

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Higher Education Facilities Authority - Office#	<p style="text-align: center;">Bond Transcripts</p> <p>Hard bound record of bond documents including official statement, trust indenture, financing and regulatory agreements, letter of credit, deed of trust and bond counsel opinions.</p>	98-06-58542 Rev.0	Bond Maturity or Defeasance (early pay off)	120 Months	780 Months	75 Years	Non-Archival OPR
Higher Education Facilities Authority - Office#	<p style="text-align: center;">Permanent Bond Files</p> <p>Record of indentures, mortgage agreements, closing memos, correspondence, bond call dates, and bond 101 form for individual bond issues.</p>	98-06-58540 Rev.0	Bond Maturity or Defeasance (early pay off)	36 Months	84 Months	10 Years	Non-Archival OPR
Higher Education Facilities Authority - Office#	<p style="text-align: center;">Trustee Statements</p> <p>Provides a means of reconciling office records of bond accounts with those of the bank. Includes related journal entry documents.</p>	98-06-58541 Rev.0	Fiscal Year	36 Months	408 Months	37 Years	Non-Archival OPR
Higher Education Facilities Authority - Office# 100	<p style="text-align: center;">Higher Education Billings</p> <p>The Washington Higher Education Authority is funded by a service fee charged to the higher education institutions receiving proceeds from Washington Higher Education Authority bond issues.</p>	85-10-36316 Rev.0	CALENDAR YEAR	360 Months	0 Months	30 Years	Non-Archival OPR
Higher Education Facilities Authority - Office# 100	<p style="text-align: center;">Non Profit Verification Certificate</p> <p>These records were created to collect ongoing info from nonprofit entities that used our programs regarding their 501(C)(3) status and how their bond financed facilities were being used. The records on file are dated and have little relevance to the current status of the borrower or the bond financed facilities, therefore the retention dated questionnaires is an unnecessary burdent on staff and cost to the Authority.</p>	07-08-61558 Rev.0	1/1/2007	0 Months	0 Months	0 Years	Non-Archival OFM

<p>Higher Education Facilities Authority - Office# 200</p>	<p>Higher Education Financings</p> <p>Contains higher education institutions applications for financial assistance, state legal documents, official statements, and correspondence for each bond issue.</p> <p>REV 1: Removed wording from Statement of Function/Purpose; "first and last drafts of" and substituted "state," changed retention dates from 10 years in office, 20years in records center; changed "bond sale" to "bond sale date" in cut-off column. Effective 12/01.</p> <p>Series transferred from office 100 to 200 per agency Rec Officer, 12/21/01</p> <p>NOTE: Archival designation removed 1/02. No schedule in the file.</p> <p>NOTE: Per ARC review committee 10/30/08 - Designated as Non-Archival per State Archivist.</p>	<p>85-10-36312 Rev.1</p>	<p>Bond Sale Date</p>	<p>24 Months</p>	<p>336 Months</p>	<p>30 Years</p>	<p>Non-Archival OPR</p>
<p>Higher Education Facilities Authority - Office# 420</p>	<p>National Education Association (NEA) Survey</p> <p>Provides NEA with school district and educational service district data for publication of thier annual survey. Screen shots of the data tables provide back up to the publication - 01/07/09</p>	<p>09-01-61930 Rev.0</p>	<p>Date of Publication</p>	<p>24 Months</p>	<p>36 Months</p>	<p>5 Years</p>	<p>Archival OFM</p>