



REVISION GUIDE

SUMMARY OF CHANGES

- Records common to all local government agencies have been removed from this schedule and now appear in the **Local Government Common Records Retention Schedule (CORE).**
- Four detailed indexes have been added:
 - Archival/Potentially Archival/Permanent Records
 - Essential Records
 - Disposition Authority Numbers (DANs)
 - Subjects
- Series duplicated in more than one category now appear in only one category.
- Erroneous revision notes relating to duplicate DAN corrections in 03/07 have been removed.
- Discontinued series have been removed.
- Election Records have been removed. All records series relating to elections can be found in the County Auditor schedule.

TABLE OF CONTENTS

NEW SERIES / DISPOSITION AUTHORITY NUMBER (DAN)	2
DISCONTINUED SERIES / DISPOSITION AUTHORITY NUMBER (DAN)	2
DUPLICATE DAN CORRECTIONS – CORE SERIES	3
DUPLICATE DAN CORRECTIONS – LGRRS SERIES	4
DUPLICATED SERIES REMOVED FROM LGRRS - COVERED IN CORE	6



NEW SERIES / DISPOSITION AUTHORITY NUMBER (DAN)

Function/Activity	Title	Description	DAN	Retention
Information Management/ Records Management	SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION	Source documents that have been digitized in accordance with a valid Electronic Imaging System (EIS) application approved by Washington State Archives in accordance with WAC 434-663, where the digitized images will be retained for the minimum retention period in accordance with the relevant DAN for that record series.	GS50-09-14	Retain until imaged and verified

DISCONTINUED SERIES / DISPOSITION AUTHORITY NUMBER (DAN)

Discontinued DAN	Category	Discontinued Title	Justification
GS51-07-08	Facility and Property Management	DEMOGRAPHIC AND ENROLLMENT PROJECTIONS	GS51-07-08 description specified "For school districts only". This records series already appears in the School District and ESD schedule under DAN SD51-07-08.



DUPLICATE DAN CORRECTIONS – CORE SERIES

The series listed below were erroneously assigned disposition authority numbers (DANs) that had already been assigned to other records series. The new DANs are listed, and the location of the series in the new CORE schedule are noted.

Series Title	Former DAN	NEW DAN	Function: Activity	Schedule
AFFIRMATIVE ACTION STUDIES AND REPORTS	GS50-01-32	GS50-01-54	Human Resource Management: Equity	CORE
COLLECTIVE BARGAINING AGREEMENTS	GS50-01-11	GS50-01-50	Human Resource Management: Labor Relations	CORE
CONFINED SPACE PERMIT FILES	GS50-06B-23	GS50-06B-26	Asset Management: Authorization	CORE
CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	GS50-01-12	GS50-01-53	Agency Management: Boards, Councils and Committees	CORE
EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (INS) FORM I-9	GS50-05A-22	GS50-05A-26	Human Resource Management: Recruitment/Hiring	CORE
FINAL AGREEMENT	GS50-01-11	GS50-01-51	Human Resource Management: Misconduct/Discipline/Grievance	CORE
INITIAL AGREEMENT	GS50-01-11	GS50-01-52	Human Resource Management: Misconduct/Discipline/Grievance	CORE
INSPECTION DOCUMENTATION	GS50-06B-23	GS50-06B-27	Asset Management: Maintenance	CORE
RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES	GS50-03A-21	GS50-03A-34	Financial Management: Accounting	CORE
SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT – ANNUAL	GS50-05A-23	GS50-05A-25	Agency Management: Boards, Councils and Committees	CORE
SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	GS50-04B-30	GS50-04B-50	Human Resource Management: Performance Management	CORE



DUPLICATE DAN CORRECTIONS – LGRRS SERIES

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Series Title	Former DAN	New DAN	Category	Schedule
ACCIDENT / INCIDENT REPORTS - VOLUNTEER FIREFIGHTER	GS50-06C-02	GS50-06C-36	Fire and Emergency Medical	LGRRS
AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY OFFICE REFERENCE COPIES	GS50-01-11	GS50-01-55	Conservation Districts	LGRRS
AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY	GS50-01-11	GS50-01-56	Conservation Districts	LGRRS
CIVIL LITIGATION FILES	GS53-02-04	GS52-07-15	Prosecuting Attorney	LGRRS
DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS - PUBLIC WORKS-ENGINEERING	GS50-04B-29	GS50-04B-51	Public Works Engineering	LGRRS
DEFECTIVE SIDE SEWER NOTICE	GS55-06A-26	GS55-06A-35	Sewer and Water Systems	LGRRS
DEPOSIT REGISTER – UTILITIES ACCOUNTING	GS50-03B-02	GS50-03B-15	Utilities Accounting	LGRRS
DRINKING WATER SYSTEM PERMIT FILES	GS50-12D-21	GS50-12D-27	Licenses, Permits, Fees and Taxes	LGRRS
HISTORIC SITE FILES – DESIGNATED	GS50-11-24	GS50-11-29	Land Use Planning, Permits, and Appeals	LGRRS
HISTORIC SITE FILES - NOMINATION DENIED	GS50-11-25	GS50-11-30	Land Use Planning, Permits, and Appeals	LGRRS
HISTORIC SITE SPECIAL VALUATION TAX FILES	GS50-11-26	GS50-11-31	Land Use Planning, Permits, and Appeals	LGRRS
INDIVIDUAL FIRE ALARM BOX HISTORY	GS53-04-17	GS53-04-26	Fire and Emergency Medical	LGRRS
INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER	GS50-03A-30	GS50-03A-35	Fire and Emergency Medical	LGRRS
PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	GS50-01-32	GS50-01-57	Surface Water Drainage	LGRRS



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Series Title	Former DAN	New DAN	Category	Schedule
REMITTANCE FILES VOLUNTEER FIREFIGHTER	GS50-03A-24	GS50-03A-37	Fire and Emergency Medical	LGRRS
TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER	GS50-03A-07	GS50-03A-36	Fire and Emergency Medical	LGRRS
WATER AVAILABILITY VERIFICATION	GS50-11-21	GS50-11-27	Land Use Planning, Permits, and Appeals	LGRRS
WATER AVAILABILITY/SEWER SYSTEM HOOKUP REQUEST FORMS	GS50-11-21	GS55-06A-36	Sewer and Water Systems	LGRRS
WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	GS50-06B-13	GS50-06B-28	Electric Utilities	LGRRS



DUPLICATED SERIES REMOVED FROM LGRRS - COVERED IN CORE

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FORMER Category	FORMER Title and Retention P= Primary S=Secondary	DAN (unchanged)	Function: Activity	Title and Retention P= Primary S=Secondary
Administrative Records Common To All Work Agency Work Units	ANNUAL REPORTS OFFICE REFERENCE COPIES <i>P: Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival S: Office references copies - Destroy when obsolete or superseded</i>	GS50-05A-04	Agency Management: Boards, Councils and Committees	ANNUAL REPORTS ADOPTED <i>P: PERMANENT as adopted – 1 copy archival S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES <i>P: Personnel keeps primary copy 3 years. S: Office reference copies - Destroy when obsolete or superseded</i>	GS50-04B-01	Human Resource Management: Personnel	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED <i>P: 3 Years S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-01	Agency Management: Community Relations	BIOGRAPHICAL FILES <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	BUDGET AND BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES <i>P: Final budget is kept by clerk of governing council, commission, or board - PERMANENT. Budget development and request files are retained 2 years by the finance or budget office. S: Office references copies - Destroy when obsolete or superseded</i>	GS50-03D-03	Financial Management: Budget	BUDGET DEVELOPMENT OR WORKING FILES <i>P: Destroy when obsolete or superseded S: Destroy when obsolete or superseded</i>



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Administrative Records Common To All Work Agency Work Units	FINANCIAL REPORTS – OFFICE REFERENCE COPIES <i>P: 3 years or until completion of State Auditor's examination report</i> <i>S: Office reference copies - Destroy when obsolete or superseded</i>	GS50-03D-06	Financial Management: Budget	BUDGET STATUS REPORT <i>P: 3 years or until completion of State Auditor's examination report</i> <i>S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – OFFICE REFERENCE COPIES <i>P: Clerk of governing council, commission or board keeps primary copy 3 years.</i> <i>S: Office references copies - Destroy when obsolete or superseded</i>	GS50-05A-03	Agency Management: Boards, Councils and Committees	AGENDAS/BRIEFS/PACKETS <i>P: 3 years – potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES OFFICE REFERENCE COPIES <i>P: Clerk of governing council, commission, or board keeps primary copy PERMANENT</i> <i>S: Office references copies - Destroy when obsolete or superseded</i>	GS50-05A-13	Agency Management: Boards, Councils and Committees	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-02	Agency Management: Community Relations	BIOGRAPHICAL FILES <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Destroy when obsolete or superseded</i>



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Administrative Records Common To All Work Agency Work Units	LEGAL OPINIONS – OFFICE REFERENCE COPIES <i>P: Agency attorney keeps primary copy PERMANENT S: Office references copies - Destroy when obsolete or superseded</i>	GS53-02-03	Agency Management: Legal	LEGAL OPINIONS <i>P: PERMANENT - Potential archival value S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	LITIGATION FILES OFFICE REFERENCE COPIES <i>P: Legal office or executive administration keeps until case closed plus 10 years – Potential archival value S: Office references copies - Destroy when obsolete or superseded</i>	GS53-02-04	Agency Management: Legal	LITIGATION CASE FILES <i>P: Agency record copy - Case closed plus 10 years S: Destroy when obsolete or superseded– Potential archival value</i>
Administrative Records Common To All Work Agency Work Units	MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-04	Information Management: Publications	MASTER FILE OF AGENCY PUBLICATIONS <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-05	Agency Management: Community Relations	NEWSPAPER CLIPPINGS <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded</i>



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Administrative Records Common To All Work Agency Work Units	ORDINANCES AND RESOLUTIONS – OFFICE REFERENCE COPIES <i>P: Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT S: Office references copies - Destroy when obsolete or superseded</i>	GS50-05A-16	Agency Management: Boards, Councils and Committees	ORDINANCES AND RESOLUTIONS <i>P: PERMANENT - Potential archival value S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	PAYROLL REPORTS – OFFICE REFERENCE COPIES <i>P: Payroll office keeps primary copy – 3 years, OR 60 years if needed for retirement audit S: Office references copies - Destroy when obsolete or superseded</i>	GS50-03E-25	Human Resource Management: Payroll	SUPPORTING DOCUMENTS AND REPORTS – PAYROLL <i>P: 3 years or until completion of audit S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	PERSONNEL FILES – OFFICE REFERENCE COPIES <i>P: Personnel office keeps primary copy until termination of employment plus 6 years S: Office references copies - Destroy when obsolete or superseded</i>	GS50-04B-06	Human Resource Management: Personnel	PERSONNEL FILE <i>P: Termination plus 6 years S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-06	Agency Management: Community Relations	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL <i>P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded</i>



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Administrative Records Common To All Work Agency Work Units	PRESS RELEASE – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-07	Agency Management: Community Relations	PRESS RELEASE <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	SCRAPBOOKS AND ALBUMS <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Destroy when obsolete or superseded</i>	GS50-06F-08	Agency Management: Community Relations	SCRAPBOOKS AND ALBUMS <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Destroy when obsolete or superseded</i>
Administrative Records Common To All Work Agency Work Units	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – OFFICE REFERENCE COPIES <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Office references copies - Destroy when obsolete or superseded</i>	GS50-06F-09	Agency Management: Community Relations	SPEECHES <i>P: Destroy when obsolete or superseded – Potential Archival Value</i> <i>S: Destroy when obsolete or superseded</i>
Dispute Resolution/ Mediation	WORKING FILES <i>P: Destroy after agreement is reached or withdrawal is executed</i> <i>S: Destroy when obsolete or superseded</i>	GS50-01-02	Agency Management: Administration (General)	ADMINISTRATIVE WORKING FILES <i>P: Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks</i> <i>S: Destroy when obsolete or superseded</i>
Fire And Emergency Medical Services	ANNUAL REPORT ADOPTED FIRE FIGHTER BOARD OF TRUSTEES <i>P: PERMANENT – Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-04	Agency Management: Boards, Councils and Committees	ANNUAL REPORTS ADOPTED <i>P: PERMANENT as adopted – 1 copy archival</i> <i>S: Destroy when obsolete or superseded</i>



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Fire and Emergency Medical Services	FIRE ORDINANCES <i>P: Clerk of the governing council, commission, or board keeps PERMANENT</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-16	Agency Management: Boards, Councils and Committees	ORDINANCES AND RESOLUTIONS <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Fire and Emergency Medical Services	MINUTES OF FIRE FIGHTER BOARD OF TRUSTEES PROCEEDINGS APPROVED AND SIGNED <i>P: PERMANENT – Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-13	Agency Management: Boards, Councils and Committees	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Hazardous Materials Administration	HAZARDOUS WASTE DISPOSAL PERMITS <i>P: 30 years</i> <i>S: Destroy when obsolete or superseded</i>	GS55-01M-04	Asset Management: Environmental Management	HAZARDOUS WASTE DISPOSAL PERMITS <i>P: 30 years</i> <i>S: Destroy when obsolete or superseded</i>
Land Use Planning, Permits, And Appeals	HAZARDOUS WASTE DISPOSAL PERMITS <i>P: 30 years</i> <i>S: Destroy when obsolete or superseded</i>	GS55-01M-04	Asset Management: Environmental Management	HAZARDOUS WASTE DISPOSAL PERMITS <i>P: 30 years</i> <i>S: Destroy when obsolete or superseded</i>
Licenses, Permits, Fees and Taxes	COMBINED EXCISE TAX RETURNS <i>P: Filing plus 5 years</i> <i>S: Destroy when obsolete or superseded</i>	GS50-12D-04	Financial Management: Taxes	STATE AND LOCAL TAX RETURNS <i>P: Filing plus 5 years</i> <i>S: Destroy when obsolete or superseded</i>
Motor Pool, Vehicle and Purchasing	EQUIPMENT/VEHICLE PARTS ORDERS <i>P: 3 years</i> <i>S: Destroy when obsolete or superseded</i>	GS50-06E-21	Financial Management: Purchasing/ Acquisitions	EQUIPMENT/VEHICLE PARTS ORDERS <i>P: 3 years</i> <i>S: Destroy when obsolete or superseded</i>
Personnel	AUDIO/VIDEO TAPE RECORDINGS OF COMMISSION MEETINGS <i>P: 6 years or 1 year if transcribed, and transcription is approved by Commission</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-13	Agency Management: Boards, Councils and Committees	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS <i>P: 6 years or 1 year if transcribed, and transcription is approved by Commission</i> <i>S: Destroy when obsolete or superseded</i>



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Personnel	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF CIVIL SERVICE COMMISSION OFFICIAL PROCEEDINGS <i>P: 6 years after minutes approved by commission</i> <i>Remarks: Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-21	Agency Management: Boards, Councils and Committees	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS <i>P: 6 years Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Personnel	MINUTES OF CIVIL SERVICE COMMISSION PROCEEDINGS, APPROVED AND SIGNED <i>P: PERMANENT – Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>	GS50-05A-13	Agency Management: Boards, Councils and Committees	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Prosecuting Attorney	DAMAGE AND LOSS CLAIMS PROSECUTING ATTORNEY <i>P: County fiscal agent until completion of State Auditor's examination, plus 6 years if there is a monetary settlement</i> <i>S: Prosecutor - destroy when obsolete or superseded</i>	GS50-08A-03	Financial Management: Accounting	DAMAGE AND LOSS CLAIMS PURCHASING <i>P: Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement</i> <i>S: Destroy when obsolete or superseded</i>
Prosecuting Attorney	LEGAL OPINIONS PROSECUTING ATTORNEY <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>	GS53-02-03	Agency Management: Legal	LEGAL OPINIONS <i>P: PERMANENT - Potential archival value</i> <i>S: Destroy when obsolete or superseded</i>
Public Works – Engineering	CONSTRUCTION PROJECT FILES <i>P: Completion of project plus 6 years</i> <i>S: Destroy when obsolete or superseded</i>	GS50-18-10	Asset Management: Design and Construction	CONSTRUCTION PROJECT FILES <i>P: Completion of project plus 6 years</i> <i>S: Destroy when obsolete or superseded</i>



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Public Works – Engineering	PESTICIDE SPRAY APPLICATION DOCUMENTATION <i>P: 7 years</i> <i>S: Destroy when obsolete or superseded</i>	GS50-18-43	Asset Management: Environmental Management	PESTICIDE SPRAY APPLICATION DOCUMENTATION <i>P: 7 years</i> <i>S: Destroy when obsolete or superseded</i>
Transit Authorities	BUS (COACH) MAINTENANCE HISTORY FILES <i>P: Until sale or disposal of vehicle</i> <i>S: Destroy when obsolete or superseded</i>	GS50-06E-06	Asset Management: Maintenance	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES <i>P: Until sale or disposal of equipment or vehicle</i> <i>S: Destroy when obsolete or superseded</i>