



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

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of 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; emergency services; facility and property management; fairs; fire and emergency medical; housing authorities; juvenile services; land use planning, permits and appeals; licenses, permits, fees and taxes; noxious weed control; parks and recreation; port districts; prosecuting attorney; public works engineering; social services; and transit authorities.

This records retention schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which can be found at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival 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 chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previous versions of the *Local Government General Records Retention Schedule (LGRRS)* are revoked. Local government agencies must ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 2, 2010.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	1997	First version.
2.0	1999	General update.
3.0	2001	General update.
4.0	2002 - 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.
5.1	January 28, 2010	Records series relating to libraries have been removed and placed in the <i>Local Government Common Records Retention Schedule (CORE Ver. 2.0)</i> . Revision numbers have been added to all Disposition Authority Numbers (DANs). <b>Passport Application Transmittals</b> (GS50-12D-22) has been revised, and new series <b>Passport Application Transmittals – Separate Receipt Issued</b> (GS2010-022) has been added.
5.2	December 2, 2010	Records series relating to public utilities have been removed and placed in the new <i>Public Utilities Records Retention Schedule (Ver. 1.0)</i> , including Electric Utilities, Irrigation Utilities, Sewer and Water Systems, Surface Water Drainage, and Utilities Accounting. <b>Passport Application Transmittals – Separate Receipt Issued</b> (GS2010-022) has been revised. Glossary updated.



## TABLE OF CONTENTS

1.	AIR QUALITY .....	5
2.	ANIMAL SERVICES .....	9
3.	ASSIGNED COUNSEL.....	14
4.	CEMETERY RECORDS.....	17
5.	COMMUNICATIONS .....	19
6.	CONSERVATION DISTRICTS .....	21
7.	CORONERS AND MEDICAL EXAMINERS.....	24
8.	EMERGENCY SERVICES.....	26
9.	FACILITY AND PROPERTY MANAGEMENT.....	27
10.	FAIRS .....	28
11.	FIRE AND EMERGENCY MEDICAL.....	29
12.	HOUSING AUTHORITIES .....	37
13.	JUVENILE SERVICES .....	50
14.	LAND USE PLANNING, PERMITS AND APPEALS .....	55
15.	LICENSES, PERMITS, FEES AND TAXES .....	73
16.	NOXIOUS WEED CONTROL.....	84
17.	PARKS AND RECREATION .....	87
18.	PORT DISTRICTS .....	91
19.	PROSECUTING ATTORNEY.....	95

**SUPERSEDED**



20.	PUBLIC WORKS ENGINEERING .....	105
21.	SOCIAL SERVICES.....	117
22.	SOLID WASTE MANAGEMENT .....	119
23.	TRANSIT AUTHORITIES.....	123
	GLOSSARY.....	130
	INDEXES.....	134

# SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.



## 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	<p>AIR QUALITY DATA SUMMARIES Annual report of regional air quality statistics, including data collected from air monitoring sites.</p> <p>New series - 03/05</p>	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	<p>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.</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	GS65-01-05	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	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.  New series - 03/05	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	ASBESTOS CONTRACTORS NOTIFICATIONS AND REPORTS Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-07	
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

**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
1.8	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	
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.





## 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	
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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7	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	



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.



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</p> <p>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.

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
6.4	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.
7.3	CORONER / MEDICAL EXAMINER LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	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.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.4	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	OPR	6 years	Destroy when obsolete or superseded	GS50-34-04	
7.5	INQUESTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	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	MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.	OFM	6 years	Destroy when obsolete or superseded	GS50-34-06	
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. 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
8.1	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.
8.2	FALLOUT SHELTER MANAGEMENT FILE	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-04	
8.3	PROJECT FILES EMERGENCY SERVICES	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-14-05	
8.4	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SERVICES	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-06	
8.5	SEARCH AND RESCUE MISSION FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-14-07	
8.6	SEARCH AND RESCUE TRAINING MISSION FILES EMERGENCY SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS50-14-08	



## 9. 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
9.1	<p>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.</p> <p>New series 10/04</p>	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-05H-05	



## 10. 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
10.1	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.
10.2	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	
10.3	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.
10.4	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	



## 11. 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
11.1	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.
11.2	ALARM INSPECTION LOG FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-01	
11.3	ALARM LOCATION RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-02	

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
11.4	ALARM SYSTEMS TEST AND MAINTENANCE RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-03	
11.5	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.
11.6	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	
11.7	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	
11.8	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
11.9	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	
11.10	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-09	
11.11	FIRE ALARM RESPONSE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS53-04-10	
11.12	FIRE ALARM SYSTEMS DRAWINGS	OFM	Life of facility	Destroy when obsolete or superseded	GS53-04-11	
11.13	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	
11.14	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	GS53-04-12	
11.15	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-13	

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
11.16	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-14	
11.17	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.
11.18	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
11.19	<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.
11.20	<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	
11.21	<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	

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
11.22	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	
11.23	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	OFM	Life of equipment	Destroy when obsolete or superseded	GS53-04-18	
11.24	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
11.25	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.
11.26	PERSONNEL ASSIGNMENT ROSTER - FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-22	
11.27	RADIO LOGS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	90 days	Destroy when obsolete or superseded	GS53-04-23	
11.28	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
11.29	TAPE RECORDS OF FIRE ALARM CIRCUITS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-24	
11.30	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	
11.31	VEHICLE SERVICE RECORDS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	Life of vehicle	Destroy when obsolete or superseded	GS53-04-25	

**SUPERSEDED**



## 12. 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
12.1	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	
12.2	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	
12.3	APARTMENT INVENTORY AND INSPECTION REPORT HOUSING AUTHORITIES	OFM	3 years after vacation	Destroy when obsolete or superseded	GS60-01-03	
12.4	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.
12.5	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
12.6	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	
12.7	COLLECTION LOSS REPORT HOUSING AUTHORITIES Delinquent tenant account report	OPR	6 years	Destroy when obsolete or superseded	GS60-01-07	
12.8	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.
12.9	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.
12.10	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
12.11	DISPOSITION RECORDS OF PERSONAL PROPERTY HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-11	
12.12	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.
12.13	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	
12.14	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	
12.15	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	
12.16	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
12.17	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	
12.18	HUD 52267 Computation of payments in lieu of taxes.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-15	
12.19	HUD 52295 Delinquency report statement of tenants accounts receivable.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-16	
12.20	HUD 52598 Analysis of non-routine expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-17	
12.21	HUD 52599 Statement of operating receipts and expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-18	
12.22	HUD 52601 Balance sheet preliminary loan period.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-19	
12.23	HUD 52602 Statement of preliminary planning cost.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-20	
12.24	HUD 52603 Statement of initial operating income and expenses.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-21	





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	HUD 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	OPR	6 years	Destroy when obsolete or superseded	GS60-01-22	
12.26	HUD 52682 Operating statement - Housing assistance payments program.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-23	
12.27	HUD 52981 Statement and voucher for basic annual contributions.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-24	
12.28	HUD 52982 Statement and voucher for contributions for special subsidy families leased housing.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-25	
12.29	HUD 52993 Statement of modernization cost.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-26	
12.30	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	
12.31	HUD COMPLAINT LOG	OFM	6 years	Destroy when obsolete or superseded	GS60-01-29	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.32	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	
12.33	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.
12.34	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	
12.35	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	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.36	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	
12.37	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.
12.38	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	
12.39	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT HOUSING AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS60-01-38	
12.40	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 information in this records series

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
	<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>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
12.41	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.
12.42	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.
12.43	REHABILITATION PROGRAM BLOCK GRANT FILES HOUSING AUTHORITIES	OPR	6 years after end of grant year	Destroy when obsolete or superseded	GS60-01-42	
12.44	RELOCATION CHECK REQUEST COPIES HOUSING AUTHORITIES	OPR	10 years after grant expiration	Destroy when obsolete or superseded	GS60-01-43	
12.45	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.

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
12.46	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	
12.47	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	
12.48	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.
12.49	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	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.50	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'.
12.51	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.
12.52	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.
12.53	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.54	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	
12.55	TENANT GRIEVANCE FILES HOUSING AUTHORITIES	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-54	
12.56	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.
12.57	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	
12.58	TENANT WAITING LIST PUBLIC HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-61	
12.59	TENANT WAITING LIST SECTION 8 HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-62	

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
12.60	UTILITIES REVIEW FILES HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-57	
12.61	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.
12.62	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**



### 13. 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
13.1	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	OFM	Until expiration of appeal period	Destroy when obsolete or superseded	GS50-28-01	
13.2	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.
13.3	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.

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
13.4	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.
13.5	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.
13.6	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.
13.7	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.
13.8	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
13.9	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.
13.10	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.
13.11	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
13.12	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
13.13	<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	<p>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 <del>eighteen</del> 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.</p>

SUPERSEDED



## 14. 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
14.1	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.
14.2	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
14.3	<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	
14.4	<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	
14.5	<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
14.6	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.
14.7	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.
14.8	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
14.9	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.
14.10	BUILDING INSPECTION REPORTS EXISTING BUILDINGS	OPR	6 years	Destroy when obsolete or superseded	GS50-11-07	
14.11	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
14.12	<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.
14.13	<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.

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
14.14	<p>CONDITIONAL USE PERMITS Includes special use permits or equivalent.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added Description - 07/05</p>	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.
14.15	<p>CRITICAL (SENSITIVE) AREA DESIGNATION Documentation of designation of individual parcels of real property as critical areas.</p> <p><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></p> <p>New series - 09/05</p>	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-25	

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
14.16	<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.
14.17	<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
14.18	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.
14.19	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
14.20	<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.

**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
14.21	<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.

**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
14.22	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE FILES</p> <p>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.

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
14.23	<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 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.
14.24	LONG TERM RIGHT-OF-WAY USE PERMITS	OPR	Termination of use plus 6 years	Destroy when obsolete or superseded	GS50-11-22	

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
14.25	<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	<p>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.</p>
14.26	<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	<p>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.</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
14.27	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	
14.28	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.
14.29	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
14.30	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.
14.31	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.

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
14.32	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.
14.33	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	
14.34	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	

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
14.35	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.  New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-16B-19	
14.36	WATER AVAILABILITY VERIFICATION  REV: New DAN assigned. (Original DAN GS50-11-21 was a duplicate.) 12/2008	OFM	2 years	Destroy when obsolete or superseded	GS50-11-27	
14.37	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.  Series revised - Added series description, reduced retention from 3 years and added code number to remarks column 04/04  Series revised - added to Title "Land Use Development, Land Division" - 07/05	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
14.38	<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>

SUPERSEDED





## 15. 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
15.1	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	
15.2	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
15.3	<b>BUSINESS LICENSE ENFORCEMENT INSPECTIONS</b> 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. New Series - 07/03	OFM	Until Inspection Complete or Violations Resolved	Destroy when obsolete or superseded	GS50-12D-24	
15.4	<b>BUSINESS LICENSES</b> Application to run businesses within an agency's jurisdiction. Includes original application to start business and any relevant correspondence. Series Revised - 07/03	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
15.5	<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	
15.6	<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
15.7	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	
15.8	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	
15.9	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	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.10	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	
15.11	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
15.12	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	



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	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	
15.14	<b>Passport Application Transmittals – Separate Receipt Not Issued</b> Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, where a separate receipt is not issued for the execution fee.	OPR	Retain for 6 years after end of fiscal year then Destroy.	Destroy when obsolete or superseded.	GS50-12D-22 Rev. 1	

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
15.15	<p><b>Passport Application Transmittals – Separate Receipt Issued</b></p> <p>Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, provided that a separate receipt is issued for the execution fee.</p> <p><i>Note: Use GS50-12A-22 if a separate receipt is not issued.</i></p> <p><i>Note: Receipts are covered by Receipts (DAN GS50-03A-21).</i></p>	OPR	<p>Retain for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	Destroy when obsolete or superseded.	GS2010-022 Rev. 1	
15.16	<p><b>PERSONAL LICENSE VIOLATIONS</b></p> <p>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.</p> <p>New series-07/03</p>	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
15.17	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.
15.18	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
15.19	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
15.20	<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. 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
15.21	<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



## 16. 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
16.1	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.
16.2	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.
16.3	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.
16.4	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.5	INFRACTION REPORTS - ASSESSMENT OF PENALTY - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	3 years	GS58-05-05	Reference RCW 17.10.350.
16.6	INFRACTION REPORTS - DETERMINATION HEARING - NOXIOUS WEED CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS58-05-06	Reference RCW 17.10.330.
16.7	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.
16.8	LANDOWNER PAYMENT RECEIPTS - NOXIOUS WEED CONTROL	OFM	County Treasurer has primary copy	6 years	GS58-05-08	Reference RCW 17.10.170.
16.9	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.10	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**



## 17. 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
17.1	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.
17.2	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.
17.3	FACILITIES USE PERMITS PARKS AND RECREATION	OFM	3 years	Destroy when obsolete or superseded	GS50-13C-04	
17.4	GIFTS AND DONATIONS INFORMATION FILES PARKS AND RECREATION	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-13C-05	
17.5	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
17.6	<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.
17.7	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
17.8	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.
17.9	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	
17.10	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
17.11	RECREATION SCHOLARSHIP APPLICATIONS APPROVED	OPR	6 years	Destroy when obsolete or superseded	GS50-13C-17	
17.12	RECREATION SCHOLARSHIP APPLICATIONS NOT APPROVED	OFM	Until completion of approval process plus 30 days	Destroy when obsolete or superseded	GS50-13C-18	
17.13	SPORTS LEAGUES PERMITS	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-13C-16	

**SUPERSEDED**



## 18. 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
18.1	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.
18.2	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.
18.3	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	
18.4	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
18.5	COLD STORAGE TIME AND TEMPERATURE RECORDS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-05	
18.6	CUSTOMER BILLINGS PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-06	
18.7	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.
18.8	F.A.A. REGULATORY FILES	OFM	5 years	Destroy when obsolete or superseded	GS55-04-08	
18.9	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.
18.10	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
18.11	LANDING FEE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-11	
18.12	LONGSHORE WORK REPORTS AND PAYROLL	OFM	Pacific Maritime Association retains primary copy	Destroy when obsolete or superseded	GS55-04-12	
18.13	PASSENGER FACILITIES CHARGES PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-13	
18.14	TARIFF MEMORANDUM - Documentation of tariffs and history of tariff changes.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-04-14	
18.15	TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-15	
18.16	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.17	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**



## 19. 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
19.1	ANNUAL REPORT TO STATE LIQUOR CONTROL BOARD	OFM	Liquor Control Board PERMANENT	Prosecutor 2 years	GS52-07-01	
19.2	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.
19.3	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
19.4	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	
19.5	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
19.6	<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.
19.7	<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
19.8	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	
19.9	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
19.10	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	
19.11	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
19.12	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	
19.13	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
19.14	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	
19.15	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	
19.16	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
19.17	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	
19.18	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	
19.19	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	
19.20	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
19.21	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.
19.22	FAMILY LAW FILES A. PATERNITY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - Until child is age 19	GS52-07-09A	
19.23	FAMILY LAW FILES B. IV-D PROGRAM FILES	OFM	Washington state Department of Social and Health Services	Prosecutor - 6 years	GS52-07-09B	
19.24	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	
19.25	FAMILY LAW FILES E. DEPENDENCY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 6 years	GS52-07-09E	
19.26	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
19.27	INVOLUNTARY COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports, etc.	OFM	Superior Court Clerk PERMANENT	Prosecutor 3 years after case closed	GS52-07-10	
19.28	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	
19.29	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	OFM	6 years	Destroy when obsolete or superseded	GS52-07-13	
19.30	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	
19.31	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	

SUPERSEDED





## 20. 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
20.1	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS PUBLIC WORKS-ENGINEERING	OFM	Destroy	Destroy	GS50-18-01	
20.2	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.
20.3	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.
20.4	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.

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
20.5	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	
20.6	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.
20.7	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.
20.8	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	

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
20.9	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	
20.10	CREW CHIEF / FOREMAN'S PRODUCTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-12	
20.11	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	
20.12	EMERGENCY RESPONSE LOGS - PUBLIC WORKS-ENGINEERING	OPR	6 years	Destroy when obsolete or superseded	GS50-18-14	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.13	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.
20.14	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.
20.15	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.

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
20.16	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.
20.17	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.
20.18	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	
20.19	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	

**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
20.20	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.
20.21	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.

**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
20.22	<p>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.</p> <p>New Series 06/03</p>	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.
20.23	<p>RIGHT-OF-WAY CASE FILES Documentation of land acquisitions through purchase, condemnation, etc., and disposal through sale, vacation, and related right of way issues.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	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.

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
20.24	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.
20.25	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	

**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
20.26	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.
20.27	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.
20.28	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.

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
20.29	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	
20.30	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	GS50-18-30	
20.31	SURVEY MAPS FILED FOR RECORD Includes section and quarter section maps.  ESSENTIAL RECORD - needs security microfilm backup - See remarks.	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.

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
20.32	TRAFFIC ACCIDENT REPORTS - PUBLIC WORKS-ENGINEERING  Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.  Series revised - added "for traffic monitoring purposes" to Description, changed Secondary Copy retention from "Destroy when obsolete or superseded" - 10/05	OFM	Washington State Patrol keeps 6 years	6 years following date of report	GS50-18-32	
20.33	TRAFFIC COUNT DATA Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	GS50-18-33	
20.34	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.
20.35	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	
20.36	TRAFFIC SIGNAL HISTORY RECORD	OFM	Life of equipment plus 3 years	Destroy when obsolete or superseded	GS50-18-39	

**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
20.37	TRAFFIC SIGNAL OPERATIONS REPORTS AND LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-40	
20.38	TRAFFIC SIGNAL TESTING AND INSTALLATION RECORDS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-41	
20.39	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.
20.40	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	



## 21. 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
21.1	<p>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 &amp; family, women's, veterans and housing. Case files document the support services provided and participation in the program</p> <p>New Series - September 2007.</p>	OPR	Close of case plus 6 years	Destroy when obsolete or superseded	GS50-25-08	
21.2	<p>CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) SOCIAL SERVICES</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	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.
21.3	<p>CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) SOCIAL SERVICES</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	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.

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
21.4	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.
21.5	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.
21.6	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.
21.7	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



## 22. 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
22.1	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	
22.2	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	
22.3	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	
22.4	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
22.5	<p>LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations.</p> <p>ESSENTIAL RECORD - needs security microfilm backup - See Remarks.</p>	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.
22.6	<p>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.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - see Remarks</p>	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.
22.7	<p>LANDFILL / TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement.</p> <p>ESSENTIAL RECORD - Needs security backup - see Remarks</p>	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
22.8	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	
22.9	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	
22.10	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	
22.11	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
22.12	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	
22.13	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	
22.14	WASTE DISPOSAL VIOLATION FILES SOLID WASTE MANAGEMENT	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-15	



### 23. 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
23.1	ACCESSIBLE BOARDINGS REPORTS TRANSIT AUTHORITIES	OFM	5 years	Destroy when obsolete or superseded	GS50-31-01	
23.2	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	
23.3	BUS (COACH) ASSIGNMENT SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-03	
23.4	BUS (COACH) CHANGE SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-04	
23.5	BUS (COACH) CLEANER CHECK SHEETS	OFM	30 days	Destroy when obsolete or superseded	GS50-31-05	
23.6	BUS ROUTE SCHEDULES/TIMETABLES	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	GS50-31-07	
23.7	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	



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	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	
23.9	CUSTOMER COMMENT FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-10	
23.10	DISPATCH CHANGE SHEETS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-12	
23.11	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	
23.12	DISPATCH LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-13	
23.13	EMPLOYEE WORK SCHEDULES TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-14	
23.14	FARE INFORMATION REFERENCE AND BACKGROUND FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-15	



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	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.
23.16	LOST AND FOUND REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-17	
23.17	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	
23.18	MISSED TRIP LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.19	ON-TIME PERFORMANCE REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-20	
23.20	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	
23.21	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	
23.22	OPERATOR INCIDENT REPORTS TRANSIT AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-23	
23.23	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	
23.24	PARATRANSIT MANIFESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-25	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.25	PARATRANSIT SERVICE HISTORY FILES OR DATABASE MANIFESTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-26	
23.26	PROPERTY APPRAISAL MANIFESTS FILES TRANSIT AUTHORITIES	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-31-27	
23.27	RADIO DISPATCH RECORDINGS Recordings of dispatch MANIFESTS radio messages to and from transit operators. New Series 07/03	OFM	90 days	Destroy when obsolete or superseded	GS50-31-43	
23.28	RADIO LOGS MANIFESTS TRANSIT AUTHORITIES	OFM	90 days	Destroy when obsolete or superseded	GS50-31-28	
23.29	RIDEMATCHING PARTICIPANT INFORMATION Information maintained for each participant.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-29	
23.30	RIDERSHIP REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-30	
23.31	ROAD CALL REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-31	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.32	ROUTE CHANGE FILES Correspondence and working papers regarding route changes.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-32	
23.33	ROUTE HISTORY DOCUMENTATION	OFM	Life of the route	Destroy when obsolete or superseded	GS50-31-33	
23.34	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	
23.35	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	
23.36	SERVICE AREA ANNEXATION PLANS TRANSIT AUTHORITIES	OFM	6 years	Destroy when obsolete or superseded	GS50-31-36	
23.37	SERVICE PERFORMANCE EVALUATIONS TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-37	
23.38	SERVICE PLANNING AND DEVELOPMENT FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-38	
23.39	TAXI SCRIP RECEIPTS Verifies receipt of taxi scrip for sales to public.	OPR	6 years	Destroy when obsolete or superseded	GS50-31-39	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.40	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.
23.41	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.
23.42	VANPOOL MONTHLY REPORTS TRANSIT AUTHORITIES	OPR	Termination of pool plus 6 years	Destroy when obsolete or superseded	GS50-31-42	



## GLOSSARY

### ***Appraisal***

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

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

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

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

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

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

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

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

### ***Disposition***

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

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

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

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



### ***Essential Records***

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

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

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

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

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

### ***Migration***

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

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

Public records which do not possess sufficient historic value to be designated as "Archival". Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

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

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

### ***Obsolete***

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

### ***Office of Record***

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

**SUPERSEDED**



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

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

*RCW 40.14.010 – Definition and classification of public records.*

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

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

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

*RCW 40.14.010 – Definition and classification of public records.*

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

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

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

### ***Primary Records***

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

### ***Public Records***

**RCW 40.14.010 – Definition and classification of public records.**

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



### **Records Series**

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

### **Secondary Records**

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

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

### **Security Microfilm**

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

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

**SUPERSEDED**



**INDEX: ARCHIVAL / POTENTIALLY ARCHIVAL / PERMANENT RECORDS**

<b>AIR QUALITY</b>		<b>FIRE AND EMERGENCY MEDICAL</b>	
Air Pollution Source History Files.....	5	Building Information History Card.....	30
Air Quality Complaint Files.....	5	Fire Investigation Documentation – Open Investigations of Incidents that Result in Loss of Human Life .....	33
Air Quality Data Summaries.....	6	<b>HOUSING AUTHORITIES</b>	
Air Resources Management Implementation Plan.....	6	Asset Management Files.....	37
Air Resources Management Maintenance Plan .....	7	Community Files .....	38
Weather Monitoring Reports .....	8	Detailed Construction Analysis Files.....	38
<b>ANIMAL SERVICES</b>		Master Planning Files for Redevelopment .....	42
Statistical Reports Animal Control.....	13	Population Report Statistics .....	43
<b>CEMETERY DISTRICTS</b>		Property History Files .....	43
Index of Interments .....	17	Public Housing Assessment Programs .....	45
Records of Burial or Interment .....	17	Public Housing Redevelopment Files.....	45
Section Books .....	18	Rent Roll Control and Analysis File.....	45
Section Maps .....	18	Schedules of Maximum Income Limits.....	46
<b>CONSERVATION DISTRICTS</b>		Tenant Housing Surveys and Census Tabulations .....	48
Agreements with Landowners in Which the Conservation District is a Signing Party .....	22	Utilization Reports .....	49
Agreements With Landowners in Which the Conservation District is Not a Signing Party .....	21	<b>JUVENILE SERVICES</b>	
Annual Plans .....	22	Daily Recordings of Juvenile Court Documents.....	50
Long Range Plans.....	23	Dockets .....	51
<b>CORONERS AND MEDICAL EXAMINERS</b>		Juvenile Court Case File Indexes.....	52
Card File Index .....	24	Juvenile Court Case Files.....	52
Coroner/Medical Examiner Ledger.....	24	<b>LAND USE PLANNING, PERMITS AND APPEALS</b>	
Coroners/Medical Examiner Investigation Files .....	24	Administrative Appeals Case Files .....	55
Inquests .....	25	Approved Construction Drawings, Plans and Specifications .....	56
<b>EMERGENCY SERVICES</b>		Building Construction and Modification Permit Indexes.....	58
Civil Defense Zone Control History File .....	26	Comprehensive Land Use Plan and Amendments.....	59
<b>FAIRS</b>		Comprehensive Land Use Plan History Files.....	59
Exhibitors Lists.....	28	Conditional Use Permits .....	60
Ribbon Winners List.....	28	Forest Practice Permit Files .....	61
		Land Division and Development Background/Reference Files.....	63

**SUPERSEDED**



Land Division and Development Final Determination Files .....	64	Civil Litigation Files .....	95
Local Government Jurisdictional Boundary Change Files .....	65	Civil Topical and Working Files .....	95
Local Government Jurisdictional Boundary Change History Files.....	66	<b>PUBLIC WORKS ENGINEERING</b>	
Maps, Drawings, Photographs (Official) .....	67	Aerial Survey Photograph Prints, Negatives and Flight Map .....	105
Maps, Drawings, Photographs (Reference) .....	67	Annual Bridge Reports .....	105
SEPA ( <i>State Environmental Policy Act</i> ) Determination Of Significance or Nonsignificance .....	68	Annual Construction Program (ACP) .....	105
SEPA ( <i>State Environmental Policy Act</i> ) Environmental Impact Statements .....	69	Franchise History Files .....	108
Shoreline Management Master Plan and Amendments .....	69	Geological Data.....	108
Shoreline Substantial Development Permits .....	70	Land Survey Field Books .....	109
Zoning and Land Use Exceptions/Waivers.....	72	Local Improvement Districts Files.....	109
<b>LICENSES, PERMITS, FEES AND TAXES</b>		Reference Maps and Drawings .....	110
Business Licenses .....	74	Relocation Assistance and Real Property Acquisition Reports .....	111
Final Audit Reports .....	77	Right-of-Way Case Files .....	111
Register of Licenses or Permits Issued.....	80	Right-of-Way Vacation Files .....	112
Taxicab and For-Hire Vehicle License Files .....	80	Road Establishment Case Files .....	113
<b>NOXIOUS WEED CONTROL</b>		Road Improvement District (RID) Case Files.....	113
Field Inspection Records.....	84	Survey Maps Filed for Record .....	114
<b>PARKS AND RECREATION</b>		Traffic Count Reports.....	115
Construction and Planning Project Files .....	87	Transportation Improvement Programs.....	116
Gifts And Donations Information Files - Parks and Recreation .....	87	<b>SOCIAL SERVICES</b>	
Horticulture Activity and Project Files .....	87	Project Files Social Services .....	118
Park Maps .....	88	Statistical Reports to Department of Social and Health Services or Other Such Agencies .....	118
Project Plans and Drawings .....	89	<b>SOLID WASTE MANAGEMENT</b>	
Recreation Program Files.....	89	Comprehensive Solid Waste Plans .....	119
<b>PORT DISTRICTS</b>		Landfill Site Closure and Custodial Files .....	120
Airline Statistics .....	91	Landfill/Transfer Station History Files .....	119
Airport Certification Files.....	91	Landfill/Transfer Station Survey Files .....	120
Civil Aeronautics Board Dockets and Related Files.....	91	<b>TRANSIT AUTHORITIES</b>	
Customer Files .....	92	Federal Transit Administration (FTA) National Transit Database Report (aka Section 15 Report).....	125
Foreign Trade Zone Application.....	92	Transit Planning Reference Files.....	129
Vessel Files.....	93	Triennial Review Audits Transit Authorities .....	129
Vessel Logs.....	94		
<b>PROSECUTING ATTORNEY</b>			



## INDEX: ESSENTIAL RECORDS

CEMETERY DISTRICTS		Local Government Jurisdictional Boundary Change History Files.....	66
Index of Interments .....	17	Maps, Drawings, Photographs (Official) .....	67
Section Books .....	18	SEPA ( <i>State Environmental Policy Act</i> ) Determination of Significance or Nonsignificance .....	68
Section Maps .....	18	SEPA ( <i>State Environmental Policy Act</i> ) Environmental Checklist.....	68
COMMUNICATIONS		SEPA ( <i>State Environmental Policy Act</i> ) Environmental Impact Statements .....	69
Computer Automated Dispatch Backup Tapes.....	19	Shoreline Management Master Plan and Amendments .....	69
CONSERVATION DISTRICTS		Shoreline Substantial Development Permits .....	70
Agreements with Landowners in Which the Conservation District is a Signing Party .....	22	Zoning and Land Use Exceptions/Waivers.....	72
Long Range Plans .....	23	PARKS AND RECREATION	
CORONERS AND MEDICAL EXAMINERS		Design Standards Reference File .....	87
Card File Index .....	24	Park Maps .....	88
Coroner/Medical Examiner Ledger.....	24	Project Plans and Drawings .....	89
Coroners/Medical Examiner Investigation Files .....	24	PORT DISTRICTS	
Inquests .....	25	Airport Certification Files.....	91
JUVENILE SERVICES		PUBLIC WORKS ENGINEERING	
Daily Recordings of Juvenile Court Documents .....	50	Aerial Survey Photograph Prints, Negatives and Flight Map .....	105
Detention Log .....	51	Bridge Inspection Files.....	106
Detention Roster .....	51	Bridge Maintenance History Files .....	106
Dockets .....	51	Franchise History Files .....	108
Juvenile Court Case File Indexes.....	52	Franchise Working Files .....	108
Juvenile Court Case Files.....	52	Land Survey Field Books .....	109
Medical History Files.....	53	Right-of-Way Case Files .....	111
Social Files.....	54	Right-of-Way Vacation Files .....	112
LAND USE PLANNING, PERMITS AND APPEALS		Road Establishment Case Files .....	113
Administrative Appeals Case Files .....	55	Road Maintenance History Files .....	113
Approved Construction Site Plans .....	57	Survey Maps Filed For Record .....	114
Building Construction and Modification Permit Files (VALID) .....	57	SOCIAL SERVICES	
Building Construction and Modification Permit Indexes .....	58	Client Case Files (Treatment Completed and Case Closed) .....	117
Comprehensive Land Use Plan and Amendments.....	59	Client Screening and Referral Files (Completed and Closed) .....	117
Conditional Use Permits .....	60	Facilities Inspections and Certifications.....	118





SOLID WASTE MANAGEMENT

Landfill Site Closure and Custodial Files ..... 120  
Landfill/Transfer Station History Files ..... 119

Landfill/Transfer Station Site Testing and Monitoring Records..... 120  
Landfill/Transfer Station Survey Files ..... 120

**SUPERSEDED**



## INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

GS2010-022.....	79	GS50-10B-23.....	12	GS50-12D-14.....	73	GS50-14-07.....	26
GS50-01-40.....	76	GS50-11-01.....	56	GS50-12D-15.....	77	GS50-14-08.....	26
GS50-01-55.....	21	GS50-11-02.....	57	GS50-12D-16.....	73	GS50-16-01.....	59
GS50-01-56.....	22	GS50-11-03.....	56	GS50-12D-17.....	79	GS50-16-02.....	67
GS50-03A-35.....	34	GS50-11-04.....	58	GS50-12D-18.....	76	GS50-16-03.....	67
GS50-03A-36.....	36	GS50-11-05.....	57	GS50-12D-19.....	82	GS50-16-04.....	68
GS50-03A-37.....	35	GS50-11-06.....	58	GS50-12D-20.....	76	GS50-16-05.....	69
GS50-04B-51.....	107	GS50-11-07.....	58	GS50-12D-21.....	83	GS50-16-08.....	59
GS50-06C-36.....	29	GS50-11-08.....	57	GS50-12D-22.....	78	GS50-16-09.....	66
GS50-10B-01.....	9	GS50-11-11.....	64	GS50-12D-23.....	75	GS50-16B-01.....	55
GS50-10B-02.....	9	GS50-11-13.....	68	GS50-12D-24.....	74	GS50-16B-02.....	56
GS50-10B-03.....	11	GS50-11-14.....	68	GS50-12D-25.....	80	GS50-16B-03.....	55
GS50-10B-04.....	10	GS50-11-15.....	70	GS50-12D-26.....	81	GS50-16B-04.....	60
GS50-10B-05.....	12	GS50-11-17.....	69	GS50-12D-27.....	77	GS50-16B-19.....	71
GS50-10B-06.....	12	GS50-11-18.....	70	GS50-13C-02.....	87	GS50-18-01.....	105
GS50-10B-07.....	9	GS50-11-19.....	70	GS50-13C-03.....	87	GS50-18-02.....	105
GS50-10B-08.....	9	GS50-11-21.....	72	GS50-13C-04.....	87	GS50-18-03.....	105
GS50-10B-09.....	10	GS50-11-22.....	66	GS50-13C-05.....	87	GS50-18-04.....	105
GS50-10B-10.....	10	GS50-11-23.....	71	GS50-13C-06.....	87	GS50-18-05.....	106
GS50-10B-11.....	10	GS50-11-24.....	63	GS50-13C-07.....	88	GS50-18-08.....	106
GS50-10B-12.....	11	GS50-11-25.....	60	GS50-13C-09.....	88	GS50-18-09.....	106
GS50-10B-13.....	11	GS50-11-26.....	61	GS50-13C-10.....	89	GS50-18-11.....	107
GS50-10B-14.....	12	GS50-11-27.....	71	GS50-13C-13.....	89	GS50-18-12.....	107
GS50-10B-15.....	12	GS50-11-29.....	61	GS50-13C-16.....	90	GS50-18-14.....	107
GS50-10B-16.....	13	GS50-11-30.....	62	GS50-13C-17.....	90	GS50-18-15.....	108
GS50-10B-17.....	13	GS50-11-31.....	62	GS50-13C-18.....	90	GS50-18-16.....	109
GS50-10B-18.....	9	GS50-12D-06.....	74	GS50-13C-19.....	89	GS50-18-17.....	109
GS50-10B-19.....	11	GS50-12D-09.....	77	GS50-14-01.....	26	GS50-18-19.....	109
GS50-10B-20.....	10	GS50-12D-10.....	78	GS50-14-04.....	26	GS50-18-20.....	109
GS50-10B-21.....	9	GS50-12D-12.....	75	GS50-14-05.....	26	GS50-18-21.....	111
GS50-10B-22.....	11	GS50-12D-13.....	80	GS50-14-06.....	26	GS50-18-23.....	112

**SUPERSEDED**



GS50-18-24 .....	113	GS50-26-11 .....	121	GS50-30-03C .....	15	GS50-31-33 .....	128
GS50-18-25 .....	113	GS50-26-12 .....	121	GS50-30-03D .....	15	GS50-31-34 .....	128
GS50-18-26 .....	113	GS50-26-14 .....	122	GS50-30-04 .....	16	GS50-31-35 .....	128
GS50-18-27 .....	114	GS50-26-15 .....	122	GS50-30-05 .....	16	GS50-31-36 .....	128
GS50-18-28 .....	116	GS50-26-16 .....	119	GS50-31-01 .....	123	GS50-31-37 .....	128
GS50-18-30 .....	114	GS50-26-17 .....	122	GS50-31-02 .....	123	GS50-31-38 .....	128
GS50-18-31 .....	114	GS50-28-01 .....	50	GS50-31-03 .....	123	GS50-31-39 .....	128
GS50-18-32 .....	115	GS50-28-02 .....	50	GS50-31-04 .....	123	GS50-31-40 .....	129
GS50-18-33 .....	115	GS50-28-03 .....	50	GS50-31-05 .....	123	GS50-31-41 .....	129
GS50-18-34 .....	115	GS50-28-04 .....	51	GS50-31-07 .....	123	GS50-31-42 .....	129
GS50-18-35 .....	115	GS50-28-05 .....	51	GS50-31-08 .....	123	GS50-31-43 .....	127
GS50-18-36 .....	108	GS50-28-06 .....	51	GS50-31-09 .....	124	GS50-34-01 .....	24
GS50-18-37 .....	106	GS50-28-07 .....	51	GS50-31-10 .....	124	GS50-34-02 .....	24
GS50-18-38 .....	110	GS50-28-08 .....	51	GS50-31-11 .....	124	GS50-34-03 .....	24
GS50-18-39 .....	115	GS50-28-09 .....	52	GS50-31-12 .....	124	GS50-34-04 .....	25
GS50-18-40 .....	116	GS50-28-10 .....	52	GS50-31-13 .....	124	GS50-34-05 .....	25
GS50-18-41 .....	116	GS50-28-11 .....	52	GS50-31-14 .....	124	GS50-34-06 .....	25
GS50-18-42 .....	116	GS50-28-12 .....	53	GS50-31-15 .....	124	GS50-34-07 .....	25
GS50-18-44 .....	110	GS50-28-13 .....	54	GS50-31-16 .....	125	GS50-34-08 .....	25
GS50-18-45 .....	111	GS50-29-01 .....	19	GS50-31-17 .....	125	GS50-35-01 .....	17
GS50-25-02 .....	117	GS50-29-02 .....	19	GS50-31-18 .....	125	GS50-35-02 .....	17
GS50-25-03 .....	117	GS50-29-03 .....	19	GS50-31-19 .....	125	GS50-35-03 .....	17
GS50-25-04 .....	118	GS50-29-05 .....	19	GS50-31-20 .....	126	GS50-35-04 .....	18
GS50-25-05 .....	118	GS50-29-06 .....	19	GS50-31-21 .....	126	GS50-35-05 .....	18
GS50-25-06 .....	118	GS50-29-07 .....	19	GS50-31-22 .....	126	GS52-03A-05 .....	65
GS50-25-07 .....	118	GS50-29-08 .....	20	GS50-31-23 .....	126	GS52-06C-09 .....	104
GS50-25-08 .....	117	GS50-29-09 .....	20	GS50-31-24 .....	126	GS52-07-01 .....	95
GS50-26-02 .....	119	GS50-29-10 .....	20	GS50-31-25 .....	126	GS52-07-03 .....	95
GS50-26-04 .....	119	GS50-30-01 .....	14	GS50-31-26 .....	127	GS52-07-04A .....	96
GS50-26-05 .....	119	GS50-30-02A .....	14	GS50-31-27 .....	127	GS52-07-04B .....	97
GS50-26-06 .....	120	GS50-30-02B .....	14	GS50-31-28 .....	127	GS52-07-04C .....	97
GS50-26-07 .....	120	GS50-30-02C .....	16	GS50-31-29 .....	127	GS52-07-04D .....	98
GS50-26-08 .....	120	GS50-30-02D .....	15	GS50-31-30 .....	127	GS52-07-04E .....	96
GS50-26-09 .....	121	GS50-30-03A .....	16	GS50-31-31 .....	127	GS52-07-04F .....	98
GS50-26-10 .....	121	GS50-30-03B .....	15	GS50-31-32 .....	128	GS52-07-05A .....	99



GS52-07-05B .....	100	GS53-04-15 .....	32	GS57-01-04 .....	28	GS60-01-22 .....	41
GS52-07-05C .....	100	GS53-04-16 .....	32	GS58-04A-03 .....	33	GS60-01-23 .....	41
GS52-07-05D .....	101	GS53-04-17 .....	33	GS58-05-01 .....	84	GS60-01-24 .....	41
GS52-07-05E .....	99	GS53-04-18 .....	34	GS58-05-02 .....	84	GS60-01-25 .....	41
GS52-07-05F .....	101	GS53-04-19 .....	34	GS58-05-03 .....	84	GS60-01-26 .....	41
GS52-07-07A .....	102	GS53-04-20 .....	35	GS58-05-04 .....	84	GS60-01-27 .....	39
GS52-07-07B .....	101	GS53-04-21 .....	31	GS58-05-05 .....	85	GS60-01-28 .....	39
GS52-07-07C .....	102	GS53-04-22 .....	35	GS58-05-06 .....	85	GS60-01-29 .....	41
GS52-07-07D .....	102	GS53-04-23 .....	35	GS58-05-07 .....	85	GS60-01-30 .....	42
GS52-07-07E .....	102	GS53-04-24 .....	36	GS58-05-08 .....	85	GS60-01-31 .....	40
GS52-07-08 .....	103	GS53-04-25 .....	36	GS58-05-09 .....	85	GS60-01-32 .....	42
GS52-07-09A .....	103	GS53-04-26 .....	33	GS58-05-10 .....	86	GS60-01-33 .....	42
GS52-07-09B .....	103	GS55-04-01 .....	91	GS59-02-01 .....	22	GS60-01-34 .....	42
GS52-07-09C .....	103	GS55-04-02 .....	91	GS59-02-02 .....	23	GS60-01-35 .....	43
GS52-07-09D .....	103	GS55-04-03 .....	91	GS60-01-01 .....	37	GS60-01-36 .....	43
GS52-07-09E .....	103	GS55-04-04 .....	91	GS60-01-02 .....	37	GS60-01-37 .....	43
GS52-07-10 .....	104	GS55-04-05 .....	92	GS60-01-03 .....	37	GS60-01-38 .....	43
GS52-07-12 .....	104	GS55-04-06 .....	92	GS60-01-04 .....	37	GS60-01-39 .....	43
GS52-07-13 .....	104	GS55-04-07 .....	92	GS60-01-05 .....	37	GS60-01-40 .....	45
GS52-07-14 .....	104	GS55-04-08 .....	92	GS60-01-06 .....	38	GS60-01-41 .....	45
GS52-07-15 .....	95	GS55-04-09 .....	92	GS60-01-07 .....	38	GS60-01-42 .....	45
GS53-04-01 .....	29	GS55-04-10 .....	92	GS60-01-08 .....	38	GS60-01-43 .....	45
GS53-04-02 .....	29	GS55-04-11 .....	93	GS60-01-09 .....	38	GS60-01-44 .....	45
GS53-04-03 .....	30	GS55-04-12 .....	93	GS60-01-10 .....	38	GS60-01-45 .....	46
GS53-04-04 .....	30	GS55-04-13 .....	93	GS60-01-11 .....	39	GS60-01-46 .....	46
GS53-04-05 .....	30	GS55-04-14 .....	93	GS60-01-12 .....	39	GS60-01-47 .....	46
GS53-04-06 .....	30	GS55-04-15 .....	93	GS60-01-13 .....	39	GS60-01-48 .....	46
GS53-04-07 .....	30	GS55-04-16 .....	93	GS60-01-14 .....	39	GS60-01-50 .....	47
GS53-04-08 .....	31	GS55-04-17 .....	94	GS60-01-15 .....	40	GS60-01-51 .....	47
GS53-04-09 .....	31	GS55-05A-05 .....	108	GS60-01-16 .....	40	GS60-01-52 .....	47
GS53-04-10 .....	31	GS55-05A-08 .....	112	GS60-01-17 .....	40	GS60-01-53 .....	48
GS53-04-11 .....	31	GS55-05H-05 .....	27	GS60-01-18 .....	40	GS60-01-54 .....	48
GS53-04-12 .....	31	GS57-01-01 .....	28	GS60-01-19 .....	40	GS60-01-55 .....	48
GS53-04-13 .....	31	GS57-01-02 .....	28	GS60-01-20 .....	40	GS60-01-56 .....	48
GS53-04-14 .....	32	GS57-01-03 .....	28	GS60-01-21 .....	40	GS60-01-57 .....	49



GS60-01-58 .....	49	GS60-01-62 .....	48	GS65-01-03 .....	6	GS65-01-08 .....	7
GS60-01-59 .....	49	GS60-09-49 .....	47	GS65-01-05 .....	6	GS65-01-09 .....	8
GS60-01-60 .....	41	GS65-01-01 .....	5	GS65-01-06 .....	7	GS65-01-10 .....	8
GS60-01-61 .....	48	GS65-01-02 .....	5	GS65-01-07 .....	7		

**SUPERSEDED**



## INDEX: SUBJECTS

**NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.**

<p><b>9</b></p> <p>911 (master recordings/electronic printouts) ..... 19</p> <hr/> <p><b>A</b></p> <p>access card (housing authorities) ..... 37</p> <p>accessibility (transit authorities) ..... 123</p> <p>accidents</p> <p>    incidents (volunteer firefighter) ..... 29</p> <p>accounting ..... <i>see CORE</i></p> <p>ADA (<i>Americans with Disabilities Act</i>)</p> <p>    transit customers ..... 123</p> <p>administrative appeals/hearings (land use) ..... 55</p> <p>adult case files</p> <p>    assigned counsel</p> <p>        class A felonies/major cases ..... 14</p> <p>        class B felonies ..... 14</p> <p>        class C felonies/DUI ..... 16</p> <p>        dismissed/acquittals ..... 15</p> <p>    prosecuting attorney</p> <p>        criminal</p> <p>            declined ..... 96</p> <p>            dismissed/acquittals ..... 98</p> <p>            felonies/DUI ..... 96, 97</p> <p>            misdemeanors ..... 98</p> <p>advertising (transit authorities) ..... 125</p> <p>aerial photographs ..... 105</p>	<p>aeronautics board (port districts) ..... 91</p> <p>aging/youth/family (support services) ..... 117</p> <p>agricultural burning ..... 7</p> <p>Agriculture, Department of</p> <p>    field test standards ..... 76</p> <p>    pesticide permits ..... 42</p> <p>air quality/pollution</p> <p>    asbestos contractors ..... 7</p> <p>    burning (indoor/outdoor) ..... 7</p> <p>    complaint files ..... 5</p> <p>    data summaries ..... 6</p> <p>    federal regulations ..... 6, 7</p> <p>    history files ..... 5</p> <p>    management ..... 6, 7</p> <p>    site monitoring ..... 8</p> <p>    weather monitoring ..... 8</p> <p>airports/airlines/aircraft (port districts) ..... 91, 93</p> <p>alarms (fire/emergency medical) ..... 29</p> <p>alleys (right-of-way vacations) ..... 112</p> <p>allocations (housing authorities) ..... 37</p> <p><i>Americans with Disabilities Act (ADA)</i></p> <p>    transit customers ..... 123</p> <p>animal control ..... 9</p> <p>    complaints/incidents/citations ..... 9</p> <p>    disposal ..... 10</p> <p>    investigation reports ..... 10</p> <p>    kennel licenses ..... 10</p> <p>    patrol/pickup requests/reports ..... 11</p> <p>    pets ..... 11, 12</p> <p>    statistical reports ..... 13</p>	<p>    veterinarian bills ..... 13</p> <p>animal services ..... 9</p> <p>    Board of Pharmacy ..... 9</p> <p>    controlled substances ..... 9, 10</p> <p>    healthcare ..... 12</p> <p>    legend drugs ..... 11</p> <p>annexations</p> <p>    local government ..... 65, 66</p> <p>    transit service areas ..... 128</p> <p>Annual Construction Program (ACP) ..... 106</p> <p>apartment inventory/inspection ..... 37</p> <p>appeals</p> <p>    hearings case files (land use) ..... 56</p> <p>    noxious weed enforcement actions/penalties ... 84</p> <p>applications</p> <p>    building construction permits ..... 56</p> <p>    business licenses ..... 74, 75</p> <p>appraisals, property (transit authorities) ..... 127</p> <p>arbitration/grievance (housing authority) ..... 39</p> <p>arson ..... 32, 33</p> <p>asbestos contractors ..... 7</p> <p>asset management ..... <i>see CORE</i></p> <p>assigned counsel ..... 14</p> <p>    case files</p> <p>        adults ..... 14, 15, 16</p> <p>        juveniles ..... 15, 16</p> <p>    defendant interview cards/sheets ..... 14</p> <p>    promissory notes ..... 16</p> <p>assignments (transit operators)</p> <p>    buses ..... 123</p>
---	--	---



routes..... 126  
attendance (parks/recreation)..... 89  
audio recordings  
    juvenile court..... 50  
    radio logs (transit authorities)..... 127  
audits ..... *see also CORE*  
    business ..... 73  
    final reports ..... 77  
    findings ..... 77  
    statistic log..... 73  
    transit triennial reviews..... 129

**B**

backup tapes ..... *see also CORE*  
    automated dispatch..... 19  
benefits (human resources) ..... *see CORE*  
billing  
    housing authorities..... 37  
    port districts ..... 92  
bite reports ..... 9  
block grants (housing authorities) ..... 45  
boards/councils..... *see CORE*  
bonds (housing authorities)  
    non-profit ..... 46  
    project files ..... 38  
booking cards (animal)..... 9  
boundary changes (local government) ..... 65, 66  
bridge/road closures..... 112  
bridges  
    annual reports ..... 105  
    inspections..... 106  
    maintenance history ..... 106  
buildings

construction permits ..... 57  
fire/emergency medical..... 30  
historic ..... 61  
inspections  
    land use ..... 58  
    special valuation taxes..... 62  
burials  
    cemetery records/permits..... 17  
    indigent..... 25  
    section books/maps..... 18  
burning  
    incidents ..... 7  
    permits..... 30  
bus routes ..... 128  
    schedules/timetables ..... 123  
    shelters ..... 123, 124  
buses  
    assignments/changes ..... 123  
    maintenance ..... *see also CORE*  
        cleaning ..... 123  
        inspections ..... 126  
business licenses  
    applications..... 74, 75  
    enforcement inspections..... 74  
    notice of closure ..... 75  
    renewals ..... 75  
business tax refunds ..... 76

**C**

calibration of field test standards ..... 76  
capital equipment (fire/emergency medical) ..... 31  
card file index (coroners) ..... 24  
cargo handling/storage (port districts) ..... 91

case files  
    court ..... *see adults or juveniles*  
    involuntary commitment..... 118  
    social services ..... 117  
    support services..... 117  
cash transmittals (promissory notes)..... 16  
cemeteries  
    burials/interments..... 17  
    section books/maps..... 18  
child care (support services) ..... 117  
children ..... *see juveniles*  
citations (animal control) ..... 9, 10  
citizen complaints (public works)..... 106  
civil aeronautics board (port districts) ..... 91  
civil case files (prosecuting attorney) ..... 102  
civil defense zone control ..... 26  
civil files (prosecuting attorney)  
    litigation..... 95  
    topical/working files ..... 95  
cleaning services (buses)..... 123  
client screening/referral (social services) ..... 117  
closure notices (roads/bridges) ..... 112  
code complaints/violations (land use)..... 58  
cold storage (port districts)..... 92  
collections  
    housing authorities..... 38  
comments (customers)  
    transit authorities ..... 124  
communications ..... *see also CORE*  
    911 conversations..... 19  
    911 electronic printouts ..... 19  
    dispatch backup tapes ..... 19  
    master address street logs ..... 19  
    National Criminal Information Center ..... 19  
    radio logs ..... 19

SUPERSEDED



supervisor shift reports .....	20	control actions (noxious weeds) .....	84	dismissed/acquittals .....	15
tape requests .....	20	controlled substances		prosecuting attorney	
teletypes .....	20	animal health .....	12	adults	
community files (housing authorities) .....	38	inventory .....	9	class A felonies/major cases .....	96
community relations .....	<i>see CORE</i>	legend drug inventory/logs .....	11	class B felonies .....	97
complaints		order forms .....	10	class C felonies/DUI .....	97
animal control .....	9	Pharmacy Board .....	9	declined .....	96
noxious weeds .....	84, 86	coroner/medical examiners		dismissed/acquittals .....	98
public works .....	106	card file index .....	24	misdemeanors .....	98
transit authorities .....	124	death reports .....	25	juveniles	
weighing/measuring devices .....	83	indigent burial .....	25	class A felonies/major cases .....	99
comprehensive		inquests .....	25	class B felonies .....	100
land use plans .....	59	investigation files .....	24	class C felonies/DUI .....	100
history files .....	59	ledger .....	24	declined .....	99
maps/drawings/photos .....	67	morgue register .....	25	dismissed/acquittals .....	101
solid waste plans .....	119	personal property (deceased) .....	25	misdemeanors .....	101
conditional use permits .....	60	photographs and video of investigations .....	25	criminal complaint (weighing/measuring devices) .	83
conservation districts .....	21	county fairs .....	28	critical (sensitive) area designation .....	60
annual plans .....	22	court (juvenile) .....	52	critical area delineations .....	67
landowner agreements .....	21, 22	audio/visual recordings .....	50	custodial services (bus cleaning) .....	123
long-range plans .....	23	case files .....	52	custody investigations (children/juveniles) .....	50
construction .....	<i>see CORE</i>	daily recordings .....	50	customers	
analysis (housing authorities) .....	38	dockets .....	51	port districts .....	92
annual construction program (ACP) .....	105, 106	crew sheets (public works) .....	107	transit authorities	
drawings (approved) .....	56	criminal case files		ADA eligibility .....	123
parks/recreation .....	87, 89	assigned counsel		comments/feedback .....	124, 129
permit files (invalid) .....	57	adults		ridematching/ridership .....	127
permit indexes .....	58	class A felonies/major cases .....	14		
preliminary plans .....	107	class B felonies .....	14		
transitory building permit .....	70	class C felonies/DUI .....	16		
transportation improvement .....	105, 106, 116	dismissed/acquittals .....	15		
contractors (asbestos) .....	7	juveniles			
contracts .....	<i>see CORE</i>	class A felonies/major cases .....	16		
housing authorities .....	38	class B felonies .....	15		
port districts .....	92	class C felonies/DUI .....	15		

SUPERSEDED

**D**

daily	
maintenance activity (public works) .....	107
record/log (fire/emergency medical) .....	31
trip status (solid waste) .....	119





death investigations/reports .....	25	pre-prosecution case files .....	104	abandoned/defective/voided.....	105
deceased (personal property).....	25	dockets (juvenile court) .....	51	and photographs (land use).....	67
defendant interview .....	14	domestic partnership.....	76	entry cards (housing authorities).....	37
Department of Agriculture		drawings..... <i>see also CORE</i>		entry/exit video (housing authorities) .....	39
field test standards .....	76	abandoned/defective/voided (engineering) ....	105	environmental	
pesticide permits .....	42	and photographs (land use).....	67	checklist (SEPA).....	68
Department of Ecology		drinking water		determination of non-/significance (SEPA) .....	68
<i>Federal Clean Air Act</i> .....	6, 7	system permit.....	77	impact statement (SEPA) .....	69
landowner agreements (conservation districts) .	21	DUI (driving under the influence) .....	97	equipment	
Department of Health		dumping (violations) .....	122	firefighter.....	34
drinking water systems.....	77	dwelling rent (housing authorities).....	45	loans (housing authorities) .....	39
Department of Social Services				evaluations, performance (transit authorities).....	128
statistical reports .....	118			exhibitors (fairs) .....	28
design standards (parks/recreation).....	87			extraditions (prosecuting attorney) .....	103
design/construction .....	<i>see CORE</i>				
detention (children/juveniles) .....	51				
development contracts (housing authorities) .....	38				
disabilities (transit customers).....	123				
disability claims (volunteer firefighter).....	29				
dispatch					
backup tapes.....	19				
transit authorities .....	124, 127				
disposal/disposition					
animals (notices).....	10				
personal property (housing authority tenants) ..	39				
public records .....	<i>see CORE</i>				
violations (waste) .....	122				
district court case files					
prosecuting attorney .....	101, 102				
districts (historic) .....	61				
special valuation taxes.....	62				
diversion					
billing and support files .....	104				
juvenile record.....	50, 51, 52, 54				
juvenile social files.....	54				

**SUPERSEDED**

<b>E</b>	Ecology, Department of	
	<i>Federal Clean Air Act</i> .....	6, 7
	landowner agreements (conservation district) ..	21
	elections.....	<i>see County Auditor General Records Retention Schedule</i>
	electronic information systems .....	<i>see CORE</i>
	emergency	
	medical .....	29
	response logs (public works) .....	107
	services .....	26
	civil defense zone control .....	26
	fallout shelter .....	26
	project files.....	26
	radiological facilities inspection .....	26
	search and rescue .....	26
	employment (support services) .....	117
	enforcement	
	inspections (business licenses) .....	74
	weighing/measuring devices .....	83
	engineering drawings.....	<i>see also CORE</i>

<b>F</b>	FAA (Federal Aviation Administration) .....	92
	facilities/property management .....	<i>see also CORE</i>
	inspections/certifications (social services) .....	118
	use permits (parks/recreation) .....	87
	fairs .....	28
	fallout shelter management .....	26
	family (support services).....	117
	family law files (prosecuting attorney) .....	103
	fares (transit authorities) .....	124
	Federal (agencies)	
	Aviation Administration (FAA) .....	92
	Drug Enforcement Administration (FDA).....	10
	Transit Administration (FTA) reports .....	125
	<i>Federal Clean Air Act</i> .....	6, 7
	fee/tax collection .....	77
	feedback (customers)	
	transit authorities .....	124



felonies (adult)			
assigned counsel			
class A/major cases	14		
class B	14		
class C/DUI	16		
dismissed/acquittals	15		
prosecuting attorney			
class A/major cases	96		
class B	97		
class C/DUI	97		
declined	96		
dismissed/acquittals	98		
felonies (juvenile)			
assigned counsel			
class A/major cases	16		
class B	15		
class C/DUI	15		
dismissed/acquittals	15		
prosecuting attorney			
class A/major cases	99		
class B	100		
class C/DUI	100		
declined	99		
dismissed/acquittals	101		
field inspections (noxious weeds)	84		
field test standards	76		
financial	<i>see CORE</i>		
assistance (support services)	117		
fire			
alarms			
circuit tapes	36		
individual box history	33		
inspections/locations	29, 30		
response	31		
systems drawing	31		
building history/inspection	30		
burning permits	30		
code violations	31		
hydrant/water main inspections	31		
fire and emergency medical			
arson	32		
capital equipment inventory	31		
daily record/log	31		
equipment inventory	34		
fire hydrant/water main inspections	31		
fire investigations	33		
firefighter disability claims	29		
incidents/investigations	32, 33		
injury/disability (volunteer firefighter)	33, 34		
inspector's test of equipment	34		
medical incidents	35		
personnel assignment	35		
radio logs	35		
vehicle service	36		
fleet/motor pool	<i>see CORE</i>		
foreign trade zone (port districts)	92		
forest practice permit	61		
foster care (children/juveniles)	51		
franchises (public works)	108		
gifts/donations (parks/recreation)	87		
grievances			
housing authority tenants	39, 48		
staff	<i>see CORE</i>		
Growth Management Act (appeals)	59		
guardian ad litem (juveniles)	51		
<hr/>			
<b>H</b>			
Health, Department of			
drinking water systems	77		
historic buildings/districts/landmarks/sites	61		
special valuation taxes	62		
history files			
air pollution source	5		
boundary change (jurisdictional)	66		
bridge maintenance	106		
bus shelter	123		
comprehensive land use plan	59		
franchise	108		
landfill/transfer stations	119		
medical (juvenile services)	53		
paratransit services	127		
property (housing authorities)	43		
road maintenance	113		
street lights	114		
traffic signals	115		
horticulture (parks/recreation)	87		
housing (support services)	117		
housing authorities	37		
access card/cardex	37		
allocations	37		
apartment inventory/inspection	37		
assessment programs	45		
<hr/>			
<b>G</b>			
garbage (solid waste)			
dump loads	119, 121		
landfill/transfer stations	119, 120		
outside waste generator	121		
receiving/processing logs	121		
gate receipts (fairs)	28		
geological data (public works)	108		



asset management .....	37	security deposit/unearned rent.....	46	juveniles.....	102
billing files.....	37	site maps.....	43	inquests (coroner).....	25
bond project files.....	38	surplus property .....	46	inspections	
bonds issued .....	46	tax-exempt obligation .....	46	bridges .....	106
collections.....	38	tenants		bus (transit) .....	126
community files .....	38	application.....	47	commercial weighing/measuring devices .....	82
construction analysis .....	38	applications .....	47	construction sites (waste disposal).....	119
development contracts.....	38	damage claims.....	48	housing authorities.....	37
entry/exit video .....	39	files .....	47	social services facilities .....	118
equipment loans .....	39	grievances .....	48	weighing/measuring devices .....	82
HUD		grievances/arbitration.....	39	inspector's test of equipment (firefighting).....	34
50058-50059 .....	39	leased housing/owner records.....	48	interments (cemeteries) .....	17
51245-52603 .....	40	money owing.....	48	international customs (port districts) .....	92
52681-52682 .....	41	personal property (disposition).....	39	inventories .....	<i>see CORE</i>
52721-52723 .....	42	status.....	39	controlled substances.....	9, 11
52981-53001 .....	41	surveys and census tabulations .....	48	housing authorities.....	37
complaint log.....	41	waiting lists.....	48	investigations	
subsidies.....	42	utilities review .....	49	animal control.....	10
master plan/redevelopment .....	42	utilization reports .....	49	code complaints/violations (land use).....	58
Performance Funding System (PFS).....	42	van loaders manifests.....	49	coroner/medical examiner .....	24
pesticide application permit .....	42	human resources .....	<i>see CORE</i>	custody (children/juveniles) .....	50
police reports.....	43			probation officers (juveniles).....	52
population reports.....	43			invoices .....	<i>see also CORE</i>
preliminary loan notes.....	43			injury/disability (volunteer firefighter).....	34
programs.....	43			involuntary commitment	
property history .....	43			prosecuting attorney .....	104
real property.....	37			social services .....	118
redevelopment .....	45				
rehabilitation block grants.....	45				
relocation checks.....	45				
rent roll control.....	45				
requests for payment .....	37				
sale of property .....	46				
schedule of maximum income.....	46				
Section 8 .....	39, 45, 48				

  

<b>I</b>	
improvement districts (local) .....	109
incident reports (transit operators) .....	126
incorporations (local government) .....	65, 66
indigence (determination of) .....	14
indigent burial (coroner).....	25
indigent client	
adult.....	14, 15, 16
juveniles.....	15, 16
infractions (prosecuting attorney)	
adults .....	102

  

<b>J</b>	
juvenile case files	
assigned counsel (criminal)	
class A felonies/major cases.....	16
class B felonies .....	15



class C felonies/DUI..... 15	administrative appeals/hearings ..... 55, 56	right-of-way ..... 111
dismissed/acquittals..... 15	boundary changes (local government) ..... 65, 66	ledger (coroner) ..... 24
juvenile court..... 52	building construction ..... 56, 57, 58	legal (advice, litigation, legal affairs) ..... <i>see CORE</i>
prosecuting attorney	comprehensive plan ..... 59	legal defendants
criminal	conditional use permits ..... 60	indigent (adult) ..... 14, 15, 16
declined ..... 99	critical (sensitive) area designation ..... 60	indigent (juvenile)..... 15, 16
dismissed/acquittals ..... 101	division/development..... 63, 64	indigent interview..... 14
felonies ..... 99, 100	forest practice permit files ..... 61	Legend Drug Log Book ..... 11
felonies/DUI..... 100	<i>Growth Management Act</i> ..... 59	licenses..... 73
juvenile court	historic site (designation/tax)..... 61, 62	animal control..... 11
audio/visual recordings ..... 50	maps, drawings, photographs ..... 67	bicycle..... 78
case files/indexes..... 52	mitigated determination of nonsignificance	business ..... 74, 75
daily recordings ..... 50	(MDNS) ..... 68	enforcement inspections ..... 74
dockets ..... 51	referred project files ..... 68	regulatory and personal ..... 75
juveniles	right-of-way permits..... 66	renewals..... 75
custody (investigations)..... 50	SEPA checklist/statement..... 68, 69	kennels..... 10
defendant ..... <i>see juvenile case files</i>	SEPA determination..... 68	non-business..... 78
detention ..... 51	water availability verification ..... 71	occupational/professional/personal ..... 75
foster care..... 51	withdrawn/abandoned permit applications..... 71	personal (violation)..... 79
guardian ad litum..... 51	landfills/transfer stations	pets ..... 12, 78
marriage waivers ..... 52	daily trip status ..... 119	register of issued ..... 80
medical histories..... 53	history..... 119	taxicab/for hire vehicle..... 80
social files ..... 54	load trips..... 121	lights (street)..... 114
<b>K</b>	materials received ..... 121	load
kennels ..... 10	sites..... 120	trip tickets (solid waste) ..... 121
<b>L</b>	specialized materials ..... 122	local government jurisdictional boundary change. 65, 66
laboratory files(coroner)..... 24	surveys..... 120	local improvement districts (public works)..... 109
land use	violations/unacceptable ..... 122	logs
abatement notices..... 58	landing fees (port districts) ..... 93	master address street..... 19
	landmarks (historic) ..... 61	National Criminal Information Center ..... 19
	special valuation taxes..... 62	radio communications ..... 19
	Landmarks Board ..... 62	longshore workers (port districts) ..... 93
	landowners	lost property
	agreements..... 21	transit authorities ..... 125
	noxious weed penalties ..... 85	

SUPERSEDED



low-income public housing ..... 37, 40

**M**

mail/delivery ..... *see CORE*

maintenance ..... *see CORE*

bridges ..... 106

roads ..... 113

routes (transit authorities) ..... 128

maps

cemeteries/graves ..... 18

housing authority sites ..... 43

infestation location (noxious weeds) ..... 84, 86

land use ..... 67

landfills/transfer stations ..... 119, 120

parks/recreation ..... 88

reference (public works) ..... 110

survey (public works) ..... 114

traffic (public works) ..... 115

maps/drawings (public works) ..... 110

marketing (transit authorities) ..... 125

marriage waivers (juveniles) ..... 52

master address street logs ..... 19

maximum income (housing authorities) ..... 46

medical

examiners ..... 24

histories (children/juveniles) ..... 53

incident reports (fire/emergency medical) ..... 35

meters

mass flow ..... 82

parking ..... 27

taxicab ..... 81, 82

vehicle-tank ..... 82

minors ..... *see juveniles*

minutes ..... *see CORE*

misdemeanors (prosecuting attorney)

adults ..... 96, 98, 102

juveniles ..... 101, 102

missed trips logs (transit authorities) ..... 125

mitigated determination of nonsignificance (MDNS)

..... 68

monitoring equipment ..... 8

monthly report of tax/fee collection ..... 77

morgue register (coroner) ..... 25

**N**

National Criminal Information Center ..... 19

non-grant programs (housing authorities) ..... 43

notices

animal disposal ..... 10

animal placement ..... 12

closure (business) ..... 75

notifications

noxious weed control ..... 86

noxious weed control

actions/appeals ..... 84

control notification ..... 86

field inspections ..... 84

infractions ..... 84, 85

landowner payments ..... 85

public complaint ..... 84

search warrants ..... 85

**O**

occupational business licenses ..... 75

operations

logs/reports

traffic signal ..... 116

transit authorities ..... 126

outdoor burning ..... 7

outside waste generators ..... 121

**P**

paratransit services/manifests ..... 126, 127

parking meters ..... 27

parks/recreation ..... 87

construction/planning ..... 87

design standards ..... 87

facilities use permits ..... 87

gifts/donations ..... 87

horticulture ..... 87

park maps ..... 88

programs/projects ..... 89

schedules ..... 88

scholarships ..... 90

sports leagues ..... 90

passengers (port districts) ..... 93

passport application transmittals ..... 78, 79

patrols (animal control) ..... 11

payroll ..... *see CORE*

people with a disability (transit customers) ..... 123

performance evaluations/reports ..... *see also CORE*

transit authorities ..... 126, 128

permits

air pollution ..... 5

blasting ..... 70

building construction ..... 56, 70

indexes ..... 58



invalid .....	57	photographs/drawings (land use).....	67	social services .....	118
valid .....	57	pits/quarries (public works).....	109	promissory notes (assigned counsel).....	16
withdrawn/abandoned .....	71	placement notice .....	12	promotions (transit authorities) .....	125
burial.....	17	planning		property	
burning .....	30	transit authorities .....	129	appraisals (transit authorities).....	127
conditional use .....	60	plans/drawings.....	<i>see also CORE</i>	history (housing authorities) .....	43
demolition .....	70	abandoned/defective/voided.....	105	lost/found	
drinking water system .....	77	and photographs (land use).....	67	housing authority tenants (disposition) .....	39
facilities (parks/recreation) .....	87	parks/recreation .....	89	transit authorities.....	125
forest practice.....	61	plat reviews (public works) .....	109	management .....	<i>see CORE</i>
log hauling .....	70	police reports (housing authorities) .....	43	prosecuting attorney	
moving .....	70	population reports (housing authorities).....	43	annual report to State Liquor Control Board.....	95
non-business/occupational.....	78	port districts		civil litigation files .....	95
parade.....	78	airports/airlines/aircraft .....	91	civil topical/working files .....	95
pesticide (housing authorities) .....	42	cargo handling/storage.....	91	criminal case files.....	101
public gathering/facilities .....	78	civil aeronautics board.....	91	adults	
register of issued .....	80	cold storage .....	92	class C felonies/DUI .....	97
right of way use .....	70	customers .....	92	declined .....	96
right-of-way .....	66	Federal Aviation Administration (FAA) .....	92	felonies .....	96, 97, 98
shoreline development.....	70	foreign trade zone .....	92	misdemeanors .....	98
solid waste .....	122	international customs.....	92	juveniles	
specialized materials .....	122	landing fees .....	93	class A felonies/major cases .....	99
sports leagues.....	90	longshore workers .....	93	class B felonies .....	100
temporary .....	70	passengers .....	93	class C felonies/DUI .....	100
utility (in public right-of-way).....	71	tariffs .....	93	declined .....	99
zoning and land use exemptions/waivers .....	72	transient aircraft.....	93	dismissed/acquittals .....	101
personal		vessels.....	93, 94	misdemeanors .....	101
business licenses.....	75	preliminary loan notes (housing authorities) .....	43	district court case files.....	101, 102
license violation .....	79	pre-prosecution diversion.....	104	extraditions.....	103
property disposition (housing authorities).....	39	preventative health measures (animals) .....	12	family law files .....	103
personnel .....	<i>see also CORE</i>	professional business licenses .....	75	involuntary commitment.....	104
assignment (fire/emergency medical).....	35	programs not approved (housing authorities).....	43	pre-prosecution diversion .....	104
pets .....	12	project files		victim/witness case files .....	104
Pharmacy Board.....	9	emergency services .....	26	public	
photographs (aerial) .....	105	road maintenance .....	114	defender .....	<i>see assigned counsel</i>



disclosure..... see CORE	real property records (housing authorities)..... 37	bridges ..... 105
housing ..... 45	receipts ..... see also CORE	building inspections
relations..... see also CORE	landowner (noxious weeds) ..... 85	fire/emergency..... 30
transit authorities..... 125	taxi scrips ..... 128	land use ..... 58
transport routes ..... 128	receiving/processing (solid waste)..... 121, 122	completed audits..... 77
transportation ..... 128	records management..... see CORE	coroner/medical examiners
public works	recreation..... 87	death/indigent burial ..... 25
complaints ..... 106	class attendance ..... 89	investigation files ..... 24
construction projects..... 107	programs..... 89	emergency services
crew chief/foreman ..... 107	scholarships ..... 90	radiological facilities..... 26
daily maintenance activity/crew sheets ..... 107	sports leagues..... 90	fee/tax collection..... 77
drawings/maps ..... 110	redevelopment (housing authorities) ..... 42, 45	fire/emergency medical
emergency response logs ..... 107	referred project files (land use) ..... 68	fire hydrant/water main inspections ..... 31
franchises..... 108	register of licenses/permits ..... 80	fire incidents..... 32
geological data..... 108	registration (pharmacy) ..... 9	medical incidents ..... 35
land subdivisions ..... 109	regulatory compliance	housing authorities
land survey field books ..... 109	social services ..... 118	HUD housing ..... 39
local improvement districts ..... 109	rehabilitation grants/loans (housing) ..... 43, 45	master planning (financial) ..... 42
pits/quarries ..... 109	release certificate ..... 12	police ..... 43
plat reviews ..... 109	relocation programs	population statistics ..... 43
relocation programs (transportation) ..... 110, 111	housing authorities..... 45	utilization ..... 49
	transportation (federally funded)..... 110, 111	juvenile services
	remittance files (volunteer firefighter) ..... 35	custody investigations..... 50
	rent roll control (housing authorities) ..... 45	guardian ad litum ..... 51
	reports	medical/psychological ..... 50, 54
	accident/incident (volunteer firefighter)..... 29	pre-sentence ..... 54
	air quality	probation officers..... 54
	asbestos contractors ..... 7	noxious weeds
	site monitoring..... 8	infractions ..... 85
	weather ..... 8	search warrants..... 85
	animal control	parks/recreation
	bites..... 9	class attendance..... 89
	investigations ..... 10	port districts
	statistics ..... 13	dockage ..... 93
	audits ..... 77	international customs ..... 92

**Q**

quarries (public works) ..... 109

**R**

radio logs

- communications ..... 19
- fire/emergency medical..... 35
- transit authorities..... 127

radiological facilities inspection ..... 26





landing fees .....	93
longshore workers.....	93
tonnage .....	91
public works	
geological data .....	108
production (crew chief/foreman) .....	107
property acquisition .....	111
traffic accident .....	115
traffic count.....	115
traffic signals .....	116
transportation (relocation) .....	111
social services (statistical).....	118
State Liquor Control Board (annual).....	95
supervisor shift (communications) .....	20
transit authorities	
accessibility .....	123
FTA (Federal Transit Administration) .....	125
on-time performance .....	126
operations .....	126
operator pre/post-shift inspection .....	126
ridership .....	127
underground utilities location .....	116
weighing/measuring device inspections.....	82
requests for payment (housing authorities) .....	37
ribbon winners (fairs).....	28
RID (road improvement district) .....	113
ridematching participants (transit authorities).....	127
right-of-way	
land acquisitions .....	111
use permits .....	66
vacation .....	112
roads	
accidents.....	115
closures.....	112
establishment .....	113

improvement districts (RID) .....	113
lights .....	114
maintenance.....	113, 114
traffic .....	115
traffic signals/signs .....	115, 116
vacations (right-of-way) .....	112
routes (bus).....	128
schedules/timetables .....	123

**S**

sale of property (housing authorities) .....	46
scale house monitoring (solid waste) .....	121
schedules	
housing authorities.....	46
parks/recreation .....	88
transit authorities .....	123, 124
scholarships (recreation programs) .....	90
search and rescue .....	26
search warrants (noxious weeds) .....	85
Section 8 (housing authorities) .....	39, 45, 48
section books/maps (cemeteries).....	18
security.....	<i>see CORE</i>
security deposit/unearned rent (housing authorities) .....	46
SEPA (State Environmental Policy Act)	
determination.....	68
environmental checklist .....	68
environmental impact statement.....	69
service	
area annexations (transit) .....	128
planning (transit) .....	128
requests (public works) .....	106
shelters (bus) .....	123, 124

shoreline management	
boundaries.....	67
master plan/amendments.....	69
substantial development permit .....	70
sites	
construction plans .....	57
historic.....	61, 62
monitoring (air quality).....	8
social files (children/juveniles).....	54
social services	
case files .....	117
client screening/referral .....	117
facilities inspections/certifications .....	118
involuntary commitment.....	118
project files.....	118
regulatory compliance.....	118
statistical reports.....	118
Social Services, Department of	
statistical reports.....	118
solid waste	
comprehensive plan .....	119
construction site inspections.....	119
daily trip status .....	119
disposal violations .....	122
landfill/transfer stations .....	119, 120
load trip tickets.....	121
outside waste generators .....	121
receiving/processing.....	121
scale house monitoring .....	121
specialized materials .....	122
unacceptable .....	122
special valuation tax (historic site).....	62
specialized materials (solid waste) .....	122
sports leagues .....	90
staff records.....	<i>see CORE</i>





State Board of Pharmacy .....	9	tariffs (port districts) .....	93	bus cleaning .....	123
State Environmental Policy Act (SEPA).....	68, 69	taxes.....	<i>see also CORE</i>	bus route schedules.....	123
State Liquor Control Board (annual report).....	95	fee/tax collection.....	77	bus shelters.....	123, 124
statistical reports .....	13	historic site special valuation.....	62	customer comments.....	124
statistics .....		refunds (business) .....	76	dispatch .....	124
transit service planning .....	129	tax-exempt obligation (housing authorities) .....	46	employee schedules .....	124
statutory road establishment .....	113	taxicabs .....		fares .....	124
streets .....		industry enforcement .....	81	FTA (Federal Transit Administration).....	125
accidents.....	115	inspections.....	81	funding.....	125
lights .....		licensing .....	80	lost/found property .....	125
history .....	114	scrip receipts.....	128	marketing/promotion.....	125
traffic .....	115	teletypes .....	20	on-time performance .....	126
vacations (right-of-way) .....	112	tenants (housing authorities) .....		operations.....	126
suggestions (customers) .....		application .....	47	operator assignment/shake-up .....	126
transit authorities .....	124	arbitration.....	39	operator incidents .....	126
supervisor shift reports (communications).....	20	files .....	47, 49	operator shift inspection .....	126
support services (aging/youth/family).....	117	grievances.....	48	paratransit .....	126, 127
surplus property (housing authorities) .....	46	leased housing .....	48	property appraisal .....	127
surveys .....		personal property (disposition) .....	39	radio dispatch .....	127
housing authorities (tenant).....	48	Section 8 files.....	48	radio logs .....	127
land .....		status records .....	39	ridematching participants.....	127
aerial photographs .....	105	surveys and census tabulations.....	48	ridership.....	127
field books .....	109	waiting lists .....	48	road calls.....	127
maps.....	114	ticket sales (fairs) .....	28	routes.....	128
landfills/transfer stations .....	119	timetables (transit) services.....	123	transitory building permit.....	70
transit (public opinions).....	129	traffic .....		transmittal of fees (volunteer firefighter).....	36
		accident reports.....	115	transportation .....	
		count.....	115	improvement programs.....	116
		signals/signs.....	115, 116	projects.....	105
		transfer stations.....	119, 120	projects (relocation program) .....	111
		transient aircraft (port districts) .....	93	relocation program.....	110
		transit authorities .....		Transportation Improvement Programs (TIP).....	106
		accessibility.....	123	Transportation, U.S. Department of (relocation	
		ADA ( <i>Americans with Disabilities Act</i> ) .....	123	program).....	111
		bus assignments .....	123	triennial audit reviews (transit) .....	129

**T**



**U**

U.S. Department of the Interior  
  landowner agreements ..... 21

U.S. Department of Transportation  
  relocation programs ..... 111

U.S. Fish and Wildlife Service  
  landowner agreements ..... 22

U.S. Housing and Urban Development (HUD)  
  50058-50059..... 39  
  51245-52603..... 40  
  52681-52682..... 41  
  52721-52723..... 42  
  52981-53001..... 41  
  complaints ..... 41  
  subsidies ..... 42

unacceptable waste statements ..... 122

underground utilities ..... 116

urban growth boundaries ..... 67

utilities  
  permit (public right-of-way) ..... 71  
  review (housing authorities)..... 49  
  support (installation/removal) ..... 71  
  underground location reports ..... 116

utilization reports (housing authorities) ..... 49

**V**

van loaders manifests (housing authorities)..... 49

vanpools (monthly reports) ..... 129

vehicle for hire (licensing)..... 80

vehicle service (fire/emergency medical) ..... 36

vessels (port districts) ..... 93, 94

veterans (support services)..... 117

veterinarian service ..... 13

victim/witness case files  
  prosecuting attorney ..... 104

video/audio/photo recordings  
  911 conversations..... 19  
  aerial survey photographs ..... 105

death investigation ..... 25

entry/exit (housing authorities) ..... 39

juvenile court..... 50

land use appeal hearings ..... 55

radio dispatch (transit authorities)..... 127

scale house monitoring (solid waste) ..... 121

violation of business code..... 79

violation of personal licenses..... 79

volunteer firefighter  
  accident/incident..... 29  
  injury/disability claims..... 33, 34  
  remittance ..... 35

transmittal of fees ..... 36

**W**

waste (solid)  
  comprehensive plan ..... 119  
  construction site inspections..... 119  
  disposal violations ..... 122  
  generators (outside jurisdiction) ..... 121  
  generators/haulers ..... 122

weather monitoring ..... 8

weeds (noxious) ..... 84

weighing/measuring devices ..... 82, 83

weights/measures field test standards..... 76

work  
  schedules (transit employees)..... 124

**Z**

zoning  
  boundaries..... 67  
  comprehensive land use plan ..... 59  
  exemptions/waivers ..... 72  
  *Growth Management Act* ..... 59

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