



**This schedule applies to: All Local Government Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule 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), Permanent, or Non-Archival (with a retention period of "Life of the Agency") must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival 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 July 29, 2010.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 16, 2008	Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN 50-09-14).
2.0	January 28, 2010	Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from <i>Local Government General Records Retention Schedule (LGRRS) Version 5.0</i> and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all <i>new and revised</i> records series. (Definitions can be found in the Glossary.) Revision numbers have been added to all Disposition Authority Numbers (DANs). A new section, Records with Minimal Retention Value, covers records previously covered by GS50-02 (which has been discontinued). Removed "Secondary Copy" and "Remarks" columns in all activities with <i>new and revised</i> records series. Also removed extraneous notes about revisions and corrections in all records series.
2.1	July 29, 2010	Records series in the Risk Management/Insurance and Legal sections (covering accidents/incidents, guardian permission for minors, and claims for damages) have been revised. The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added. GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc. Two new series covering agency strategic plans have been added. A new series covering Superior Court source records (which have been reproduced) has been added. An obsolete records series relating to public disclosure requests has been discontinued.



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SUPERSEDED



## 1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration. Also includes managing the agency's interaction with its community, and legal matters.

### 1.1 ADMINISTRATION (GENERAL)

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	ACCREDITATION, CERTIFICATION, AND LICENSE DOCUMENTATION FOR AGENCY FUNCTIONS AND OPERATIONS Includes documentation of any mandatory or voluntary accreditation, certification or licenses for any aspect of an agency's functions and/or operations.	GS50-01-42 Rev. 0	Until superseded or terminated plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
1.1.2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest. <i>Remarks: Contact your Regional Archivist before disposing of elected official, executive or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</i>	GS50-01-02 Rev. 0	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
1.1.3	APPOINTMENT CALENDARS <i>Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</i>	GS50-01-36 Rev. 0	Destroy when obsolete or superseded See remarks	NON-ARCHIVAL NON-ESSENTIAL OFM
1.1.4	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	GS50-01-08 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



**1.1 ADMINISTRATION (GENERAL)**

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.5	<p><b>Communications – Executive</b></p> <p>Internal and external communications to or from the agency’s elected official(s) and/or executive management, that are made or received in connection with the transaction of public business, <b>and that are not covered by a more specific records series.</b></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.;</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for and provision of information/advice;</li> <li>• Agency-initiated information/advice.</li> </ul> <p>Excludes non-executive communications covered by DAN GS2010-001.</p> <p>Excludes public records requests covered by DAN GS2010-014.</p> <p>Excludes the provision of routine information covered by DAN GS50-02-01.</p> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	GS50-01-12 Rev. 1	<p><b>Retain</b> for 2 years after communication received or provided, whichever is later <i>then</i></p> <p><b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

SUPERSEDED



**1.1 ADMINISTRATION (GENERAL)**

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.6	<p><b>Communications – Non-Executive</b></p> <p>Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, <b>and that are not covered by a more specific records series.</b></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.;</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for and provision of information/advice;</li> <li>• Agency-initiated information/advice.</li> </ul> <p>Excludes executive communications covered by DAN GS50-01-12.</p> <p>Excludes public records requests covered by DAN GS2010-014.</p> <p>Excludes the provision of routine information covered by DAN GS50-02-01.</p> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	GS2010-001 Rev. 1	<p><b>Retain</b> for 2 years after communication received or provided, whichever is later then</p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
1.1.7	<p>INFORMATIONAL REPORTS COMPILED FOR AGENCY USE</p> <p><i>Remarks: Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</i></p>	GS50-06F-03 Rev. 0	Destroy when obsolete or superseded - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



### 1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.8	<p>MINUTES AND FILES OF GENERAL OFFICE MEETINGS</p> <p>Minutes, agenda and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as soundings boards, or as vehicle for communication.</p> <p><i>Remarks: This records series does not include meeting records covered in GS50-01-53 and GS50-05B-04. (Consistent with State Government agencies General Records Retention Schedule MINUTES AND FILES OF GENERAL OFFICE MEETINGS, GS09009.)</i></p>	GS50-01-43 Rev. 0	Date of document plus 2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.1.9	<p>PROJECT FILES (MISCELLANEOUS)</p> <p><i>Remarks: Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</i></p>	GS50-01-39 Rev. 0	Completion of Project plus 6 years -Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
1.1.10	<p>PUBLIC DISCLOSURE LOBBYIST REPORTING</p> <p>Quarterly reports to the Washington State Public Disclosure Commission relating to lobby activities by the agency. Used to document lobby activities with RCW 42.17. May include Public Disclosure forms L-5 or their electronic equivalent.</p>	GS50-01-41 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
1.1.11	<p>RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES</p> <p><i>Remarks: Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</i></p>	GS50-01-32 Rev. 0	Destroy when obsolete or superseded - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED





## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20 Rev. 0	
1.2.2	AGENDA PACKETS- ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all referenced and attached documents.	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05B-02 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.3	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02 Rev. 0	
1.2.4	AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.5	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.6	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05 Rev. 0	
1.2.7	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved See remarks	Destroy when obsolete or superseded	GS50-05A-06 Rev. 0	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
1.2.8	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05 Rev. 0	

SUPERSEDED



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.9	CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-53 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.10	INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-12 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.11	MINUTES - ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all references and attached documents.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-04 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.12	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED - Includes all referenced and attached documents.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.13	OATHS OF OFFICE  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	End of term of office plus 6 years	Destroy when obsolete or superseded	GS50-05A-15 Rev. 0	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.14	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission, or board.	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-25 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.15	ORDINANCES AND RESOLUTIONS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-16 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.16	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17 Rev. 0	

**SUPERSEDED**



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.17	<p>RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	PERMANENT - Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-05A-18 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.18	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-03 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.19	SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT – ANNUAL Statement required to be submitted to the appropriate county auditor by individual junior taxing districts.	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-25 Rev. 0	Reference RCW 36.96.090 (1)

SUPERSEDED



## 1.2 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.20	SUB-COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-08 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.21	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05A-21 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**





### 1.3 COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.1	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-01 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.2	CITIZENS' COMPLAINTS/REQUESTS Communications from citizens making a complaint or request, as well as the associated agency response.	OFM	Matter closed plus 3 years	Destroy when obsolete or superseded	GS50-01-09 Rev. 0	The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.
1.3.3	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential value - See remarks	Destroy when obsolete or superseded	GS50-06F-02 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



### 1.3 COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.4	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-05 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.5	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-06 Rev. 0	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
1.3.6	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-07 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



### 1.3 COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.7	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-30 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
1.3.8	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.9	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-09 Rev. 0	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



**1.4 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.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.4.1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, bid evaluation documents, the chosen bid or proposal, and statements of qualification.	GS50-08A-01 Rev. 0	6 years after completion of purchase or fulfillment of contract.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.4.2	CONSULTANT AND CONTRACTOR ROSTERS	GS50-08A-02 Rev. 0	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.4.3	<b>Contracts and Agreements</b> Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.  Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Lease, escrow, and rental agreements;</li> <li>• Liability waivers (hold harmless, insurance, etc.);</li> <li>• Inter-agency, intra-agency, inter-governmental, inter-local agreements;</li> <li>• Warrantees;</li> <li>• Personal service, client service, purchasing agreements.</li> </ul> Excludes public records transfer agreements with Washington State Archives covered by GS2010-021.	GS50-01-11 Rev. 1	<b>Retain</b> for 6 years after termination or expiration of instrument then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
1.4.4	PRICE CHECKS AND INFORMAL QUOTATIONS	GS50-08A-06 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



**1.4 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.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.4.5	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	GS50-08A-07 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.4.6	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	GS50-08A-11 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.4.7	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	GS50-08A-13 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



## 1.5 LEGAL

*The activity of managing the agency's legal affairs, including litigation and legal advice. Includes internal and outside counsel.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.5.1	<b>Attorney General Opinions</b> <i>Note: Opinions issued by the Office of the Attorney General (AG) are designated Archival in the AG's records retention schedule.</i>	GS53-02-01 Rev. 1	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
1.5.2	BOND PROJECT FILES LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	GS53-02-06 Rev. 0	6 years after redemption of project or building bonds	NON-ARCHIVAL NON-ESSENTIAL OPR
1.5.3	<b>Claims for Damages</b> Records relating to claims for damages filed either against the agency by other parties, or by the agency against other parties.  Excludes workers' compensation claims, which are covered by records series in the Industrial Insurance section.  Excludes litigation case files covered by GS53-02-04.	GS50-01-10 Rev. 1	<b>Retain</b> for 6 years after claim closed then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
1.5.4	LEGAL ISSUES/ADVICE FILES	GS53-02-05 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
1.5.5	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	GS53-02-03 Rev. 0	PERMANENT - Potential archival value - See remarks	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR



## 1.5 LEGAL

*The activity of managing the agency's legal affairs, including litigation and legal advice. Includes internal and outside counsel.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.5.6	<b>Litigation Case Files</b> Documentation of a civil suit by the agency against another party, or defense of the agency and/or agency employee against suit by another party. <i>Note: Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator.</i>	GS53-02-04 Rev. 1	<b>Retain</b> for 10 years after case closed then <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM
1.5.7	RESTITUTION STATEMENT Source document backup for billing.	GS50-06B-17 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

**SUPERSEDED**



## 1.6 PLANNING, MISSION, AND CHARTER

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.6.1	AGENCY CHARTERS AND BY-LAWS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority.	GS50-05A-01 Rev. 0	PERMANENT - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR
1.6.2	<b>Census Records from the State Office of Financial Management</b> <i>Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.</i>	GS50-01-37 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
1.6.3	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county or city charter review.	GS50-05A-07 Rev. 0	Agency option - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
1.6.4	FRANCHISES	GS50-05A-10 Rev. 0	Termination or withdrawal plus 6 years - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR
1.6.5	GOALS & OBJECTIVES WORKING FILES	GS50-05A-11 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.6.6	<b>Strategic Plans – Development</b> Records relating to the development of the agency's strategic plan.	GS2010-079 Rev. 0	<b>Retain</b> until no longer need for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





## 1.6 PLANNING, MISSION, AND CHARTER

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.6.7	<b>Strategic Plans – Final Version</b> Final version of agency-wide strategic, long-term plan used to align the agency's organizational and budget structure with its priorities, missions, and objectives.	GS2010-080 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
1.6.8	<b>Work Plans</b> Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.  Excludes agency-wide strategic plans covered by GS2010-080.	GS50-01-38 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**SUPERSEDED**



## 1.7 POLICIES AND PROCEDURES

*The activity of creating systematic approaches to operations and processes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.7.1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day to day operations. Includes work assignments to staff.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01 Rev. 0	
1.7.2	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.	OPR	Adoption - Permanent	Destroy when obsolete or superseded	GS50-01-24 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Essential Record - Needs security microfilm backup.



**1.8 RISK MANAGEMENT / INSURANCE**

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.8.1	<p><b>Accidents/Incidents – No Claim Filed (Under Age 18)</b> Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations.</p> <p>Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p>	GS50-06C-03 Rev. 1	<p><b>Retain</b> for 3 years after individual reaches age 18 <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
1.8.2	<p><b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b> Records relating to accidents/ incidents involving individuals age 18 and older, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations.</p> <p>Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p>	GS2010-081 Rev. 0	<p><b>Retain</b> for 3 years after date of incident <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
1.8.3	DISASTER DAMAGE DECLARATION STATEMENTS	GS50-14-02 Rev. 0	3 years - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
1.8.4	DISASTER PREPAREDNESS AND RECOVERY PLANS	GS50-14-03 Rev. 0	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OFM

SUPERSEDED



**1.8 RISK MANAGEMENT / INSURANCE**

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.8.5	DISASTER/EMERGENCY MANAGEMENT PLAN	GS50-06C-07 Rev. 0	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
1.8.6	FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLAIMS Federal claims made following disasters.	GS50-06C-32 Rev. 0	Claim closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
1.8.7	FIDELITY AND SURETY COVERAGE BONDS	GS50-06C-09 Rev. 0	Termination of policy plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
1.8.8	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	GS50-06C-15 Rev. 0	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.8.9	<b>Insurance Policies Purchased</b> Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency.  <i>Note: The Local Records Committee suggests that policies which allow claims retroactive to their period of coverage should be retained permanently. Consult your risk manager.</i>	GS50-06C-16 Rev. 0	<b>Retain</b> for 6 years after termination or expiration of coverage then <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
1.8.10	INSURANCE POLICY CERTIFICATES	GS50-06C-04 Rev. 0	PERMANENT	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

SUPERSEDED



## 1.8 RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.8.11	<b>RISK DATA</b> Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	GS50-06C-25 Rev. 0	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
1.8.12	<b>STORM/DISASTER RESPONSE ACTION FILES</b> Documentation of agency's activities and locations of work performed on storms, floods, and other emergencies.	GS50-18-29 Rev. 0	6 years - Potential archival value - See remarks-	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
1.8.13	<b>Travel Permission (Under Age 18)</b> Records relating to parental/legal guardian permission for minors (includes employees, students, interns and volunteers) under age 18 to travel outside agency facilities to participate in agency-approved programs, events and activities, <i>provided that</i> an accident/incident has <u>not</u> occurred.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Notices and announcements;</li><li>• Signed permission slips;</li><li>• Approvals for use of private vehicles.</li></ul>	GS50-06C-35 Rev. 1	<b>Retain</b> for 3 years after individual reaches age 18 then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2. ASSET MANAGEMENT

The function of managing the local government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) Includes asset acquisition, maintenance, inventory, and disposal.

### 2.1 AUTHORIZATION

*The activity of granting and/or receiving permission or approval in relation to asset management.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	CONFINED SPACE PERMIT FILES Records of internally-issued permits (notices) for individual entries into confined spaces as provided by WAC 296-809, which should include documentation that required safety procedures were followed.	OPR	1 year	Destroy when obsolete or superseded	GS50-06B-26 Rev. 0	Reference WAC 296-809-5006 (Retention period specified by WAC.)
2.1.2	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11 Rev. 0	



**2.2 DESIGN AND CONSTRUCTION**

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	<p>AS-BUILT CONSTRUCTION PROJECT PLANS Documentation of the actual physical product of each construction project. Documents both the as-approved design and changes made during construction.</p> <p>ESSENTIAL RECORD- Needs security microfilm backup - See remarks.</p>	OPR	Life or sale of facility plus 3 years Potential archival value - See remarks-	Destroy when obsolete or superseded	GS50-18-06 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.2.2	<p>AS-DESIGNED DRAWINGS Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (i.e., project traffic, erosion control, etc). May be posted with changes during construction and become as-builts (see DAN GS50-18-06).</p>	OFM	Completion of project plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-18-07 Rev. 0	If as-built is not produced, then the as-designed becomes primary copy and needs to be kept for life of structure plus 3 years



**2.2 DESIGN AND CONSTRUCTION**

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.3	CAPITAL IMPROVEMENT AND/OR LEVY PLANNING PROJECT FILE	OFM	Completion of project Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-04 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.2.4	CONSTRUCTION LOG Chronological listing of the progress of construction projects.	OFM	Completion and acceptance of project plus 6 years	Destroy when obsolete or superseded	GS51-07-07 Rev. 0	
2.2.5	CONSTRUCTION PROJECT FILES Case file documentation on the progress and completion of each agency public works or engineering construction project.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10 Rev. 0	





## 2.2 DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.6	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06B-02 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.2 DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.7	FACILITIES STANDARDS AND SPECIFICATIONS MANUAL Documentation of standards and specifications for the construction, operation and maintenance of agency facilities.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	10 years after superseded - Potential archival value - See remarks-	Destroy when obsolete or superseded	GS55-05G-04 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.2 DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.8	INSTALLED EQUIPMENT/SYSTEM DOCUMENTATION FACILITY AND PROPERTY MANAGEMENT Documentation of major equipment or operating systems, such as sound or audio-visual systems, not integral to the structure of a facility, which may be installed and replaced during the life of the facility. May include system layout descriptions, specifications, operating manuals, warranties, installation drawings and other documentation integral to the maintenance and operation of the equipment or system.	OPR	6 years after the equipment or system is disposed of or replaced	Destroy when obsolete or superseded	GS50-06B-22 Rev. 0	



## 2.3 DISPOSAL

*The activity of disposing of the local government agency's assets through sale or otherwise.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	ADVANCE NOTIFICATIONS OF AUCTION	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01 Rev. 0	
2.3.2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02 Rev. 0	
2.3.3	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08 Rev. 0	
2.3.4	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07 Rev. 0	



## 2.4 ELECTRONIC INFORMATION SYSTEMS

The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.

See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.

See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.1	<p><b>Access Authorization (Network/System/Data) – Employee</b></p> <p>Records documenting the authorization of employee (includes contractors and volunteers) access to agency systems, networks, applications, records, and data. Includes, but is not limited to, requests and approvals for access and permissions.</p>	GS2010-002 Rev. 0	<p><b>Retain</b> for 6 years after termination of user’s access or 6 years after system no longer in use, whichever is sooner <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
2.4.2	<p><b>Applications – Planning and Review</b></p> <p>Records documenting the planning and post-implementation review of the agency’s computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requirements and objectives documents/statements;</li> <li>• Feasibility studies;</li> <li>• Charter, cost/benefit analyses, investment plans;</li> <li>• Post-implementation reviews/evaluations/recommendations.</li> </ul>	GS50-06A-01 Rev. 1	<p><b>Retain</b> for 6 years after finalization of project <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



**2.4 ELECTRONIC INFORMATION SYSTEMS**

*The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.*

*See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.*

*See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.3	<p><b>Applications – Technical Design and Implementation</b></p> <p>Records documenting the technical design and implementation of the agency's computer software applications, databases, and websites (internet and intranet).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Design documentation/detail;</li> <li>• Database schema and dictionaries;</li> <li>• Source code;</li> <li>• System and program change descriptions/authorizations;</li> <li>• Development plans (for testing, training, conversion, and acceptance);</li> <li>• Release notes;</li> <li>• Operational and user instructions;</li> <li>• Acceptance testing.</li> </ul>	GS50-06A-03 Rev. 1	<p><b>Retain</b> until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule <i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
2.4.4	<p><b>Audit Trail – Infrastructure</b></p> <p>Records documenting authorizations for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.)</p>	GS2010-003 Rev. 0	<p><b>Retain</b> for 1 year after date of activity <i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2.4 ELECTRONIC INFORMATION SYSTEMS

The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.

See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.

See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.5	<p><b>Automated/Scheduled Tasks</b></p> <p>Records relating to scheduled, computer-driven tasks including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Event logs;</li> <li>• Run reports and requests;</li> <li>• Task schedules;</li> <li>• Successful completion reports.</li> </ul>	GS2010-004 Rev. 0	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.6	<p><b>Backups for Disaster Preparedness/Recovery</b></p> <p>Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.</p>	GS50-06A-02 Rev. 1	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
2.4.7	<p><b>Helpdesk Requests</b></p> <p>Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information systems and applications.</p> <p><i>Note: Maintenance and repair of IT hardware is covered by DAN GS50-06B-13.</i></p>	GS2010-005 Rev. 0	<p><b>Retain</b> for 1 year after finalization of request <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



**2.4 ELECTRONIC INFORMATION SYSTEMS**

*The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.*

*See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.*

*See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.8	<p><b>Network – Design and Build</b></p> <p>Records documenting the design and construction of the agency’s information technology network.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Network diagrams and build guides;</li> <li>• Master control list of Internet Protocol (IP) address assignments;</li> <li>• Uniform Resource Locator (URL) addresses and passwords.</li> </ul>	GS2010-006 Rev. 0	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
2.4.9	<p><b>Online Content Management</b></p> <p>Records documenting the publishing of the agency’s online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests/approvals to upload/update/remove content;</li> <li>• Confirmation of content upload/update/removal;</li> <li>• Point-in-time record of webpage/site (screenshot, snapshot, site map).</li> </ul> <p><i>Note: All published content consists of individual <u>records</u> which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	GS2010-007 Rev. 0	<p><b>Retain</b> for 1 year after online content removed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM





## 2.4 ELECTRONIC INFORMATION SYSTEMS

The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.

See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.

See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.10	<b>Security Monitoring – Incident</b> Records relating to the routine security monitoring of the agency's information systems where a security incident has occurred. Includes, but is not limited to, intrusion and event logs.	GS2010-008 Rev. 0	Retain for 1 year after investigation finalized then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.11	<b>Security Monitoring – No Incident</b> Records relating to the routine security monitoring of the agency's information systems where a security incident has not occurred. Includes, but is not limited to, intrusion and event logs.	GS2010-009 Rev. 0	Retain until determined that no security incident has occurred then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.12	<b>System Health Monitoring</b> Records relating to the routine monitoring of the performance of the agency's information management systems. Includes, but is not limited to, benchmarks and real-time performance logs.	GS2010-010 Rev. 0	Retain until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2.4 ELECTRONIC INFORMATION SYSTEMS

The activity of developing, implementing, maintaining, and using electronic information systems to store, protect, process, transmit and securely retrieve information.

See **AGENCY MANAGEMENT – Contracts/Agreements** for software licenses and service agreements.

See additional activities in **ASSET MANAGEMENT** for records series relating to the purchase, inventory, maintenance and disposal of information technology hardware and third-party software.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.13	<p><b>Usage – Monitoring</b></p> <p>Records relating to the monitoring of the agency's information and communication systems to ensure appropriate use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Login records;</li> <li>• Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.);</li> <li>• Fax and telephone logs.</li> </ul> <p><i>Note: The <b>content</b> of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).</i></p>	GS50-06A-05 Rev. 1	Retain for 1 year after activity then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.1	CERTIFICATE OF DISPOSAL AND DESTRUCTION OF HAZARDOUS WASTE  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks	OPR	50 years	Destroy when obsolete or superseded	GS50-26-01 Rev. 0	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.5.2	CRITICAL MATERIALS LIST A list of chemical types and quantities for critical (hazardous) materials stored on a site as per regulations.  ESSENTIAL RECORD - - Needs security microfilm backup - See remarks.	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-10 Rev. 0	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.5.3	ENVIRONMENTAL MONITORING REPORTS	OFM	Disposition of land or facility plus 10 years - Potential archival value - See remarks	3 years	GS51-07-10 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.4	ENVIRONMENTAL SITE ASSESSMENT An analysis of environmental conditions on individual parcels of real property either owned or considered for purchase by the agency, including hazardous materials and conditions.	OPR	OPR (for parcels of property owned by the agency): Until assessment superseded or sale of property plus 10 years - Potential archival value - See Remarks.  OFM (for parcels not acquired by the agency): Destroy when obsolete or superseded - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS50-06B-24 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.5.5	GENERATOR ANNUAL DANGEROUS WASTE REPORT HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.5 ENVIRONMENTAL MANAGEMENT

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.6	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2.5.7	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure.  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.8	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.5.9	HAZARDOUS MATERIALS DISPOSAL RECORDS AND/OR CERTIFICATE OF DESTRUCTION Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc.  ESSENTIAL RECORD - Needs security microfilm backup. See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.10	HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN Annual reports prepared for the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), and local fire departments that document hazardous materials and their locations. The report makes emergency planners aware of hazardous materials located in their jurisdiction.	OPR	Completion of report plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-16 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.5.11	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.12	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.
2.5.13	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.





**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.14	HAZARDOUS MATERIALS MANAGEMENT PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2.5.15	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.16	HAZARDOUS WASTE DISPOSAL PERMITS	OPR	30 years	Destroy when obsolete or superseded	GS55-01M-04 Rev. 0	Reference WAC 173-303-281, and WAC 173-303-806
2.5.17	MATERIALS SAFETY DATA SHEET (MSDS). ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11 Rev. 0	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.5.18	NOTIFICATION OF DANGEROUS WASTE ACTIVITY HAZARDOUS MATERIALS ADMINISTRATION	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13 Rev. 0	



**2.5 ENVIRONMENTAL MANAGEMENT**

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.19	PESTICIDE SPRAY APPLICATION DOCUMENTATION Includes location and crop or site where applied, date and time application of pesticide was applied, product name and environmental protection agency registration number, amount and concentration of pesticide applied, number of acres or other appropriate measure to which pesticide applied, licensed applicator's information, direction/estimated velocity of wind at time of application, etc.	OPR	7 years	Destroy when obsolete or superseded	GS50-18-43 Rev. 0	Reference RCW 17.21.100 (3)
2.5.20	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.5 ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.21	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-01 Rev. 0	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.22	<p>REMEDIAL SITE FILES - SUPERFUND SITE-SPECIFIC</p> <p>Contains all documents relating to: chemical analysis services performed to support Superfund remedial and removal, site-specific records relating to removal activities and activities conducted at remedial sites. Examples: Correspondence, quality assurance plans, endangerment assessment, risk assessment, health and safety plans, potentially responsible party searches and investigations, projects operations plans, remedial investigation reports, feasibility studies, Comprehensive Environmental Response, Compensation, and Liability Information System (CIRCLIS) Superfund removal records, removal response files.</p> <p>ESSENTIAL RECORD - Needs security backup - see Remarks</p>	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-14 Rev. 0	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.



**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.23	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-02 Rev. 0	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
2.5.24	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-03 Rev. 0	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
2.5.25	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENT WORK FILES	OFM	Issuance of permit	Destroy when obsolete or superseded	GS51-07-26 Rev. 0	
2.5.26	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-04 Rev. 0	Reference WAC 197-11. Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.27	<p><b>SUPERFUND TOXIC CHEMICAL RELEASE FILES</b> Contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 SARA Title III Emergency Planning and Community Right-to-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals. Includes EPA forms, inspection reports, consent agreements, and other information for listed toxic chemicals.</p>	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-15 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.



**2.5 ENVIRONMENTAL MANAGEMENT**

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.28	<p>UNDERGROUND STORAGE TANKS - ROUTINE OPERATION AND MAINTENANCE RECORDS</p> <p>Series is used to document routine testing, inspection and monitoring of agency-owned underground storage tanks containing regulated substances. May include correspondence, inspection and testing reports related to equipment integrity, corrosion, tightness calibration, etc. Also includes repair and modification documentation and additional records used to demonstrate that tanks are operated in compliance and State and Federal regulations.</p>	OPR	End of Calendar Year plus 10 years.	Destroy when obsolete or superseded.	GS50-19-18 Rev. 0	CFR Citation: 400CFR 28.045 WAC Citation: WAC 173-360-355
2.5.29	<p>WASTE MATERIALS ANALYSIS REPORTS</p> <p>Documentation of analysis of waste materials, such as used oil, which are used to determine if the materials should be disposed of or recycled as non-hazardous or hazardous waste.</p>	OPR	Completion of analysis plus 6 years	Destroy when obsolete or superseded	GS50-06B-23 Rev. 0	





## 2.6 INVENTORY

*The activity of detailing or itemizing goods, materials and resources on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6.1	FIXED ASSET INVENTORIES	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04 Rev. 0	
2.6.2	INVENTORY OF FIXED ASSETS Includes fixed asset inventory (year-end) as well as documentation of current status and updates and adjustments to the fixed asset inventory.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18 Rev. 0	
2.6.3	INVENTORY OF MATERIALS/ EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02 Rev. 0	
2.6.4	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03 Rev. 0	
2.6.5	PARTS CONTROL FILES - Record of vehicle/equipment parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12 Rev. 0	
2.6.6	PARTS INVENTORY	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17 Rev. 0	



## 2.6 INVENTORY

*The activity of detailing or itemizing goods, materials and resources on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6.7	PARTS MASTER LISTING REPORTS	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18 Rev. 0	
2.6.8	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22 Rev. 0	
2.6.9	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06 Rev. 0	
2.6.10	TREE INVENTORY Documents the number, type, age, and estimated height of trees on agency-owned property under an agency-adopted inventory policy, e.g. historical or ornamental trees.	OFM	Until obsolete or superseded plus 3 years - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-06B-25 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



**2.7 LEASING / USAGE**

*The activity of the local government agency either acquiring or granting temporary authority to use goods, materials and resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.1	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01 Rev. 0	
2.7.2	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03 Rev. 0	
2.7.3	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04 Rev. 0	
2.7.4	EQUIPMENT AND VEHICLE LEASES	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS50-06E-05 Rev. 0	
2.7.5	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09 Rev. 0	
2.7.6	EVICITION RECORDS Eviction records, legal eviction files.	OPR	6 years after judgment or final decision	Destroy when obsolete or superseded	GS55-05A-09 Rev. 0	
2.7.7	FACILITY RENTAL/USE SCHEDULE	OFM	3 years	Destroy when obsolete or superseded	GS51-07-11 Rev. 0	



## 2.7 LEASING / USAGE

*The activity of the local government agency either acquiring or granting temporary authority to use goods, materials and resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.8	FACILITY USE AUTHORIZATION PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS51-07-12 Rev. 0	
2.7.9	LEASES Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07 Rev. 0	

**SUPERSEDED**



## 2.8 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.1	ACCIDENT/TRAFFIC COLLISION LOGS	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13 Rev. 0	
2.8.2	ACCIDENT/TRAFFIC COLLISION REPORTS Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.	OPR	Washington State Patrol retains for 6 years	Agency - retain for 6 years following date of report	GS51-05F-01 Rev. 0	
2.8.3	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or Department of Labor and Industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01 Rev. 0	
2.8.4	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06 Rev. 0	
2.8.5	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20 Rev. 0	



## 2.8 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.6	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14 Rev. 0	
2.8.7	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition of facility	Destroy when obsolete or superseded	GS50-06C-08 Rev. 0	
2.8.8	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03 Rev. 0	
2.8.9	INSPECTION DOCUMENTATION Inspections of various systems (e.g. HVAC, fire system) and the documentation created during the inspection or to comply with inspections. May include routine maintenance checks, operational maintenance logs, and certificates.	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-27 Rev. 0	



## 2.8 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.10	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS	OFM	Violation corrected plus 6 years	Destroy when obsolete or superseded	GS50-06C-18 Rev. 0	
2.8.11	MAINTENANCE HISTORY DOCUMENTATION Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies' inspection reports.	OFM	Life or sale of the facility	Destroy when obsolete or superseded	GS50-06B-06 Rev. 0	
2.8.12	MAINTENANCE LOGS	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07 Rev. 0	
2.8.13	MAINTENANCE REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08 Rev. 0	



## 2.8 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.14	OPERATING MANUALS Prepared by contractors for use of the agency in maintaining equipment installed in buildings.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09 Rev. 0	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2.8.15	OPERATING PERMITS For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10 Rev. 0	
2.8.16	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19 Rev. 0	
2.8.17	WORK ORDERS Request for performance of maintenance work, may show location, date of request, work to be performed, etc. May include request for survey services.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13 Rev. 0	





## 2.9 OPERATIONS

*The activity of managing the day-to-day usage of the local government agency's buildings, vehicles and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.9.1	ENERGY USAGE MEASUREMENT REPORTS AND DATA	OFM	5 years	Destroy when obsolete or superseded	GS51-07-09 Rev. 0	
2.9.2	FUEL PUMP/TANK AUDIT REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15 Rev. 0	
2.9.3	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10 Rev. 0	
2.9.4	FUEL STORAGE FACILITY RECORDS Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16 Rev. 0	

**SUPERSEDED**



**2.10 PLANNING**

*The activity of formulating strategies to achieve an objective or outcome relating to the local government agency's facilities or other assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.1	LONG-RANGE FACILITIES PLAN	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-15 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.10.2	LONG-RANGE FACILITIES PLAN ADOPTED	OPR	Clerk of the Government Council, Commission, or Board PERMANENT 1 copy potentially archival See remarks	Destroy when obsolete or superseded	GS50-05A-22 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



**2.11 PURCHASING / ACQUISITIONS**

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.1	CERTIFICATES OF VEHICLE TITLE	OPR	Destroy after disposition of vehicle and completion of audit	Destroy when obsolete or superseded	GS50-06E-02 Rev. 0	
2.11.2	DEEDS/TITLES Legal documents of ownership.	OPR	County Auditor or recorder retains <b>PERMANENT</b>	Sale or disposal of land plus 10 years - See remarks	GS55-05A-02 Rev. 0	Additional copies may be disposed of when obsolete or superseded.
2.11.3	DELIVERY RECEIPT-INTERNAL PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05 Rev. 0	
2.11.4	EASEMENTS Granted by and to agency.	OPR	County Auditor or recorder keeps <b>PERMANENT</b>	Reassignment or vacation of easement plus 10 years - See remarks	GS55-05A-03 Rev. 0	Additional copies may be disposed of when obsolete or superseded.



**2.11 PURCHASING / ACQUISITIONS**

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.5	EMERGENCY PURCHASE AUTHORIZATION AND EXCEPTION REQUEST Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.	OFM	Date approved plus 3 years	Destroy when obsolete or superseded	GS50-08A-14 Rev. 0	
2.11.6	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Closure of dispute plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-04 Rev. 0	Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.11 PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.7	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21 Rev. 0	
2.11.8	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-06 Rev. 0	Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.11.9	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04 Rev. 0	



**2.11 PURCHASING / ACQUISITIONS**

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.10	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05 Rev. 0	
2.11.11	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06 Rev. 0	
2.11.12	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07 Rev. 0	
2.11.13	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08 Rev. 0	
2.11.14	PROPERTY PURCHASE PROPOSALS (INACTIVE) PROPOSALS (INACTIVE) Proposal for the purchase of agency's real property made by other parties and proposals made by district to acquire real property.	OFM	3 years	Destroy when obsolete or superseded	GS51-07-21 Rev. 0	
2.11.15	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09 Rev. 0	



## 2.11 PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.16	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10 Rev. 0	
2.11.17	STORES REPORTS AND BACKUP DOCUMENTATION Reports document all transactions, used to determine cost allocation.	OFM	End of calendar year plus 3 years	Destroy when obsolete or superseded	GS50-08A-15 Rev. 0	

**SUPERSEDED**



## 2.12 SECURITY

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12.1	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21 Rev. 0	
2.12.2	INTRUSION ALARM REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14 Rev. 0	
2.12.3	KEY/CARD KEY INVENTORY Documentation of facility keys and/or card keys assigned to agency personnel.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05 Rev. 0	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2.12.4	SECURITY ANNUAL REPORT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15 Rev. 0	





**2.12 SECURITY**

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12.5	SECURITY ID BADGE APPLICATION AND ISSUANCE DOCUMENTATION Documents security badges issued to employees and contractors working in the agency.	OPR	Termination or revocation plus 6 years	Destroy when obsolete or superseded	GS50-06B-21 Rev. 0	
2.12.6	SECURITY PATROL LOG	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-16 Rev. 0	
2.12.7	STAFF ACCESS/ENTRY LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20 Rev. 0	
2.12.8	SURVEILLANCE VIDEOS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18 Rev. 0	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
2.12.9	VANDALISM REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11 Rev. 0	
2.12.10	VISITOR LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12 Rev. 0	



## 2.12 SECURITY

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12.11	WEAPONS CONFISCATION LOG	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19 Rev. 0	

# SUPERSEDED



### 2.13 VALUATION

*The activity of valuing land, property, or other assets belonging to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.13.1	APPRAISALS Statement of land and facility values, provided by independent appraisers under contract to the agency.	OPR	Disposition of land or facility plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-01 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



### 3. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations and monetary infrastructure.

#### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02 Rev. 0	
3.1.2	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.	OFM	1 month	Destroy when obsolete or superseded	GS51-02-01 Rev. 0	
3.1.3	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-02 Rev. 0	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.

SUPERSEDED



### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.4	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10 Rev. 0	
3.1.5	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04 Rev. 0	
3.1.6	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07 Rev. 0	
3.1.7	CASH RECEIPTS TRANSMITTALS - INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08 Rev. 0	
3.1.8	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06 Rev. 0	

**SUPERSEDED**



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.9	COLLECTION FILES Documents efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds. May include past due statements, penalty calculations, copies of invoices, correspondence, logs of collections actions, write-off lists, and supporting documentation.	OPR	Account closed plus 6 years	Destroy when obsolete or superseded	GS50-03B-14 Rev. 0	
3.1.10	CREDIT/DEBIT PURCHASE CHARGE RECEIPTS PURCHASER'S COPY	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04 Rev. 0	
3.1.11	CUSTOMER BILLING DISPUTE CASES Files document cases regarding billing disputes which cannot be resolved by utility administration. Resolution determined by settlement or by formal decision maker such as hearing examiner, etc. Case files include name of customer, disputed issue, dispute discussion notes, billing and account information.	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS55-05B-30 Rev. 0	

SUPERSEDED



### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.12	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09 Rev. 0	
3.1.13	DAMAGE AND LOSS CLAIMS PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03 Rev. 0	
3.1.14	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10 Rev. 0	
3.1.15	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11 Rev. 0	
3.1.16	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09 Rev. 0	
3.1.17	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17 Rev. 0	

**SUPERSEDED**



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.18	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13 Rev. 0	
3.1.19	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14 Rev. 0	

SUPERSEDED





**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.20	GENERAL LEDGER  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years. Pre-1900 general ledgers have potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-15 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency
3.1.21	NON-SUFFICIENT FUNDS (NSF) CHECKS/ WARRANTS	OPR	Settlement or closure plus 6 years	Destroy when obsolete or superseded	GS50-03B-12 Rev. 0	
3.1.22	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20 Rev. 0	

SUPERSEDED



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.23	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08 Rev. 0	
3.1.24	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21 Rev. 0	
3.1.25	RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES	OFM	Finance office keeps primary copy 6 years	Office references copies - Keep 3 years	GS50-03A-34 Rev. 0	
3.1.26	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23 Rev. 0	
3.1.27	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24 Rev. 0	
3.1.28	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05 Rev. 0	

SUPERSEDED



### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.29	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25 Rev. 0	
3.1.30	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09 Rev. 0	
3.1.31	STOP PAYMENT REPORTS Report submitted to stop the payment on a particular check. Usually for lost or stolen salary or pension checks. Includes form granting stop payment from individual, supporting documentation, etc.	OPR	Calendar year plus 6 years	Destroy when obsolete or superseded	GS50-03B-13 Rev. 0	
3.1.32	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01 Rev. 0	

SUPERSEDED



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.33	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27 Rev. 0	
3.1.34	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28 Rev. 0	
3.1.35	UNCLAIMED PROPERTY REPORT - FILED WITH DEPARTMENT OF REVENUE Report filed with the Dept of Rev ( that identifies Unclaimed Property for agency.	OPR	6 years after report filed	Destroy when obsolete or superseded	GS55-05B-31 Rev. 0	Reference RCW 63.29.170

SUPERSEDED



### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.36	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES - FUNDS HELD BY THE AGENCY Research and investigation records documenting unclaimed property retained by the agency until it is returned to its owner, including property returned to its owner prior to the completion of the abandonment period and property transferred to agency Gen Fund after termination of the abandonment period. May include correspondence, registered mail receipts, last known address, copy of check and amount, etc.	OPR	6 years after property claimed	Destroy when obsolete or superseded	GS55-05B-32 Rev. 0	

SUPERSEDED



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.37	UNCLAIMED PROPERTY RESEARCH /INVESTIGATIVE FILES - FUNDS REMITTED TO DEPARTMENT OF REVENUE Research and investigative records created to track attempts to contact individuals of unclaimed property for funds remitted to the Dept of Rev. May include correspondence, register mail receipts, last known address, copy of check and amount, etc.	OPR	6 years after property deemed abandoned and funds remitted to Dept of Rev.	Destroy when obsolete or superseded	GS55-05B-33 Rev. 0	Reference RCW 63.29.310
3.1.38	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29 Rev. 0	
3.1.39	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30 Rev. 0	
3.1.40	WARRANT/CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31 Rev. 0	

SUPERSEDED



**3.1 ACCOUNTING**

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.41	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12 Rev. 0	

**SUPERSEDED**



### 3.2 AUDITING

*The activity of verifying the accuracy of the local government agency's financial accounts.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.2.1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01 Rev. 0	
3.2.2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03F-02 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.2.3	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26 Rev. 0	
3.2.4	TECHNICAL REFERENCE MATERIALS INTERNAL AUDIT Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03 Rev. 0	

**SUPERSEDED**





### 3.3 AUTHORIZATION

*The activity of granting and/or receiving permission or approval in relation to financial management.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.3.1	DELEGATION OF AUTHORITY AND SIGNATURE RECORDS (FORMERLY "SIGNATURE RECORDS") Includes written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions acting in lieu of a superior officer. Records will include samples of signatures.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11 Rev. 0	

**SUPERSEDED**



**3.4 BANKING**

*The activity of transacting monetary exchanges with a financial institution.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4.1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01 Rev. 0	
3.4.2	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02 Rev. 0	
3.4.3	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03 Rev. 0	
3.4.4	CANCELLED/SUBSTITUTE CHECKS/WARRANTS Per the Check Clearing for the 21st Century Act, substitute checks will replace the hard copy of cancelled check/warrant.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04 Rev. 0	Reference UCC Section 4-406(b).
3.4.5	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06 Rev. 0	

SUPERSEDED



### 3.4 BANKING

*The activity of transacting monetary exchanges with a financial institution.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4.6	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05 Rev. 0	
3.4.7	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07 Rev. 0	
3.4.8	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19 Rev. 0	

**SUPERSEDED**



### 3.5 BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.5.1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01 Rev. 0	
3.5.2	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded	GS50-03D-03 Rev. 0	
3.5.3	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04 Rev. 0	
3.5.4	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05 Rev. 0	
3.5.5	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06 Rev. 0	
3.5.6	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07 Rev. 0	

SUPERSEDED



### 3.5 BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.5.7	FINAL BUDGET	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-08 Rev. 0	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3.5.8	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10 Rev. 0	

**SUPERSEDED**



### 3.6 GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.1	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-01 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.2	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years from the date of submission of final report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-02 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



### 3.6 GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.3	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-03 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.4	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-04 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

**SUPERSEDED**



### 3.6 GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.5	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-05 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.6	GRANT APPLICATIONS - NOT APPROVED	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07 Rev. 0	
3.6.7	GRANT APPLICATIONS - APPROVED Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-06 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

**SUPERSEDED**





### 3.6 GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.8	GRANT PROJECT REPORTS Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-09 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.6.9	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08 Rev. 0	

SUPERSEDED



### 3.6 GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.10	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-10 Rev. 0	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.6.11	WARRANT, CHECK, OR VOUCHER REGISTERS GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11 Rev. 0	

SUPERSEDED



**3.7 TAXES**

*The activity of paying or collecting taxes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.7.1	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-01 Rev. 0	
3.7.2	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-02 Rev. 0	
3.7.3	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-03 Rev. 0	
3.7.4	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-05 Rev. 0	
3.7.5	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-07 Rev. 0	
3.7.6	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-08 Rev. 0	

SUPERSEDED



### 3.7 TAXES

*The activity of paying or collecting taxes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.7.7	STATE AND LOCAL TAX RETURNS Returns and reports submitted for taxes paid to state and/or local government agencies. Includes but is not limited to: Sales Tax, Use Tax, Regional Transit Authority Tax, Food and Beverage Tax, Litter Tax, Lodging Tax, State Public Utility Tax, Tobacco Products Tax, Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax, Syrup Tax, and Enhanced 911 Tax.	OPR	Filing plus 5 years	Destroy when obsolete or superseded	GS50-12D-04 Rev. 0	Reference RCW 82.32.070, and Department of Revenue Advisory No. 152.32.199.

**SUPERSEDED**



### 3.8 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01 Rev. 0	
3.8.2	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02 Rev. 0	
3.8.3	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05 Rev. 0	
3.8.4	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06 Rev. 0	
3.8.5	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07 Rev. 0	
3.8.6	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08 Rev. 0	
3.8.7	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09 Rev. 0	

**SUPERSEDED**



**3.8 PAYROLL**

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.8	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10 Rev. 0	
3.8.9	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits.  ESSENTIAL RECORD - if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-15 Rev. 0	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3.8.10	INTERNAL REVENUE SERVICE (IRS) FORMS 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17 Rev. 0	

SUPERSEDED



### 3.8 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.11	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16 Rev. 0	
3.8.12	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17 Rev. 0	
3.8.13	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18 Rev. 0	
3.8.14	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19 Rev. 0	
3.8.15	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20 Rev. 0	
3.8.16	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21 Rev. 0	

**SUPERSEDED**



### 3.8 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.17	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32 Rev. 0	
3.8.18	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits.  ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-22 Rev. 0	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

**SUPERSEDED**





**3.8 PAYROLL**

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.19	PERSONNEL FUND MONITORING REPORTS Reports document financial transactions on state-monitored personnel funds including Health Care, Industrial Insurance, Unemployment, Special Employment and Group Term Life. Reports document that the fund is being monitored and used accordingly, and are required by the State of Washington.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-33 Rev. 0	
3.8.20	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23 Rev. 0	
3.8.21	SALARY SCHEDULE - EMPLOYEE	OFM	Destroy when superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04A-07 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.8.22	STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-29 Rev. 0	

SUPERSEDED



### 3.8 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.23	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24 Rev. 0	
3.8.24	SUPPORTING DOCUMENTS AND REPORTS – PAYROLL Documentation of status of and adjustments to payroll accounts.	OFM	3 years or until completion of audit	Destroy when obsolete or superseded	GS50-03E-25 Rev. 0	
3.8.25	TIME CARDS/TIME SHEETS Daily, weekly, or monthly time accumulation reports. May be used as retirement verification.  ESSENTIAL RECORD - if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years - see Remarks. Time records subject to federal audit should be retained per federal requirements.	Destroy when obsolete or superseded	GS50-03E-04 Rev. 0	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

**SUPERSEDED**



## 4. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce.

### 4.1 BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04D-01 Rev. 0	
4.1.2	COMMUTE TRIP REDUCTION ADMINISTRATION (CTRA) ANNUAL PROGRESS REPORT Describes progress in attaining the applicable commute trip reduction goals for each commute trip reduction zone, any problems being encountered in achieving those goals. Submitted to the CTR task force annually through July 1, 2006.	OFM	State Department of Transportation CTR Task Force holds primary copy	Destroy when obsolete or superseded Potential archival value See remarks	GS59-01-01 Rev. 0	Please reference RCW 70.94.527 (7), (8). Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.1.3	COMMUTE TRIP REDUCTION PARTICIPANT FILES Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	OFM	3 years	Destroy when obsolete or superseded	GS59-01-02 Rev. 0	



#### 4.1 BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.4	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES Program administration documentation.	OFM	2 years	Destroy when obsolete or superseded	GS59-01-03 Rev. 0	
4.1.5	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03 Rev. 0	
4.1.6	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02 Rev. 0	
4.1.7	DISABILITY, HEALTH AND WELFARE CLAIMS - EMPLOYEE	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11 Rev. 0	

**SUPERSEDED**



**4.1 BENEFITS**

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.8	EMPLOYEE ASSISTANCE PROGRAM SUPERVISOR'S REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-28 Rev. 0	
4.1.9	EMPLOYEE ASSISTANCE PROGRAM CASE FILES Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan.	OPR	8 years after last treatment or session	Destroy when obsolete or superseded	GS50-04A-06 Rev. 0	Reference RCW 4.16.350 (3).
4.1.10	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19 Rev. 0	

SUPERSEDED



#### 4.1 BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.11	EMPLOYEE BENEFIT CONTRACTS/ POLICIES/PLANS Includes insurance, deferred compensation, health care, etc.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02 Rev. 0	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4.1.12	EMPLOYEE BENEFIT PARTICIPATION/ ENROLLMENT AGREEMENTS AND WITHDRAWALS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03 Rev. 0	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4.1.13	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits.	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-40 Rev. 0	



**4.1 BENEFITS**

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.14	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits for employees that have withdrawn from agency's pension system, but retain rights to re-vest.	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-41 Rev. 0	
4.1.15	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits.	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-42 Rev. 0	

SUPERSEDED



**4.1 BENEFITS**

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.16	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits for employees that have withdrawn from the agency's pension system, but retain rights to re-vest.	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-43 Rev. 0	
4.1.17	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06 Rev. 0	
4.1.18	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19 Rev. 0	
4.1.19	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04 Rev. 0	

SUPERSEDED





**4.1 BENEFITS**

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.20	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09 Rev. 0	
4.1.21	RETIREMENT INVESTMENT PORTFOLIOS - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of all agency retirement system investment contracts, agreements and accounts, including domestic and international equities, domestic fixed income, real estate, venture and cash equivalents. May also include broker and partnership agreements, performance reports, correspondence, asset review and additional investment information.	OPR	Closeout of agreement, contract or account plus 6 years	Destroy when obsolete or superseded	GS50-04B-36 Rev. 0	
4.1.22	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05 Rev. 0	
4.1.23	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES COMMUTE TRIP REDUCTION	OFM	3 years	Destroy when obsolete or superseded	GS59-01-04 Rev. 0	

SUPERSEDED



## 4.2 EQUITY

*The activity of ensuring fairness and equal opportunities for all employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.2.1	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01 Rev. 0	
4.2.2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02 Rev. 0	
4.2.3	AFFIRMATIVE ACTION PLANS  ESSENTIAL RECORD - Needs security backup - See remarks	OPR	Keep until superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-03 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



## 4.2 EQUITY

*The activity of ensuring fairness and equal opportunities for all employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.2.4	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-54 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.2.5	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-04 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
4.2.6	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-04C-05 Rev. 0	Reference 29CFR1602.41.

**SUPERSEDED**



### 4.3 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.1	CLAIMS COSTS REPORTS OR STATEMENTS Compilation of costs of processing claims against self-insured liabilities.	GS50-06C-24 Rev. 0	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.3.2	<b>Employer's Quarterly Report for Industrial Insurance (Workers' Compensation)</b> <i>Note: Department of Labor and Industries (L&amp;I) retains one copy for 6 years in accordance with L&amp;I's records retention schedule.</i>	GS50-06C-06 Rev. 1	Retain for 3 years after date of report then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.3.3	INDUSTRIAL INSURANCE CLAIM LOG	GS50-06C-01 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.3.4	<b>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims</b> Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with chapter 41.26 RCW.  Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Medical, dental, vision, long-term care records;</li> <li>• Claim and insurance payment information.</li> </ul> Excludes Local Disability Board records which are covered by GS50-05A-13.  <i>Note: LEOFF Plan 2 injury/disability claims are covered by GS50-06C-02, GS2010-084, GS50-06C-27, or GS50-06C-31.</i>	GS2010-082 Rev. 0	Retain for 6 years after death of individual then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



### 4.3 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.5	<b>Self-Insured Employer Certification</b> <i>Note: Department of Labor and Industries (L&amp;I) retains one copy for 6 years after termination of certification in accordance with L&amp;I's records retention schedule.</i>	GS50-06C-05 Rev. 1	<b>Retain</b> for 2 years after certification withdrawn or surrendered then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.3.6	<b>Volunteer Fire Fighters' and Reserve Officers' Relief Claims</b> Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with chapter 41.24 RCW. <i>Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained permanently in accordance with the SBVFRO's records retention schedule.</i>	GS2010-083 Rev. 0	<b>Retain</b> for 6 years after claim closed then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.7	<b>Workers' Compensation Claims (Department of Labor and Industries) – General</b> Records relating to workers' compensation claims filed by employees (and volunteers) of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and chapter 296 WAC. Includes, but is not limited to, Reports of Industrial Injury or Occupational Disease.  Excludes claims for eye injuries covered by GS2010-084.  <i>Note: L&amp;I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i>	GS50-06C-02 Rev. 1	<b>Retain</b> for 7 years after claim closed then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



**4.3 INDUSTRIAL INSURANCE**

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.8	<p><b>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries</b> Records relating to workers' compensation claims for injuries to eyes filed by employees (and volunteers) of agencies insured by the Department of Labor &amp; Industries (L&amp;I) in accordance with Title 51 RCW and chapter 296 WAC. Includes, but is not limited to, Reports of Industrial Injury.</p> <p><i>Note: L&amp;I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i></p>	GS2010-084 Rev. 0	<b>Retain</b> for 10 years after claim closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.9	<p><b>Workers' Compensation Claims (Self-Insured) – Compensable</b> Records relating to compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and chapter 296 WAC. Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&amp;I) for 75 years after claim closed in accordance with L&amp;I's records retention schedule.</i></p>	GS50-06C-27 Rev. 1	<b>Retain</b> for 75 years after claim closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



### 4.3 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.10	<p><b>Workers' Compensation Claims (Self-Insured) – Non-Compensable</b></p> <p>Records relating to non-compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and chapter 296 WAC. Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&amp;I) for 40 years after claim closed in accordance with L&amp;I's records retention schedule.</i></p>	GS50-06C-31 Rev. 1	<b>Retain</b> for 40 years after claim closed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**SUPERSEDED**



#### 4.4 LABOR RELATIONS

*The activity of managing relationships dealing with the negotiation of labor.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4.1	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04E-04 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
4.4.2	COLLECTIVE BARGAINING AGREEMENTS  ESSENTIAL RECORD - Needs security backup -- See remarks.	OPR	Termination plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-50 Rev. 0	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

**SUPERSEDED**





#### 4.4 LABOR RELATIONS

*The activity of managing relationships dealing with the negotiation of labor.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4.3	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06 Rev. 0	
4.4.4	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05 Rev. 0	

**SUPERSEDED**



#### 4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.1	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn.	OFM	Administrative Closure plus 3 years.	Destroy when obsolete or superseded.	GS50-04B-45 Rev. 0	
4.5.2	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission.	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-35 Rev. 0	
4.5.3	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions.	OFM	Petition for review or petition for reconsideration filed plus 3 years, whichever is longer.	Destroy when obsolete or superseded	GS50-04B-37 Rev. 0	

**SUPERSEDED**



#### 4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.4	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW NOT FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have not been filed, including documents, affidavits and depositions.	OFM	Expiration of review or reconsideration period plus 3 years	Destroy when obsolete or superseded	GS50-04B-38 Rev. 0	
4.5.5	CIVIL SERVICE COMMISSION INVESTIGATION FILES Documentation of investigation of improper hiring decisions and practices.	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-39 Rev. 0	
4.5.6	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15 Rev. 0	



#### 4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.7	EMPLOYEE MISCONDUCT INVESTIGATION FILES – SUSTAINED Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.	OFM	Case Closed plus 3 Years	Destroy when obsolete	GS50-04B-46 Rev. 0	Investigative summary report goes in the employee's Personnel File. See also State Law Enforcement/Administrative and Operational Records retention schedule for Internal Investigations (Sustained) and Internal Investigations (Unfounded) L03-01-23 and L03-01-24, respectively. Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.

SUPERSEDED



#### 4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.8	EMPLOYEE MISCONDUCT INVESTIGATION FILES – UNFOUNDED Documentation compiled in official investigations of employee misconduct that do not result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.	OFM	Case Closed	Destroy when obsolete	GS50-04B-47 Rev. 0	Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.
4.5.9	EMPLOYEE MISCONDUCT REPORTS Official reports on findings of misconduct by agency employees and corrective action taken by the agency.	OPR	Termination of Employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-48 Rev. 0	Usually retained as part of the employee's Personnel file.
4.5.10	FINAL AGREEMENT A written agreement the parties enter into at the conclusion of the resolution process which sets forth the settlement of the issues and the future responsibilities of each party, if any.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-51 Rev. 0	Reference RCW 7.75.



**4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES**

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.11	GRIEVANCES AND APPEALS PERSONNEL EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03 Rev. 0	
4.5.12	INITIAL AGREEMENT A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-52 Rev. 0	Reference RCW 7.75.
4.5.13	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25 Rev. 0	

SUPERSEDED



#### 4.5 MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.14	WORKPLACE VIOLENCE CASE FILES Case files document incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file.	OFM	Case closed plus 6 years*	Destroy when obsolete or superseded	GS50-05A-24 Rev. 0	*"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up are required.

**SUPERSEDED**



#### 4.6 OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.1	AUDIOMETRIC TEST RECORDS INDIVIDUAL EMPLOYEE	OFM	Retain for the duration of the affected employee's employment See remarks	Destroy when obsolete or superseded	GS51-05D-10 Rev. 0	Reference WAC 296-62-09041 (4b).
4.6.2	EMPLOYEE MEDICAL AND EXPOSURE RECORDS Documentation of on-the-job exposure of agency employees to hazardous materials, as well as medical information compiled and maintained by the agency on individual employees to document their physical condition, the effects of workplace conditions on their health, and their physical ability to perform essential job functions. See 29CFR1910.1020, WAC 296-802-20005 and WAC 296-802-20010 for full description. See Remarks.	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-30 Rev. 0	Reference 29CFR1910.1020, WAC 296-802-20005, and WAC 296-802-20010. Health insurance claims records maintained separately from your medical program records, and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series by WAC 296-802-20005.

**SUPERSEDED**





#### 4.6 OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.3	ERGONOMIC FILES Ergonomic files document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries. Files include name of employee, supervisor, organization unit, location, and action taken to adjust workstation or environment.	OFM	Last action taken plus 3 years	Destroy when obsolete or superseded	GS51-05D-11 Rev. 0	
4.6.4	FIRE AND OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10 Rev. 0	
4.6.5	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04 Rev. 0	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

SUPERSEDED



#### 4.6 OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.6	INDUSTRIAL HYGIENE MONITORING FILES Files document the monitoring of agency work environments for industrial health issues. May be for air quality, noise level, presence of chemicals, etc. Includes sample, test results, corrective action taken if any, etc.	OPR	30 years	Destroy when obsolete or superseded	GS50-06C-33 Rev. 0	
4.6.7	NOISE EXPOSURE REPORTS INDIVIDUAL EMPLOYEE	OFM	2 years See remarks	Destroy when obsolete or superseded	GS50-06C-29 Rev. 0	Reference WAC 296-62-09041 (4a).
4.6.8	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21 Rev. 0	
4.6.9	PENALTY ASSESSMENT NOTIFICATION	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20 Rev. 0	
4.6.10	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notices, posters, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04 Rev. 0	

SUPERSEDED



#### 4.6 OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.11	RESPIRATOR FIT TEST RECORDS	OFM	Destroy after next test administered See remarks	Destroy when obsolete or superseded	GS51-05D-07 Rev. 0	Reference WAC 296-62-07194 (3).
4.6.12	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded See remarks	Destroy when obsolete or superseded	GS51-05D-08 Rev. 0	Reference WAC 296-62-07194 (4).
4.6.13	SAFETY COMMITTEE MINUTES	OFM	1 year	Destroy when obsolete or superseded	GS51-05D-09 Rev. 0	Reference WAC 296-800-13020
4.6.14	SAFETY TRAINING FILES – GENERAL Documentation of safety training classes (except for hazardous materials - see Remarks), some of which may be required by specific job classifications. May include lists of job required training for specific labor categories, training calendars, course info, vendor documentation, course materials, attendance logs and correspondence.	OPR	6 Years - *See Remarks	Destroy when obsolete or superseded.	GS51-05D-12 Rev. 0	If the training is for handling hazardous materials see the Hazardous Materials Admin Section GS50-19-09 and GS50-19-17.

SUPERSEDED



#### 4.6 OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.15	WORKPLACE HAZARD ASSESSMENT CERTIFICATION Includes name of workplace, address of workplace inspected for hazards, name of person certifying assessment was done, date(s) assessment done, and statement identifying the document as the certification of assessment for the workplace.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06 Rev. 0	Reference WAC 296-800-16010.

**SUPERSEDED**



#### 4.7 PERFORMANCE MANAGEMENT

*The activity of assessing and directing employee progress toward performance goals.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.7.1	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20 Rev. 0	
4.7.2	PERFORMANCE EVALUATION BACKGROUND FILE SUPERVISOR	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-31 Rev. 0	
4.7.3	PERFORMANCE EVALUATIONS Evaluation of employee work performance, prepared by supervisor on a regular schedule.	OFM	Completion of Evaluation plus 3 years	Destroy when obsolete or superseded	GS50-04A-08 Rev. 0	
4.7.4	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-50 Rev. 0	
4.7.5	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29 Rev. 0	

**SUPERSEDED**



**4.8 PERSONNEL**

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.1	DRUG/ALCOHOL TEST RESULTS - POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/alcohol test results, corrective action, treatment, etc.	OFM	Date of results plus 5 years	Destroy when obsolete or superseded	GS50-04B-27 Rev. 0	Reference 49CFR382.401.
4.8.2	DRUG/ALCOHOL TEST RESULTS NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES)	OPR	Results posted or test canceled plus 1 year	Destroy when obsolete or superseded	GS50-04B-33 Rev. 0	Reference 49CFR382.401.
4.8.3	EMPLOYEE AWARD FILES Files contain records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information.	OFM	Date of Award plus 2 years.	Destroy when obsolete or superseded.	GS50-04B-44 Rev. 0	Potentially Archival
4.8.4	EMPLOYEE CONTRACTS SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13 Rev. 0	

SUPERSEDED



#### 4.8 PERSONNEL

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.5	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS50-04B-14 Rev. 0	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.8.6	PERSONNEL FILE May include but is not limited to: Application for employment when hired; start of employment, identification, oaths of officials elected and appointed; bonds of officials elected and appointed; criminal history, background checks and investigations; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises; retirement or disability resulting in employment termination; evaluation of applications of recognition or non-college credit courses.  ESSENTIAL RECORD - Needs security backup - See Remarks.	OFM	Termination plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-04B-06 Rev. 0	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

**SUPERSEDED**



**4.8 PERSONNEL**

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.7	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23 Rev. 0	
4.8.8	VOLUNTEER FILES Documents work service of individual volunteer. Includes application.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of volunteer service plus 6 years	Destroy when obsolete or superseded	GS50-04B-10 Rev. 0	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

SUPERSEDED





#### 4.9 POSITION DEVELOPMENT / STAFF STRUCTURE

*The activity of structuring and organizing human resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.9.1	JOB DESCRIPTIONS Current statement of qualifications, responsibilities, and duties of each individual position.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-05 Rev. 0	
4.9.2	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07 Rev. 0	
4.9.3	POSITION DESCRIPTION HISTORY FILES A history of positions, classifications, and corresponding job descriptions as these positions are revised. (Serves as writing aid for the development of future positions.)	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08 Rev. 0	

SUPERSEDED



#### 4.10 RECRUITMENT / HIRING

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01 Rev. 0	
4.10.2	CIVIL SERVICE COMMISSION JOURNAL Account of activity pertaining to certain civil service job openings. Contains names, test scores, and an indication of whether or not the persons involved are on an eligibility list, etc.	OFM	Expiration plus 1 year	Destroy when obsolete or superseded	GS50-04A-02 Rev. 0	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
4.10.3	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) Examinations of those applicants that are on eligibility list, but have not been hired.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-03 Rev. 0	
4.10.4	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04 Rev. 0	
4.10.5	EMPLOYEE & VOLUNTEER FINGERPRINT LISTING Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11 Rev. 0	



**4.10 RECRUITMENT / HIRING**

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.6	EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (INS) FORM I-9 Documents used to verify employment eligibility within the United States. Series may include: Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalization, etc.	OPR	Date employee hired plus 3 years or termination of employment plus 1 year, whichever is longer See remarks	Destroy when obsolete or superseded	GS50-05A-26 Rev. 0	Reference 8CFR24a.2 (2) (A)
4.10.7	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05 Rev. 0	
4.10.8	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16 Rev. 0	
4.10.9	EMPLOYMENT REQUISITION/ PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17 Rev. 0	

SUPERSEDED



#### 4.10 RECRUITMENT / HIRING

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.10	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18 Rev. 0	
4.10.11	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-22 Rev. 0	RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is 3 years.
4.10.12	VOLUNTEER APPLICATIONS NOT ACCEPTED OR INELIGIBLE	OFM	Application denied plus 1 year	Destroy when obsolete or superseded	GS50-04B-24 Rev. 0	

**SUPERSEDED**



#### 4.11 STAFF DEVELOPMENT / TRAINING

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.11.1	APPRENTICE CERTIFICATION FILES Documentation of classes taken, attendance, evaluations, certifications and on-the-job performance compiled for individuals participating in an apprenticeship program that will be used to meet future job requirements in and out of the agency.	OPR	50 years	Destroy when obsolete or superseded	GS50-04B-34 Rev. 0	
4.11.2	CONTINUING PROFESSIONAL EDUCATION RECORDS Records document the continuing education requirement for employees.	OFM	End of licensing or reporting period plus 4 years	Destroy when obsolete or superseded	GS50-05A-23 Rev. 0	
4.11.3	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-04G-01 Rev. 0	

**SUPERSEDED**



**4.11 STAFF DEVELOPMENT / TRAINING**

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.11.4	HAZARDOUS MATERIALS TRAINING PROGRAMS Annual training and other training seminars for employees of the following: Hazardous materials, hazardous waste and hazardous exposure that may be required by the State. Records include but are not limited to; outline of classes, training agenda, and class summary.	OFM	Date of training plus 5 years	Destroy when obsolete or superseded	GS50-19-17 Rev. 0	
4.11.5	TRAINING AVAILABILITY ANNOUNCEMENTS/NOTICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03 Rev. 0	
4.11.6	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02 Rev. 0	

SUPERSEDED



## 5. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic information systems, forms and publications, mail services, library services, records management, and public disclosure.

### 5.1 FORMS AND PUBLICATIONS

*The activity of drafting, producing, and managing the local government agency's forms and publications.*

See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to forms and publications.

See **ASSET MANAGEMENT – Inventory** for forms and publications inventories.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.1	<b>Forms – Accountable</b> Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	GS2010-011 Rev. 0	<b>Retain</b> for 3 fiscal years <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
5.1.2	<b>Forms – Master Set</b> Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.)  Excludes web-based forms covered by DAN GS50-06A-03.	GS2010-012 Rev. 0	<b>Retain</b> until use of form ceases <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5.1 FORMS AND PUBLICATIONS

*The activity of drafting, producing, and managing the local government agency's forms and publications.*

See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to forms and publications.

See **ASSET MANAGEMENT – Inventory** for forms and publications inventories.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.3	<p><b>Forms and Publications – Creation</b></p> <p>Records relating to the design, creation, and revision of agency-created forms and publications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Job descriptions/specifications/design records;</li> <li>• Sample job products/proofs/samples.</li> </ul> <p>Excludes web-based forms covered by DAN GS50-06A-03.</p>	GS2010-013 Rev. 0	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
5.1.4	<p><b>Publications – Master Set</b></p> <p>Master set of all publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Reports, manuals, brochures;</li> <li>• Newsletters, magazines, journals;</li> <li>• Maps, plans, charts;</li> <li>• Audio/video recordings and films/presentations.</li> </ul>	GS50-06F-04 Rev. 1	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM





## 5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to library services.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.2.1	<p><b>Annual Report of Trustees</b> Records relating to the annual reporting of statistics to the library’s legislative body and the State Librarian in accordance with RCW 27.12.260.</p> <p><i>Note: Reports received by the Washington State Library are designated Archival in accordance with the Office of the Secretary of State’s records retention schedule.</i></p>	GS50-12A-03 Rev. 1	<b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
5.2.2	<p><b>Catalog</b> Records describing the library information sources owned by the agency.</p>	GS50-12A-01 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
5.2.3	<p><b>Circulation</b> Records relating to the borrowing, lending, and returning of items in the library’s collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Item circulation history;</li> <li>User/patron records (applications for membership, borrower registration, parent/guardian permissions).</li> </ul> <p>Excludes interlibrary loans covered by DAN GS50-12A-08.</p>	GS50-12A-02 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to library services.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.2.4	<p><b>Collection Control – General</b> Records documenting the physical control of the library’s collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accession and deaccession (discard) of items;</li> <li>• Interlibrary loans;</li> <li>• Shelf list/inventory of holdings.</li> </ul> <p>Excludes special collections covered by GS2010-023.</p> <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	GS50-12A-08 Rev. 1	<p><b>Retain</b> for 3 fiscal years <i>or</i> until completion of State Auditor’s report, whichever is sooner <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
5.2.5	<p><b>Collection Control – Special Collections</b> Records documenting the physical control of the library’s special collections (archival, manuscript, rare books, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accession and deaccession (discard) of items;</li> <li>• Interlibrary loans;</li> <li>• Shelf list/inventory of holdings.</li> </ul> <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	GS2010-023 Rev. 0	<p><b>Retain</b> until special collection items no longer needed for agency business <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR

SUPERSEDED



## 5.2 LIBRARY SERVICES

*The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.*

See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to library services.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.2.6	<b>Special Collections</b> Items in the library's special collections, including, but not limited to: <ul style="list-style-type: none"><li>• Archival collections;</li><li>• Manuscripts;</li><li>• Rare books.</li></ul>	GS2010-024 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



### 5.3 MAIL SERVICES

*The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.*  
See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to mail services.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.3.1	<p><b><i>Mail Delivery and Receipt</i></b></p> <p>Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Certified/registered/insured mail logs and return receipts;</li><li>• Postage meter logs/reports;</li><li>• Private ground delivery registers/receipts (UPS, Federal Express, etc.);</li><li>• Signed pick-up and delivery receipts;</li><li>• United States Postal Service (USPS) forms (certificate of bulk mailing, etc.).</li></ul> <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.</i></p>	GS50-06D-02 Rev. 1	<b>Retain</b> for 3 fiscal years <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



**5.4 PUBLIC DISCLOSURE**

*The activity of responding to requests for access to the public records of the local government agency in accordance with chapter 42.56 RCW.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.4.1	<p><b>Public Disclosure/Records Request Logs</b></p> <p>Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW.</p> <p><i>Note: Exemption logs are covered by DAN GS2010-014.</i></p>	GS50-09-13 Rev. 2	<b>Retain</b> for 3 years after date of latest entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
5.4.2	<p><b>Public Disclosure/Records Requests</b></p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence relating to the request;</li> <li>• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);</li> <li>• Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);</li> <li>• Records documenting administrative reviews relating to the request.</li> </ul> <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p> <p><i>Note: The statute of limitations for initiating legal action was reduced from 5 years to 1 year for requests fulfilled after July 23, 2005 (RCW 42.17.340(6)/42.56.550(6)).</i></p>	GS2010-014 Rev. 1	<b>Retain</b> for 1 year after public records request fulfilled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



### 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.5.1	<p><b>Conversion Process – Archival Records</b></p> <p>Records documenting the <u>process</u> of converting the agency's Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (mapping schemas, testing reports, etc.);</li> <li>• Digitization of paper-based records (tests, inspection results, etc.);</li> <li>• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);</li> <li>• Transfer of magnetic recordings.</li> </ul> <p><i>Note: The source records are covered by GS2010-017 or GS2010-018.</i></p>	GS2010-015 Rev. 0	<p><b>Retain</b> until the converted Archival records are transferred to Washington State Archives <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>



### 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.5.2	<p><b>Conversion Process – Non-Archival Records</b></p> <p>Records documenting the <u>process</u> of converting the agency's Non-Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (mapping schemas, testing reports, etc.);</li> <li>• Digitization of paper-based records (tests, inspection results, etc.);</li> <li>• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);</li> <li>• Transfer of magnetic recordings.</li> </ul> <p><i>Note: The source records are covered by GS50-09-14 or GS2010-018.</i></p>	GS2010-016 Rev. 0	<p><b>Retain</b> until the converted Non-Archival records have been <del>destroyed</del> in accordance with a current approved records retention schedule <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.5.3	<p><b>Source Records – Imaged (Archival)</b> Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> <li>Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or,</li> <li>Microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>.</li> </ul> <p><b>And, provided that</b> the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes Superior Court source records covered by GS2010-085.</p>	GS2010-017 Rev. 0	<p><b>Retain</b> until verification of successful conversion <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
5.5.4	<p><b>Source Records – Imaged (Non-Archival)</b> Non-Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> <li>Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or,</li> <li>Microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>; or,</li> </ul> <p><b>And, provided that</b> the converted records are retained in accordance with a current approved records retention schedule.</p>	GS50-09-14 Rev. 1	<p><b>Retain</b> until verification of successful conversion <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>





### 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.5.5	<p><b>Source Records – Migrated</b> Non-paper-based source records which have been migrated to another non-paper-based format such as:</p> <ul style="list-style-type: none"> <li>Digital records which are migrated to another digital format;</li> <li>Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format.</li> </ul> <p><b>And, provided that</b> the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14.</p>	GS2010-018 Rev. 0	Retain until verification of successful conversion <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
5.5.6	<p><b>Source Records – Reproduced (Superior Court Records)</b> Superior Court records which have been reproduced in accordance with RCW 36.23.065.</p> <p><b>And, provided that</b> the converted records are retained in accordance with a current approved records retention schedule.</p>	GS2010-085 Rev. 0	Retain until verification of successful conversion <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.6.1	<b>Conservation (Archival)</b> Conservation treatment records documenting repair to public records designated as Archival.	GS2010-019 Rev. 0	<b>Retain</b> until the Archival records are transferred to Washington State Archives <i>then</i> <b>Arrange for appraisal</b> by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
5.6.2	<b>Conservation (Non-Archival)</b> Conservation treatment records documenting repair to public records designated as Non-Archival.	GS2010-020 Rev. 0	<b>Retain</b> until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
5.6.3	<b>Destruction of Public Records</b> Records relating to the destruction of the agency's public records.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Destruction logs;</li><li>• Affidavits;</li><li>• Agency authorizations;</li><li>• Certificates/Notices of destruction.</li></ul>	GS50-09-06 Rev. 1	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR



## 5.6 RECORDS MANAGEMENT

*The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.6.4	<p><b>Records Control</b></p> <p>Records relating to the physical and intellectual control of the agency's records, including, but not limited to:</p> <ul style="list-style-type: none"><li>• Essential records lists;</li><li>• Files classification schemes/guidelines;</li><li>• Inventories;</li><li>• Records center transmittals/retrievals;</li><li>• Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival.</li></ul> <p><i>Note: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.</i></p>	GS50-09-02 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.6.5	<p><b>Retention and Disposition Authorization</b> Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Internal working guides abstracted from approved records retention schedules;</li> <li>• Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, <i>provided that</i> the original is retained by the Washington State Archives;</li> <li>• Agency's copies of records retention schedules approved by the Local Records Committee in accordance with RCW 40.14.070, <i>provided that</i> the original is retained by the Local Records Committee.</li> </ul>	GS50-09-01 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
5.6.6	<p><b>Transfer of Legal Custody</b> Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances:</p> <ul style="list-style-type: none"> <li>• Transfer of Archival records to Washington State Archives;</li> <li>• Lawful transfer to another government entity (state agency, other local government agency, etc.);</li> <li>• Donation of public records (to a public library, historical or genealogical society, etc.) in accordance with RCW 40.14.070(3).</li> </ul>	GS2010-021 Rev. 0	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL <b>ESSENTIAL</b> OFM

SUPERSEDED



## 6. RECORDS WITH MINIMAL RETENTION VALUE

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.1	<b>Agency Information – Routine</b> Internal and external requests for, and provision of, routine information about the operations of the agency, such as: <ul style="list-style-type: none"><li>• Business hours, locations/directions, web/email addresses;</li><li>• Meeting dates/times.</li></ul>	GS50-02-01 Rev. 0	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
6.1.2	<b>Agency-Generated Forms and Publications – Copies</b> Blank forms and duplicate copies of publications, <i>provided that</i> the agency retains the primary record in accordance with the current approved minimum retention period.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Reports, catalogs, brochures, calendars, posters;</li><li>• Multi-media presentations (videos, CDs, etc.).</li></ul> Excludes publication masters covered by DAN GS50-06F-04.  Excludes form masters covered by DAN GS2010-012.  Excludes accountable forms (unused, pre-numbered checks, receipts, meal tickets, licenses, etc.) covered by DAN GS2010-011.	GS50-02-02 Rev. 0	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.3	<p><b>General Information – External</b> Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Catalogs, reports, multi-media presentations (videos, CDs, etc.);</li><li>• Informational copies, notices, bulletins, newsletters, announcements;</li><li>• Unsolicited information (junk mail, spam, advertisements, etc.).</li></ul>	GS50-02-03 Rev. 0	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
6.1.4	<p><b>Secondary (Duplicate) Copies</b> Copies of records (created or received), <b>provided that</b> the agency retains the primary record in accordance with the current approved minimum retention period.</p>	GS50-02-04 Rev. 0	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.5	<p><b>Transitory Records</b> Public records that only document information of temporary, short-term value, <b>and provided that</b> the records are:</p> <ul style="list-style-type: none"><li>• <b>Not</b> needed as evidence of a business transaction; <b>and</b>,</li><li>• <b>Not</b> covered by a more specific records series.</li></ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.);</li><li>• Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s);</li><li>• Routing slips used to direct the distribution of documents;</li><li>• Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;</li><li>• Telephone messages (including voicemail, digital voice messages, etc.);</li><li>• Letters of transmittal which do not add any information to the transmitted materials.</li></ul>	GS50-02-05 Rev. 0	<b>Retain</b> until no longer needed for agency business then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



## GLOSSARY

### ***Appraisal***

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

***Archival*** – See ***Archival (Appraisal Required)*** and ***Archival (Permanent Retention)***.

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

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

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

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

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

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.





### **Essential Records**

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.*

### **Local Records Committee**

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

*Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.*

### **Migration**

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

**SUPERSEDED**

### **Non-Archival**

Public records which do not possess sufficient historic 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 that 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.

### **Obsolete**

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

### **Office of Record**

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.



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

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

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

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

**Permanent** – See Archival (Permanent Retention) and Non-Archival.

**Potentially Archival** or **Potential Archival Value** – See Archival (Appraisal Required).

### **Primary Records**

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

### **Public Records**

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”



### **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 of form or a number of different types of documents that are filed together to document a specific function.

### **Secondary Records**

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

*Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.*

### **Security Microfilm**

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

*Washington State Archives provides security microfilm storage and inspection services to local government agencies.*

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