



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.

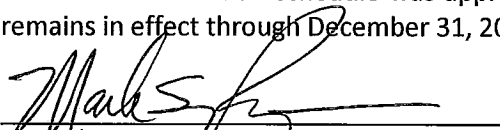
Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival (with a retention period of "Life of the Agency") must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. 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. In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

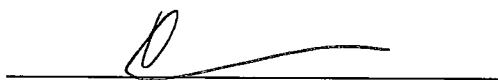
Revocation of previously issued records retention schedules

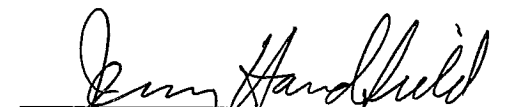
All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records 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 December 15, 2011. CORE Version 2.1 remains in effect through December 31, 2011. CORE Version 2.2 takes effect on January 1, 2012.


For the State Auditor: Mark Rapozo


For the Attorney General: Cindy Evans


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.
2.2	December 15, 2011	Critical updates based on user feedback/input. 36 pages removed. 77 records series discontinued, 34 revised, and 28 added. 31 existing series relating to financial transactions have been consolidated into 2 new series: Financial Transactions – General , and Financial Transactions – Bond, Grant and Levy Projects . 19 existing series relating to meetings and hearings have been consolidated into 2 existing and 4 new series. Added "Designations" column; removed "Item No.", "Secondary Record Copy", and "Remarks" columns. (Some remarks have been added to description as "Notes".) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.)



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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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 0	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.	Until superseded or terminated plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-02 Rev. 0	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>	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-01-36 Rev. 0	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>	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-08 Rev. 0	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 2	<p>Communications – Governing/Executive/Advisory</p> <p>Internal and external communications to or from the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Non-executive communications covered by DAN GS2010-001; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 2	<p>Communications – Non-Executive 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, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Governing/Executive/Advisory communications covered by DAN GS50-01-12; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-03 Rev. 0	<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>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-39 Rev. 0	PROJECT FILES (MISCELLANEOUS) <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>	Completion of Project plus 6 years -Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-01-32 Rev. 0	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES <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>	Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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. Excludes their meetings and hearings, which are covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-04 Rev. 0	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	PERMANENT as adopted - 1 copy archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-05A-15 Rev. 0	OATHS OF OFFICE	End of term of office plus 6 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-01-25 Rev. 0	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.	3 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-05A-16 Rev. 0	ORDINANCES AND RESOLUTIONS	PERMANENT - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



1.3 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 0	Advertising and Promotion Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS2011-166 Rev. 0	Awards and Recognitions Records documenting international, national, and other significant awards and recognition received by the agency in relation to its functions and assets. Includes, but is not limited to: <ul style="list-style-type: none">• Awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archeological, geographical or topological), etc.;• Recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc. Excludes artifacts (plaques, trophies, etc.).	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06F-01 Rev. 0	BIOGRAPHICAL FILES	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.3 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-167 Rev. 0	<p>Charity Fundraising Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Decision process for selecting charity campaigns to support;• Communication between the agency and charities;• Dissemination of charity information;• Arrangements and promotion of campaign events. <p>Excludes authorizations of payroll deductions covered by GS50-03E-01.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-09 Rev. 0	<p>CITIZENS' COMPLAINTS/REQUESTS Communications from citizens making a complaint or request, as well as the associated agency response.</p>	Matter closed plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-02 Rev. 0	HISTORICAL FILES OF THE AGENCY	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. value - See remarks</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.3 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-05 Rev. 0	NEWSPAPER CLIPPINGS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06F-06 Rev. 0	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06F-07 Rev. 0	PRESS RELEASES	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2011-168 Rev. 0	Proclamations Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, where not included in the minutes or meeting packet of the agency's governing body.	Retain for 6 years after issued <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.3 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-30 Rev. 0	PUBLIC OPINION POLLS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06F-08 Rev. 0	SCRAPBOOKS AND ALBUMS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06F-09 Rev. 0	SPEECHES	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 0	<p>Contracts and Agreements – Capital Assets (Non-Real Property) Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, but <u>do not</u> establish, alter, or abolish <u>real property</u> ownership. Includes change orders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales agreements (non-real property capital asset purchases only); • Building construction and improvements; • Rights-of-way and/or easements <u>received by</u> the agency. <p><u>Excludes</u> contracts/agreements covered elsewhere in the CORE (and/or other current, approved records retention schedules) including, but not limited to:</p> <ul style="list-style-type: none"> • Bond, grant and levy project contracts/agreements covered by GS53-02-08; • Rights-of-way/easements <u>granted by</u> the agency, which are covered by GS2011-170. 	<p>Retain for 6 years after completion of transaction or termination/expiration of instrument <i>and</i> 6 years after disposition of asset (if asset owned by agency) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-170 Rev. 0	<p>Contracts and Agreements – Capital Assets (Real Property) Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that establish, alter, or abolish real property ownership. Includes change orders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Land purchases, sales, and capital leases; • Rights-of-way (roads, streets, alleys, etc.) and/or easements <u>granted by</u> the agency. <p><u>Excludes</u> rights-of-way/easements <u>received by</u> the agency, which are covered by GS2011-169.</p> <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p>Retain for 10 years after disposition of asset <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



1.4 CONTRACTS/AGREEMENTS

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 2	<p>Contracts and Agreements - General Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that do not establish, alter, or abolish ownership of capital assets. Includes change orders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. <p>Excludes contracts/agreements covered elsewhere in the CORE (and/or other current, approved records retention schedules) including, but not limited to:</p> <ul style="list-style-type: none"> • Contracts and agreements relating to real property ownership (GS2011-170) and non-real property capital assets (GS2011-169); • Public records transfer agreements with Washington State Archives covered by GS2010-021; • Bond, grant and levy project contracts and agreements covered by GS2011-183. 	<p>Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.5 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 1	Attorney General Opinions <i>Note: Opinions issued by the Office of the Attorney General (AG) are designated Archival in the AG's records retention schedule.</i>	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04C-04 Rev. 1	Civil Rights Violation Complaints Records relating to the agency's investigations of complaints of civil rights violations occurring within the agency's jurisdiction, where civil litigation has <u>not</u> commenced. Complaints may be made by employees (including contractors and volunteers), students, or the general public. Includes, but is not limited to: <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Notifications, communications, contact logs, notes; • Findings, settlement agreements, post-finding materials. Includes, but is not limited to: <ul style="list-style-type: none"> • <i>Americans with Disabilities Act (ADA)</i>, Title II, etc.; • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, race, color & national origin [Title VI], etc.); • <i>Federal Fair Housing Amendments Act of 1988</i>; • <i>Health Insurance Portability and Accountability Act (HIPAA)</i>; • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.); • <i>Individuals with Disabilities Education Act (IDEA)</i>. <i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i>	Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.5 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-171 Rev. 0	<p>Civil Rights – Compliance Records relating to the agency's efforts to comply with federal, state and local statute governing employee (including contractors and volunteers), student, and the general public's civil rights. May include surveys, reports, notifications, communications, meetings, agreements, training materials, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Rehabilitation Act of 1973</i> Section 504 accommodations covered by GS50-04C-01; • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05. 	<p>Retain for 6 years after end of calendar year <i>or</i> conditions of grant satisfied, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04C-01 Rev. 1	<p>Civil Rights – Compliance (Section 504 Accommodations) Records relating to the agency's compliance with Section 504 of the <i>Rehabilitation Act of 1973</i> which requires that qualified individuals with disabilities have equal opportunity to benefits and services. Records may include applications, agreements, surveys, reports, notifications, meetings, communications, training materials, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05. 	<p>Retain for 6 years after completion or denial of accommodation(s) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-10 Rev. 1	<p>Claims for Damages Records relating to claims for damages filed either against the agency by other parties, or by the agency against other parties.</p> <p>Excludes workers' compensation claims, which are covered by records series in the Industrial Insurance section.</p> <p>Excludes litigation case files covered by GS53-02-04.</p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.5 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 0	<p>Court Orders – Served on the Agency Records relating to subpoenas and summonses served on the agency, where the agency is <u>not</u> a party to the litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel/staff summonses; • Subpoenas for agency records. <p>Excludes records where the agency <u>is</u> a party to the litigation or claim, which are covered by other records series (<i>Litigation Case Files, Claims for Damages</i>, etc.).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS55-05A-04 Rev. 1	<p>Encroachments Records documenting encroachments affecting real property owned by the agency, including land disputes, water rights and obligations, etc.</p> <p>Excludes records covered by GS55-05A-09 (<i>Evictions, Liens, Foreclosures, Condemnations</i>).</p>	<p>Retain for 10 years after matter resolved <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



1.5 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 1	<p>Evictions, Liens, Foreclosures, Condemnations</p> <p>Records relating to disputes involving real property and/or facilities owned or maintained by the agency where litigation has not commenced. Includes actions taken (including debt forgiveness).</p> <p>Includes all activities and actions, such as:</p> <ul style="list-style-type: none">• Collections;• Vacation of premises;• Property liens (and releases);• Foreclosure of deeds and mortgages;• Condemnation/eminent domain. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Correspondence, research, invoices/billing statements; proof of mailing;• Copies of title reports, certificates of delinquency, notices of summons. <p>Excludes:</p> <ul style="list-style-type: none">• Encroachments covered by GS55-05A-04;• Non-real property financial disputes covered by GS50-03B-14. <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p> <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p>Retain for 10 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS53-02-05 Rev. 0	LEGAL ISSUES/ADVICE FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



1.5 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-03 Rev. 1	Legal Opinions (Agency Attorney) Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices. Excludes legal opinions covered by GS53-02-06, Levy and Bond Planning – Successful .	PERMANENT - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS53-02-04 Rev. 1	Litigation Case Files 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>	Retain for 10 years after case closed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06B-17 Rev. 0	RESTITUTION STATEMENT Source document backup for billing.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 0	<p>Appeals Hearings – Local Decision-Making Bodies (General) Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies subject to the <i>Administrative Procedure Act</i> (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where NO land use or valuation decision is being appealed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Animal control dispute appeals; • Billing dispute appeals hearings (utilities, etc.); • Civil asset forfeiture hearings; • Civil Service Commission hearings and employee grievance appeals; • County Board of Equalization property tax exemption appeals. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony, exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Audio/visual recordings and transcripts of proceedings; • Public notices (affidavits of mailing, posting and publication, etc.). <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-174, GS50-05A-13 and GS2011-176.</p>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



1.6 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-174 Rev. 0	<p>Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation) Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies subject to the <i>Administrative Procedure Act</i> (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where a land use or valuation decision is being appealed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • County Board of Equalization valuation appeals; • Land use administrative appeals. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony; exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.; • Audio/visual recordings and transcripts of proceedings; • Public notices (affidavits of mailing, posting and publication, etc.). <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS50-05A-13, and GS2011-176.</p>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>



1.6 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-13 Rev. 1	<p>Meetings – Governing/Executive/Advisory Records documenting all meetings of the local government agency’s governing bodies, executive management, and advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • All meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meeting notices (affidavits of mailing, posting and publication, etc.); • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

SUPERSEDED



1.6 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 0	<p>Meetings – Inter-Agency Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices (affidavits of mailing, posting and publication), etc.; • Minutes, audio/visual recordings, transcripts, etc. <p>Includes indexes and other finding aids.</p> <p>Excludes all meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), which are covered by GS50-05A-13; also excludes records covered by GS2011-173, -174, and -176.</p>	<p>Retain for 6 years after end of calendar year <i>or</i> 6 years after completion of project, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-01-43 Rev. 1	<p>Meetings – Staff Records documenting meetings held by (and/or for) general staff of the local government agency. May include staff meetings, <u>internal</u> committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices, etc.; • Minutes, audio/visual recordings, transcripts, etc. <p>Excludes all meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), which are covered by GS50-05A-13.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.6 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 0	<p>Meetings/Hearings – Arrangements</p> <p>Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Meeting date and place scheduling records;• Agenda requests;• Arrangement of catering, facilities and equipment. <p>Excludes financial records (facilities, catering, travel expense, etc.).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.7 PLANNING, MISSION, AND CHARTER

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-01 Rev. 0	AGENCY CHARTERS AND BY-LAWS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority.	PERMANENT - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS50-01-37 Rev. 1	<i>Census Records from the State Office of Financial Management</i> <i>Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-05A-07 Rev. 0	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county or city charter review.	Agency option - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-14-03 Rev. 1	<i>Emergency Preparedness and Recovery Plans</i> Emergency preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets. Includes, but is not limited to: <ul style="list-style-type: none"> • Disaster preparedness and recovery plans; • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. 	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



1.7 PLANNING, MISSION, AND CHARTER

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-10 Rev. 0	FRANCHISES	Termination or withdrawal plus 6 years - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS50-05A-11 Rev. 0	GOALS & OBJECTIVES WORKING FILES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-079 Rev. 0	Strategic Plans – Development Records relating to the development of the agency's strategic plan.	Retain until no longer need for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-080 Rev. 0	Strategic Plans – Final Version 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.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
GS50-01-38 Rev. 1	Work Plans 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.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



1.8 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-01 Rev. 0	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.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-24 Rev. 0	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.	Adoption - Permanent	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

SUPERSEDED



1.9 REPORTING

The activity of providing information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-41 Rev. 0	PUBLIC DISCLOSURE LOBBYIST REPORTING Quarterly reports to the Washington State Public Disclosure Commission relating to lobby activities by the agency. Used to document lobby activities with chapter 42.17 RCW . May include Public Disclosure forms L-5 or their electronic equivalent.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-25 Rev. 0	SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT – ANNUAL. Statement required to be submitted to the appropriate county auditor by individual junior taxing districts. <i>Note: Reference RCW 36.96.090 (1).</i>	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



1.10 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 0	<p>Accidents/Incidents (Hazardous Materials) – Human Exposure Records documenting accidents, incidents, and any other occurrences within the agency's jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Personal exposure information, physical examination reports, etc.; • Analyses of medical or exposure records (WAC 296-802-20015); • Toxic and hazardous substances records (29 CFR § 1926.1101(n)); • Personal exposure records as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section VIII; • Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section I; • Other records as specified in WAC 296-802-20010. <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by 29 CFR § 1910.1020(c)(13); • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by RCW 70.105.010; • Pesticides as defined by RCW 15.58.030. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 100 years after individual's date of birth <i>or</i> 30 years after individual's date of death, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



1.10 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-03 Rev. 2	<p>Accidents/Incidents – No Claim Filed (Under Age 18) 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 GS2011-177.</p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-081 Rev. 1	<p>Accidents/Incidents – No Claim Filed (Age 18 and Older) 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 GS2011-177.</p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-02 Rev. 1	<p>Backups for Disaster Preparedness/Recovery Routine, cyclical backups of the agency’s electronic records created for the purpose of disaster preparedness and recovery.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS50-14-02 Rev. 0	DISASTER DAMAGE DECLARATION STATEMENTS	3 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.10 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-32 Rev. 0	FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLAIMS Federal claims made following disasters.	Claim closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-09 Rev. 0	FIDELITY AND SURETY COVERAGE BONDS	Termination of policy plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-15 Rev. 0	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-16 Rev. 0	<i>Insurance Policies Purchased</i> 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>	Retain for 6 years after termination or expiration of coverage then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
GS50-06C-04 Rev. 0	INSURANCE POLICY CERTIFICATES	PERMANENT	NON-ARCHIVAL ESSENTIAL OPR



1.10 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 2	<p>Permission for Minors to Participate Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns and volunteers) to participate in agency-sponsored or agency-approved programs, events and activities. Includes travel away from agency facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation and all other arrangements. <p>Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-32 in the <i>School Districts and Educational Service Districts Records Retention Schedule</i>.</p> <p><i>Note: If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	<p>RISK DATA 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.</p>	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-18-29 Rev. 0	<p>STORM/DISASTER RESPONSE ACTION FILES Documentation of agency's activities and locations of work performed on storms, floods, and other emergencies.</p>	6 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



1.11 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-178 Rev. 0	Agency-Provided Training – Curriculum Development Records relating to the development of training courses, seminars and/or workshops. Includes research, materials development, etc.	Retain until curriculum no longer provided by agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-179 Rev. 0	Agency-Provided Training – Arrangements Records relating to the administrative arrangements of agency-provided training courses, seminars and workshops. Includes, but is not limited to: <ul style="list-style-type: none">• Training date and place scheduling records;• Training availability announcements and notices;• Participant registration;• Arrangement of catering, facilities and equipment. Excludes financial records (facilities, catering, travel expense, etc.).	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



1.11 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 0	<p>Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or • Training is required by federal, state or local statute, and/or by employer. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. <p><u>Agency-provided training</u> includes, but is not limited to:</p> <ul style="list-style-type: none"> • Continuing education clock hours, continuing legal education (CLE) credits, etc.; • Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, automated external defibrillator (AED), first aid, lifeguard, childcare, etc.; • (Non-radiological) hazardous materials, hazardous waste, hazardous exposure, and other safety training. <p>Excludes:</p> <ul style="list-style-type: none"> • Radiation protection training as defined by WAC 246-222-030 and American Nuclear Insurers (ANI) Information Bulletin 80-1A; • Hazardous materials trained personnel list covered by GS50-19-09; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in the employee’s personnel file; • Financial records covered in the Financial Management function. 	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



1.11 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 0	<p>Agency-Provided Training – General Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees <i>where:</i></p> <ul style="list-style-type: none"> • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc. <p>Excludes:</p> <ul style="list-style-type: none"> • Agency-provided training covered by GS2011-180; • Apprentice certification files covered by GS50-04B-34; • Excludes employee training certificates/history retained in the employee’s personnel file; • Financial records covered in the Financial Management function. 	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



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 AUTHORIZATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-26 Rev. 0	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. <i>Note: Reference WAC 296-809-50006.</i>	1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-11 Rev. 0	FIRE ALARM APPLICATION	Termination plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-06 Rev. 0	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.	Life or sale of facility plus 3 years Potential archival value -	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS50-18-07 Rev. 0	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). <i>Note: 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</i>	Completion of project plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-07-04 Rev. 0	CAPITAL IMPROVEMENT AND/OR LEVY PLANNING PROJECT FILE	Completion of project Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS51-07-07 Rev. 0	CONSTRUCTION LOG Chronological listing of the progress of construction projects.	Completion and acceptance of project plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-18-10 Rev. 0	CONSTRUCTION PROJECT FILES Case file documentation on the progress and completion of each agency public works or engineering construction project.	Completion of project plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-02 Rev. 0	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc.	Disposal or sale of property plus 10 years - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS55-05G-04 Rev. 0	FACILITIES STANDARDS AND SPECIFICATIONS MANUAL Documentation of standards and specifications for the construction, operation and maintenance of agency facilities.	10 years after superseded - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
GS50-06B-22 Rev. 0	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.	6 years after the equipment or system is disposed of or replaced	NON-ARCHIVAL NON-ESSENTIAL OPR



2.3 DISPOSAL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08C-01 Rev. 0	ADVANCE NOTIFICATIONS OF AUCTION	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08C-02 Rev. 0	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-08 Rev. 0	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08C-07 Rev. 0	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	3 years	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 0	Access Authorization (Network/System/Data) – Employee 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.	Retain for 6 years after termination of user’s access <i>or</i> 6 years after system no longer in use, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
GS50-06A-01 Rev. 1	Applications – Planning and Review 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: <ul style="list-style-type: none"> • Requirements and objectives documents/statements; • Feasibility studies; • Charter, cost/benefit analyses, investment plans; • Post-implementation reviews/evaluations/recommendations. 	Retain for 6 years after finalization of project <i>then</i> Destroy.	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-03 Rev. 1	<p>Applications – Technical Design and Implementation 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"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. 	<p>Retain 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> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS2010-003 Rev. 0	<p>Audit Trail – Infrastructure Records documenting authorizations for and modifications to the configurations and settings of the agency’s infrastructure (firewalls, routers, ports, network servers, etc.)</p>	<p>Retain for 1 year after date of activity <i>then</i> Destroy.</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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 0	<p>Automated/Scheduled Tasks Records relating to scheduled, computer-driven tasks including, but not limited to:</p> <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Successful completion reports. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 0	<p>Helpdesk Requests Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information systems and applications. <i>Note: Maintenance and repair of IT hardware is covered by DAN GS50-06B-13.</i></p>	<p>Retain for 1 year after finalization of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-006 Rev. 0	<p>Network – Design and Build Records documenting the design and construction of the agency’s information technology network. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 0	<p>Online Content Management Records documenting the publishing of the agency's online (internet and intranet) content. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual records 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>	<p>Retain for 1 year after online content removed then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-008 Rev. 0	<p>Security Monitoring – Incident 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.</p>	<p>Retain for 1 year after investigation finalized then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-009 Rev. 0	<p>Security Monitoring – No Incident 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.</p>	<p>Retain until determined that no security incident has occurred then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-010 Rev. 0	System Health Monitoring 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.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 1	Usage – Monitoring Records relating to the monitoring of the agency's information and communication systems to ensure appropriate use. Includes, but is not limited to: <ul style="list-style-type: none"> • Login records; • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <i>Note: The content of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).</i>	Retain for 1 year after activity <i>then</i> Destroy.	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-11-10 Rev. 0	CRITICAL MATERIALS LIST A list of chemical types and quantities for critical (hazardous) materials stored on a site as per regulations.	Life of approved activity	NON-ARCHIVAL ESSENTIAL OPR
GS51-07-10 Rev. 0	ENVIRONMENTAL MONITORING REPORTS	Disposition of land or facility plus 10 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-06B-24 Rev. 1	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.	Retain until obsolete or superseded <i>or</i> 10 years after property no longer owned by agency, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-19-02 Rev. 0	GENERATOR ANNUAL DANGEROUS WASTE REPORT HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal.	50 years	NON-ARCHIVAL ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-10 Rev. 0	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. <i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-03 Rev. 1	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT (NO HUMAN EXPOSURE) Description of accident and cleanup. Excludes accidents/incidents involving human exposure covered by GS2011-177.	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-12 Rev. 0	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. <i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-16 Rev. 0	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.	Completion of report plus 6 years Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-19-05 Rev. 0	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN	PERMANENT	NON-ARCHIVAL ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-06 Rev. 0	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS <i>Note: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-07 Rev. 0	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. <i>Note: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-08 Rev. 0	HAZARDOUS MATERIALS MANAGEMENT PLAN <i>Note: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-19-09 Rev. 0	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. <i>Note: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.</i>	50 years	NON-ARCHIVAL ESSENTIAL OPR
GS55-01M-04 Rev. 0	HAZARDOUS WASTE DISPOSAL PERMITS <i>Note: Reference WAC 173-303-281 and WAC 173-303-806.</i>	30 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-19-11 Rev. 0	MATERIALS SAFETY DATA SHEET (MSDS) <i>Note: Reference WAC 296-800-180.</i>	30 years	NON-ARCHIVAL ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-13 Rev. 0	NOTIFICATION OF DANGEROUS WASTE ACTIVITY - HAZARDOUS MATERIALS ADMINISTRATION	Destroy when superseded or when item is no longer on hand	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-18-43 Rev. 0	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. <i>Note: Reference RCW 17.21.100 (3).</i>	7 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05H-01 Rev. 0	POLLUTION AND POLLUTION CONTROL STUDIES <i>Note: Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18 CFR § 125.2.</i>	5 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-19-14 Rev. 0	REMEDIAL SITE FILES - SUPERFUND SITE-SPECIFIC 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. <i>Note: Reference 40 CFR § 35.6705.</i>	Submission of final financial status report plus 10 years Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05H-02 Rev. 0	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE <i>Note: Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18 CFR § 125.2.</i>	Disposal or sale of property plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05H-03 Rev. 0	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS <i>Note: Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18 CFR § 125.2.</i>	Disposal or sale of property plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS51-07-26 Rev. 0	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENT WORK FILES	Issuance of permit	NON-ARCHIVAL NON-ESSENTIAL OFM
GS55-05H-04 Rev. 0	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects. <i>Note: Reference chapter 197-11 WAC. Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18 CFR § 125.2.</i>	Disposal or sale of property plus 10 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-19-15 Rev. 0	SUPERFUND TOXIC CHEMICAL RELEASE FILES 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. <i>Note: Reference 40 CFR § 35.6705.</i>	Submission of final financial status report plus 10 years Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-18 Rev. 0	UNDERGROUND STORAGE TANKS - ROUTINE OPERATION AND MAINTENANCE RECORDS 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. <i>Note: Reference 40 CFR § 280.45 and WAC 173-360-355.</i>	End of Calendar Year plus 10 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	WASTE MATERIALS ANALYSIS REPORTS 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.	Completion of analysis plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



2.6 INVENTORY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-04 Rev. 0	FIXED ASSET INVENTORIES	Destroy when obsolete or superseded plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-18 Rev. 0	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.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-02 Rev. 0	INVENTORY OF MATERIALS/ EQUIPMENT, CHANGES AND TRANSFERS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-03 Rev. 0	INVENTORY/YEAR-END REPORT	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-12 Rev. 0	PARTS CONTROL FILES Record of vehicle/equipment parts in stock.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-17 Rev. 0	PARTS INVENTORY	3 years after obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-18 Rev. 0	PARTS MASTER LISTING REPORTS	3 years after obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-22 Rev. 0	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



2.6 INVENTORY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08C-06 Rev. 0	SURPLUS PROPERTY INVENTORY	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-25 Rev. 0	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.	Until obsolete or superseded plus 3 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



2.7 MAINTENANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-13 Rev. 0	ACCIDENT/TRAFFIC COLLISION LOGS	6 years after last entry	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05F-01 Rev. 0	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.	Washington State Patrol retains for 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-01 Rev. 0	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.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-06 Rev. 0	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	Until disposal or sale of equipment or vehicle	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-20 Rev. 0	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-14 Rev. 0	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-08 Rev. 0	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	Disposition of facility	NON-ARCHIVAL NON-ESSENTIAL OFM



2.7 MAINTENANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-03 Rev. 0	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-27 Rev. 0	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.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-18 Rev. 0	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS	Violation corrected plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-06 Rev. 0	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.	Life or sale of the facility	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-07 Rev. 0	MAINTENANCE LOGS	Destroy when superseded plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-08 Rev. 0	MAINTENANCE REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 0	OPERATING MANUALS Prepared by contractors for use of the agency in maintaining equipment installed in buildings. <i>Note: 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.</i>	Disposition or sale of facility or equipment	NON-ARCHIVAL ESSENTIAL OFM



2.7 MAINTENANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-10 Rev. 0	OPERATING PERMITS For boilers and elevators.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-19 Rev. 0	TIRE MAINTENANCE REPORTS	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-13 Rev. 0	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.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



2.8 OPERATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-09 Rev. 0	ENERGY USAGE MEASUREMENT REPORTS AND DATA	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-15 Rev. 0	FUEL PUMP/TANK AUDIT REPORTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-10 Rev. 0	FUEL/OIL USAGE REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-16 Rev. 0	FUEL STORAGE FACILITY RECORDS Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	3 years Selected documents kept for life of facility	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



2.9 OWNERSHIP

The activity of documenting ownership of assets acquired through purchase, donation, or otherwise.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-02 Rev. 0	CERTIFICATES OF VEHICLE TITLE	Destroy after disposition of vehicle and completion of audit	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05A-02 Rev. 0	DEEDS/TITLES Legal documents of ownership.	Sale or disposal of land plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05A-06 Rev. 0	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. <i>Note: Per <u>RCW 4.16.020</u>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i>	Disposition of land plus 10 years - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OFM



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 0	LONG-RANGE FACILITIES PLAN	PERMANENT Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-05A-22 Rev. 0	LONG-RANGE FACILITIES PLAN ADOPTED	Clerk of the Government Council, Commission, or Board PERMANENT 1 copy potentially archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-21 Rev. 0	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-14 Rev. 0	INTRUSION ALARM REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-05 Rev. 0	KEY/CARD KEY INVENTORY Documentation of facility keys and/or card keys assigned to agency personnel.	Destroy when obsolete or superseded	NON-ARCHIVAL ESSENTIAL OFM
GS50-06B-15 Rev. 0	SECURITY ANNUAL REPORT	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-21 Rev. 0	SECURITY ID BADGE APPLICATION AND ISSUANCE DOCUMENTATION Documents security badges issued to employees and contractors working in the agency.	Termination or revocation plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-16 Rev. 0	SECURITY PATROL LOG	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-20 Rev. 0	STAFF ACCESS/ENTRY LOGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-18 Rev. 0	SURVEILLANCE VIDEOS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-11 Rev. 0	VANDALISM REPORTS <i>Note: Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.</i>	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-12 Rev. 0	VISITOR LOGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-19 Rev. 0	WEAPONS CONFISCATION LOG	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



2.12 USAGE

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

See **AGENCY MANAGEMENT – Contracts/Agreements** for lease agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-01 Rev. 0	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06E-03 Rev. 0	EQUIPMENT AND VEHICLE CHECKOUT LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-04 Rev. 0	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-09 Rev. 0	EQUIPMENT AND VEHICLE USE REQUEST	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-07-11 Rev. 0	FACILITY RENTAL/USE SCHEDULE	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



2.13 VALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-01 Rev. 0	APPRAISALS Statement of land and facility values, provided by independent appraisers under contract to the agency.	Disposition of land or facility plus 10 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-02-01 Rev. 0	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.	1 month	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-10 Rev. 0	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.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-182 Rev. 0	Capital Asset Record Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with RCW 43.09.200 . Includes information summarizing: <ul style="list-style-type: none">• Acquisition (when & how purchased or constructed, purchase price);• Improvements;• Depreciation;• Deductions;• Disposal (when & how disposed of, expenses related to the sale, etc.).	Retain for 4 years after disposition of asset <i>or</i> disposition of asset and completion of State Auditor's Examination Report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-10 Rev. 0	DISTRIBUTION OF EXPENDITURES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 1	<p>Financial Disputes and Collections - General Records relating to the agency's financial disputes and attempts to collect funds, where not related to real property ownership, and where civil litigation has <u>not</u> commenced.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts receivable and payable; • Checks/warrants returned due to non-sufficient funds (NSF); • Correspondence, notices, invoices/statements, account closure; • Damage and loss claims (purchasing); • Liens/releases; • Settlement documentation. <p>Excludes hearing examiner case files covered by GS2011-173. Excludes collections relating to real property disputes covered by GS55-05A-09.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 0	<p>Financial Transactions – Bond, Grant and Levy Projects Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts and agreements (bond, grant and levy projects); • Grant announcements, applications, evaluation summaries, award notifications, etc., for grant funds <u>issued or received</u> by the local government agency; • Documents supporting purchase/acquisition/construction price and disposition/ sales price; • Cancelled (and voided) checks, credit card slips, project cost record, etc., for capital assets constructed by the local government agency; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Project cost/expenditure tracking record (staff time, etc.); • Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. <p>Excludes general and subsidiary ledgers covered by GS50-03A-15. Excludes unsuccessful grant applications covered by GS50-03C-07.</p>	<p>Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 0	<p>Financial Transactions – General Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.);• Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.);• Registers and journals (general and subsidiary) for all funds and functions;• Check/warrant registers;• Petty cash. <p>Excludes:</p> <ul style="list-style-type: none">• Levy-, grant-, and bond-funded transactions covered by GS2011-185;• General and subsidiary ledgers covered by GS50-03A-15;• Contracts and agreements;• Annual financial report covered by GS50-03D-02.	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-15 Rev. 1	General and Subsidiary Ledgers General and subsidiary ledgers documenting the agency's assets, liabilities, revenues, expenditures, gains and losses. <i>Note: If your agency has ledgers from the 1800's, please contact Washington State Archives before destroying.</i>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
GS50-03C-07 Rev. 0	GRANT APPLICATIONS – NOT APPROVED	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-09 Rev. 0	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03A-28 Rev. 0	TRIAL BALANCES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05B-32 Rev. 0	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.	6 years after property claimed	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05B-33 Rev. 0	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.	6 years after property deemed abandoned and funds remitted to the Department of Revenue.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.2 AUDITING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-01 Rev. 0	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-02 Rev. 0	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	6 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03A-26 Rev. 1	STATE AUDITOR'S EXAMINATION REPORT <i>Note: This record is retained permanently by the Office of the State Auditor in accordance with its records retention schedule.</i>	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-03 Rev. 0	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



3.3 AUTHORIZATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-11 Rev. 0	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.	Destroy when superseded plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.4 BANKING

The activity of transacting monetary exchanges with a financial institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	<p>Banking – Accounts and Transactions Records relating to the agency’s banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Statements (bank, dividend, investment, etc.) and reconciliations; • Records documenting the status of and adjustments to accounts; • Stop payment reports/requests (and supporting documentation); • Checks and warrants <u>issued</u> by the agency (if returned by bank). <p>Excludes:</p> <ul style="list-style-type: none"> • Master depository contracts covered by GS50-01-11. • Cancelled and voided checks for capital assets constructed by the agency which are covered by GS2011-183, Financial Transactions – Bond, Grant and Levy Projects. • Deposited items covered by GS2011-186. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-186 Rev. 0	<p>Banking – Deposited Items Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • Images of checks/warrants created in lieu of depositing the original item (such as imaged cash letter (ICL)). <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



3.5 BUDGET

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-01 Rev. 0	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-03 Rev. 0	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-04 Rev. 0	BUDGET FORECAST REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-05 Rev. 0	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03D-06 Rev. 0	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.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-07 Rev. 0	DEPARTMENTAL BUDGET REQUESTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-08 Rev. 0	FINAL BUDGET	Clerk of governing council, commission or board - PERMANENT - 1 copy archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-03D-10 Rev. 0	PRELIMINARY BUDGETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



3.6 PAYROLL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-01 Rev. 0	AUTHORIZATION FOR PAYROLL DEDUCTIONS	Termination of authorization plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-02 Rev. 0	BENEFIT DETAIL REPORTS - PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-05 Rev. 0	DIRECT PAYROLL DEPOSIT AUTHORIZATION	Until transferred to cancellation file	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-06 Rev. 0	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-07 Rev. 0	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-08 Rev. 0	DIRECT PAYROLL DEPOSIT HASH SHEET	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-09 Rev. 0	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-10 Rev. 0	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



3.6 PAYROLL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-15 Rev. 0	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits. <i>Note: Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility.</i>	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years .	NON-ARCHIVAL ESSENTIAL OPR
GS50-03A-17 Rev. 0	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	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-16 Rev. 0	LABOR AND INDUSTRIES REPORT ON PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-17 Rev. 0	LEAVE BUY-BACK ACCEPTANCE FORMS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-18 Rev. 0	LEAVE SHARING AUTHORIZATION	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-19 Rev. 0	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-20 Rev. 0	MEDICAL INSURANCE REPORTS - PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.6 PAYROLL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-21 Rev. 0	OLD AGE SECURITY INSURANCE (OASI) REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-32 Rev. 0	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-22 Rev. 0	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits. <i>Note: Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility.</i>	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years.	NON-ARCHIVAL ESSENTIAL OPR
GS50-03A-33 Rev. 0	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.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-23 Rev. 0	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	Satisfaction plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04A-07 Rev. 0	SALARY SCHEDULE - EMPLOYEE	Destroy when superseded plus 6 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-03E-29 Rev. 0	STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.6 PAYROLL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-24 Rev. 0	STATE EMPLOYEES RETIREMENT TRANSMITTAL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-25 Rev. 0	SUPPORTING DOCUMENTS AND REPORTS – PAYROLL Documentation of status of and adjustments to payroll accounts.	3 years or until completion of audit	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-04 Rev. 0	TIME CARDS/TIME SHEETS Daily, weekly, or monthly time accumulation reports. May be used as retirement verification. <i>Note: Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification.</i>	If used for retirement verification – 60 years. If NOT used for retirement verification – 4 years. Time records subject to federal audit should be retained per federal requirements.	NON-ARCHIVAL ESSENTIAL OPR



3.7 PLANNING

The activity relating to the planning financial strategies and processes in regard to revenues and expenditures. Includes bond levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-187 Rev. 0	<p>Internal Service Fund – Rate Setting Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cost-allocation basis; • Actual costs separated from estimated costs. 	<p>Retain for 4 years after rates superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS53-02-06 Rev. 1	<p>Levy and Bond Planning – Successful Records relating to the financial planning of successful capital improvement and/or operations & maintenance levy and bond proposals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; • Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents; • Communications and documentation related to the issuance of bonds to finance any capital or other project. <p>Excludes:</p> <ul style="list-style-type: none"> • Receipt and expenditure of levy and bond funds covered by GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>; • Unsuccessful bond and levy project proposals covered by GS2011-188; • Long-range facilities plans covered by GS51-07-15 and GS50-05A-22; • Project plans covered by records series in the Design and Construction section. 	<p>Retain for 6 years after final bond payment <i>or</i> completion of levy project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED



3.7 PLANNING

The activity relating to the planning financial strategies and processes in regard to revenues and expenditures. Includes bond levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-188 Rev. 0	Levy and Bond Planning – Unsuccessful Records relating to the financial planning of unsuccessful capital improvement and/or operations & maintenance levy and bond proposals. Includes, but is not limited to: <ul style="list-style-type: none">Preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.	Retain for 6 years after levy failure <i>or</i> decision to not proceed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 1	<p>Bids and Proposals – Successful</p> <p>Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <u>are</u> accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes contracts and agreements covered in the Contracts/Agreements section.</p> <p>Excludes unsuccessful bid proposals covered by GS50-08A-11.</p>	<p>Retain for 6 years after completion of purchase or fulfillment of contract</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-08A-11 Rev. 1	<p>Bids and Proposals – Unsuccessful</p> <p>Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which <u>are not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.</p> <p>If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). <p>Excludes successful bids and proposals covered by GS50-08A-01</p> <p>Excludes executed contracts and agreements covered in the Contracts/Agreements section.</p>	<p>Retain for 4 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-05 Rev. 0	DELIVERY RECEIPT-INTERNAL PURCHASING	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-14 Rev. 0	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.	Date approved plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-21 Rev. 0	EQUIPMENT/VEHICLE PARTS ORDERS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-04 Rev. 0	MATERIALS DISBURSEMENT TICKETS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-05 Rev. 0	MATERIALS ORDERS/REQUISITIONS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-06 Rev. 0	MATERIALS RECEIPTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08B-07 Rev. 0	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-08 Rev. 0	PACKING SLIPS	Until confirmation of materials received	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-06 Rev. 0	PRICE CHECKS AND INFORMAL QUOTATIONS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-07-21 Rev. 0	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.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-07 Rev. 0	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.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-09 Rev. 0	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-10 Rev. 0	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-15 Rev. 0	STORES REPORTS AND BACKUP DOCUMENTATION Reports document all transactions, used to determine cost allocation.	End of calendar year plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-12 Rev. 0	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-13 Rev. 0	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.9 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	Annual Financial Report of Chief Fiscal Officer to Commissioners/Council Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	Continuing Grants – Annual Financial Status Reports Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year. Excludes non-continuing grant reports covered by GS50-03C-02.	Retain for 4 years after submission of report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	Bond, Grant and Levy Project Reports Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to: <ul style="list-style-type: none"> • Progress statements; • Expenditure of funds; • Periodic, annual, special, and final reports. Excludes continuing grant reports covered by GS50-03C-01.	Retain for 4 years after submission of final report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



3.9 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-189 Rev. 0	Reporting – Financial Management Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series . Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to: <ul style="list-style-type: none">• Report of known or suspected loss of public funds or assets or other illegal activity filed with the Office of the State Auditor in accordance with RCW 43.09.185.	Retain for 4 years after submitted to regulatory agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05B-31 Rev. 0	UNCLAIMED PROPERTY REPORT - FILED WITH DEPARTMENT OF REVENUE Report filed with the Department of Revenue that identifies unclaimed property for agency. <i>Note: Reference RCW 63.29.170.</i>	6 years after report filed	NON-ARCHIVAL NON-ESSENTIAL OPR



3.10 TAXES

The activity of paying or collecting taxes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-01 Rev. 0	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-02 Rev. 0	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-03 Rev. 0	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-05 Rev. 0	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-07 Rev. 0	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-08 Rev. 0	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-04 Rev. 0	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. <i>Note: Reference RCW 82.32.070 and Department of Revenue Advisory No. 3131.2009.</i>	Filing plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HUMAN RESOURCE MANAGEMENT

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

4.1 AUTHORIZATION/CERTIFICATION

The activity of agency **employees** (includes volunteers) seeking authorization/approval from regulating authorities for purposes relating to employee job activities. Excludes the granting of approval by local government agencies acting in a regulatory capacity, which is covered in the Local Government General Records Retention Schedule (LGRRS) and other sector-specific schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 0	<p>Authorizations Received From Regulatory Agencies – Human Resources (General)</p> <p>Records relating to mandatory or voluntary licenses, permits, accreditations, certifications, inspections, and other authorizations <u>received from</u> regulating authorities <u>by</u> local government agency employees (includes contractors and volunteers) in certain positions. May include drivers' licenses (individual or commercial), Emergency Medical Technician (EMT) certification or recertification, etc.</p> <p>Includes applications, confirmations, correspondence, violations/corrections, reports, etc.</p> <p>Excludes licenses issued by Washington State for the provision of health care or related services, which are covered by GS2011-191.</p>	<p>Retain for 6 years after authorization superseded or terminated</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-191 Rev. 0	<p>Authorizations Received From Regulatory Agencies – Human Resources (Health Care Providers Licensed by Washington State)</p> <p>Records relating to mandatory licenses received <u>from</u> a Washington State Agency (Department of Health, Department of Licensing, etc.) <u>by</u> a local government agency employee (includes contractors and volunteers) for the provision of health care or related services. Includes physicians, nurses, psychologists, physical therapists, physician's assistants, and all other health care providers licensed by Washington State.</p> <p>Includes applications, confirmations, correspondence, violations/corrections, reports, etc.</p> <p><i>Note: See RCW 4.16.350.</i></p>	<p>Retain for 8 years after authorization superseded or terminated</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 BENEFITS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04D-01 Rev. 0	BENEFITS STUDIES AND SURVEYS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS59-01-02 Rev. 0	COMMUTE TRIP REDUCTION PARTICIPANT FILES Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS59-01-03 Rev. 0	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES Program administration documentation.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-03 Rev. 0	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.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-02 Rev. 0	CUMULATIVE LEAVE RECORD	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-11 Rev. 0	DISABILITY, HEALTH AND WELFARE CLAIMS - EMPLOYEE	Settlement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-28 Rev. 0	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.	Termination of employment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 BENEFITS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-06 Rev. 0	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. <i>Note: Reference RCW 4.16.350 (3).</i>	8 years after last treatment or session	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-19 Rev. 0	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04D-02 Rev. 0	EMPLOYEE BENEFIT CONTRACTS/POLICIES/PLANS Includes insurance, deferred compensation, health care, etc.,	Until superseded or coverage lapses plus 6 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-04D-03 Rev. 0	EMPLOYEE BENEFIT PARTICIPATION/ENROLLMENT AGREEMENTS AND WITHDRAWALS	Termination or withdrawal plus 6 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-04B-40 Rev. 0	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES – FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits.	Termination of retirement benefit eligibility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-41 Rev. 0	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.	Withdrawal plus 60 years	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 BENEFITS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-42 Rev. 0	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits.	Termination of retirement benefit eligibility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-43 Rev. 0	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.	Withdrawal plus 60 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-06 Rev. 0	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-19 Rev. 0	MONTHLY STATEMENT OF BENEFITS PAID	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-04 Rev. 0	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-09 Rev. 0	REQUESTS FOR LEAVE/OVERTIME	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



4.2 BENEFITS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-36 Rev. 0	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.	Closeout of agreement, contract or account plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-05 Rev. 0	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS59-01-04 Rev. 0	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES COMMUTE TRIP REDUCTION	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



4.3 EQUITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-02 Rev. 0	AFFIRMATIVE ACTION FORECASTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04C-03 Rev. 0	AFFIRMATIVE ACTION PLANS	Keep until superseded plus 6 years - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS50-01-54 Rev. 0	AFFIRMATIVE ACTION STUDIES AND REPORTS	5 years - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



4.4 INDUSTRIAL INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-24 Rev. 0	CLAIMS COSTS REPORTS OR STATEMENTS Compilation of costs of processing claims against self-insured liabilities.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-06 Rev. 1	<i>Employer's Quarterly Report for Industrial Insurance (Workers' Compensation)</i> <i>Note: Department of Labor and Industries (L&I) retains one copy for 6 years in accordance with L&I's records retention schedule.</i>	Retain for 3 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-01 Rev. 0	INDUSTRIAL INSURANCE CLAIM LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-082 Rev. 0	<i>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims</i> 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"> • Medical, dental, vision, long-term care records; • Claim and insurance payment information. 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>	Retain for 6 years after death of individual <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4.4 INDUSTRIAL INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-05 Rev. 1	Self-Insured Employer Certification <i>Note: Department of Labor and Industries (L&I) retains one copy for 6 years after termination of certification in accordance with L&I's records retention schedule.</i>	Retain for 2 years after certification withdrawn or surrendered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-083 Rev. 0	Volunteer Fire Fighters' and Reserve Officers' Relief Claims 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>	Retain for 6 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries Records relating to workers' compensation claims for injuries to eyes filed by employees (and volunteers) of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC . Includes, but is not limited to, Reports of Industrial Injury. <i>Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i>	Retain for 10 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4.4 INDUSTRIAL INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-02 Rev. 1	<p>Workers' Compensation Claims (Department of Labor and Industries) – General 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 Title 296 WAC. Includes, but is not limited to, Reports of Industrial Injury or Occupational Disease.</p> <p>Excludes claims for eye injuries covered by GS2010-084.</p> <p><i>Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i></p>	<p>Retain for 7 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-27 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Compensable Records relating to compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and Title 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&I) for 75 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 75 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-31 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Non-Compensable Records relating to non-compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and Title 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&I) for 40 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 40 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4.5 LABOR RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-50 Rev. 0	COLLECTIVE BARGAINING AGREEMENTS	Termination plus 6 years - Potential archival value	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
GS50-04E-04 Rev. 0	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES <i>Note: 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.</i>	Until approval of negotiated agreement - Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04E-06 Rev. 0	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04E-05 Rev. 0	UNION ORGANIZATION LISTS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-45 Rev. 0	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.	Administrative Closure plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-35 Rev. 0	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission.	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-37 Rev. 0	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.	Petition for review or petition for reconsideration filed plus 3 years, <i>whichever is later</i> .	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-38 Rev. 0	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.	Expiration of review or reconsideration period plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-39 Rev. 0	CIVIL SERVICE COMMISSION INVESTIGATION FILES Documentation of investigation of improper hiring decisions and practices.	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-15 Rev. 0	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	6 years after completion of probation or disciplinary action or destroy according to the provisions of collective bargaining contracts and agreements.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04E-03 Rev. 1	<p>Employee Grievances</p> <p>Records relating to complaints and grievances relating to workplace issues filed with the local government agency by its employees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Appeal hearings records of the local decision-making body covered by GS2011-173. • Civil rights violation complaints covered by GS50-04C-04. 	Retain for 6 years after matter resolved then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-46 Rev. 1	<p>Employee Misconduct Investigation Files – Sustained</p> <p>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.</p> <p>Excludes investigative summary report covered by GS50-04B-06, Personnel File.</p> <p>Excludes workplace violence case files covered by GS50-05A-24.</p> <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i></p>	Retain for 3 years after case closed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-47 Rev. 1	<p>Employee Misconduct Investigation Files – Unfounded</p> <p>Documentation compiled in official investigations of employee misconduct that <u>do not</u> 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.</p> <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i></p>	Retain until case closed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-51 Rev. 0	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. <i>Note: Reference chapter 7.75 RCW.</i>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-52 Rev. 0	INITIAL AGREEMENT A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute. <i>Note: Reference chapter 7.75 RCW.</i>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-25 Rev. 0	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.	Case closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-24 Rev. 0	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. <i>*"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 is required.</i>	Case closed plus 6 years*	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 OCCUPATIONAL HEALTH AND SAFETY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-10 Rev. 0	AUDIOMETRIC TEST RECORDS – INDIVIDUAL EMPLOYEE <i>Note: Reference WAC 296-817-400.</i>	Retain for the duration of the affected employee's employment	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-30 Rev. 1	Employee Medical Records - General Records documenting the medical condition of employees (includes contractors and volunteers), their physical condition, the effects of workplace conditions on their health, and their physical ability to perform essential job functions. Excludes hazardous materials exposure records covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> . <i>Note: Reference 29 CFR § 1910.1020(14)(d)(i) and WAC 296-802-20005. Health insurance claims records maintained separately from 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.</i>	Retain for 30 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-192 Rev. 0	Employee Medical Records – Employed Less Than One Year Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year and where the medical records are provided to the employee in accordance with 29 CFR § 1910.1020(14)(d)(i)(C) . Excludes hazardous materials exposure records covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> . <i>Note: Reference WAC 296-802-20005.</i>	Retain until termination of employment <i>then</i> Provide to employee upon departure.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.7 OCCUPATIONAL HEALTH AND SAFETY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-11 Rev. 0	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.	Last action taken plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-10 Rev. 0	FIRE AND OTHER EMERGENCY DRILL REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-04 Rev. 0	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS <i>Note: Reference 29 CFR § 1910.1020.</i>	Termination of employment plus 30 years	NON-ARCHIVAL ESSENTIAL OPR
GS50-06C-33 Rev. 0	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.,	30 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-21 Rev. 0	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-20 Rev. 0	PENALTY ASSESSMENT NOTIFICATION	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS51-05D-07 Rev. 0	RESPIRATOR FIT TEST RECORDS <i>Note: Reference WAC 296-842-12010.</i>	Destroy after next test administered	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 OCCUPATIONAL HEALTH AND SAFETY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-08 Rev. 0	RESPIRATOR PROGRAM FILES <i>Note: Reference WAC 296-842-12010.</i>	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05D-06 Rev. 0	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. <i>Note: Reference WAC 296-800-16010.</i>	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4.8 PERFORMANCE MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-20 Rev. 0	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	3 years after determination of suggestion	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-31 Rev. 0	PERFORMANCE EVALUATION BACKGROUND FILE – SUPERVISOR	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-08 Rev. 0	PERFORMANCE EVALUATIONS Evaluation of employee work performance, prepared by supervisor on a regular schedule.	Completion of Evaluation plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-29 Rev. 0	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



4.9 PERSONNEL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-27 Rev. 0	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. <i>Note: Reference 49 CFR § 382.401.</i>	Date of results plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-33 Rev. 0	DRUG/ALCOHOL TEST RESULTS – NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES) <i>Note: Reference 49 CFR § 382.401.</i>	Results posted or test canceled plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 0	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.	Date of Award plus 2 years.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04B-13 Rev. 0	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-14 Rev. 0	EMPLOYEE DIRECTORY/ROSTER	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



4.9 PERSONNEL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-06 Rev. 1	<p>Personnel File May include, but is not limited to:</p> <ul style="list-style-type: none"> • Application for employment when hired, start of employment, identification; • Citations, letters of recommendation; • Criminal history, background checks and investigations; • Employment status, position descriptions and job classifications, personal history cards, raises, etc.; • Evaluation of applications of recognition or non-college credit courses; • Oaths of office and bonds of officials (elected and appointed); • Retirement or disability resulting in employment termination; • Summary report of employee misconduct investigations (sustained only). <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> minimum retention period.</i></p>	<p>Retain for 6 years after termination of employment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>
GS50-04B-23 Rev. 0	<p>TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.</p>	<p>Termination of employment plus 6 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-04B-10 Rev. 0	<p>VOLUNTEER FILES Documents work service of individual volunteer. Includes application.</p>	<p>Termination of volunteer service plus 6 years</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

SUPERSEDED



4.10 POSITION DEVELOPMENT/STAFF STRUCTURE

The activity of structuring and organizing human resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 0	JOB DESCRIPTIONS Current statement of qualifications, responsibilities, and duties of each individual position.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-07 Rev. 0	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-08 Rev. 0	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.)	PERMANENT	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4.11 RECRUITMENT/HIRING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-01 Rev. 0	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-02 Rev. 0	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. <i>Note: One copy of each available report should be assembled for transfer to Regional Archives.</i>	Expiration plus 1 year	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04A-03 Rev. 0	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) Examinations of those applicants that are on eligibility list, but have not been hired.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-04 Rev. 0	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-11 Rev. 0	EMPLOYEE & VOLUNTEER FINGERPRINT LISTING Listings of newly hired employees fingerprinted for criminal background checks.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-26 Rev. 0	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. <i>Note: Reference 8 CFR § 24a.2 (2)(A).</i>	Date employee hired plus 3 years or termination of employment plus 1 year, <i>whichever is later.</i>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.11 RECRUITMENT/HIRING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-05 Rev. 0	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-16 Rev. 0	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-17 Rev. 0	EMPLOYMENT REQUISITION/ PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-18 Rev. 0	JOB ANNOUNCEMENTS OR POSTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-22 Rev. 0	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. <i>Note: Per RCW 4.16.080, the statute of limitations for the commencement of actions for equal employment opportunity discrimination complaints (injury to the rights of others) is 3 years.</i>	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-24 Rev. 0	VOLUNTEER APPLICATIONS NOT ACCEPTED OR INELIGIBLE	Application denied plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OFM



4.12 REPORTING

The activity of providing information about agency employees as required by regulating authorities. Includes volunteers and contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-05 Rev. 1	<p>Reporting – Human Resources Records relating to human resources and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.7</u>; • Elementary-Secondary Staff Information Report EEO-5 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.41</u>; • New Hire Reports filed with the Department of Social and Health Services (DSHS) in accordance with <u>RCW 26.23.040</u>; • Commute trip reduction plans and annual progress reports filed with the Commute Trip Reduction Board in accordance with <u>RCW 70.94-527(7),(8)</u>. 	<p>Retain for 4 years after submitted to regulatory agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



4.13 STAFF DEVELOPMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-34 Rev. 0	APPRENTICE CERTIFICATION FILES/TRAINING 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.	50 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-23 Rev. 1	Continuing Professional Education Records Records documenting completion of continuing education requirements by individual employees.	Retain for 4 years after end of licensing or reporting period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04G-01 Rev. 0	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.	Termination plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04G-02 Rev. 0	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 0	Forms – Accountable Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	Retain for 3 fiscal years or until completion of State Auditor's report, <i>whichever is sooner</i> then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 0	Forms – Master Set 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.	Retain until use of form ceases then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 0	Forms and Publications – Creation Records relating to the design, creation, and revision of agency-created forms and publications. Includes, but is not limited to: <ul style="list-style-type: none"> • Job descriptions/specifications/design records; • Sample job products/proofs/samples. Excludes web-based forms covered by DAN GS50-06A-03.	Retain until no longer needed for agency business then Destroy.	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 1	<p><i>Publications – Master Set</i> 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"> • Reports, manuals, brochures; • Newsletters, magazines, journals; • Maps, plans, charts; • Audio/video recordings and films/presentations. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-03 Rev. 1	Annual Report of Trustees 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 . <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>	Retain for 3 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12A-01 Rev. 1	Catalog Records describing the library information sources owned by the agency.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
GS50-12A-02 Rev. 1	Circulation Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none">• Item circulation history;• User/patron records (applications for membership, borrower registration, parent/guardian permissions). Excludes interlibrary loans covered by DAN GS50-12A-08.	Retain until no longer needed for agency business <i>then</i> Destroy.	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-08 Rev. 1	<p>Collection Control – General 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"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p>Excludes special collections covered by GS2010-023. <i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s report, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS2010-023 Rev. 0	<p>Collection Control – Special Collections 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"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain until special collection items no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS2010-024 Rev. 0	<p>Special Collections Items in the library’s special collections, including, but not limited to:</p> <ul style="list-style-type: none"> • Archival collections; • Manuscripts; • Rare books. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 1	<p>Mail Delivery and Receipt</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">• Certified/registered/insured mail logs and return receipts;• Postage meter logs/reports;• Private ground delivery registers/receipts (UPS, Federal Express, etc.);• Signed pick-up and delivery receipts;• United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor's report, <i>whichever is sooner then</i> Destroy.</p>	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](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-13 Rev. 2	<p>Public Disclosure/Records Request Logs</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>	<p>Retain for 3 years after date of latest entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-014 Rev. 2	<p>Public Disclosure/Records Requests</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"> • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. <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>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-015 Rev. 0	<p>Conversion Process – Archival Records 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"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. <p><i>Note: The source records are covered by GS2010-017 or GS2010-018.</i></p>	<p>Retain until the converted Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-016 Rev. 0	<p>Conversion Process – Non-Archival Records 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"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. <p><i>Note: The source records are covered by GS50-09-14 or GS2010-018.</i></p>	<p>Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.</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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 0	<p>Source Records – Imaged (Archival) Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or, Microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>. <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule. Excludes Superior Court source records covered by GS2010-085.</p>	<p>Retain until verification of successful conversion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-09-14 Rev. 1	<p>Source Records – Imaged (Non-Archival) Non-Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or, Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm; or, <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-018 Rev. 0	<p>Source Records – Migrated Non-paper-based source records which have been migrated to another non-paper-based format such as:</p> <ul style="list-style-type: none"> • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <p>And, provided that 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>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-085 Rev. 0	<p>Source Records – Reproduced (Superior Court Records) Superior Court records which have been reproduced in accordance with RCW 36.23.065, and, provided that the converted records are retained in accordance with a current approved records retention schedule.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	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).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-019 Rev. 0	Conservation (Archival) Conservation treatment records documenting repair to public records designated as Archival.	Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2010-020 Rev. 0	Conservation (Non-Archival) Conservation treatment records documenting repair to public records designated as Non-Archival.	Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-06 Rev. 1	Destruction of Public Records Records relating to the destruction of the agency's public records. Includes, but is not limited to: <ul style="list-style-type: none">• Destruction logs;• Affidavits;• Agency authorizations;• Certificates/Notices of destruction.	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL 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).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-02 Rev. 1	<p>Records Control 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"> • Essential records lists; • Files classification schemes/guidelines; • Inventories; • Records center transmittals/retrievals; • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival. <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>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-09-01 Rev. 1	<p>Retention and Disposition Authorization 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"> • Internal working guides abstracted from approved records retention schedules; • 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; • 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. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



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).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-021 Rev. 0	<p>Transfer of Legal Custody 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">• Transfer of Archival records to Washington State Archives;• Lawful transfer to another government entity (state agency, other local government agency, etc.);• Donation of public records (to a public library, historical or genealogical society, etc.), with the approval of the State Archivist in accordance with RCW 40.14.070(3).	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-01 Rev. 0	<p>Agency Information – Routine Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none"> • Business hours, locations/directions, web/email addresses; • Meeting dates/times. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-02 Rev. 0	<p>Agency-Generated Forms and Publications – Copies 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:</p> <ul style="list-style-type: none"> • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Publication masters covered by DAN GS50-06F-04; • Form masters covered by DAN GS2010-012; • Accountable forms (unused, pre-numbered checks, receipts, meal tickets, licenses, etc.) covered by DAN GS2010-011. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-03 Rev. 0	<p>General Information – External Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Catalogs, reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, announcements; • Unsolicited information (junk mail, spam, advertisements, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	<p>Secondary (Duplicate) Copies Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to, data extracts and printouts from agency electronic information systems, provided that the:</p> <ul style="list-style-type: none">• Records within the database are retained for their minimum retention period; and,• Data extracts/printouts are <u>NOT</u> required to substantiate “point-in-time” evidence of business transactions.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-05 Rev. 0	<p>Transitory Records Public records that only document information of temporary, short-term value, and provided that the records are:</p> <ul style="list-style-type: none">• Not needed as evidence of a business transaction; and,• Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.);• 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);• Routing slips used to direct the distribution of documents;• Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;• Telephone messages (including voicemail, digital voice messages, etc.);• Letters of transmittal which do not add any information to the transmitted materials.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	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.

SUPERSEDED



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