapse of coverage or withdrawal from participation or separation from agency, <i>whichever is sooner and</i> expiration of appeal period for any/all claims filed <i>(Non-Archival)</i></p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Commute Trip Reduction Program Administrative Files (DAN GS59-01-03)</i> Until obsolete or superseded (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms (DAN GS50-03E-03)</i></p> <p>6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now Covered By:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Benefits – Enrollment and Participation (DAN GS50-04D-03)</i></p> <p>6 years after termination of contract/lapse of coverage or withdrawal from participation or separation from agency, <i>whichever is sooner</i> and expiration of appeal period for any/all claims filed (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Cumulative Leave Record (DAN GS50-04B-02)</i></p> <p>3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Benefit Programs - Administration (DAN GS2017-007)</i></p> <p>3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Disability, Health and Welfare Claims – Employee (DAN GS50-03E-11)</i></p> <p>Settlement plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Benefits – Claims and Appeals (DAN GS2017-008)</i></p> <p>6 years after benefit/beneficiary payment completed or denied and 6 years after expiration of appeal period (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Assistance Program Supervisor’s Referral Documentation (DAN GS50-04B-28)</i></p> <p>Termination of employment plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY</p> <p><i>Employee Work History (DAN GS50-04B-06)</i></p> <p>6 years after separation from agency (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Employee Assistance Program Case Files (DAN GS50-04A-06)</i> 8 years after last treatment or session (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Health Records (Routine) (DAN GS2017-015)</i> 6 years after created or received and no longer needed for agency business (Non-Archival) <u>AND</u> <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i> 30 years after separation from agency (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Employee Assistance Program Files (DAN GS50-04B-19)</i> 4 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Benefit Contracts/Policies/Plans (DAN GS50-04D-02)</i></p> <p>Superseded or coverage lapses plus 6 (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as:</p> <p>AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS</p> <p><i>Contracts and Agreements (General) (DAN GS50-01-11)</i></p> <p>6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Benefit Participation/Enrollment Agreements and Withdrawals (DAN GS50-04D-03)</i></p> <p>Termination or withdrawal plus 6 (Non-Archival)</p>	<p><u>Revised (significantly):</u></p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Benefits – Enrollment and Participation (DAN GS50-04D-03)</i></p> <p>6 years after termination of contract/lapse of coverage or withdrawal from participation or separation from agency, <i>whichever is sooner</i> and expiration of appeal period for any/all claims filed (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Retirement Benefit History Files – for Agencies Operating Their Own Pension Systems (DAN GS50-04B-40)</i></p> <p>Termination of retirement eligibility plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Retirement Benefit History Files for Employees that have Withdrawn from the System – for Agencies Operating Their Own Pension Systems (DAN GS50-04B-41)</i></p> <p>Withdrawal plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Retirement Benefit Verification Files – for Agencies Operating Their Own Pension Systems (DAN GS50-04B-42)</i></p> <p>Termination of retirement benefit eligibility plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Employee Retirement Benefit Verification Files for Employees that have Withdrawn from the System – for Agencies Operating Their Own Pension Systems (DAN GS50-04B-43)</i></p> <p>Withdrawal plus 60 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Retirement/Pension Verification (DAN GS2017-009)</i></p> <p>60 years after separation from agency or 100 years after employee’s date of birth or 6 years after beneficiary payment completed, <i>whichever is sooner</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Listing of Participants Covered by Agency Health Insurance Providers – Employee Benefits (DAN GS50-04D-06)</i></p> <p>3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Benefit Programs - Administration (DAN GS2017-007)</i></p> <p>3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated CORE v. 3.3 (October 2016)	Now covered by new, revised, or relocated records series CORE v. 4.0 (May 2017)
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Monthly Statement of Benefits Paid (DAN GS50-06C-19)</i> 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Monthly Statement of Employee Benefits Paid (DAN GS50-04D-04)</i> 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year <u>and</u> completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS <i>Requests for Leave/Overtime (DAN GS50-04B-09)</i> 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner (Non-Archival)</p>	<p><u>Revised (description and exclusions) and Split Between:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Leave/Overtime – Routine (DAN GS50-04B-09)</i> 4 years after end of fiscal year or until completion of State Auditor’s examination report, <i>whichever is sooner</i> (Non-Archival) <u>AND</u> <i>Leave/Overtime – Non-Routine (DAN GS2017-010)</i> 6 years after expiration of leave period or denied request and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Retirement Investment Portfolios – Agencies Operating Their Own Pension Systems (DAN GS50-04B-36)</i></p> <p>Closeout of agreement, contract or account plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as:</p> <p>AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS</p> <p><i>Contracts and Agreements (General) (DAN GS50-01-11)</i></p> <p>6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>FINANCIAL MANAGEMENT – ACCOUNTING</p> <p><i>Investment Monitoring (Mandatory) (DAN GS50-03A-33)</i></p> <p>6 years after end of fiscal year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Unemployment Insurance Claims of Individual Employees (DAN GS50-04D-05)</i></p> <p>6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Employee Benefits – Claims and Appeals (DAN GS2017-008)</i></p> <p>6 years after benefit/beneficiary payment completed or denied and 6 years after expiration of appeal period (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – BENEFITS</p> <p><i>Yearly Survey/Questionnaire of Employees Commute Trip Reduction (DAN GS59-01-04)</i></p> <p>3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS</p> <p><i>Benefit Programs - Administration (DAN GS2017-007)</i></p> <p>3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – EQUITY (<i>activity removed</i>)	
<p>HUMAN RESOURCE MANAGEMENT – EQUITY <i>Affirmative Action Forecasts (DAN GS50-04C-02)</i> 2 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT <i>Workforce Planning (DAN GS2014-032)</i> 6 years after obsolete or superseded (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – EQUITY <i>Affirmative Action Plans (DAN GS50-04C-03)</i> Until superseded plus 6 years (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT <i>Workforce Planning (DAN GS2014-032)</i> 6 years after obsolete or superseded (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – EQUITY <i>Affirmative Action Studies and Reports (DAN GS50-01-54)</i> 5 years (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT <i>Workforce Planning (DAN GS2014-032)</i> 6 years after obsolete or superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE (<i>activity removed</i>)	
<p>HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE <i>Claims Costs Reports or Statements (DAN GS50-06C-24)</i> 4 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Transactions (General) (GS2011-184)</i> 6 years after end of fiscal year (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE <i>Employer’s Quarterly Report for Industrial Insurance (Worker’s Compensation) (DAN GS50-06C-06)</i> 3 years after date of report (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – PAYROLL <i>Payroll Processing, Distribution and Reporting (DAN GS50-03E-02)</i> 3 years after end of fiscal year and completion of State Auditor’s examination report, <i>whichever is later</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE <i>Industrial Insurance Claims Log (DAN GS50-06C-01)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE BENEFITS <i>Benefit Programs - Administration (DAN GS2017-007)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE <i>Self-Insured Employer Certification (DAN GS50-06C-05)</i> 2 years after certification withdrawn or surrendered (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorization/Certifications – Agency Management (DAN GS50-01-42)</i> <i>6 years after authorization/certification superseded or terminated and conditions of authorization satisfied and violations (if any) corrected (Non-Archival)</i></p>
HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS (activity removed)	
<p>HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS <i>Collective Bargaining Agreements (DAN GS50-01-50)</i> <i>Termination plus 6 years (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival) Note: Final collective bargaining agreements are captured for archival purposes as part of the meeting packet of the approving governing body.</p>
<p>HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS <i>Collective Bargaining Contract and Agreement Negotiations Files (DAN GS50-04E-04)</i> Approval of negotiated agreement (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS <i>Union Arbitration Files (DAN GS50-04E-06)</i> 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival) <u>AND</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Complaints and Grievances (DAN GS50-04E-03)</i> 6 years after matter resolved/final determination of case and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS <i>Union Organization Lists (DAN GS50-04E-05)</i> Obsolete or superseded (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) <i>Secondary (Duplicate) Copies (DAN GS50-02-04)</i> Until no longer needed for agency business (Non-Archival)</p>
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE (<i>activity removed</i>)	
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Case Files – Not Heard (DAN GS50-04B-45)</i> Administrative closure plus 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (<i>if applicable</i>) (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Commission Case File (DAN GS50-04B-35)</i> Case resolved or closed plus 6 years (Non-Archival)</p>	<p><u>Revised (significantly) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (if applicable) (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Commission Exhibits – Petition for Review Filed (DAN GS50-04B-37)</i> Petition for review or petition for reconsideration filed plus 3 years, whichever is later (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (if applicable) (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Commission Exhibits – Petition for Review Not Filed (DAN GS50-04B-38)</i> Expiration of review or reconsideration period plus 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (if applicable) (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Commission Investigation Files (DAN GS50-04B-39)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (if applicable) (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Civil Service Commission Investigation Files (DAN GS50-04B-39)</i> Case resolved or closed plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service System – Program Administration (DAN GS50-04B-35)</i> 6 years after end of calendar year and 6 years after matter resolved/case closed (if applicable) (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Employee Grievances (DAN GS50-04E-03)</i> Case resolved or closed plus 6 years (Non-Archival)</p>	<p><u>Revised (significantly) and relocated:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Complaints and Grievances (DAN GS50-04E-03)</i> 6 years after matter resolved/final determination of case and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Employee Misconduct Investigation Files - Sustained (DAN GS50-04B-46)</i> 3 years after case closed (Non-Archival)</p>	<p><u>Revised (title, inclusion, and retention) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Misconduct Investigation Files – Founded (DAN GS50-04B-46)</i> 6 years after case closed/matter resolved and 6 years after corrective action completed (if imposed) and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Employee Misconduct Investigation Files - Unfounded (DAN GS50-04B-47)</i> Case closed (Non-Archival)</p>	<p><u>Revised (inclusion and retention) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Misconduct Investigation Files – Unfounded (DAN GS50-04B-47)</i> 3 years after case closed/matter resolved and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Final Agreement (DAN GS50-01-51)</i> Termination or withdrawal plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Initial Agreement (DAN GS50-01-52)</i> Termination or withdrawal plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Whistleblower Investigation Reports (DAN GS50-04B-25)</i> Case closed plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Complaints and Grievances (DAN GS50-04E-03)</i> 6 years after matter resolved/final determination of case and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCE <i>Workplace Violence Case Files (DAN GS50-05A-24)</i> Case closed plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY</p> <p><i>Misconduct Investigation Files – Founded (DAN GS50-04B-46)</i> 6 years after case closed/matter resolved and 6 years after corrective action completed (<i>if imposed</i>) and no longer needed for agency business (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p><i>Misconduct Investigation Files – Unfounded (DAN GS50-04B-47)</i> 3 years after case closed and no longer needed for agency business (Non-Archival)</p>
HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY (<i>renamed EMPLOYEE HEALTH AND SAFETY</i>)	
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Audiometric Test Records – Individual Employee (DAN GS50-05D-10)</i> Duration of affected employee’s employment (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i> 30 years after separation from employment (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Confined Space Permit Files (DAN GS50-06B-26)</i> 1 year after obsolete or superseded (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Ergonomic Files (DAN GS50-05D-11)</i> Last action taken plus 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as:</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY MANAGEMENT – RISK MANAGEMENT <i>Civil Rights Compliance (Section 504 Accommodations) (DAN GS50-04C-01)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Employee Medical Records (DAN GS50-04B-30)</i> 30 years after termination of employment (Non-Archival)</p>	<p><u>Revised (significantly)</u> :</p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i> 30 years after separation from agency (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

Mapping Chart – from CORE 3.3 to CORE 4.0

Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Employee Medical Records – Employed Less than One Year (DAN GS2011-192)</i> Termination of employment then provide to employee upon departure (Non-Archival)</p>	<p><u>Revised (note and cut-off) and Split Between:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Medical and Exposure Records – Employed Less than One Year (DAN GS2011-192)</i> Date of separation from agency then provide to employee upon departure (Non-Archival) <u>AND</u> <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i> 30 years after separation from agency (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Fire and other Emergency Drill Reports (DAN GS50-06C-10)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) Exposure Reports and Waivers (DAN GS50-04B-04)</i> Termination plus 30 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i> 30 years after separation from agency (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Industrial Hygiene Monitoring Files (DAN GS50-06C-33)</i> 30 years (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33)</i> 50 years after date of monitoring/measuring (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Occupational Injuries and Illnesses U.S. Bureau of Labor Statistics Log and Summary - Reporting (DAN GS50-06C-21)</i> 5 years (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety – Injuries and Illnesses (DAN GS50-06C-21)</i> 5 years after end of calendar year (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Penalty Assessment Notification (DAN GS50-06C-20)</i> 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: FINANCIAL MANAGEMENT – ACCOUNTING <i>Financial Transactions (General) (DAN GS2011-184)</i> 6 years after end of fiscal year (Non-Archival) <u>AND</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Respirator Fit Test Records (DAN GS50-05D-07)</i> After next test administered (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Respirator Fit Tests (DAN GS50-05D-07)</i> Until next fit test administered (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Respirator Program Files (DAN GS50-05D-08)</i> Obsolete or superseded (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY <i>Workplace Hazard Assessment Certification (DAN GS50-05D-06)</i> Superseded plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Occupational Health and Safety – Program Administration (DAN GS2017-016)</i> 3 years after end of calendar year and no longer needed for agency business (Non-Archival)</p>
HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT (<i>activity removed</i>)	
<p>HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT <i>Employee Suggestion Program Files (DAN GS50-04B-20)</i> 3 years after determination of suggestion (Non-Archival)</p>	<p><u>Discontinued.</u> Agency should apply a records series based on the <i>function</i> and <i>content</i> of the employee suggestion(s).</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT <i>Performance Evaluations (DAN GS50-04A-08)</i> 3 years after completion of evaluation (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Performance Evaluation (Employee) (DAN GS50-04A-08)</i> 3 years after next evaluation and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT <i>Performance Evaluation Background File - Supervisor (DAN GS50-04B-31)</i> Obsolete or superseded (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Performance Evaluation (Supervisor Preparation) (DAN GS50-04B-31)</i> Completion of evaluation and resolution of any ongoing performance issues (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT <i>Work Assignment Record, Schedule or Log (DAN GS50-04B-29)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by more specific records series, <i>such as:</i> ASSET MANAGEMENT – CONSTRUCTION <i>Construction Project Files (DAN GS50-18-10)</i> 6 years after completion of project or terms of grant agreement (Archival – Appraisal Required) <u>AND</u> <i>Employees – Routine Administrative Transactions (DAN GS2017-011)</i> Until superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>(renamed EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY)</i>	
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Disclosure of (Former) Employee Information to Prospective Employers (DAN GS2014-031)</i> 3 years after disclosure of information (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Disclosure of Former Employee Information to Prospective Employers (DAN GS2014-031)</i> 3 years after disclosure of information (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Drug/Alcohol Test Results – Positive Results or Refusal to Test (Agency Employees) (DAN GS50-04B-27)</i> Date of results plus 5 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Employee Health Records (Routine) (DAN GS2017-015)</i> 6 years after created or received and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Drug/Alcohol Test Results – Negative Results or Cancelled Tests (Agency Employees) (DAN GS50-04B-33)</i> Results posted or test canceled plus 1 year (Non-Archival)</p>	<p><u>Revised (significantly) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE HEALTH AND SAFETY <i>Alcohol Misuse/Controlled Substances Use Prevention – Test Results (Negative, Not Positive, Cancelled) (DAN GS50-04B-33)</i> 1 year after negative results posted or test cancelled (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Employee Award Files (DAN GS50-04B-44)</i> Date of award plus 2 years (Archival – Appraisal Required)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Award/Recognition Programs (DAN GS50-04B-44)</i> 3 years after date of award/recognition (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Employee Contracts - Superseded (DAN GS50-04B-13)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – CONTRACTS AND AGREEMENTS <i>Contracts and Agreements (General) (DAN GS50-01-11)</i> 6 years after completion of transaction or termination/expiration of instrument/coverage (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Employee Directory/Roster (DAN GS50-04B-14)</i> Until no longer needed for agency business (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series such as: AGENCY MANAGEMENT – PLANNING <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> 6 years after end of calendar year (Archival – Appraisal Required) <u>AND</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employees – Routine Administrative Transactions (DAN GS2017-011)</i> Until superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated CORE v. 3.3 (October 2016)	Now covered by new, revised, or relocated records series CORE v. 4.0 (May 2017)
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Personnel File (DAN GS50-04B-06)</i> 6 years after termination of employment (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Work History (DAN GS50-04B-06)</i> 6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Temporary Agency Worker Accounts (DAN GS50-04B-23)</i> Termination of employment plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Work History (DAN GS50-04B-06)</i> 6 years after separation from agency (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – PERSONNEL <i>Volunteer Files (DAN GS50-04B-10)</i> Termination of volunteer service plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Work History (DAN GS50-04B-06)</i> 6 years after separation from agency (Non-Archival)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE <i>(renamed WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT)</i>	
<p>HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE</p> <p><i>Job Descriptions (DAN GS50-04B-05)</i></p> <p>Until obsolete or superseded plus 6 years (Non-Archival)</p>	<p><u>Revised (significantly):</u></p> <p>HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT</p> <p><i>Position Description and Classification (DAN GS50-04B-05)</i></p> <p>6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE</p> <p><i>Organizational Charts (DAN GS2012-049)</i></p> <p>Until superseded (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by more specific records series including:</p> <p>HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT</p> <p><i>Position Description and Classification (DAN GS50-04B-05)</i></p> <p>6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)</p> <p style="text-align: center;"><u>AND</u></p> <p>HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY</p> <p><i>Employees – Routine Administrative Transactions (DAN GS2017-011)</i></p> <p>Until superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE</p> <p><i>Position Classification Studies (DAN GS50-04B-07)</i></p> <p>Until obsolete or superseded plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT</p> <p><i>Position Description and Classification (DAN GS50-04B-05)</i></p> <p>6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE</p> <p><i>Position Description History Files (DAN GS50-04B-08)</i></p> <p>Permanent (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by:</p> <p>HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT</p> <p><i>Position Description and Classification (DAN GS50-04B-05)</i></p> <p>6 years after obsolete or superseded and no longer needed for agency business (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE</p> <p><i>Workforce Planning (DAN GS2014-032)</i></p> <p>6 years after obsolete or superseded (Non-Archival)</p>	<p><u>Revised (significantly):</u></p> <p>HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT</p> <p><i>Workforce Planning (DAN GS2014-032)</i></p> <p>6 years after obsolete or superseded (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING	
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Application for Employment when Applicant is Not Hired (DAN GS50-04B-01)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service Commission Journal (DAN GS50-04A-02)</i> Expiration plus 1 year (Archival – Appraisal Required)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Civil Service Examination (Passed But Not Hired) (DAN GS50-04A-03)</i> 2 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Eligibility List or Register (DAN GS50-04A-04)</i> 2 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employee & Volunteer Fingerprint Listing (DAN GS50-04B-11)</i> 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Eligibility (INS) Documents - Immigration and Naturalization Services (DAN GS50-05A-26)</i> 1 year after termination of employment or 3 years after date of hire, <i>whichever is later</i> (Non-Archival)</p>	<p><u>Revised (title and retention language) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employment Eligibility Verification – U.S. Citizenship and Immigration Services (DAN GS50-05A-26)</i> 3 years after date of hire or 1 year after separation from agency, <i>whichever is later</i> (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Inquiries (DAN GS50-04A-05)</i> 1 year (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Inquiries (DAN GS50-04A-05)</i> 1 year after received or responded to (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Interview Evaluation Files (DAN GS50-04B-16)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Requisition/Personnel Action Request (DAN GS50-04B-17)</i> 3 years (Non-Archival)</p>	<p><u>Revised (significantly) and Relocated:</u> HUMAN RESOURCE MANAGEMENT – WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT <i>Staff Planning/Staffing (DAN GS50-04B-17)</i> 3 years after request approved or denied and 3 years after conclusion of any pending action (<i>if applicable</i>)(Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Job Announcements or Postings (DAN GS50-04B-18)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment Files (DAN GS50-04B-22)</i> 3 years (Non-Archival)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Recruitment (DAN GS50-04B-22)</i> 3 years after position filled/recruitment effort terminated (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Volunteer Applications – Not Accepted or Ineligible (DAN GS50-04B-24)</i> Application denied plus 1 year (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING <i>Employment Inquiries (DAN GS50-04A-05)</i> 1 calendar year after received or responded to (Non-Archival)</p>

Summary of Changes
Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
HUMAN RESOURCE MANAGEMENT – REPORTING	
<p>HUMAN RESOURCE MANAGEMENT – REPORTING <i>Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05)</i> 4 years after submitted to regulatory agency (Archival – Appraisal Required)</p>	<p><u>Revised (significantly):</u> HUMAN RESOURCE MANAGEMENT – REPORTING/FILING <i>Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05)</i> 6 years after prepared/submitted to regulatory agency (Non-Archival)</p>
HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT (<i>activity removed</i>)	
<p>HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT <i>Apprentice Certification Files/Training (DAN GS50-04B-34)</i> 50 years (Non-Archival)</p>	<p><u>Revised (significantly), Relocated, and Split Between:</u> HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Apprenticeship – Program Administration (DAN GS50-04B-34)</i> 6 years after end of calendar year and no longer needed for agency business (Non-Archival) AND <i>Employee Work History (DAN GS50-04B-06)</i> 6 years after separation from agency (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT <i>Continuing Professional Education Records (DAN GS50-05A-23)</i> 4 years after end of licensing or reporting period (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – AUTHORIZATION/CERTIFICATION <i>Authorizations/Certifications – Employees (General) (DAN GS2011-190)</i> 6 years after authorization/certification superseded or terminated or 6 years after separation from agency, <i>whichever is sooner</i> (Non-Archival)</p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT <i>Employee Training History File (DAN GS50-04G-01)</i> Termination plus 6 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY <i>Employee Work History (DAN GS50-04B-06)</i> 6 years after separation from agency (Non-Archival)</p>
<p>HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT <i>Training/Class Completion Report (DAN GS50-04G-02)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: AGENCY MANAGEMENT – TRAINING <i>Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory (DAN GS2011-180)</i> 6 years after training provided (Non-Archival) <u>AND</u> <i>Agency-Provided Training – General (DAN GS2011-181)</i> 3 years after training provided (Non-Archival)</p>
INFORMATION MANAGEMENT – PUBLIC DISCLOSURE	
<p>INFORMATION MANAGEMENT – PUBLIC DISCLOSURE <i>Public Disclosure/Records Request Logs (DAN GS50-09-13)</i> 3 years (Non-Archival)</p>	<p><u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – PUBLIC DISCLOSURE <i>Public Disclosure/Records Requests (DAN GS2010-014)</i> 2 years after public records request fulfilled (Non-Archival) <i>(Discontinued to align with State Government General Records Retention Schedule.)</i></p>

Summary of Changes

Local Government Common Records Retention Schedule v. 4.0 (May 18, 2017)

<u>Mapping Chart – from CORE 3.3 to CORE 4.0</u>	
Existing records series being discontinued <i>or</i> revised/relocated <i>CORE v. 3.3 (October 2016)</i>	Now covered by new, revised, or relocated records series <i>CORE v. 4.0 (May 2017)</i>
<p>INFORMATION MANAGEMENT – PUBLIC DISCLOSURE <i>Public Disclosure/Records Requests (DAN GS2010-014)</i> 2 years after public records request fulfilled (Non-Archival)</p>	<p><u>Revised (inclusions only):</u> INFORMATION MANAGEMENT – PUBLIC DISCLOSURE <i>Public Disclosure/Records Requests (DAN GS2010-014)</i> 2 years after public records request fulfilled (Non-Archival)</p>