

## **This schedule applies to: Port Districts and other Local Government Agencies**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records of Port Districts and all other agencies relating to functions including economic development (tourism, trade, job creation, etc.) and transport (rail, airports, marine terminals, shipping/freight/industrial storage, etc.). This schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on June 3, 2020.

*Signature on File*

**For the State Auditor: Al Rose**

*Signature on File*

**For the Attorney General: Matt Kernutt**

*Signature on File*

**The State Archivist: Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "ED" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
1.1	June 3, 2020	Minor revisions to the Transport section.

**SUPERSEDED**  
For assistance and advice in applying this records retention schedule,  
please contact your agency's Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration *where not covered by CORE.*

### 1.1 CONTRACTS/AGREEMENTS

*The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements, where not covered by CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-07 Rev. 0	<b>Customer Files</b> Includes applications and contracts.	Retain for 6 years after termination of agreement <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED

## 2. ECONOMIC DEVELOPMENT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-09 Rev. 0	<i>Foreign Trade Zone Application</i>	<b>Retain</b> for 6 years after termination of agreement <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM
ED55-04-14 Rev. 0	<i>Tariff Memorandum</i> Documentation of tariffs and history of tariff changes.	<del>Retain</del> until obsolete or superseded <i>then</i> <del>Destroy.</del>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

### 3. TRANSPORT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-01 Rev. 0	<i>Airline Statistics</i>	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
ED55-04-03 Rev.0	<i>Cargo Handling and Storage Documentation</i> Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-04 Rev. 0	<i>Civil Aeronautics Board Dockets and Related Files</i>	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
ED55-04-05 Rev. 0	<i>Cold Storage Time and Temperature Records</i>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-08 Rev. 0	<b><i>F.A.A. Regulatory Files</i></b>	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
ED55-04-10 Rev. 0	<b><i>International Customs Reports</i></b>	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
ED55-04-11 Rev. 0	<b><i>Landing Fee Reports</i></b>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-12 Rev. 0	<b><i>Longshore Work Reports and Payroll</i></b> <i>Note: Pacific Maritime Association retains primary copy.</i>	<b>Retain</b> for 6 years after report submitted <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
ED55-04-15 Rev. 0	<b><i>Transient Aircraft Files</i></b> Billing, landing fees, gate usage, and ticket counter fees.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-16 Rev. 1	<b>Vessel Files</b> Cargo manifests, bills of lading discharge list, dockage report.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-17 Rev. 1	<b>Vessel Logs and Passenger Manifests</b> Record of each visit by vessel (including passenger manifests).	<b>Retain</b> 6 years after last entry in log <i>then</i> <b>Transfer to Washington State Archives for appraisal and selective retention.</b>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



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