



## **This schedule applies to: Liquor and Cannabis Board**

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

This records retention schedule authorizes the destruction/transfer of the public records of the Liquor and Cannabis Board relating to the unique functions of promoting public safety, public health and trust through fair administration, education, and enforcement of liquor, cannabis, tobacco, and vapor laws. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state 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 agency 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 issued records retention schedules to the Liquor and Cannabis Board (including the former Liquor Control Board) are revoked. The Liquor and Cannabis Board must 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 State Records Committee in accordance with RCW 40.14.050 on August 7, 2024.

  
Al Rose (Aug 7, 2024 15:26 PDT)


**For the State Auditor:**  
**Al Rose**

  
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**For the Attorney General:**  
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**For the Office of Financial Management:**  
**Gwen Stamey**



**The State Archivist:**  
**Heather Hirotaka**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	August 7, 2024	Revocation of records series no longer created/received or otherwise covered by State Government General Records Retention Schedule.

For assistance and advice in applying this records retention schedule,  
please contact the Liquor and Cannabis Board's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. ENFORCEMENT AND EDUCATION

This section covers records relating to enforcing state liquor/cannabis/tobacco/vapor laws and regulations as well as education to liquor/cannabis/tobacco licensed businesses, communities, and local law enforcement agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56341 Rev. 3	<b>Administrative Violation Notices (AVN's)</b> Copy – Record of tobacco violations issued to licensees.	<b>Retain</b> for 6 years after case closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-19645 Rev. 5	<b>Application and Banquet Permit (Form LIQ 158-33) (Copy)</b> Permits applicant to legally serve liquor at organized gatherings.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
88-09-42859 Rev. 1	<b>Arrest Summary Record</b> Use of form will eliminate the filing and maintaining of citations in headquarters and will reduce greatly the duplication of work in each field office. This form will also provide, as required by procedures manual, a system of verifying the existence of an arrest record of an individual any place in the state generated by this agency.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61927 Rev. 1	<b>Arrest Ticket Log</b> Log listing person assigned infraction, or citation. Log acts as the ticket system for criminal/citation infraction books.	<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
08-12-61928 Rev. 1	<b>Case File</b> All case files including investigatory information developed to sustain probable cause charges for criminal action.	<b>Retain</b> for 7 years after case closed of statute of limitations <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
00-12-59972 Rev. 1	<b>Cigarette Assessment</b> Assessments issued due to seizures of contraband cigarettes.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-05-22447 Rev. 2	<b>Complaints</b> To record follow-up and report complaints received regarding liquor law violations. A) LIQ 238-33, Report of Complaint B) LIQ 496-33, Complaint Log Sheet. If this turns into a violation it moves into Administrative Violation Notices (AVN's) DAN 95-12-56341	<b>Retain</b> for 3 years after date of occurrence <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-07-19699 Rev. 0	<b>Criminal Case Files</b> Files of criminal cases worked by enforcement officers in district. See schedule for complete list of forms and documents.	<b>Retain</b> for 6 years after case disposition <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56338 Rev. 0	<b>Criminal Case Log</b> To assign control numbers to criminal cases.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-06-60367 Rev. 1	<b>Criminal History Background Files</b> Background files on former employees and considered but not hired Liquor Officers.	<b>Retain</b> for 6 years after date of non-selection <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-01-21888 Rev. 2	<b>Criminal History Inquiries</b> Teletype inquiries for criminal history information for purposes of criminal investigation, licensing, and employment.	<b>Retain</b> for 6 years after action completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56347 Rev. 2	<b>Discontinued Business Licensee File</b> Licensees who have discontinued business – Contains assumptions, DAR's, change of location and other activity requested by licensee and approved by Board.	<b>Retain</b> for 3 years after date of action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61936 Rev. 0	<b>Firearms Qualifications</b> Officer qualifications log showing if an officer met or did not meet the qualifications criteria. Includes a tracking report showing how standards were or were not met.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-59971 Rev. 1	<b>Investigations</b> Records of investigations conducted by LCB for contraband cigarette sales and smuggling.	<b>Retain</b> for 7 years after case closed <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
97-07-57823 Rev. 3	<b>Mandatory Server Training Administrative Violation Notices</b> Record of violations against servers including notices of Board actions, final orders, and other supporting documents.	<b>Retain</b> for 6 years after date of receipt <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-12-56345 Rev. 1	<b>Monthly DWI/WSP Data Sheets (Copy)</b> Record of tobacco violations issued to licensees.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61930 Rev. 0	<b>Officer Information Files</b> Records of case reports and notes which are not included in a felony case file. May include detailed surveillance observation reports.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-12-59969 Rev. 1	<b>Pre-Notification of Unstamped Cigarette Shipment (LIQ 662) (Copy)</b> Used to notify the LCB of shipments of untaxed, unstamped cigarettes coming into or leaving the state.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-59970 Rev. 1	<b>Schedule C'S (Copy) (Form REV 82 2103-1)</b> Reports filed by out-of-state cigarette wholesalers of incoming cigarette shipments. Also, reports filed by in-state wholesalers for exempt Native Americans of interstate sales.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56350 Rev. 1	<b>Tobacco Administrative Violation Notice (LIQ 297-61)</b> Record of tobacco violations issued to licensees.	<b>Retain</b> for 6 years after case closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-01-61910 Rev. 0	<b>Tobacco Investigation File</b> Case documentation of a tobacco investigation. May include Officer statements and investigation reports as backup documentation in making the case. This information is used to determine if probable cause exists.	<b>Retain</b> for 10 years after case closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61935 Rev. 0	<b>Use of Force Incident Reports</b> Documentation related to an officer's involvement in use of force. These reports are used to review and determine if the officer has violated his or her use of force.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61929 Rev. 0	<b>Vehicle Inspection</b> Detailed information regarding the vehicle seizure inspection prior to confiscation. Includes list of damages, and a complete inventory of items found in vehicle.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-12-61932 Rev. 0	<b>Voided Criminal Infraction/Citation Log</b> Provides a record of voided infractions/citations which include the infraction/citation number, date, reason for void, trooper's name and badge number. May include civil tobacco violations.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61931 Rev. 0	<b>Voided Tickets</b> Provides a record of voided citations, infractions, and tobacco Administrative Violation Notices (AVNs).	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56342 Rev. 0	<b>Washington Uniform Criminal Citations (LIQ 497-61)</b> Copies of criminal citations.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-12-56352 Rev. 2	<b>Washington Uniform Criminal/Infraction Citation (Ticket Book Receipt)</b> Criminal/infraction ticket book receipts maintain accountability for blank ticket books issued to officers as required by law.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 2. FINANCE/REPORTING

This section covers records relating to tax and fee reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-05-61515 Rev. 1	<b><i>Beer Authorized Representative Certificate of Approval Holders Summary Tax Report – LIQ 319-20</i></b> An authorized representative of United States and foreign produced beer reporting sales to Washington State distributors.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
86-03-36351 Rev. 4	<b><i>Beer Certificate of Approval Holders Summary Tax Report. Report of Sales to Washington Retailers from Beer Certificate of Approval Holder (LIQ 308/LIQ 308A)</i></b> Out-of-State U.S. brewers reports of shipments into Washington and report sales to in state retailers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-01-61907 Rev. 0	<b><i>Craft Distillery Summary Tax Report (LIQ 988)</i></b> Production reporting forms for craft distiller reporting production quantities, raw materials used and source, quantities sold outside the State of Washington, quantities sold to consumers and quantities used for samples to consumers and retailers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-11-62157 Rev. 0	<b><i>Craft Distillery Summary Tax Report LIQ 988</i></b> Tax reporting for used to report production and sales of hard alcohol.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-05-59116 Rev. 2	<b>Domestic and Micro Brewery Summary Tax Report. Report of Sales to WA Beer Distributor by Domestic Brewery LIQ 526/526A</b> In-state brewery report of sales production and taxes paid. Lists any sales to a distributor.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-49222 Rev. 1	<b>Importation Release Authorization</b> Authorized release of alcoholic beverages brought into this state from another country or state.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
03-12-60617 Rev. 0	<b>Interstate Common Carriers Tax Summary (LIQ 111)</b> Monthly report submitted by airlines, train and cruise ships recording any beer, wine or spirits sold while in the State of Washington.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-05-61513 Rev. 0	<b>Retailer Receiving Direct Shipment Summary Report – LIQ 871-20</b> In-state retailer report of shipments received directly from out-of-state wineries and breweries.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-05-59118 Rev. 2	<b>Washington Beer Importers Summary Tax Report (LIQ 788)</b> Report of importers showing beer purchased and sold in the state of Washington.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-01-58210 Rev. 4	<b>Washington Distributors Summary Tax Report (LIQ 775-779)</b> Reports by distributors indicating receipt of beer and wine with tax computation and report of payment on beer received. Request for refund of beer and wine tax. Used by licensee to apply for credit on taxes on tax paid beer and wine shipped out of state, sold to military/ICC or destroyed, or freight damage claims.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
86-06-36877 Rev. 5	<b>Washington Domestic Winery Summary Tax Report. Report of Sales to Washington Wine Distributors LIQ 774/777</b> Consolidates reports by in-state winery indicating production, sales, tax computation, and reports of payments In state winery report of sales to in state distributors.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-12-51721 Rev. 2	<b>Washington Wine Importer Summary Tax Report (LIQ 776)</b> Consolidates reports by importers indicating purchases and sales. Computes taxes due on samples used by importers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
07-05-61514 Rev. 1	<b>Wine Authorized Representative Certificate of Approval Holders Summary Tax Report – LIQ 318-20</b> An authorized representative of United States and foreign produced wines reporting sales to Washington State distributors.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-12-51719 Rev. 5	<b>Wine Certificate of Approval Holder Summary Tax Report/Report of Sales to WA Retailers (LIQ 778-20/778A)</b> Out of State US winery reports of shipments into Washington and report sales to in state retailers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-05-61512 Rev. 0	<b><i>Wine Shipper to Consumer Summary Tax Report – LIQ 870-20</i></b> Out-of-state winery report of sales to in-state consumers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 3. LICENSING

This section covers records relating to issuing liquor licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60210 Rev. 0	<b><i>Affidavits of Lost Permits</i></b> Permit holders who have lost their permits and request a replacement and pay a \$5 fee as provided by WAC 314-17-035(2).	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-19611 Rev. 2	<b><i>Agents Applications and Licenses</i></b> Authority to represent instate breweries, wineries, and distillers to the Board.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-07-19613 Rev. 1	<b><i>Alcohol Permits</i></b> Permits granted to purchase and use alcohol and liquor (not covered under retail and wholesale licenses).	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
03-12-60618 Rev. 0	<b><i>Beer and Wine Distributor Appointments/Contracts/Memorandums of Agreement</i></b> Approved appointments of Beer and Wine Distributors by Beer and Wine Suppliers.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-07-19608 Rev. 5	<b>Licensee – Applicant File</b> Record of all action pertaining to liquor license applications and issuances are scanned into a document imaging system. Paper copies to be destroyed after scanned and verified, imaged data security copy transferred to off-site storage.	<b>Retain</b> for 8 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
93-05-54610 Rev. 0	<b>Mayor Notices/Approval on Renewals</b>	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
01-09-60211 Rev. 0	<b>Permit Order Forms</b> As provided by WAC 314-17-075(2) – Authorized providers and trainers of certified programs may order Class 12 and Class 13 permit forms to issue to individuals who have successfully completed a server training program. A fee of \$10 per package.	<b>Retain</b> for 6 years after date of receipt <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
97-07-57822 Rev. 1	<b>Provider Application and Curriculum</b> Application, curriculums and supporting documents authorizing to provide training as set for in RCW 66.20.320.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-19612 Rev. 0	<b>Representative – Agents</b> Authority to represent out-of-state breweries, wineries, and distillers to the form. Forms: 286-32, 365-32, LIQ-204-32, LIQ-324-32 (same as for DAN 77-07-19611).	<b>Retain</b> for 7 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-04-44005 Rev. 0	<b>Special Occasion Licensee Files</b> Applications approval letter, license, sketches, and correspondence.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-07-19673 Rev. 0	<b>Surety Bonds</b> Surety bond for: Brewers; Wine Wholesaler; Domestic Winery; Certificate for Approval (Beer).	<b>Retain</b> for 6 years after cancelled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
97-07-57821 Rev. 1	<b>Trainer Registration</b> Application for individuals to be public trainers as authorized by RCW 66.20.300-350.	<b>Retain</b> for 6 years after date of certification <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-19669 Rev. 2	<b>Wine/Beer Certificate of Label Approval</b> Certificate for certified wine/beer (3 ring binders).	<b>Retain</b> for 3 years after label obsolete <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





## 4. RETAIL

This section covers records relating to doing business with the Liquor and Cannabis Board.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-01-16442 Rev. 0	<b><i>Licensee Certification Card (LIQ 579-33) (Original)</i></b> To ensure adequate ID of persons questionable age desiring to purchase liquor.	<b>Retain</b> until action resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5. LEGACY RECORDS

This section covers records no longer being created/received by the Liquor and Cannabis Board, but the existing records have not yet reached their minimum retention period.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-05-19028 Rev. 1	<b><i>Administrative Hearing Case Files</i></b> All documents pertaining to Administrative Hearing Case Files of liquor violations or licensing matters which may include, Notice of Proposed Summary Suspension Forms (143-31, 269-31, 275-31, 300-31) Original; Request for Hearing Form (80-31) Acknowledge Request for Hearing Form (118-31; Transmittal Memo Forms (6-31, 427-31 & 427-31, 327-31, 162-31); Notice of Hearing Forms (281-31, 236-31, 236A-31) Original; Subpoena Form (234-31) Original; Certificate of Gross Profit from Liquor Sales Form (319-31) Original; Examiners Proposed Findings, Conclusions and Order Original; Notice to parties form (325-31, 326-31) Original; Final Order of the Board of Original Certificate of Destruction (129-31) Original; Final Orders, Initial Orders, Exhibits, Cassette recordings, and Administrative Record.	<b>Retain</b> for 6 years after action on claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
71-03-01387 Rev. 3	<b><i>Bound Original Board Minutes</i></b> Deliberations and decisions of Liquor Control Board and Board Orders (Copy 2) meetings.	<b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-06-36834 Rev. 0	<p><b>Hourly Employees Pay Hours List, 12 Months Worked D2112</b></p> <p>Provides computer reports in alphabetical order by employee showing regular, overtime, total and cumulative pay hours per pay period.</p>	<p><b>Retain</b> for 30 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
73-11-03208 Rev. 0	<p><b>License Directories, Supplements, Subscriptions and Receipts</b></p> <p>Records relating to Listings of all licensees issued various types of licenses each fiscal year and subscribers to distribution (includes retail, class H and manufacturers).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Importers and wholesalers license directories and supplements (FY 1959-1964);</li> <li>• Licensees' lists (FY 1936-1947);</li> <li>• Subscription cards and receipts (FY 1949-1969).</li> </ul>	<p><b>Retain</b> for 75 years after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-07-49224 Rev. 1	<p><b>Official Retail Liquor Price List</b></p> <p>List of all alcoholic beverages carried by Board in code sequence (size, price, and proof).</p>	<p><b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-07-49221 Rev. 1	<p><b>Permanent Liquor Listing Record Card</b></p> <p>Permanent reference of all current and previously carried alcoholic beverages listed by the Board.</p>	<p><b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50253 Rev. 0	<b>Report Form for Examination and Testing of Samples Submitted for the Purpose of Negotiating the Sale of Liquor to the Board, COPY-LIQ 290-12</b> Reports testing and recommendation of samples submitted to Board.	<b>Retain</b> for 75 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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# Liquor and Cannabis Board Records Retention Schedule v.1.0 (August 2024)

Final Audit Report

2024-08-09


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