



This schedule applies to: Local Government Agencies

Scope of records retention schedule

This records retention schedule covers the public records of all local government agencies relating to functions including: air quality authorities; animal services; assigned counsel; cemetery records; communications; conservation districts; coroners and medical examiners; electric utilities; emergency services; facility and property management; fairs; fire and emergency medical; housing authorities; irrigation utilities; juvenile services; land use planning, permits and appeals; library; licenses, permits, fees and taxes; noxious weed control; parks and recreation; port districts; prosecuting attorney; public works engineering; sewer and water system documentation; social services; solid waste management; surface water drainage documentation; transit authorities; and utilities accounting.

This records retention schedule is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

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 or Permanent must not be destroyed. Records designated as 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 RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previous versions of the Local Government General Records Retention Schedule (LGRRS) are revoked. 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 16, 2008.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	1997	First version.
2.0	1999	General update.
3.0	2001	General update.
4.0	2002 through 2007	Individual sections revised at various times throughout this period.
5.0	December 16, 2008	Records series common to all local government agencies have been removed and placed in the new Local Government Common Records Retention Schedule (CORE). 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.

SUPERSEDED



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SUPERSEDED



1. Air Quality

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1	AIR POLLUTION SOURCE HISTORY FILES Information compiled on permanent, temporary and portable sources of air pollution regulated under state and federal air pollution law, including emissions inventory, permit, inspection, compliance, complaint, enforcement and remedy documentation. Also includes Title V Sources and gas stations. New series - 03/05	OPR	Life of source plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-01	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2	AIR QUALITY COMPLAINT FILES Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up. New series - 03/05	OPR	Last activity on complaint plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3	AIR QUALITY DATA SUMMARIES Annual report of regional air quality statistics, including data collected from air monitoring sites. New series - 03/05	OPR	6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.4	AIR RESOURCES MANAGEMENT IMPLEMENTATION PLAN Plans mandated by the Federal Clean Air Act for attaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology. New series - 03/05	OPR	Until superseded or revised plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.5	<p>AIR RESOURCES MANAGEMENT MAINTENANCE PLAN Plans mandated by the Federal Clean Air Act for maintaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology..</p> <p>New series - 03/05</p>	OPR	Until superseded or revised plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.6	<p>ASBESTOS CONTRACTORS NOTIFICATIONS AND REPORTS Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.</p> <p>New series - 03/05</p>	OPR	6 years	Destroy when obsolete or superseded	GS65-01-07	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.7	BURNING INCIDENT FILES Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor and agricultural burning. New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-08	Reference WAC 173-425, WAC 173-430, and WAC 173-433
1.8	SITE MONITORING EQUIPMENT OPERATING AND MAINTENANCE DOCUMENTATION Logs and reports documenting the maintenance and operation on monitoring:equipment at source sites. New series - 03/05	OFM	3 years	Destroy when obsolete or superseded	GS65-01-09	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.9	WEATHER MONITORING REPORTS Reports regularly compiled from weather monitoring stations that document the general condition of the weather as well as conditions that may lead to regulatory actions, such as burning bans. New series - 03/05	OFM	3 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



2. Animal Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1	BITE REPORTS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-01	
2.2	BOARD OF PHARMACY REGISTRATION Registration required by Washington State Board of Pharmacy to designate an individual responsible for the ordering, possession, safe storage, and utilization of approved legend drugs. New series 04/03	OFM	Until issuance of new registration	Destroy when obsolete or superseded	GS50-10B-21	Reference WAC 246-887-050, RCW 69.41.080, and RCW 69.50.310.
2.3	BOOKING CARDS ANIMAL CONTROL	OFM	Release, placement, or disposal, plus 1 year	Destroy when obsolete or superseded	GS50-10B-02	
2.4	CITATIONS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-07	
2.5	COMPLAINTS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-08	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6	CONTROLLED SUBSTANCE INVENTORY Inventory of all controlled substances in the possession of the registrant. New series 04/03	OFM	Anniversary of issuance of registration plus 2 years	Destroy when obsolete or superseded	GS50-10B-18	Reference 21CFR1304.04(a) and WAC 246-887-200.
2.7	CONTROLLED SUBSTANCE ORDER FORMS An order form supplied by the Federal Drug Enforcement Administration, required for the ordering and distribution of certain controlled substances. New series 04/03	OFM	Receipt of order plus 2 years	Destroy when obsolete or superseded	GS50-10B-20	Reference 21CFR1305.01 and 21CFR 1305.13.
2.8	DISPOSAL NOTICE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-04	
2.9	INVESTIGATION REPORTS NOT RESULTING IN CITATIONS - ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-10	
2.10	INVESTIGATION REPORTS RESULTING IN CITATIONS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-09	
2.11	KENNEL LICENSES ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-11	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12	LEGEND DRUG INVENTORY Physical inventory of approved legend drugs performed and reconciled with the Legend Drug Log Book not less than every six months. New series 04/03	OFM	2 years after inventory/ reconciliation completed	Destroy when obsolete or superseded	GS50-10B-22	Reference WAC 246-886-080.
2.13	LEGEND DRUG LOG BOOK AND SUPPORTING DOCUMENTS A log book used to record the receipt, use, and disposition, and invoices, record books, disposition records, and other records regarding approved legend drugs. New Series 04/03	OPR	Last entry in log plus 6 years	Destroy when obsolete or superseded	GS50-10B-19	Reference WAC 246-886-080.
2.14	LICENSE APPLICATIONS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-12	
2.15	OFFICER DAILY REPORT ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-03	
2.16	PATROL AND PICKUP REQUESTS OR CALL BOOKS ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-13	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.17	PET LICENSES ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-14	
2.18	PET OWNER INDEX ANIMAL CONTROL	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	GS50-10B-15	
2.19	PLACEMENT NOTICE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-05	
2.20	PREVENTATIVE HEALTH RECORD Form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.	OPR	Completion of procedure plus 6 years	Destroy when obsolete or superseded	GS50-10B-23	
2.21	RELEASE CERTIFICATE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.22	STATISTICAL REPORTS ANIMAL CONTROL	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-10B-16	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.23	VETERINARIAN SERVICE BILLS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-17	

SUPERSEDED



3. Assigned Counsel

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1	DEFENDANT INTERVIEW CARDS & SHEETS Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	OFM	3 years	Destroy when obsolete or superseded	GS50-30-01	
3.2	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-02A	
3.3	INDIGENT CLIENT DEFENSE FILES– ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES-	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 10 years after case dismissed or acquittal	GS50-30-02B	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 3 years after sentencing	GS50-30-02D	
3.5	INDIGENT CLIENT DEFENSE FILES - JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 10 years after case dismissed or acquittal	GS50-30-03B	
3.6	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 5 years after sentencing	GS50-30-03C	
3.7	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 3 years after sentencing	GS50-30-03D	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-03A	
3.9	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 5 years after sentencing	GS50-30-02C	
3.10	PROMISSORY NOTES PUBLIC DEFENDER Agreements by defendants to reimburse county for cost of appointed counsel.	OPR	Payment in full or breach plus 6 years	Destroy when obsolete or superseded	GS50-30-04	
3.11	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER	OPR	6 years	Destroy when obsolete or superseded	GS50-30-05	

SUPERSEDED



4. Cemetery Records

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1	BURIAL PERMITS	OFM	Health District or Department retains primary copy	Destroy when obsolete or superseded	GS50-35-01	
4.2	INDEX OF INTERMENTS CEMETERY RECORDS ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4.3	RECORDS OF BURIAL OR INTERMENT CEMETERY RECORDS	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4	SECTION BOOKS CEMETERY RECORDS ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4.5	SECTION MAPS CEMETERY RECORDS Maps indicating sold and available grave lots and occupied grave lots. ESSENTIAL RECORD Needs security microfilm backup See remarks.	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



5. Communications

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1	911 CONVERSATIONS MASTER RECORDINGS	OFM	90 days	Destroy when obsolete or superseded	GS50-29-01	
5.2	911 ELECTRONIC PRINTOUTS	OPR	6 years	Destroy when obsolete or superseded	GS50-29-02	
5.3	COMPUTER AUTOMATED DISPATCH BACKUP TAPES ESSENTIAL RECORD Backup MUST BE stored off-site See remarks. Series revised Changed designation from 'OPR,' and reduced primary copy retention from 6 years - 05/03	OFM	3 years	Destroy when obsolete or superseded	GS50-29-03	In order to protect the physical security and accessibility of tape-recorded information for the duration of its retention period requirement, backup tapes must be stored off-site in a temperature and humidity-controlled environment.
5.4	MASTER ADDRESS STREET LOGS - COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-05	
5.5	NATIONAL CRIMINAL INFORMATION CENTER LOGS COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-06	
5.6	RADIO LOGS COMMUNICATIONS Series revised Reduced primary copy retention from 6 years - 05/03	OFM	60 days	Destroy when obsolete or superseded	GS50-29-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.7	SUPERVISOR SHIFT REPORTS COMMUNICATIONS	OFM	2 year	Destroy when obsolete or superseded	GS50-29-08	
5.8	TAPE REQUESTS COMMUNICATIONS	OFM	6 years	Destroy when obsolete or superseded	GS50-29-09	
5.9	TELETYPES (INCOMING AND OUTGOING) COMMUNICATIONS Series revised Reduced primary copy retention from 3 years - 05/03	OFM	1 year	Destroy when obsolete or superseded	GS50-29-10	

SUPERSEDED



6. Conservation Districts

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1	AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY OFFICE REFERENCE COPIES Copies of agreements with individual landowners and various branches of the U.S. Department of the Interior and the Washington State Department of Ecology in which the Conservation District is not a signing party. REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008	OFM	Washington State Department of Ecology and/or U.S. Department of the Interior keep primary copy.	Conservation Districts: Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-55	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.2	<p>AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY All agreements with individual landowners in which the Conservation District is a signing party. Includes Cooperative Plans, Farm Management Plans, Resource Management System Plans, Inventory and Evaluation Plans, Water Quality Cost Sharing and Implementation Agreements, and U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements.</p> <p>ESSENTIAL RECORD - Needs security backup - See Remarks.</p> <p>REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008</p>	OPR	Expiration of agreement plus 6 years - Potential archival value - See remarks.	Destroy when obsolete or superseded	GS50-01-56	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
6.3	ANNUAL PLANS CONSERVATION DISTRICTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.4	LONG RANGE PLANS CONSERVATION DISTRICTS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



7. Coroners and Medical Examiners

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1	CARD FILE INDEX Index used as cross-reference tool to case files. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-01	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.2	CORONER/MEDICAL EXAMINER INVESTIGATION FILES Reports, transmittals and other documentation of laboratory and investigative work. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT -	Destroy when obsolete or superseded	GS50-34-03	If suspicion of foul play and case is unsolved after 7 years, file may be microfilmed in lieu of retaining original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.3	<p>CORONER / MEDICAL EXAMINER LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-02	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.4	<p>DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.</p>	OPR	6 years	Destroy when obsolete or superseded	GS50-34-04	
7.5	<p>INQUESTS</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.6	<p>MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.</p>	OFM	6 years	Destroy when obsolete or superseded	GS50-34-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.7	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS	OFM	3 years	Destroy when obsolete or superseded	GS50-34-07	
7.8	PHOTOGRAPHIC AND VIDEO DOCUMENTATION OF DEATH INVESTIGATIONS	OFM	Close of investigation plus 3 years	Destroy when obsolete or superseded	GS50-34-08	

SUPERSEDED



8. Electric Utilities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1	APPARATUS FAILURE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised: Reduced retention from 6 years; removed '...23(f) National Association of Regulatory Utility Commissioners NARUC 23.1(f)' from the Remarks column. - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-01	Reference 18CFR125.3 23.14(a) and (b)
8.2	BOILER TUBE FAILURE REPORT ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(c) National Association of Regulatory Utility Commissioners NARUC 22.1(c)' from the Remarks column. - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-01	Reference 18CFR125.3 13.1(a)
8.3	COAL LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-02	Reference 18CFR125.3 13.1(a)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.4	<p>CONSTRUCTION COST ANALYSIS STUDIES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Reduced retention from 10 years; removed '...31(f) National Association of Regulatory Utility Commissioners NARUC 31(f)' from the Remarks column and added correct reference number - 09/06</p>	OFM	5 years after clearance to plant account - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05G-01	Reference 18CFR125.3 17(f) 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.
8.5	<p>CONSTRUCTION PROJECT FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Reduced retention from 10 years; removed '...31(e) 18CFR125.3(g), National Association of Regulatory Utility Commissioners NARUC 31(e)' from the Remarks column and added correct reference number - 09/06</p>	OPR	Completion of project plus 6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-02	Reference 18CFR125.3 17(b), (e) and (g)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.6	DAM SAFETY COMPLIANCE REVIEW FILES - FEDERAL ENERGY REGULATORY COMMISSION (FERC) Files document the FERC regulatory process ensuring all incoming correspondence, outgoing correspondence, documentation, reports to FERC or reports from FERC are sent and received officially by the agency. New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-27	
8.7	ELECTRIC POWER REPORTS REQUIRED BY REGULATORY AGENCIES AND COMMISSIONS New series 07/03	OPR	5 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-21	Reference 18CFR125.3(41). 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.
8.8	ELECTRICAL WORK PERMITS (HARD CARDS) ELECTRIC POWER DISTRIBUTION SYSTEM Permits for individuals to install residential alarms, communications, etc. Series Revised - added statement in the Remarks column - 09/06	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05E-25	A 'See Also' cross reference will be added to the Licensings, Permits and Fees General Records Retention Schedule.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.9	<p>ELECTRICITY DIVERSION INVESTIGATION RECORDS</p> <p>Inquiry regarding problems or discrepancies with meters, either from meter reader or other parties. Investigation records may include: site visit dates, notes regarding location, pictures of meter or surrounding area, consumption history, special meter read, and service order for technical support.</p> <p>New Series - 10/04</p> <p>Series Revised - Changed title from 'Diversion Electricity Investigation Records - 09/06</p>	OPR	Investigation closed plus 6 years	Destroy when obsolete or superseded	GS55-05G-07	
8.10	<p>EQUIPMENT LOGS ELECTRIC POWER GENERATION SYSTEM</p> <p>Records of use and performance, including in and out times.</p> <p>Series Revised - Removed 'Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b)' from the Remarks column and added reference to CFR. - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-03	Reference 18CFR125.3.13.1(b)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.11	<p>EXPENDITURE REQUISITION AND AUTHORIZATION FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Reduced retention from 10 years; removed '...31(c) National Association of Regulatory Utility Commissioners NARUC 31(c)' from the Remarks column and corrected CFR reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-03	Reference 18CFR125.3 17
8.12	<p>FACILITY INSPECTION AND MAINTENANCE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Periodic reports on the condition of substations, underground vaults, and other distribution system facilities.</p> <p>Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05E-14	Reference 18CFR125.3 14(b)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.13	<p>FACILITY RETIREMENT AUTHORIZATION ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06</p>	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-02	Reference 18CFR125.3 18(b) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
8.14	<p>FACILITY RETIREMENT WORK ORDER ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Basic record of facility removal and/or replacement.</p> <p>Series Revised - Removed '...32 National Association of Regulatory Utility Commissioners NARUC 32(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-03	Reference 18CFR125.3 18(a) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.15	<p>FISH COUNT REPORTS Periodic reports on fish population, including charts, summaries, and accounts of population increase and decrease and projects located in, on or adjacent to surface water.</p> <p>Series Revised - Removed 'Electric Power Generation System' from the title and added '...and projects located in, on or adjacent to surface water' to the description - 09/06</p>	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-04	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.
8.16	<p>FORECASTS ELECTRIC UTILITIES Includes forecasts of estimated power loads, future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments prepared for internal administrative or operating purposes.</p> <p>New series - 07/03</p>	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-20	Reference 18CFR125.3(39). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.17	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22(i) National Association of Regulatory Utility Commissioners NARUC 22(i)' from the Remarks column and added correct reference number - 09/06	OFM	2 years- See remarks	Destroy when obsolete or superseded	GS55-05D-05	Reference 18CFR125.3 13(f)
8.18	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA- ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(d) National Association of Regulatory Utility Commissioners NARUC 22.1(d)' from the Remarks column and added correct reference number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05D-06	Reference 18CFR.3 13.1(f)
8.19	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22(f) National Association of Regulatory Utility Commissioners NARUC 22.1(f)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-07	Reference 18CFR125.3 13.1(d)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.20	<p>HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS ELECTRIC POWER GENERATION SYSTEM</p> <p>Includes daily and hourly logs, shift records, supervisors and plant operations daily diaries. May be needed for documentation of issues in litigation.</p> <p>Series Revised - Added CFR number to Remarks column and removed 'National Association of Regulatory Utility Commissioners NARUC 22.1(a)' from the Remarks column - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-08	Reference 18CFR125.3.14(b) and 18CFR125.3.13.1(b)
8.21	<p>INSULATOR TEST RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Changed retention from 'Destroy when obsolete or superseded - See Remarks'; removed '...23.1(i) National Association of Regulatory Utility Commissioners NARUC 23.1(a)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-04	Reference 18CFR125.3 14(d)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.22	LIGHTNING AND STORM DATA ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed 'Reference 18CFR125.3(h) National Association of Regulatory Utility Commissioners NARUC 3(h)' from Remarks column - 09/06	OFM	Destroy when obsolete or superseded Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-05	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
8.23	LINE INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Reduced retention from 6 years; removed '...23.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks column and added correct reference number - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-06	Reference 18CFR125.3 14(b)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.24	LINE TROUBLE REPORTS AND RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed '...21.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-07	Reference 18CFR125.3 14(b)
8.25	LOAD CURVES ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-09	Reference 18CFR125.3 13.1(e)
8.26	LOAD DISPATCHER PERMITS ELECTRIC POWER GENERATION SYSTEM	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-10	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
8.27	MAINTENANCE REPORTS ELECTRIC POWER GENERATION SYSTEM For hydroelectric equipment and facilities performance and repairs.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-11	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.28	<p>METER HISTORY DATA ELECTRIC POWER DISTRIBUTION SYSTEM Historical data on each meter, including specification, serial number, location, and maintenance history.</p> <p>Series Revised - Removed reference to 'See Remarks' in the Primary Retention column and removed 'Reference 18CFR125.3 23.1(m), National Association of Regulatory Utility Commissioners NARUC 23.1(m)' from the Remarks column - 09/06</p>	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-08	
8.29	<p>METER SHOP REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Monthly/periodic reports summarizing test, repairs, and other work done on meters.</p> <p>Series Revised - Removed '...23.1(l) National Association of Regulatory Utility Commissioners NARUC 23.1(l)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-09	Reference 18CFR125.3 14(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.30	<p>OPERATIONS LOGS AND REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Including, but not limited to, equipment, operator, storage battery, substation, and transmission.</p> <p>Series Revised - Removed reference to '...23.1(a), (b) and (c) National Association of Regulatory Utility Commissioners NARUC 23.1(a), (b) and (c)' from the Remarks column and added correct reference number - 09/06</p> <p>Series Revised - Added 'AND REPORTS' to the title - 07/03</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-10	Reference 18CFR125 14(a)and 18CFR125.3 14(b)
8.31	<p>OUTAGE LOG ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(d) National Association of Regulatory Utility Commissioners NARUC 23.1(d)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-11	Reference 18CFR125.3 14(b)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.32	<p>POLE LIST ELECTRIC POWER DISTRIBUTION SYSTEM Record of utility pole type, description, location, ancillary equipment, etc.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct reference number - 09/06</p>	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-12	Reference 18CFR125.3 14(c). The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.33	<p>POLLUTION REPORTS/STUDIES ELECTRIC POWER GENERATION SYSTEM Documentation and data compiled on to waste accumulation and pollution generated by or around facilities. Does not include hazardous materials. For documentation of pollution involving hazardous materials see GS50-19-03 and GS50-19-06 in the Local Government Common Records Retention Schedule (CORE).</p> <p>Series Revised - Removed reference CFR125.3.22(g), National Association of Regulatory Utility Commissioners NARUC 22.1(g)' from the Remarks column; removed 'Related to waste accumulation and water, chemical, oil, noise, and radioactive pollution.' from the description and added new description. - 09/06</p>	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.34	POWER DEMAND CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
8.35	RECORDING INSTRUMENT CHARTS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(l) National Association of Regulatory Utility Commissioners NARUC 22.1(l)' from the Remarks column and added correct reference number - 09/06	OFM	1 year - See remarks	Destroy when obsolete or superseded	GS55-05D-13	Reference 18CFR125.3 13.1(g)
8.36	SPILL GATE DATA COLLECTED FOR ANNUAL REPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) REGARDING OPERATION OF EACH SPILLWAY New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-28	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.37	STATION AND SYSTEM GENERATION REPORTS ELECTRIC POWER GENERATION SYSTEM Periodic reports on the amount of power being generated. Series Revised - Removed '...22.1(e) National Association of Regulatory Utility Commissioners NARUC 22.1(e)' from the Remarks column and added correct reference number - 09/06	OPR	25 years - See remarks	Destroy when obsolete or superseded	GS55-05D-14	Reference 18CFR125.3 13.1(c1)
8.38	STATION LOAD PERMITS ELECTRIC POWER GENERATION SYSTEM	OPR	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-15	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
8.39	STREET LIGHT HISTORY RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-17	
8.40	STREET OPENING INSPECTION AND REPAIR REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05E-18	Reference 18CFR125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.41	TECHNICAL DATA FILES ELECTRIC POWER GENERATION SYSTEM Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use. Series Revised - Changed retention from 'Destroy when obsolete or superseded' and added CFR reference in Remarks column - 09/06	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-16	Reference 18CFR125.3(38). 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.
8.42	TEMPERATURE LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-17	Reference 18CFR125.3 13.1(e) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.43	<p>TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM - NON-PCB Records documenting the history of transformers which do not contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. See GS55-05E-29 for history data of transformers containing Polychlorinated Biphenyls (PCBs).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup- See remarks.</p> <p>Series Revised: Combined with GS55-05E-19 titled Surplused Transformer Files - Electric Power Distribution System. Also removed '...23.1(n) National Association of Regulatory Utility Commissioners NARUC 23.1(n)' from the Remarks column; added correct reference number and PCB retention requirements in the Remarks column and added 'Plus 10 years' to the retention period - 09/06.</p> <p>Series Revised - Title and description amended to exclude those transformers which contain Polychlorinated Biphenyls (PCBs) that require a longer retention period - October 2007.</p>	OFM	Life of equipment plus 10 years- See remarks	Destroy when obsolete or superseded	GS55-05E-20	Reference 18CFR125.3 14(c) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.44	<p>TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM – PCB</p> <p>Records documenting the history of transformers which contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history.</p> <p>See GS55-05E-20 for history data of transformers not containing Polychlorinated Biphenyls (PCBs).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup. See remarks.</p> <p>New Series - October 2007.</p>	OFM	Life of equipment plus 20 years - See remarks	Destroy when obsolete or superseded	GS55-05E-29	<p>Reference 18CFR125.3 14(c)</p> <p>The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet State Archives standards.</p> <p>For PCB retention requirements, reference 40CFR761.180(b)</p>
8.45	<p>TRANSFORMER INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(o) National Association of Regulatory Utility Commissioners NARUC 23.1(o)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-21	<p>Reference 18CFR125.3 14(d) If equipment of facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.</p>

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.46	TURBINE HISTORY FILES ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of installation, operation, and maintenance logs, etc. Series Revised - Added correct reference number to Remarks column - 09/06	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-26	Reference 18CFR125.2(g)(1)
8.47	UNDERGROUND LINE FILES ELECTRIC POWER DISTRIBUTION SYSTEM Data on underground lines, including location and specification. ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct reference number - 09/06	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-23	Reference 18CFR125.3 21 The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.48	UTILITY PLANT CONSTRUCTION CONTRACTS Official documentation of contracts and agreements for purchase of goods or services relating to the construction of utility plant. May include consultant contracts, public work contracts, or non-stock material contract. New series 07/03	OPR	Sale or retirement of plant plus 6 years	Destroy when obsolete or superseded	GS55-05G-06	Reference 18CFR125.3(22b).
8.49	VOLTAGE CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of voltage delivered to the power distribution system. Series Revised - Added correct reference number to Remarks column - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05E-24	Reference 18CFR125.3 13.1(b)
8.50	WATER LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-18	Reference 18CFR125.3 13.1(e)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.51	<p>WATER/RIVER FLOW REPORTS ELECTRIC POWER GENERATION SYSTEM</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Removed '...22.1(i) National Association of Regulatory Utility Commissioners NARUC 22.1(i)' from the Remarks column and added correct reference number - 09/06</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-19	Reference 18CFR125.3 13.1(f) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards
8.52	<p>WORK IN PROGRESS LEDGERS OR REPORTS ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Changed retention from 10 years; removed '...31(a) National Association of Regulatory Utility Commissioners NARUC 31(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS55-05G-05	Reference 18CFR125.3 17(a)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.53	<p>WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>REV: New DAN assigned. (Original DAN GS50-06B-13 was a duplicate.) 12/2008</p> <p>Series Revised - Changed retention from 10 years; removed '...31(b) National Association of Regulatory Utility Commissioners NARUC 31(b)' from the Remarks column and added correct reference number - 09/06.</p>	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS50-06B-28	Reference 18CFR125.3 17(a)

SUPERSEDED



9. Emergency Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-01	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.
9.2	FALLOUT SHELTER MANAGEMENT FILE	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-04	
9.3	PROJECT FILES EMERGENCY SERVICES	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-14-05	
9.4	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SERVICES	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-06	
9.5	SEARCH AND RESCUE MISSION FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-14-07	
9.6	SEARCH AND RESCUE TRAINING MISSION FILES EMERGENCY SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS50-14-08	



10. Facility and Property Management

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10.1	PARKING METER RECORDS Records documenting installation, replacement, removal, repair, preventative maintenance, etc. Includes meter location, name of person requesting service, date and time of installation, replacement, removal, repair, or maintenance. New series 10/04	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-05H-05	

SUPERSEDED



11. Fairs

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1	EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-01	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.
11.2	EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-02	
11.3	RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-03	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.
11.4	TICKET SUMMARY RECORD – FAIRS A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-04	



12. Fire and Emergency Medical

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1	ACCIDENT / INCIDENT REPORTS - VOLUNTEER FIREFIGHTER Used as documentation for evaluating firefighter disability claims. REV: New DAN assigned. (Original DAN GS50-06C-02 was a duplicate.) 12/2008	OPR	For accidents/incidents involving adults NOT resulting in claims - 3 years. For accidents/incidents involving adults resulting in claims - closure plus 6 years. For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years. For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	GS50-06C-36	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.
12.2	ALARM INSPECTION LOG FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-01	
12.3	ALARM LOCATION RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-02	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.4	ALARM SYSTEMS TEST AND MAINTENANCE RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-03	
12.5	BUILDING INFORMATION HISTORY CARD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Life of building - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-04-04	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.
12.6	BUILDING INSPECTION REPORTS FIRE AND EMERGENCY MEDICAL SERVICES May include records pertaining to the decommissioning of underground fuel tanks.	OFM	6 years	Destroy when obsolete or superseded	GS53-04-05	
12.7	BURNING PERMITS A record of temporary permits authorizing the recipient to burn on a specific site for a specific period.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-06	
12.8	BURNING REQUEST LOG Listings of burning permit applications.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.9	CAPITAL EQUIPMENT INVENTORY FIRE AND EMERGENCY MEDICAL OPERATIONS	OFM	Destroy when superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-08	
12.10	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-09	
12.11	FIRE ALARM RESPONSE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS53-04-10	
12.12	FIRE ALARM SYSTEMS DRAWINGS	OFM	Life of facility	Destroy when obsolete or superseded	GS53-04-11	
12.13	FIRE CODE VIOLATION NOTIFICATION Official notice of violation and statement of required corrective action.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-21	
12.14	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	GS53-04-12	
12.15	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-13	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.16	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-14	
12.17	FIRE INVESTIGATION DOCUMENTATION -CLOSED INVESTIGATIONS Includes all investigations which are resolved as accidents or result in arson convictions. Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	6 years	Destroy when obsolete or superseded	GS53-04-15	The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.
12.18	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction. Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS53-04-16	Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.19	<p>FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p><i>Note: DAN GS53-04-17 was also assigned to INDIVIDUAL FIRE ALARM BOX HISTORY (which has been changed to DAN GS53-04-26). 12/2008</i></p> <p>Series revised: Divided into three subsections and established separate retention periods for open investigations 11/03.</p>	OPR	Permanent - See Remarks	Destroy when obsolete or superseded	GS53-04-17	Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.
12.20	<p>INDIVIDUAL FIRE ALARM BOX HISTORY</p> <p>REV: New DAN assigned. (Original DAN GS53-04-17 was a duplicate.) 12/2008</p>	OFM	Life of box	Destroy when obsolete or superseded	GS53-04-26	
12.21	<p>INJURY AND DISABILITY CLAIM FILES - VOLUNTEER FIREFIGHTER</p> <p>Documentation of claims for injury and disability relief filed by volunteer fire fighters.</p>	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS58-04A-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.22	INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER REV: New DAN assigned. (Original DAN GS50-03A-30 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-35	
12.23	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	OFM	Life of equipment	Destroy when obsolete or superseded	GS53-04-18	
12.24	INVENTORY OF PERSONAL EQUIPMENT ISSUED TO FIREFIGHTERS	OFM	Until superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-19	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.25	MEDICAL INCIDENT REPORTS FIRE AND EMERGENCY MEDICAL SERVICES	OPR	Retained by hospital/care provider* - See remarks	Fire protection agency - 8 years * - See remarks	GS53-04-20	Reference RCW 4.16.350. *The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after patient's death, whichever is longest.
12.26	PERSONNEL ASSIGNMENT ROSTER - FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-22	
12.27	RADIO LOGS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	90 days	Destroy when obsolete or superseded	GS53-04-23	
12.28	REMITTANCE FILES – VOLUNTEER FIREFIGHTER REV: New DAN assigned. (Original DAN GS50-03A-24 was a duplicate.) 12/2008	OPR	Retirement of last item plus 6 years – See remarks	Destroy when obsolete or superseded	GS50-03A-37	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.29	TAPE RECORDS OF FIRE ALARM CIRCUITS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-24	
12.30	TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER REV: New DAN assigned. (Original DAN GS50-03A-07 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-36	
12.31	VEHICLE SERVICE RECORDS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	Life of vehicle	Destroy when obsolete or superseded	GS53-04-25	

SUPERSEDED



13. Housing Authorities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1	ACCESS CARD CARDEX HOUSING AUTHORITIES Record of entry cards issued. Includes completed access forms and shows level of access issued.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-01	
13.2	ALLOCATIONS HOUSING AUTHORITIES Allocation plans for each fiscal year, overhead and distributed costs for funds.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-02	
13.3	APARTMENT INVENTORY AND INSPECTION REPORT HOUSING AUTHORITIES	OFM	3 years after vacation	Destroy when obsolete or superseded	GS60-01-03	
13.4	ASSET MANAGEMENT FILES HOUSING AUTHORITIES Real property records. A centralized location for various real estate functions of Housing Authorities.	OPR	Sale of property plus 10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-04	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.
13.5	BILLING FILES REQUESTS FOR PAYMENT HOUSING AUTHORITIES Includes backup paperwork to track vendor, (temporary employees) requests for payment.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.6	BOND PROJECT FILES HOUSING AUTHORITIES Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS60-01-06	
13.7	COLLECTION LOSS REPORT HOUSING AUTHORITIES Delinquent tenant account report	OPR	6 years	Destroy when obsolete or superseded	GS60-01-07	
13.8	COMMUNITY FILES HOUSING AUTHORITIES Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-08	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.
13.9	DETAILED CONSTRUCTION ANALYSIS FILES HOUSING AUTHORITIES	OFM	Completion of project plus 10 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-09	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.
13.10	DEVELOPMENT CONTRACT REGISTER HOUSING AUTHORITIES	OFM	2 years after audit of development costs	Destroy when obsolete or superseded	GS60-01-10	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.11	DISPOSITION RECORDS OF PERSONAL PROPERTY HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-11	
13.12	ENTRY / EXIT VIDEOS HOUSING AUTHORITIES Video tapes of entrances / exits monitoring who arrives and leaves.	OFM	30 days	Destroy when obsolete or superseded	GS60-01-12	Video tapes of entrances / exits monitoring who arrives and leaves.
13.13	EQUIPMENT LOAN AGREEMENTS HOUSING AUTHORITIES Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	OFM	1 year	Destroy when obsolete or superseded	GS60-01-13	
13.14	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES HOUSING AUTHORITIES Arbitration files/grievance hearings.	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-14	
13.15	HUD 50058 PUBLIC HOUSING REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-27	
13.16	HUD 50059 SECTION 8 REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-28	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.17	HUD 51245 REPORT Regular reexamination of families in low-income public housing.	OFM	4 years after completion of audit.	Destroy when obsolete or superseded	GS60-01-31	
13.18	HUD 52267 Computation of payments in lieu of taxes.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-15	
13.19	HUD 52295 Delinquency report statement of tenants accounts receivable.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-16	
13.20	HUD 52598 Analysis of non-routine expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-17	
13.21	HUD 52599 Statement of operating receipts and expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-18	
13.22	HUD 52601 Balance sheet preliminary loan period.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-19	
13.23	HUD 52602 Statement of preliminary planning cost.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-20	
13.24	HUD 52603 Statement of initial operating income and expenses.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-21	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.25	HUD 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	OPR	6 years	Destroy when obsolete or superseded	GS60-01-22	
13.26	HUD 52682 Operating statement - Housing assistance payments program.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-23	
13.27	HUD 52981 Statement and voucher for basic annual contributions.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-24	
13.28	HUD 52982 Statement and voucher for contributions for special subsidy families leased housing.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-25	
13.29	HUD 52993 Statement of modernization cost.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-26	
13.30	HUD 53001 ACTUAL MODERNIZATION COST CERTIFICATE New series-07/03	OPR	End of fiscal year plus 6 years	Destroy when obsolete or superseded	GS60-01-60	
13.31	HUD COMPLAINT LOG	OFM	6 years	Destroy when obsolete or superseded	GS60-01-29	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.32	HUD SUBSIDIES LOG & SPREADSHEETS Cash worksheets, master control worksheets, and supporting documents.	OPR	10 years after expiration of grant	Destroy when obsolete or superseded	GS60-01-30	
13.33	MASTER PLANNING FILES FOR RE-DEVELOPMENT HOUSING AUTHORITIES Annual plan concept documents, materials work-up, financial reports, and working papers.	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-32	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.
13.34	PESTICIDE APPLICATION PERMITS HOUSING AUTHORITIES Application permits from the State Department of Agriculture for the application of pesticides (kept in maintenance offices).	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS60-01-33	
13.35	PFS OPERATING SUBSIDY REQUEST HOUSING AUTHORITIES Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-34	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.36	POLICE REPORTS HOUSING AUTHORITIES Police department incident reports, evidence for evictions.	OFM	Law enforcement agency keeps primary copy 6 years past statute of limitations period	Destroy when obsolete or superseded	GS60-01-35	
13.37	POPULATION REPORT STATISTICS HOUSING AUTHORITIES	OFM	PERMANENT. 1 copy archival See remarks	Destroy when obsolete or superseded	GS60-01-36	Please contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.38	PRELIMINARY LOAN NOTES HOUSING AUTHORITIES Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	OPR	6 years after audit and payment of note	Destroy when obsolete or superseded	GS60-01-37	
13.39	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT HOUSING AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS60-01-38	
13.40	PROPERTY HISTORY FILES - HOUSING AUTHORITIES Includes: 1. Miscellaneous information that includes site maps; racial composition maps.	OPR	Sale of property plus 6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-39	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
	<p>2. Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements.</p> <p>3. Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions.</p> <p>4. CDBG (funding of purchase documents).</p> <p>5. Survey information. Note these files are transferred to legal counsel.</p> <p>6. Real property file containing copy of warranty deed, copy of title reports, site maps and related documents and correspondence.</p> <p>7. Survey files containing copy of survey and related information.</p> <p>8. Risk assessment and lead file containing copy of original lead-based paint test results and copy of abatement and enclosure summary, and related correspondence.</p> <p>9. Needs assessment files, continuing needs assessment surveys and related information.</p>					<p>information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p>

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.41	PUBLIC HOUSING ASSESSMENT PROGRAMS HOUSING AUTHORITIES Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment	OPR	6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-40	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.
13.42	PUBLIC HOUSING REDEVELOPMENT FILES HOUSING AUTHORITIES Working files for redevelopment projects.	OFM	10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-41	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.
13.43	REHABILITATION PROGRAM BLOCK GRANT FILES HOUSING AUTHORITIES	OPR	6 years after end of grant year	Destroy when obsolete or superseded	GS60-01-42	
13.44	RELOCATION CHECK REQUEST COPIES HOUSING AUTHORITIES	OPR	10 years after grant expiration	Destroy when obsolete or superseded	GS60-01-43	
13.45	RENT ROLL CONTROL AND ANALYSIS FILE HOUSING AUTHORITIES Rent roll control and analysis of dwelling rent charges (filed in tenant files).	OPR	6 years after completion of audit. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-44	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.46	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT HOUSING AUTHORITIES Filed with tenant files.	OPR	6 years after vacation. If delinquent, 7 years after vacation.	Destroy when obsolete or superseded	GS60-01-45	
13.47	SALE OF PROPERTY DOCUMENTS HOUSING AUTHORITIES Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) \$1,000 or less, 2) \$1,001 to \$25,000, 3) \$25,000 plus; includes surplus property inventory.	OPR	6 years after final payment	Destroy when obsolete or superseded	GS60-01-46	
13.48	SCHEDULES OF MAXIMUM INCOME LIMITS HOUSING AUTHORITIES Includes related materials (filed in tenant files).	OFM	1 year after schedule suspended. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-47	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.
13.49	TAX EXEMPT OBLIGATION HOUSING AUTHORITIES Records of bonds issued for a non-profit such as a neighborhood association.	OPR	6 years after satisfaction of obligation.	Destroy when obsolete or superseded	GS60-01-48	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.50	TENANT APPLICATION CRIMINAL RECORD CHECKS - HOUSING AUTHORITIES Includes criminal conviction records removed from approved file. Series revised: Changed retention from 5 years and added information in the 'Remarks' column. - 09/06	OFM	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest - See Remarks	Destroy when obsolete or superseded	GS60-09-49	24 CFR 5.903(g) The criminal record check should be 'Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation'.
13.51	TENANT APPLICATION FILES (ELIGIBLE) HOUSING AUTHORITIES Series revised: Changed retention period from 'until placed,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-50	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
13.52	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) HOUSING AUTHORITIES Series revised: Changed retention period from '3 years' and added CFR References to Remarks 12/03	OFM	Application withdrawn or determined ineligible plus 3 years	Destroy when obsolete or superseded	GS60-01-51	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
13.53	TENANT FILES HOUSING AUTHORITIES Series revised: Changed retention from '6 years after vacation. If delinquent, 7 years after vacation,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-52	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.54	TENANT FILES SECTION 8 HOUSING AUTHORITIES Damage claim files, money owing, no money owing.	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-53	
13.55	TENANT GRIEVANCE FILES HOUSING AUTHORITIES	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-54	
13.56	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS HOUSING AUTHORITIES	OFM	Destroy when obsolete or superseded. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-55	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.
13.57	TENANT LEASED HOUSING OWNER'S RECORDS Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-56	
13.58	TENANT WAITING LIST PUBLIC HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-61	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.59	TENANT WAITING LIST SECTION 8 HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-62	
13.60	UTILITIES REVIEW FILES HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-57	
13.61	UTILIZATION REPORTS HOUSING AUTHORITIES	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-58	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.
13.62	VAN LOADERS MANIFESTS HOUSING AUTHORITIES Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-59	

SUPERSEDED



14. Irrigation Utilities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1	FORECLOSURE FILES IRRIGATION UTILITIES	OPR	Foreclosure of account plus 6 years	Destroy when obsolete or superseded	GS50-32-01	
14.2	LAND OWNER WATER QUALITY VIOLATION FILES IRRIGATION UTILITIES Includes landowner water quality plans submitted to resolve violations.	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-03	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.
14.3	LAND USE HISTORY FILES IRRIGATION UTILITIES Includes water right contracts, permits, easements, reclassification, water allotment and other land use documentation for district service area organized by section, township and range. ESSENTIAL RECORD Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
14.4	LINE LOCATION REQUESTS IRRIGATION UTILITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-32-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.5	WATER DIVERSION REPORTS IRRIGATION UTILITIES	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-06	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.
14.6	WATER QUALITY MONITORING DATA IRRIGATION UTILITIES	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-07	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.
14.7	WATER USE REPORTS IRRIGATION UTILITIES	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



15. Juvenile Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.1	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	OFM	Until expiration of appeal period	Destroy when obsolete or superseded	GS50-28-01	
15.2	CUSTODY INVESTIGATIONS JUVENILE SERVICES Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-02	Reference RCW 26.09.220.
15.3	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS Microfilm copies of individual documents filed in Juvenile Court proceedings. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Permanent security backup may be held at the State Archives in Olympia See remarks	GS50-28-03	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.4	DETENTION LOG JUVENILE SERVICES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years	Destroy when obsolete or superseded	GS50-28-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
15.5	DETENTION ROSTER JUVENILE SERVICES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	1 year	Destroy when obsolete or superseded	GS50-28-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
15.6	DOCKETS JUVENILE COURT ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-06	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
15.7	FOSTER CARE FILES JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-07	Reference RCW 13.34.136, and 13.34.231.
15.8	GUARDIAN AD-LITUM REPORTS JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-08	Reference RCW 13.34.105, and 26.09.220.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.9	JUVENILE COURT CASE FILE INDEXES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-09	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15.10	JUVENILE COURT CASE FILES Official documentation of Juvenile Court hearings and actions ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-10	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15.11	MARRIAGE WAIVER JUVENILE SERVICES Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. Series revised. Deleted comments from instructions 07/03	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-11	Reference RCW 26.04.010.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.12	MEDICAL HISTORY FILES JUVENILE SERVICES ESSENTIAL RECORD - Needs security backup - See remarks. Series revised. Deleted comments from instructions 07/03	OPR	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-12	Reference RCW 13.50.050. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.13	<p>SOCIAL FILES JUVENILE SERVICES Department working files containing copies of Court Orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p> <p>Series revised - added "diversion files" to Description, revised Primary Record Copy Retention and Remarks - 07/03</p>	OPR	5 years beyond age of 18 except that Diversion files may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks	Destroy when obsolete or superseded	GS50-28-13	Reference RCWs 13.34, 13.50.050.22 and 13.50.100. Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a)"Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement." The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



16. Land Use Planning, Permits and Appeals

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1	ADMINISTRATIVE APPEALS CASE FILES Appeals of land use, construction, and development actions to an agency's administrative decision maker. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks. Series revised - added Description - 07/05	OPR	PERMANENT - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-16B-01	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.2	APPEAL HEARINGS AUDIO/VIDEO RECORDINGS AND TRANSCRIPTIONS Series revised Changed retention: replaced 'settlement' with 'final disposition 01/05	OPR	6 years after final disposition of case	Destroy when obsolete or superseded	GS50-16B-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.3	<p>APPEAL HEARINGS CASE FILES Appeals to a quasi-judicial or judicial decision maker, e.g. hearing examiner and legal appeals to court.</p> <p>Series revised - changed retention: replaced 'settlement' with 'final disposition 01/05</p> <p>Series revised - added Description; added to Primary and Secondary Record Copy retention "Either decision maker or affected jurisdiction retains" - 07/05</p>	OPR	Either decision maker or affected jurisdiction retains - 6 years after final disposition of case	Either decision maker or affected jurisdiction retains - Destroy when obsolete or superseded	GS50-16B-02	
16.4	<p>APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS</p>	OFM	Completion of project and/or certificate of occupancy	Destroy when obsolete or superseded	GS50-11-01	
16.5	<p>APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS</p> <p>Series revised: Removed 'Uniform Building Code reference from Special and or Disposition Instructions Column 06/04</p>	OFM	Completion of project plus 90 days - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.6	APPROVED CONSTRUCTION SITE PLANS Show "footprint" of development site. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks. Series revised - changed Title from "Approved (Binding) Site Plans"; added Description - 07/05	OPR	Life of building plus 6 years OR until subsequent permits changing the site plan is issued.	Destroy when obsolete or superseded	GS50-11-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standards.
16.7	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.	OPR	Life of building plus 6 years	Destroy when obsolete or superseded	GS50-11-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives standards.
16.8	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.	OFM	3 years	Destroy when obsolete or superseded	GS50-11-08	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.9	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.10	BUILDING INSPECTION REPORTS EXISTING BUILDINGS	OPR	6 years	Destroy when obsolete or superseded	GS50-11-07	
16.11	CODE COMPLAINT & VIOLATION CASE FILES E.g. building, development and land use complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation. Series revised - deleted "includes" from Description and added "E.g. building, development and land use" - 07/05	OPR	6 years after final action on violation	Destroy when obsolete or superseded	GS50-11-04	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.12	<p>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added to Description "Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities" - 07/05</p>	OPR	PERMANENT - Potential archival value -See remarks	Until obsolete or superseded	GS50-16-01	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.13	<p>COMPREHENSIVE LAND USE PLAN HISTORY FILES Statutory or locally required record of agency action leading to adoption of plan.</p> <p>Series revised - added Description - 07/05</p>	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-16-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.14	CONDITIONAL USE PERMITS Includes special use permits or equivalent. ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series revised - added Description - 07/05	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-04	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.15	CRITICAL (SENSITIVE) AREA DESIGNATION Documentation of designation of individual parcels of real property as critical areas. <i>Note: DAN GS50-11-25 was also assigned to HISTORIC SITE FILES - NOMINATION DENIED (which has been changed to DAN GS50-11-30). 12/2008</i> New series - 09/05	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-25	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.16	<p>FOREST PRACTICE PERMIT FILES Documentation of review, approval, and land inspections related to development applications that require forest practice permits.</p> <p><i>Note: DAN GS50-11-26 was also assigned to HISTORIC SITE SPECIAL VALUATION TAX FILES (which remains in the LGRRS, and has been changed to DAN GS50-11-31). 12/2008</i></p> <p>New series - 09/05</p>	OPR	Termination of forest practice designation plus 6 years - potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-26	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
16.17	<p>HISTORIC SITE FILES – DESIGNATED Files track, monitor and document all designated historic buildings, landmarks and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-24 was a duplicate.) 12/2008</p> <p>New series - 03/05</p>	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-29	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.18	HISTORIC SITE FILES - NOMINATION DENIED Nominations for landmark designation, which have been denied by the Landmarks Board. REV: New DAN assigned. (Original DAN GS50-11-25 was a duplicate.) 12/2008 New Series – 3/05.	OFM	Denial of nomination plus 6 years	Destroy when obsolete or superseded	GS50-11-30	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.
16.19	HISTORIC SITE SPECIAL VALUATION TAX FILES Files track and monitor landmarks, which are part of Special Valuation Tax program per RCW 84.26. Includes assessment of taxes, agreements, financial information, and application. REV: New DAN assigned. (Original DAN GS50-11-26 was a duplicate.) 12/2008 New series - 03/05.	OPR	Termination of special valuation plus 10 years	Destroy when obsolete or superseded	GS50-11-31	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.20	<p>LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES Includes all records leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plat, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully-contained communities. Records to include any critical (sensitive) area designations.</p> <p><i>Note: DAN GS50-11-24 was also assigned to HISTORIC SITE FILES – DESIGNATED (which remains in the LGRRS, and has been changed to DAN GS50-11-29). 12/2008</i></p> <p>New series - 07/05.</p>	OFM	10 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS50-11-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.21	<p>LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.</p> <p>Series revised - changed Title from "Major Land Development Case Files", added first sentence and revised second sentence of Description; changed Primary Record Copy retention from "5 years after completion of development" - 07/05</p>	OFM	Permanent - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.22	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE FILES Files for any local government jurisdictional boundary changes, including annexations and incorporations.</p> <p>REV: "AS" prefix changed to "GS". 12/2008</p> <p>Series revised - changed Title from "Annexation and Boundary Review Files"; added Description; changed Primary Record Copy retention information from "Either the County Assessor or the Boundary Review Board retains"; added to Secondary Record Copies retention "Either affected jurisdiction or decision maker retains" - 07/05</p>	OFM	Either decision maker or affected jurisdiction retains - PERMANENT - potential archival value - See Remarks	Either affected jurisdiction or decision maker retains - Destroy when maps and reference files are updated	GS52-03A-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.23	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE HISTORY FILES Core documentation of the process of any agency jurisdictional boundary change, including annexation or incorporation.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - changed Title from "Annexation History Files"; broadened Description to include any agency jurisdictional boundary change, including annexation - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-09	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.24	LONG TERM RIGHT-OF-WAY USE PERMITS	OPR	Termination of use plus 6 years	Destroy when obsolete or superseded	GS50-11-22	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.25	<p>MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) Official representation of comprehensive plan, including urban growth boundaries, critical area delineations, zoning boundaries, shoreline management boundaries, and other area-wide boundary delineations.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added to Description text following "Official representation of comprehensive plan..."; deleted from Description "Shoreline management, and zoning boundaries established and/or enforced by the agency" - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Until obsolete or superseded	GS50-16-02	Photographic negatives may be held in Regional Archives for permanent preservation and security backup. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.26	<p>MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information. Photographic negatives may be held in Regional Archives for permanent preservation and security backup - See remarks.</p>	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-03	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.27	REFERRED PROJECT FILES Project plans and statements referred from other agencies for land use planning review, including any agency response. Series revised - added to Description "Including any agency response" - 07/05	OFM	3 years	Destroy when obsolete or superseded	GS50-16-04	
16.28	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes a Mitigated Determination of Nonsignificance (MDNS). ESSENTIAL RECORD - Needs security microfilm backup - See Remarks. Series revised - added to Description "Includes a Mitigated Determination of Nonsignificance (MDNS)" - 07/05	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-13	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.29	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-14	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.30	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-17	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.31	SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS ESSENTIAL RECORD - Needs security microfilm backup - See Remarks. Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05	OPR	PERMANENT - Potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-16-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.32	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS ESSENTIAL RECORD - Needs security microfilm backup - See Remarks. Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-15	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.33	TEMPORARY PERMITS Moving, log hauling, demolition, blasting, right of way use, et al. Series revised - changed Primary Record Copy retention from "3 years" - 07/05	OFM	Conclusion of permit period or activity plus 3 years	Destroy when obsolete or superseded	GS50-11-18	
16.34	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS Does not include permit application records. Series revised - added Description - 07/05	OFM	Until permit issued	Destroy when obsolete or superseded	GS50-11-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.35	<p>UTILITY PERMIT FILES Records document the issuance for the installation, modification, and removal of utility support in the public right-of-way. Records may include permit application, copies of the permit, plans, and inspection reports.</p> <p>New series 09/04</p>	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-16B-19	
16.36	<p>WATER AVAILABILITY VERIFICATION REV: New DAN assigned. (Original DAN GS50-11-21 was a duplicate.) 12/2008</p>	OFM	2 years	Destroy when obsolete or superseded	GS50-11-27	
16.37	<p>WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION, AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION May include permits issued but work not started within 180 days.</p> <p>Series revised - Added series description, reduced retention from 3 years and added code number to remarks column 04/04</p> <p>Series revised - added to Title "Land Use Development, Land Division" - 07/05</p>	OFM	Destroy after permit abandoned or withdrawn	Destroy when obsolete or superseded	GS50-11-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.38	<p>ZONING AND LAND USE EXCEPTIONS / WAIVERS May include permits issued but work not started within 180 days.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p><i>Note: DAN GS50-11-21 was also assigned to WATER AVAILABILITY VERIFICATION (which has been changed to DAN GS50-11-27) and WATER AVAILABILITY/SEWER SYSTEM HOOKUP REQUEST FORMS (which has been changed to DAN GS55-06A-36). 12/2008</i></p> <p>Series revised - changed Title from "Zoning Exceptions/Waivers"; added Description - 07/05</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-21	<p>The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p>



17. Library

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1	CATALOG – LIBRARY ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-01	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.
17.2	CIRCULATION DOCUMENTATION – LIBRARY	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-02	
17.3	CIRCULATION STATISTICAL REPORTS – LIBRARY	OFM	5 years	Destroy when obsolete or superseded	GS50-12A-03	
17.4	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE	OFM	Action taken plus 1 year	Destroy when obsolete or superseded	GS50-12A-04	
17.5	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-05	
17.6	INTERLIBRARY LOAN DOCUMENTATION For materials lent or borrowed through agency's library. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Return of loaned material plus 6 years	Destroy when obsolete or superseded	GS50-12A-06	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.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.7	PETTY CASH RECORD - LIBRARY	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-07	
17.8	SHELF LIST / INVENTORY OF HOLDINGS – LIBRARY ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-12A-08	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.

SUPERSEDED



18. Licenses, Permits, Fees and Taxes

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.1	AUDIT FILES Audits of businesses completed to ensure compliance with tax regulations. Files include correspondence, working papers, history of business, narrative of audit, gross income of business, deductions and business finance summary. New series - 07/03	OPR	Audit Completed plus 10 years.	Destroy when obsolete or superseded	GS50-12D-14	
18.2	AUDIT STATISTIC LOG Statistics on completed audits per year. Used to evaluate audit selection methodology for 2 audit cycles (each audit cycle is a five year period). Includes time spent on audit, audit results, date completed, who completed audit. New series-07/03	OPR	End of Calendar year plus 10 years	Destroy when obsolete or superseded	GS50-12D-16	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.3	<p>BUSINESS LICENSE ENFORCEMENT INSPECTIONS Inspections of businesses licensed in an agency's jurisdiction to ensure compliance with Municipal Code and licensing regulations. Information is input into database to create notices to comply and fix violations. Re-inspection is only done if violations are found. Includes inspection notes, notices to comply, etc.</p> <p>New Series - 07/03</p>	OFM	Until Inspection Complete or Violations Resolved	Destroy when obsolete or superseded	GS50-12D-24	
18.4	<p>BUSINESS LICENSES Application to run businesses within an agency's jurisdiction. Includes original application to start business and any relevant correspondence.</p> <p>Series Revised - 07/03</p>	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-12D-06	Potential Archival Value

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.5	<p>BUSINESS LICENSES - REGULATORY AND PERSONAL</p> <p>Applications for businesses operating within the agency's jurisdiction that need to be regulated (i.e. occupations, professional or personal licenses) . Files may include applications, background checks, appeals, hearings, suspensions and photographs.</p> <p>Series Revised - 07/03</p>	OPR	Expiration of Licenses plus 6 years	Destroy when obsolete or superseded	GS50-12D-12	
18.6	<p>BUSINESS LICENSES RENEWALS</p> <p>Forms document businesses that are renewing their license to operate within an agency's jurisdiction. Includes correspondence from business for changes to business, renewal form, notice of closure, etc.</p> <p>New Series - 07/03</p>	OPR	End of License Year plus 6 years	Destroy when obsolete or superseded.	GS50-12D-23	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.7	BUSINESS TAX REFUND FILES Requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval, and signatures. New Series - 07/03 New series-07/03	OPR	Refund issued or denied plus 6 years	Destroy when obsolete or superseded	GS50-12D-18	
18.8	CALIBRATION OF FIELD TEST STANDARDS Documents issued by State of WA metrology lab certifying field test weights and measures used by inspectors. New series-07/03	OPR	Completion of testing plus 6 years	Destroy when obsolete or superseded	GS50-12D-20	
18.9	DOMESTIC PARTNERSHIP REGISTRATION DOCUMENTATION Notarized application signed by both applicants that wish to register a domestic partnership, accompanied by a registration fee. May include certificate and termination form. New Series - May 2002	OFM	3 years plus next audit	Destroy when obsolete or superseded	GS50-01-40	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.10	DRINKING WATER SYSTEM PERMIT FILES Permit and monitoring report for drinking water, required for continuous system operation. Monitoring requirements of water systems are to ensure safe drinking water standards which are set by Washington State Department of Health. REV: New DAN assigned. (Original DAN GS50-12D-21 was a duplicate.) 12/2008 New series 09/04.	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-12D-27	
18.11	FINAL AUDIT REPORTS Final report of completed audits. Reports describe all findings and audit results and recommendations. New series-07/03	OPR	Audit Completed plus 10 years	Destroy when obsolete or superseded	GS50-12D-15	Archival
18.12	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.13	NON-BUSINESS LICENSES AND PERMITS Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	OPR	Expiration plus 3 years	Destroy when obsolete or superseded	GS50-12D-10	
18.14	PASSPORT APPLICATION TRANSMITTALS Documentation of the transmittal of passport applications to the United States State Department's Passport Office by local government agencies acting as passport acceptance agencies. New series - 01/06	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-22	
18.15	PERSONAL LICENSE VIOLATIONS Files document the investigation into violations of the business code by individuals holding a personal license. Includes incident report, correspondence, hearing examiner information, final decisions, monitoring information, etc. New series-07/03	OPR	Completion of suspension plus 6 years	Destroy when obsolete or superseded	GS50-12D-17	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.16	REGISTERS OF LICENSES OR PERMITS ISSUED	OFM	Expiration of last entry plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-12D-13	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.
18.17	TAXICAB AND FOR-HIRE VEHICLE LICENSE FILES Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.	OFM	Expiration of Permit plus 6 years.	Destroy when obsolete or superseded.	GS50-12D-25	Potential Archival Value

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.18	TAXICAB INDUSTRY ENFORCEMENT RECORDS Taxicab inspection records including: taxicab safety inspections and taximeter tests. Records include taxicab field enforcement logs, notice of violation forms (association, owner, driver), summary suspension forms, license action forms, passenger complaints and decisions on appeal.	OPR	Completion of Suspension plus 6 years	Destroy when obsolete or superseded.	GS50-12D-26	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.19	<p>WEIGHING AND MEASURING DEVICE INSPECTIONS</p> <p>Inspection and testing of retail motor-fuel dispensers, scales, vehicle-tank meters, taxi meters, mass flow meters, length-measuring devices, timing devices, and other weighing and measuring devices used commercially. Inspections are performed at the Test Station or on location in order to verify compliance with allowable tolerances and other technical standards.</p> <p>Inspection reports include description of inspection, results, and corrective actions required. Also includes inspection reports for price scanning systems and checking net contents of packaged goods.</p> <p>New series-07/03</p>	OPR	Completion of inspection plus 6 years	Destroy when obsolete or superseded	GS50-12D-19	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.20	<p>WEIGHTS AND MEASURES ENFORCEMENT FILES Criminal complaints (for misdemeanor violations), off-sale orders, out-of-service orders and correspondence. Includes consumer complaints.</p> <p><i>Note: DAN GS50-12D-21 was also assigned to DRINKING WATER SYSTEM PERMIT FILES (which has been changed to DAN GS50-12D-27). 12/2008</i></p> <p>New series-07/03</p>	OPR	Case closed or resolved plus 6 years	Destroy when obsolete or superseded	GS50-12D-21	

SUPERSEDED



19. Noxious Weed Control

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.1	APPEAL OF ENFORCEMENT ACTION - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-01	Reference RCW 17.10.180.
19.2	APPEAL OF INFRACTION PENALTY - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-02	Reference RCW 17.10.330.
19.3	CONTROL ACTIONS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-03	Reference RCW 17.10.170.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.4	FIELD INSPECTION RECORDS - NOXIOUS WEED CONTROL Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS58-05-04	Reference RCW 17.10.160 and 17.10.170. 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.
19.5	INFRACTION REPORTS - ASSESSMENT OF PENALTY - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	3 years	GS58-05-05	Reference RCW 17.10.350.
19.6	INFRACTION REPORTS - DETERMINATION HEARING - NOXIOUS WEED CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS58-05-06	Reference RCW 17.10.330.
19.7	INFRACTION REPORTS - NOTICE OF INFRACTION - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	6 years	GS58-05-07	Reference RCW 17.10.310 and RCW 17.10.320.
19.8	LANDOWNER PAYMENT RECEIPTS - NOXIOUS WEED CONTROL	OFM	County Treasurer has primary copy	6 years	GS58-05-08	Reference RCW 17.10.170.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.9	SEARCH WARRANTS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-09	Reference RCW 17.10.160.
19.10	WEED CONTROL NOTIFICATION Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-10	Reference RCW 17.10.170.

SUPERSEDED



20. Parks and Recreation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.1	CONSTRUCTION & PLANNING PROJECT FILES PARKS AND RECREATION	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-02	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.
20.2	DESIGN STANDARDS REFERENCE FILE PARKS AND RECREATION ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Keep until revised or superseded	Destroy when obsolete or superseded	GS50-13C-03	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 and outside the agency.
20.3	FACILITIES USE PERMITS PARKS AND RECREATION	OFM	3 years	Destroy when obsolete or superseded	GS50-13C-04	
20.4	GIFTS AND DONATIONS INFORMATION FILES PARKS AND RECREATION	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-13C-05	
20.5	HORTICULTURE ACTIVITY AND PROJECT FILE PARKS AND RECREATION	OFM	Completion of project plus 5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-06	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.6	<p>PARK MAPS May include park boundaries, facilities, landscaping, topography, and other pertinent information.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
20.7	PROGRAM SCHEDULES PARKS AND RECREATION	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-13C-09	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.8	PROJECT PLANS, AND DRAWINGS PARKS AND RECREATION ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
20.9	RECREATION CLASS ATTENDANCE RECORDS May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes. New Series 05/02	OPR	6 years after class completion	Destroy when obsolete or superseded	GS50-13C-19	
20.10	RECREATION PROGRAM FILES	OFM	Until obsolete or superseded -Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-13C-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.11	RECREATION SCHOLARSHIP APPLICATIONS APPROVED	OPR	6 years	Destroy when obsolete or superseded	GS50-13C-17	
20.12	RECREATION SCHOLARSHIP APPLICATIONS NOT APPROVED	OFM	Until completion of approval process plus 30 days	Destroy when obsolete or superseded	GS50-13C-18	
20.13	SPORTS LEAGUES PERMITS	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-13C-16	

SUPERSEDED



21. Port Districts

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.1	AIRLINE STATISTICS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-01	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
21.2	AIRPORT CERTIFICATION FILES ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-04-02	The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
21.3	CARGO HANDLING AND STORAGE DOCUMENTATION Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-03	
21.4	CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-04	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.5	COLD STORAGE TIME AND TEMPERATURE RECORDS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-05	
21.6	CUSTOMER BILLINGS PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-06	
21.7	CUSTOMER FILES PORT DISTRICTS Includes applications and contracts.	OPR	6 years after termination of agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-07	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
21.8	F.A.A. REGULATORY FILES	OFM	5 years	Destroy when obsolete or superseded	GS55-04-08	
21.9	FOREIGN TRADE ZONE APPLICATION	OFM	Department of Commerce keeps PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-09	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
21.10	INTERNATIONAL CUSTOMS REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS55-04-10	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.11	LANDING FEE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-11	
21.12	LONGSHORE WORK REPORTS AND PAYROLL	OFM	Pacific Maritime Association retains primary copy	Destroy when obsolete or superseded	GS55-04-12	
21.13	PASSENGER FACILITIES CHARGES PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-13	
21.14	TARIFF MEMORANDUM - Documentation of tariffs and history of tariff changes.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-04-14	
21.15	TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-15	
21.16	VESSEL FILES Cargo manifests, bills of lading discharge list, dockage report.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-16	Please contact your Regional Archivist before destroying the original records of passenger manifests and dockage reports. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.17	VESSEL LOGS Record of each visit by vessel.	OPR	Retain 6 years after last entry in log - Potential archival value - See remarks		GS55-04-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



22. Prosecuting Attorney

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.1	ANNUAL REPORT TO STATE LIQUOR CONTROL BOARD	OFM	Liquor Control Board PERMANENT	Prosecutor 2 years	GS52-07-01	
22.2	CIVIL LITIGATION FILES Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff. REV: New DAN assigned. (Original DAN GS53-02-04 was a duplicate.) 12/2008	OFM	Official court of record PERMANENT	Prosecutor 10 years after case closed - Potential archival value See remarks	GS52-07-15	Limitation of Action RCW 4.16.020(2). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
22.3	CIVIL TOPICAL AND WORKING FILES Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.	OFM	Destroy when obsolete or superseded. Potential archival value see remarks	Destroy when obsolete or superseded	GS52-07-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.4	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor - 3 years	GS52-07-04E	
22.5	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-04A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.6	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>B. CLASS 'B' FELONY CONVICTIONS</p> <p>Series revised - Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02</p>	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-04B	*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCE 40.14.070.2.
22.7	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>C. CLASS 'C' FELONIES AND DUI CONVICTIONS</p> <p>Series revised Added 'CONVICTIONS' to title -09/02</p>	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-04C	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.8	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS Series revised. Changed secondary record copy retention from 'sentencing.'	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-04D	
22.9	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS New Series 07/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-04F	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.10	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor- 3 years	GS52-07-05E	
22.11	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-05A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.12	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS Series revised Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-05B	
22.13	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONY AND DUI CONVICTIONS Series revised - Added 'CONVICTIONS' to title 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-05C	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.14	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS Series revised - Changed secondary record copy retention from 'sentencing.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-05D	
22.15	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS New Series 06/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-05F	
22.16	DISTRICT COURT CASE FILES B. DUI	OFM	District court/DISCIS - PERMANENT	Prosecutor - 5 years	GS52-07-07B	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.17	DISTRICT COURT CASE FILES D. INFRACTIONS AND MISDEMEANORS	OFM	District court/DISCIS - 3 years after final disposition	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07D	
22.18	DISTRICT COURT CASE FILES A. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 3 years after case sentencing, dismissed, or declined	GS52-07-07A	
22.19	DISTRICT COURT CASE FILES C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07C	
22.20	DISTRICT COURT CASE FILES E. CIVIL CASE FILES	OFM	District court/DISCIS - 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07E	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.21	EXTRADITIONS	OFM	1 year	Destroy when obsolete or superseded	GS52-07-08	Cases for fugitives from other jurisdictions become regular case files; apply retention based on type.
22.22	FAMILY LAW FILES A. PATERNITY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - Until child is age 19	GS52-07-09A	
22.23	FAMILY LAW FILES B. IV-D PROGRAM FILES	OFM	Washington state Department of Social and Health Services	Prosecutor - 6 years	GS52-07-09B	
22.24	FAMILY LAW FILES C. SUPPORT ENFORCEMENT FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09C	
22.25	FAMILY LAW FILES E. DEPENDENCY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 6 years	GS52-07-09E	
22.26	FAMILY LAW FILES D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09D	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.27	INVOLUNTARY COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports, etc.	OFM	Superior Court Clerk PERMANENT	Prosecutor 3 years after case closed	GS52-07-10	
22.28	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental health problems. If charges are filed, the order becomes part of the case file. New Series 09/02	OFM	3 years after release from hold	Destroy when obsolete or superseded	GS52-06C-09	
22.29	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	OFM	6 years	Destroy when obsolete or superseded	GS52-07-13	
22.30	PRE-PROSECUTION DIVERSION CASE FILES	OFM	State Office of the Administrator for the Courts	Prosecutor 1 year after completion of diversion contract	GS52-07-12	
22.31	VICTIM / WITNESS CASE FILES Includes interview notes and case-related documents used for client reference and statistical reports.	OFM	6 years	Destroy when obsolete or superseded	GS52-07-14	



23. Public Works Engineering

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS PUBLIC WORKS-ENGINEERING	OFM	Destroy	Destroy	GS50-18-01	
23.2	AERIAL SURVEY PHOTOGRAPH PRINTS, NEGATIVES, AND FLIGHT MAP - PUBLIC WORKS-ENGINEERING Recording physical features of areas within agency's jurisdiction at specific points of time. ESSENTIAL RECORD - Negatives may be held at regional archives for permanent preservation and security backup.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-02	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. This record should be protected from damage or loss by offsite storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.
23.3	ANNUAL BRIDGE REPORTS Annual report by bridge engineer on the condition of bridges within the agency's jurisdiction and the status of the agency's bridge maintenance program.	OPR	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-03	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.4	ANNUAL CONSTRUCTION PROGRAM (ACP) Identifies the planned transportation construction projects for each year as approved by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-04	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
23.5	ANNUAL CONSTRUCTION PROGRAM (ACP) AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT FILES Background documentation and data used in developing each year's ACP and TIP.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-05	
23.6	BRIDGE INSPECTION FILES - Documentation of periodic inspections, including bridge condition, testing, and load rating data. ESSENTIAL RECORD - Needs security microfilm backup - See remarks	OPR	Life of structure plus 10 years	Destroy when obsolete or superseded	GS50-18-08	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.7	BRIDGE MAINTENANCE HISTORY FILES Documentation of routine maintenance performed on bridges over time. . . ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of bridge	Destroy when obsolete or superseded	GS50-18-37	Reference RCW 36.80.040. 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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.8	CITIZEN SERVICE REQUESTS / COMPLAINTS - PUBLIC WORKS-ENGINEERING Documentation of citizen's request to agency regarding maintenance and repair issues such as potholes, ditch cleaning, brush cutting, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-09	
23.9	CONSTRUCTION PROJECTS:PRELIMINARY PLANS AND WORKSHEETS Drawings, specifications, and other documentation used for review and comment prior to preparation of design plans for proposed construction of roads, bridges, buildings, and public facilities.	OFM	Completion of project	Destroy when obsolete or superseded	GS50-18-11	
23.10	CREW CHIEF / FOREMAN'S PRODUCTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-12	
23.11	DAILY MAINTENANCE ACTIVITY RECORD / CREW SHEETS - PUBLIC WORKS-ENGINEERING Documentation of activities and locations of work performed. REV: New DAN assigned. (Original DAN GS50-04B-29 was a duplicate.) 12/2008	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-51	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.12	EMERGENCY RESPONSE LOGS - PUBLIC WORKS-ENGINEERING	OPR	6 years	Destroy when obsolete or superseded	GS50-18-14	
23.13	FRANCHISE HISTORY FILES Core documentation of awards of franchises. ESSENTIAL RECORD - Needs security microfilm backup See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-36	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.14	FRANCHISE WORKING FILES Agreements allowing activities within specified jurisdictions. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.15	GEOLOGICAL DATA Reports relating to slides, borings, drainage, subsurface ground conditions, and other geodetic data.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-15	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.
23.16	LAND SURVEY FIELD BOOKS Field notes documenting locations and physical features within agency's jurisdiction. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.17	LOCAL IMPROVEMENT DISTRICT FILES Including petition, funding, and expenditure approval documentation.	OPR	Clerk of governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-18-17	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.18	PIT AND QUARRY MATERIAL CONTROL FILES Documentation of quantities of material mined, crushed, stockpiled, loaded, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-19	
23.19	PLAT REVIEW WORKING FILES Documentation of review of recorded land subdivisions.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-20	
23.20	REFERENCE MAPS AND DRAWINGS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-38	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.21	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FILES FOR FEDERAL AND FEDERALLY ASSISTED PROGRAMS Documentation required to be maintained on the acquisition of individual parcels of real property and the relocation of the property owners for federally funded and federally assisted transportation projects. New Series 06/03	OPR	3 years See remarks	Destroy when obsolete or superseded	GS50-18-44	Reference CRF49.24.9, and WAC 468-100-009.
23.22	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION REPORTS Reports to be submitted to the US Department of Transportation regarding real property acquisition and relocation activities for federally funded and federally assisted transportation projects. New Series 06/03	OPR	6 years Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-45	Reference CRF49.24.9, and WAC 468-100-009. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.23	RIGHT-OF-WAY CASE FILES Documentation of land acquisitions through purchase, condemnation, etc., and disposal through sale, vacation, and related right of way issues. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of right of way - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-21	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.24	RIGHT-OF-WAY VACATION FILES Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.25	ROAD AND BRIDGE CLOSURE NOTICES Public notice of road and bridge closure due to construction or hazardous conditions.	OFM	Reopening plus 6 years	Destroy when obsolete or superseded	GS50-18-23	
23.26	ROAD ESTABLISHMENT CASE FILES Document process of statutory road establishment. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Life of road plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-25	Reference RCW 36.80.040. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.27	ROAD IMPROVEMENT DISTRICT (RID) CASE FILES Document the process of establishing a road improvement district.	OFM	Close out of funding plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-26	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.28	ROAD MAINTENANCE HISTORY FILES Documentation of routine maintenance performed over time on roads, ditches, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	10 years	Destroy when obsolete or superseded	GS50-18-24	Reference RCW 36.80.040. 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.
23.29	ROAD MAINTENANCE PROJECT FILES Documentation of non-routine maintenance projects such as enclosing ditches, installing walkways, drainage projects, road re-channelization, etc.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-27	
23.30	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	GS50-18-30	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.31	<p>SURVEY MAPS FILED FOR RECORD Includes section and quarter section maps.</p> <p>ESSENTIAL RECORD - needs security microfilm backup - See remarks.</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-31	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.32	<p>TRAFFIC ACCIDENT REPORTS - PUBLIC WORKS-ENGINEERING</p> <p>Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.</p> <p>Series revised - added "for traffic monitoring purposes" to Description, changed Secondary Copy retention from "Destroy when obsolete or superseded" - 10/05</p>	OFM	Washington State Patrol keeps 6 years	6 years following date of report	GS50-18-32	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.33	TRAFFIC COUNT DATA Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	GS50-18-33	
23.34	TRAFFIC COUNT REPORTS Compilations of traffic count data on summary reports, printouts, and/or maps showing traffic volume on individual roads and streets.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-34	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.
23.35	TRAFFIC SIGN INVENTORY Documents location, installation, and repair of individual traffic control signs.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-35	
23.36	TRAFFIC SIGNAL HISTORY RECORD	OFM	Life of equipment plus 3 years	Destroy when obsolete or superseded	GS50-18-39	
23.37	TRAFFIC SIGNAL OPERATIONS REPORTS AND LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-40	
23.38	TRAFFIC SIGNAL TESTING AND INSTALLATION RECORDS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-41	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.39	TRANSPORTATION IMPROVEMENT PROGRAMS Identifies planned transportation construction projects for the ensuing six years as adopted by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-28	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.
23.40	UNDERGROUND UTILITIES LOCATION REPORTS Information regarding the location of underground utility pipes and lines provided upon request to parties excavating on specific sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-42	

SUPERSEDED



24. Sewer and Water System Documentation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.1	<p>BACKFLOW INCIDENT RECORDS Documentation of incidents of backflow contamination in water systems.</p> <p>Series revised Changed title, added description, revised retention from Settlement plus 6 years, and added Reference to Remarks Column 01/05</p>	OPR	5 years See remarks	Destroy when obsolete or superseded	GS55-06A-03	Reference WAC 246-290-490 (8)(a)(iii)
24.2	<p>BACKFLOW PREVENTER INSPECTION AND INVENTORY Documentation required to be maintained on individual approved backflow preventers installed at water system service connections.</p> <p>Series revised Changed title, added description, revised retention from 3 years, and added Reference to Remarks Column 01/05</p>	OFM	5 years or life of backflow preventer, whichever is shorter See remarks	Destroy when obsolete or superseded	GS55-06A-01	Reference WAC 246-290-490 (8)(a)(ii)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.3	<p>BACKFLOW PREVENTER MASTER LIST Master list of connections and premises for which backflow preventers are required, including names and addresses of owners.</p> <p>Series revised Changed title and description, revised retention from Destroy when obsolete or superseded, and added reference to Remarks - 01/05</p>	OPR	Retain documentation of individual backflow preventers until connection no longer pose a contamination threat to the water distribution system. See remarks	Destroy when obsolete or superseded	GS55-06A-02	Reference WAC 246-290-490 (8)(a)(i)
24.4	<p>CAPACITY STUDIES SEWAGE TREATMENT PLANTS Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.</p>	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-01	
24.5	<p>CHEMICAL ANALYSIS REPORTS - REGULATORY COMPLIANCE Records are compilations of finished data used to document compliance with State and Fed water quality regulations. Includes but is not limited to, annual inorganic reports and additional data summaries used to document compliance with State water quality regulations.</p> <p>New Series - 02/07</p>	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-27	Contact your Regional Archivist before destroying original records. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. 40 CFR 141.33; WAC 246-290-480(a)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.6	CHEMICAL RAW DATA RECORDS - REGULATORY COMPLIANCE Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. Used to document compliance with State drinking water regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc. New Series - 02/07	OPR	Life of water system	Destroy when obsolete or superseded	GS55-06A-28	40 CFR 141.33; WAC 246-290-480(a)
24.7	CROSS-CONNECTION CONTROL ANNUAL SUMMARY REPORTS Annual reports summarizing cross-connection control activities by water utilities required by the Washington State Department of Health. New Series 01/05	OPR	5 years See remarks	Destroy when obsolete or superseded	GS55-06A-25	Reference WAC 246-290-490 (8)(a)(iii)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.8	DEFECTIVE SIDE SEWER NOTICE Notification sent to individual property owners with defective side sewers, including a description of defects and requirements for repair. REV: New DAN assigned. (Original DAN GS55-06A-26 was a duplicate.) 12/2008 New series - 01/06	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-35	
24.9	DISCHARGE MONITORING REPORTS SEWAGE TREATMENT PLANTS Daily reports required by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-02	
24.10	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS SEWAGE TREATMENT PLANTS Annual report on volume of customers served by treatment plant.	OFM	6 years	Destroy when obsolete or superseded	GS55-06B-03	
24.11	FACILITY RETIREMENT AUTHORIZATION SEWER AND WATER SYSTEM DOCUMENTATION Official authorization for facility retirement, including basis of determination and estimates of cost.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-04	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.12	FACILITY RETIREMENT WORK ORDER SEWER AND WATER SYSTEM DOCUMENTATION Basic record of facility removal and replacement.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-05	
24.13	FLOW RECORD WATER SYSTEM DOCUMENTATION Documentation of volume in distribution system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-06	
24.14	FLOW REPORTS SEWAGE TREATMENT PLANTS Daily reports of influent and effluent flow.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-04	
24.15	FLUORIDE CHARTS WATER SYSTEM DOCUMENTATION Test reports showing water usage and amount of fluoride in water system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-07	
24.16	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS SEWER AND WATER SYSTEM DOCUMENTATION ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.17	<p>HISTORY FILES SEWAGE TREATMENT PLANTS</p> <p>Documentation of plant operations and compliance with state and federal permit requirements.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	Life of the facility plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06B-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
24.18	<p>HYDRANT RECORDS WATER SYSTEM DOCUMENTATION</p> <p>Documentation of hydrant location, specifications, maintenance history, etc.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.19	<p>INDUSTRIAL WASTE PERMITS SEWER SYSTEM DOCUMENTATION</p> <p>Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-10	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. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
24.20	<p>INSPECTION AND MONITORING REPORTS SEWER AND WATER SYSTEM DOCUMENTATION</p> <p>Reports on the system operating conditions such as chlorine test, laboratory reports, television surveillance tapes, telemetry, etc.</p>	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-17	
24.21	<p>LABORATORY PERFORMANCE EVALUATIONS SEWAGE TREATMENT PLANTS</p> <p>Periodic blind test performed by the Washington State Department of Ecology.</p>	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.22	<p>LEAD AND COPPER COMPLIANCE RECORDS</p> <p>Records used to document compliance with State and Federal drinking water regulations related to lead and copper monitoring. May include sampling data and analyses, reports, surveys, letters, evaluations, schedules, etc.</p> <p>New Series - 02/07</p>	OPR	End of Calendar Year plus 12 years	Destroy when obsolete or superseded	GS55-06A-29	40 CFR 141.91
24.23	<p>LIMNOLOGY REPORTS</p> <p>Reports summarize long-term data used to evaluate changes in reservoir water quality and ecology. Includes biological, chemical, and physical data related to the water body in addition to conclusions and recommendations for improved water quality.</p> <p>New Series - 02/07</p>	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-30	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.24	MANHOLE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Documentation of location, installation, size, flow direction, maintenance, materials, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06A-11	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
24.25	MAPS AND GEOGRAPHIC DATA SEWER AND WATER SYSTEM DOCUMENTATION ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-18	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.26	METER RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Account of water meter installation, serial number, location, etc. ESSENTIAL RECORD - Needs security backup - See remarks	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-12	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
24.27	OPERATIONS AND MAINTENANCE MANUALS SEWAGE TREATMENT PLANTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-06	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
24.28	OPERATORS LOG SEWAGE TREATMENT PLANTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
24.29	PIPE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Records of pipe installation, location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-13	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.30	POLLUTION AND POLLUTION CONTROL STUDIES SEWER AND WATER SYSTEM DOCUMENTATION Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-14	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.
24.31	POLLUTION CONTROL INSPECTION REPORTS SEWER AND WATER SYSTEM DOCUMENTATION Reports on levels of pollutants being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-15	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.
24.32	PROJECT FILES SEWER AND WATER SYSTEM DOCUMENTATION Official account of various water system construction projects, including work orders, ledgers, studies, etc.	OPR	Life of facility plus 6 years	Destroy when obsolete or superseded	GS55-06A-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.33	SANITARY SURVEY COMPLIANCE FILES Records document the agency's response to sanitary survey findings. May include list of findings or deficiencies submitted by the State, documentation of corrective action taken or explanations of why repairs cannot be made, out of service orders, spreadsheets used to track completion of repairs, and additional supporting documentation. New Series - 02/07	OPR	Completion of survey and applicable corrective action plus 10 years	Destroy when obsolete or superseded	GS55-06A-31	WAC 246-290-480(c)
24.34	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-16	
24.35	SURFACE WATER GROUNDWATER PERMIT FILES Documents the amount, function, and use of surface and groundwater. Includes background and permit files New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS55-06B-12	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.36	VALVE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Account of valve location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-20	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.
24.37	VIBRATION ANALYSIS DATA SEWAGE TREATMENT PLANTS Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-10	
24.38	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-22	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.39	<p>WATER AND SEWER SYSTEM EMERGENCY INCIDENT REPORTS Reports documenting incidents that damage or disrupt the operation of water and sewer systems, including date, time, type of incident, and measures taken to resolve the problem, clean up contaminants and restore service.</p> <p><i>Note: DAN GS55-06A-26 was also assigned to DEFECTIVE SIDE SEWER NOTICE (which has been changed to DAN GS55-06A-35.) 12/2008</i></p> <p>New series - 02/06.</p>	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-26	
24.40	<p>WATER AVAILABILITY / SEWER SYSTEM HOOKUP REQUEST FORMS</p> <p>May be required for building permit for properties hooked up to a provider's water supply and/or sewer system.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-21 was a duplicate.) 12/2008</p> <p>Series revised -Added '/SEWER SYSTEM HOOKUP' to title, and 'and/or sewer system.' to description 11/02</p>	OFM	2 years	Destroy when obsolete or superseded	GS55-06A-36	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.41	WATER CONSUMPTION REPORTS SEWAGE TREATMENT PLANTS	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-11	
24.42	WATER FACILITIES INVENTORY (WFI) FORM Inventory of water system updated and reported annually to the Washington State Department of Health. Information includes identification of water sources, number of connections, population served, type of treatment used, type of system, contact information, etc. New Series - 02/07	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-06A-32	
24.43	WATER QUALITY MONITORING WAIVERS Requests submitted to the Washington State Department of Health for exceptions from the water quality monitoring requirements. May include waiver application, approval/denial from State, correspondence, etc. New Series - 02/07	OPR	Upon revocation, expiration or denial of waiver plus 6 years	Destroy when obsolete or superseded	GS55-06A-33	40 CFR 141-33(d)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.44	<p>WATER QUALITY VIOLATION NOTICES Records are notices to consumers informing them when water supply is out of compliance with drinking water regulations. Information includes description of violation, violation date, populations affected, actions consumers can take, summary of corrective action, etc. Also includes documentation of notice distribution (media, web, mail, etc.).</p> <p>New Series - 02/07</p>	OPR	Upon issuance of notice plus 6 years	Destroy when obsolete or superseded	GS55-06A-34	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. WAC 246-290-480(f)
24.45	<p>WATER TEST REPORTS Tests and correspondence related to Health Department or District requirements.</p>	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-21	
24.46	<p>WILDLIFE HABITAT MANAGEMENT PLAN SEWER AND WATER SYSTEM DOCUMENTATION</p>	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-23	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



25. Social Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.1	CLIENT CASE FILES (SUPPORT SERVICES) Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program New Series - September 2007.	OPR	Close of case plus 6 years	Destroy when obsolete or superseded	GS50-25-08	
25.2	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) SOCIAL SERVICES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Adults: 8 years; Minors: 8 years, or 3 years past age of majority, whichever is longer.	Destroy when obsolete or superseded	GS50-25-02	Reference RCW 4.16.350. 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.
25.3	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) SOCIAL SERVICES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years	Destroy when obsolete or superseded	GS50-25-03	Reference RCW 4.16.350. 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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.4	FACILITIES INSPECTIONS AND CERTIFICATIONS SOCIAL SERVICES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-25-04	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.
25.5	INVOLUNTARY COMMITMENT CASE FILES SOCIAL SERVICES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	Superior Court retains the primary copy	10 years	GS50-25-05	Reference RCW 4.16.350.
25.6	PROJECT FILES SOCIAL SERVICES	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-06	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.
25.7	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



26. Solid Waste Management

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.1	COMPREHENSIVE SOLID WASTE PLANS Please contact your Regional Archivist before destroying this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.	OPR	Destroy when superseded plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-26-16	
26.2	CONSTRUCTION SITE INSPECTIONS SOLID WASTE MANAGEMENT Inspection of construction projects to verify proper waste disposal.	OPR	6 years	Destroy when obsolete or superseded	GS50-26-02	
26.3	DAILY TRIP STATUS REPORT / LOG SOLID WASTE MANAGEMENT Documentation of the number of loads dumped by each hauler for the day.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-04	
26.4	LANDFILL / TRANSFER STATION HISTORY FILES Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions. ESSENTIAL RECORD - needs security microfilm backup - See Remarks	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.5	LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations. ESSENTIAL RECORD - needs security microfilm backup - See Remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-06	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26.6	LANDFILL SITE CLOSURE AND CUSTODIAL FILES Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian. ESSENTIAL RECORD - Needs security microfilm backup - see Remarks	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-07	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26.7	LANDFILL / TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement. ESSENTIAL RECORD - Needs security backup - see Remarks	OPR	6 years	Destroy when obsolete or superseded	GS50-26-08	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.8	OUTSIDE WASTE GENERATOR CLEARANCE DOCUMENTATION Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-26-09	
26.9	SCALE HOUSE VIDEO MONITORING TAPES Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-10	
26.10	SOLID WASTE LOAD TRIP TICKETS Documentation of number and content of loads dumped by each hauler.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-12	
26.11	SOLID WASTE RECEIVING AND PROCESSING LOGS Chronological documentation of materials received and processed by solid waste facilities. Series revised - changed Title from "Solid Waste Load Check Logs" and Description from "Document checking of solid waste loads for unacceptable waste" - 02/06	OFM	3 years	Destroy when obsolete or superseded	GS50-26-11	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.12	SPECIALIZED MATERIALS CONTAINMENT, STORAGE AND DISPOSAL PERMITS Permits issued to Solid Waste agencies for the containment, storage, and disposal of specialized materials. New series - 02/06	OPR	Termination or renewal of permit plus 6 years	Destroy when obsolete or superseded	GS50-26-17	
26.13	UNACCEPTABLE WASTE STATEMENTS Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	OFM	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-14	
26.14	WASTE DISPOSAL VIOLATION FILES SOLID WASTE MANAGEMENT	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-15	



27. Surface Water Drainage Documentation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.1	DIKING AND DRAINAGE DISTRICT HISTORY FILES Documentation on the formation, location, and activities in each district.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-01	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.
27.2	DIKING AND DRAINAGE FACILITY MAINTENANCE HISTORY FILES Documentation of ongoing inspection and maintenance.	OPR	Life of facility	Destroy when obsolete or superseded	GS50-27-02	
27.3	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES Documentation of requests for funding and execution of non-routine maintenance projects.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-27-03	
27.4	DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.	OPR	Resolution of complaint plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-04	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.5	DRAINAGE BASIN AND WATERSHED HISTORY FILES Background documentation for planning and capital improvement projects as well as lawsuits.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-05	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.
27.6	FLOOD CONTROL PLAN Comprehensive management plans for flood control within the agency's jurisdiction. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Until obsolete or superseded	GS50-27-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
27.7	FLOOD CONTROL PLAN DEVELOPMENT FILES Documentation of the development of the agency's current flood control plan.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.8	FLOOD DAMAGE SURVEY REPORTS Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
27.9	FLOOD FILES Documentation of significant individual floods and flooding issues.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-09	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.
27.10	MONITORING, TEST AND SAMPLE DATA SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Surface water, flood, and drainage related data collected by the agency, including stream flow, rainfall, and water samples.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.11	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	OPR	Expiration plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27.12	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL REV: New DAN assigned. (Original DAN GS50-01-32 was a duplicate.) 12/2008	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-57	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.
27.13	RIVER MANAGEMENT PROJECT FILES Document requests for funding and execution of river improvement projects.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-12	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.
27.14	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-13	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.15	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS ESSENTIAL RECORD - Needs security microfilm backup See remarks.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-14	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
27.16	SURFACE WATER / DRAINAGE CAPITAL IMPROVEMENT PROJECTS Documentation of design and development work done on construction projects intended to relieve drainage and other surface water management problems (For construction project files, plans, and specifications retention requirements, see Public Works - Engineering section.)	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.17	WATER QUALITY PROJECT FILES SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Documentation of planning projects for improvement of surface water quality.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-16	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.
27.18	WATERSHED MANAGEMENT POLICY FILES Background documentation for agency surface water management policy development projects.	OFM	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-17	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



28. Transit Authorities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.1	ACCESSIBLE BOARDINGS REPORTS TRANSIT AUTHORITIES	OFM	5 years	Destroy when obsolete or superseded	GS50-31-01	
28.2	AMERICANS WITH DISABILITIES ACT (ADA) CUSTOMER ELIGIBILITY FILES	OFM	6 years after termination of service or participation by customer	Destroy when obsolete or superseded	GS50-31-02	
28.3	BUS (COACH) ASSIGNMENT SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-03	
28.4	BUS (COACH) CHANGE SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-04	
28.5	BUS (COACH) CLEANER CHECK SHEETS	OFM	30 days	Destroy when obsolete or superseded	GS50-31-05	
28.6	BUS ROUTE SCHEDULES/TIMETABLES	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	GS50-31-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.7	BUS SHELTER HISTORY FILES Correspondence with Public Works and contractors about new shelter locations. Includes site permission for rights of way and easements.	OFM	Keep until site vacation	Destroy when obsolete or superseded	GS50-31-08	
28.8	BUS SHELTER LISTINGS Listing of shelter sights. Adopt a shelter program.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-09	
28.9	CUSTOMER COMMENT FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-10	
28.10	DISPATCH CHANGE SHEETS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-12	
28.11	DISPATCH FILES - TRANSIT AUTHORITIES Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, bid mark-ups.	OFM	6 years	Destroy when obsolete or superseded	GS50-31-11	
28.12	DISPATCH LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-13	
28.13	EMPLOYEE WORK SCHEDULES TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-14	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.14	FARE INFORMATION REFERENCE AND BACKGROUND FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-15	
28.15	FEDERAL TRANSIT ADMINISTRATION (FTA) NATIONAL TRANSIT DATABASE REPORT (ALSO KNOWN AS SECTION 15 REPORT) Operating and financial data reported annually to the FTA and used as the basis for calculating FTA funding provided to each transit district or authority.	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-16	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. 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.
28.16	LOST AND FOUND REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-17	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.17	MARKETING AND PROMOTION PROJECT FILES TRANSIT AUTHORITIES Reference materials relating to transit promotion.	OFM	Completion of project plus 3 years	Destroy when obsolete or superseded	GS50-31-18	
28.18	MISSED TRIP LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-19	
28.19	ON-TIME PERFORMANCE REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-20	
28.20	OPERATIONS REPORTS TRANSIT AUTHORITIES Daily, weekly or other periodic reports summarizing transit system operations.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-21	
28.21	OPERATOR ASSIGNMENT AND SHAKE-UP RECORDS TRANSIT AUTHORITIES and shifts. Documentation of assignment of individual operators to routes and shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-22	
28.22	OPERATOR INCIDENT REPORTS TRANSIT AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.23	OPERATOR PRE/POST-SHIFT INSPECTION REPORTS TRANSIT AUTHORITIES Reports of operators' inspections of buses at the beginning and end of their shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-24	
28.24	PARATRANSIT MANIFESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-25	
28.25	PARATRANSIT SERVICE HISTORY FILES OR DATABASE MANIFESTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-26	
28.26	PROPERTY APPRAISAL MANIFESTS FILES TRANSIT AUTHORITIES	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-31-27	
28.27	RADIO DISPATCH RECORDINGS Recordings of dispatch radio messages to and from transit operators. New Series 07/03	OFM	90 days	Destroy when obsolete or superseded	GS50-31-43	
28.28	RADIO LOGS MANIFESTS TRANSIT AUTHORITIES	OFM	90 days	Destroy when obsolete or superseded	GS50-31-28	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.29	RIDEMATCHING PARTICIPANT INFORMATION Information maintained for each participant.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-29	
28.30	RIDERSHIP REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-30	
28.31	ROAD CALL REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-31	
28.32	ROUTE CHANGE FILES Correspondence and working papers regarding route changes.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-32	
28.33	ROUTE HISTORY DOCUMENTATION	OFM	Life of the route	Destroy when obsolete or superseded	GS50-31-33	
28.34	ROUTE MAINTENANCE FILES Check sheets used to record needed improvements in the route (actual physical improvements).	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-34	
28.35	SALES REPORTS TRANSIT AUTHORITIES Periodic (daily, weekly, etc) reports of tickets, passes and other items sold.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-35	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.36	SERVICE AREA ANNEXATION PLANS TRANSIT AUTHORITIES	OFM	6 years	Destroy when obsolete or superseded	GS50-31-36	
28.37	SERVICE PERFORMANCE EVALUATIONS TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-37	
28.38	SERVICE PLANNING AND DEVELOPMENT FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-38	
28.39	TAXI SCRIP RECEIPTS Verifies receipt of taxi scrip for sales to public.	OPR	6 years	Destroy when obsolete or superseded	GS50-31-39	
28.40	TRANSIT PLANNING REFERENCE FILES Files containing surveys, statistics, and correspondence used for future planning in transit.	OFM	Destroy when obsolete or superseded Potential archival value See remark	Destroy when obsolete or superseded	GS50-31-40	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.41	TRIENNIAL REVIEW AUDITS TRANSIT AUTHORITIES	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-41	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. 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.
28.42	VANPOOL MONTHLY REPORTS TRANSIT AUTHORITIES	OPR	Termination of pool plus 6 years	Destroy when obsolete or superseded	GS50-31-42	

SUPERSEDED



29. Utilities Accounting

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.1	BILLING STATEMENTS (CARDS) UTILITIES ACCOUNTING Statements of money due for utility services, including amount due, balance, account number, and customer's name.	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-01	
29.2	BILLING STUBS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-02	
29.3	BILLING SUMMARIES (REGISTERS) - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-03	
29.4	COLLECTION AGENCY REPORTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-04	
29.5	CUSTOMER ACCOUNT ADJUSTMENT FILES - UTILITIES ACCOUNTING Includes applications for low income/senior discount/rate reduction.	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-05	
29.6	CUSTOMER ACCOUNT INDEX - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.7	CUSTOMER CREDIT FILES - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-07	
29.8	DELINQUENT ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-08	
29.9	DEPOSIT RECEIPTS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-09	
29.10	DEPOSIT REGISTER – UTILITIES ACCOUNTING REV: New DAN assigned. (Original DAN GS50-03B-02 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-15	
29.11	DISCONNECTION NOTICES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-11	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.12	<p>ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group.</p> <p>Series Revised - Removed '...66(a) National Association of Regulatory Utility Commissioners NARUC 66(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05B-13	Reference 18CFR125.3 3(42)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.13	<p>ELECTRIC UTILITY GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES</p> <p>Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - Reduced retention from 50 years and corrected CFR citations in Remarks - 07/03</p> <p>Series Revised - Removed 'National Association of Regulatory Utility Commissioners NARUC 10(a)(1), NARUC 10(b)(1) and NARUC 11' from the Remarks column - 09/06</p>	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-12	Reference 18CFR125.3 (6a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standards.
29.14	<p>ELECTRIC UTILITY PLANT LEDGERS</p> <p>New series 07/03</p> <p>Series Revised: Removed 'See remarks' comment from the retention column; removed 'regulations' from the Remarks column and added 'Reference' - 09/06</p>	OPR	25 years See remarks	Destroy when obsolete or superseded	GS55-05B-28	Regulations 18CFR125.3.(16a)

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.15	FEDERAL AND STATE REGULATORY COMMISSIONS Includes annual financial, operating and statistical and PURPA reports. Series Revised: Changed title from 'Electric Utility Coset of Service Report'; changed description from 'Filed under section 133 of the Public Utilities Regulatory Policies Act (PURPA) and removed '...336.65(d) from the Remarks column and added correct CFR reference - 09/06	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-05B-14	Reference 18CFR125.3(41)
29.16	FINAL CLOSURE OF ACCOUNT SCHEDULES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-15	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.17	<p>JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Reduced retention from 50 years; removed '...12(a) National Association of Regulatory Utility Commissioners NARUC 12(a)' from the Remarks column and added correct reference number - 09/06</p> <p>Series revised - changed Primary Copy retention from 50 years - 10/05</p>	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-17	Reference 18CFR125.3 8(a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup
29.18	LOW INCOME / SENIOR CITIZEN DISCOUNT / TAX EXEMPTION APPLICATIONS - UTILITIES ACCOUNTING	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05B-27	
29.19	METER READING CARDS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-19	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.20	<p>RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION - UTILITIES ACCOUNTING Service rate calculations and documentation on billing and collection systems.</p> <p>Series Revised - Changed title from 'Rate and Billing System Development Documentation - Utilities Accounting'; added 'Includes development of rate schedule' to the description, changed retention from 'Destroy when obsolete or superseded' and added statement in the Remarks column - 09/06</p>	OFM	Completion of Rate Schedule plus 6 Years	Destroy when obsolete or superseded	GS55-05B-20	Reference 18CFR125.3(30)
29.21	<p>RATE AND COLLECTION SYSTEM REVISION NOTICES - UTILITIES ACCOUNTING Notices to customers of changes in billing rates and collection policies and procedures.</p>	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-21	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.22	RATE SCHEDULES - UTILITIES ACCOUNTING Official proceedings and approval. Series revised - Added CFR citation to Remarks - 07/03 Series revised - added description - 09/06	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS55-05B-22	Reference 18CFR125.3(30). Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
29.23	SERVICE APPLICATIONS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-24	
29.24	SERVICE ORDERS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-25	
29.25	UNCOLLECTABLE ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-26	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29.26	UTILITY CUSTOMER DEPOSIT LISTING Series Revised: Removed description 'Listing of customers that have a security deposit on their accounts because of past account issues of non-payment. Includes name, account number, deposit amount, etc.'; reduced retention from 6 years and added CFR reference in the Remarks column - 09/06 New Series - 10/04	OPR	Termination of account plus 3 years	Destroy when obsolete or superseded	GS55-05B-29	Reference 18CFR125.3(36)
29.27	UTILITY METER READINGS / USAGE DOCUMENTATION Series Revised - Changed title from 'Meter Books - Utilities Accounting' - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-18	

SUPERSEDED



GLOSSARY

Archival	<i>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.</i>
Essential	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>
	<i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
OFM	<i>Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.</i>
OPR	<i>Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.</i>
Permanent	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.</i>
Potential Archival Value and Potentially Archival	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
Record Series	<i>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.</i>



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