



DEMOLITION GUIDE – SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules. In 2008, the *Local Government Common Records Retention Schedule (CORE)* was created to cover the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources.

The *Local Government General Records Retention (LGRRS)*, which was put into place in 1997, has now been divided into sector-specific retention schedules in order to better enable updates to individual sector schedules *without causing undue disruption to otherwise unaffected agencies* and to reduce end-user confusion. *CORE* covers records common to EVERY local government agency; "sector" schedules cover records unique to certain sectors based on their distinctive functions and activities.

The following guide provides a "crosswalk" to map the destinations of the 419 *LGRRS* series.

- Most series were transferred directly over to their new sector schedules.
- If existing *LGRRS* series were sufficiently covered by *CORE* series, the *LGRRS* series were not transferred to the new sector schedules. (By consolidating records series, we reduce duplication and simplify the end-user effort.)

PLEASE note the following IMPORTANT details regarding changes to the records series in the new sector schedules:

- All disposition authority numbers (DANs) have been given new sector-specific prefixes. Only *CORE* series have a "GS" prefix. (For example, former *LGRRS* DAN GS65-01-01 is now AP65-01-01 in the *Air Pollution Control Authorities Records Retention Schedule*. The *numbers* have not changed; only the *letters* have changed.)
- All DANs have been assigned a revision of "0" since they are the **first series** in the **first version** of these new sector schedules. (The post-2008 history of all discontinued/revised records series can be found by searching Washington State Archives' [online database](#) and selecting "Discontinued" in the "Status" box. Please email records.management@sos.wa.gov for assistance.)
- If changes are minor (defined below), they were not considered a revision, and are not listed in this demolition guide.
 - ✓ Spelling corrections;
 - ✓ Adapting retention/disposition language to uniform format (with no changes to time period or designation);
 - ✓ Removal of redundant or unnecessary words.
- If the series title is not **Bold and Italized**, then it has not yet been reviewed/revised.



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AIR QUALITY

All records series that appeared in the Air Quality section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Air Pollution Control Authorities Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AP**

(Note: If the DAN was "GS65-01-01", it is now "AP65-01-01". The numerals have not changed; only the prefix has changed.)



ANIMAL SERVICES

Records series that appeared in the Animal Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Animal Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AN**

(Note: If the DAN was “GS50-10B-01”, it is now “AN50-10B-01”. The numerals have not changed; only the prefix has changed.)

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – ANIMAL SERVICES

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-10B-21 p. 9	Board of Pharmacy Registration	Until issuance of new registration	Human Resources Mgmt: Authorizations/ Certifications	GS2011-190 p. 111	Authorizations/ Certifications – Human Resources (General)	Retain for 6 years after authorization/certification superseded or terminated then Destroy.	Consolidation.
GS50-10B-07 p. 9	Citations	6 years	Agency Mgmt: Legal Affairs	GS2012-026 p. 29	Code Enforcement	Retain for 6 years after matter resolved then Destroy.	Consolidation.
GS50-10B-08 p. 9	Complaints	3 years					
GS50-10B-10 p. 10	Investigation Reports – Not Resulting in Citations	3 years					
GS50-10B-09 p. 10	Investigation Reports – Resulting in Citations	6 years					



DISCONTINUED RECORDS SERIES – ANIMAL SERVICES

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-10B-16 p. 13	Statistical Reports – Animal Control	3 years Potential Archival Value	Agency Mgmt: Reporting	GS2012-028 p. 42	Reporting/Filing (Mandatory) – Agency Management	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation. Use GS2012-028 If report is required to be filed with or submitted to an outside agency (including legislative authority). Use GS50-01-32 if report is voluntary.
			Agency Mgmt: Administration (General)	GS50-01-32 p. 8	Research/Program Reports, Studies, Surveys, Models and Analyses	Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.	
GS50-10B-17 p. 13	Veterinarian Service Bills – Animal Control	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions - General	Retain for 6 years after end of fiscal year then destroy.	Consolidation.



ASSIGNED COUNSEL

Records series that appeared in the Assigned Counsel section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AT**

(Note: If the DAN was “**GS**50-01-05”, it is now “**AT**50-01-05”. The numerals have not changed; only the prefix has changed.)

Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0):

- A Reference Group is currently reviewing all series; anticipate finalizing *Version 1.1* in January, 2013. (To volunteer, please email recordsmanagement@sos.wa.gov).



CEMETERY RECORDS

Records series that appeared in the Cemetery Records section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Cemeteries Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CE**

(Note: If the DAN was “GS50-35-01”, it is now “CE50-35-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-35-02 p. 17	INDEX OF INTERMENTS	PERMANENT	CE50-35-02	<i>Index of Interments</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-35-03 p. 17	RECORDS OF BURIAL OR INTERMENT	PERMANENT	CE50-35-03	<i>Records of Burial or Interment</i>		
GS50-35-04 p. 18	SECTION BOOKS	PERMANENT	CE50-35-04	<i>Section Books</i>		
GS50-35-05 p. 18	SECTION MAPS	PERMANENT	CE50-35-05	<i>Section Maps</i>		



COMMUNICATIONS

Records series that appeared in the Communications section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Emergency Communications (911) Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **EM**

(Note: If the DAN was “GS50-29-01”, it is now “EM50-29-01”. The numerals have not changed; only the prefix has changed.)

This records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below:

DISCONTINUED RECORDS SERIES - COMMUNICATIONS

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-29-09 p. 20	TAPE REQUESTS	6 years	Records Mgmt: Public Disclosure	GS50-09-13 p. 142	<i>Public Disclosure/Records Request Logs</i>	Retain for 3 years after date of latest entry then Destroy.	Consolidation.
				GS2010-014 p. 142	<i>Public Disclosure/Records Requests</i>	Retain for 2 years after public records request fulfilled then Destroy.	



CONSERVATION DISTRICTS

Records series that appeared in the Conservation Districts section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Conservation Districts Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CD**

(Note: If the DAN was “GS50-01-56”, it is now “CD50-01-56”. The numerals have not changed; only the prefix has changed.)

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – CONSERVATION DISTRICTS							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS59-02-01 p. 22	ANNUAL PLANS	6 years– Potential Archival Value	Agency Mgmt: Planning	GS2010-080 p. 40	<i>Strategic Plans – Final Version</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	Consolidation. These records have permanent archival value.
GS59-02-02 p. 23	LONG RANGE PLANS	Expiration plus 6 years– Potential Archival Value					



COUNTY CORONERS AND MEDICAL EXAMINERS

Records series that appeared in the Coroners and Medical Examiners section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new **Coroners and Medical Examiners Records Retention Schedule (Version 1.0)**.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CO**

(Note: If the DAN was “GS50-34-04”, it is now “CO50-34-04”. The numerals have not changed; only the prefix has changed.)

The following records series has been **discontinued**, as noted in the table below.

DISCONTINUED RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Use:	Title	Retention and Disposition	Rationale
GS50-34-08 p. 25	Photographic and Video Documentation of Death Investigations	3 years	CO50-34-03 p.4	Coroner/Medical Examiner Investigation Files	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Photos/videos that depict scene, circumstances, and autopsy room review should be retained as part of the investigation files.

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-34-01 p. 24	Card File Index	PERMANENT	CO50-34-01	Card File Index	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-34-05 p. 25	Inquests	PERMANENT	CO50-34-05	Inquests		
GS50-34-03 p. 24	Coroner/Medical Examiner Investigation Files	PERMANENT	CO50-34-03	Investigation Files		
GS50-34-02 p. 24	Coroner/Medical Examiner Ledger	PERMANENT	CO50-34-02	Ledger		



EMERGENCY SERVICES

Records series that appeared in the Emergency Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been discontinued. The records are now covered in the *Local Government Common Records Retention Schedule (CORE)* or the *Law Enforcement Records Retention Schedule*, as noted in the table below.

DISCONTINUED RECORDS SERIES – EMERGENCY SERVICES

DAN	LGRRS Title	LGRRS Retention	SCHEDULE: Function: Activity	Use:	Title	Retention and Disposition	Rationale
GS50-14-01 p. 26	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	Destroy when superseded plus 6 years	CORE: Agency Management: Admin. (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-14-04 p. 26	FALLOUT SHELTER MANAGEMENT FILE	Completion of project plus 6 years	CORE: Asset Management: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	Consolidation. (Depending on the agency's records, some may be covered by other <i>CORE</i> records series.)
GS50-14-05 p. 26	PROJECT FILES EMERGENCY SERVICES	Destroy when superseded plus 6 years	CORE: Agency Management: Admin. (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-14-06 p. 26	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SVS	6 years	CORE: Asset Management: Hazardous Materials Mgmt.	GS55-01M-04 p. 65	Authorizations/ Certifications – Hazardous Materials	Retain for 50 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <u>then</u> Destroy.	Consolidation.
GS50-14-07 p. 26	SEARCH & RESCUE MISSION FILES	3 years	Law Enforcement: Emergency Mgmt: Search & Rescue	LE2010-046 p. 27	Mission Files – Search and Rescue	Retain for 6 years after mission concluded then Destroy.	Consolidation. These records are covered in the <i>Law Enforcement Records Retention Schedule</i> . Per RCW 38.52.400 , "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities."
GS50-14-08 p. 26	SEARCH & RESCUE TRAINING MISSION FILES EMERGENCY SERVICES	Destroy when superseded plus 6 years		LE2010-047 p. 27	Training – Search and Rescue	Retain for 3 years after conclusion of training activity then Destroy.	



FACILITY AND PROPERTY MANAGEMENT

The single records series that appeared in the Facility and Property Management section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* has been discontinued. The records are now covered in the Local Government Common Records Retention Schedule (CORE), as noted in the table below.

DISCONTINUED RECORDS SERIES – FACILITY AND PROPERTY MANAGEMENT							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS55-05H-05 p. 27	<i>Parking Meter Records</i>	End of calendar year plus 6 years	Asset Mgmt: Construction	GS50-18-10 p. 58	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms of grant agreements, whichever is later then Transfer to WSA for appraisal and selective retention.	Consolidation.
			Asset Mgmt: Disposal	GS50-06E-08 p. 64	<i>Disposal of Assets (Non-Real Property)</i>	Retain for 6 years after disposal of asset then Destroy.	
			Asset Mgmt: Maintenance	GS2012-039 p. 75	<i>Maintenance – Major and/or Regulated</i>	Retain for 6 years after asset no longer owned by agency then Destroy.	
				GS2012-040 p. 76	<i>Maintenance – Minor Non-Regulated</i>	Retain for 3 years after end of fiscal year then Destroy.	



FAIRS

Records series that appeared in the Fairs section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Parks, Recreation and Culture Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **PR**

(Note: If the DAN was “GS57-01-01”, it is now “PR57-01-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – FAIRS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS57-01-04 p. 28	TICKET SUMMARY RECORD	3 years after end of calendar year	PR57-01-04 p. 4	No change.	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner then Destroy.	Retention changed per State Auditor Office request.
GS57-01-02 p. 28	EXHIBITOR’S ENTRY FORM/SHOW SHEETS	3 years	PR57-01-02 p. 4	No change.	Retain for 2 years after end of calendar year then Destroy.	Reduction from 3 years to 2 years was a typographical error. Will review when the <i>Parks, Recreation and Culture Records Retention Schedule</i> is (next) revised.



FIRE AND EMERGENCY MEDICAL

Records series that appeared in the Fire and Emergency Medical section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Fire and Emergency Medical Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **FM**

(Note: If the DAN was “GS50-34-04”, it is now “FM50-34-04”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – FIRE AND EMERGENCY MEDICAL						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS53-04-15 p. 32	FIRE INVESTIGATION DOCUMENTATION – CLOSED INVESTIGATIONS	6 years	FM53-04-15 p. 5	No change.	Retain for 6 years after conviction or 6 years after accident determination then Destroy.	Description and retention cut-off enhanced for clarity. Exclusions added for incidents involving loss of human life covered by FM53-04-17, and hazardous materials covered by the following two CORE series: <ul style="list-style-type: none"> • GS50-19-03 <i>Accidents/Incidents (Hazardous Materials) – No Human Exposure</i> (50 years), or • GS2011-177 <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> (100 years).
GS53-04-16 p. 32	FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE	10 years	FM53-04-16 p. 6	No change.	Retain for 10 years after decision not to proceed with investigation then Destroy.	
GS53-04-17 p. 33	FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE	PERMANENT	FM53-04-17 p. 6	FIRE INVESTIGATION DOCUMENTATION – INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE	Retain for 6 years after conviction <i>or</i> 10 years after decision not to proceed with investigation <i>then Transfer</i> to WSA for permanent retention.	Title and description modified to include ALL investigations of ALL incidents that result in loss of human life. At the request of the State Archivist, these records have been designated as “Archival – Permanent Retention”; designation, retention and cut-off language have been modified accordingly.
GS53-04-20 p. 35	MEDICAL INCIDENT REPORTS	8 years	FM53-04-20 p. 7	No change.	Retain for 8 years after provision of health care/ services then Destroy.	Retention cut-off language enhanced to reflect RCW 4.16.350 .
GS53-04-11 p. 31	FIRE ALARMS SYSTEMS DRAWINGS	LIFE OF FACILITY	FM53-04-11 p. 9	<i>Fire and Life Safety Systems Drawings</i>	Retain until system/ equipment is replaced or disposed of or building is demolished then Destroy.	Title updated and description enhanced to include all fire and life safety systems.



The following records series have been **discontinued**, as noted in the table below.

DISCONTINUED RECORDS SERIES – FIRE AND EMERGENCY MEDICAL							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-03A-36 p. 36	Transmittal of Fees – Volunteer Firefighter	6 years	CORE: Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation.
GS50-06C-36 p. 28	Accident/Incident Reports – Volunteer Firefighters	For accidents/incidents involving adults NOT resulting in claims– 3 years.	CORE: Agency Mgmt.: Risk Mgmt.	GS2010-081 p. 45	Accident/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	Consolidation. No duplication between retention schedules.
		For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years.	CORE: Agency Mgmt.: Risk Mgmt.	GS50-06C-03 p. 44	Accident/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	
		For accidents/incidents involving adults resulting in claims – closure plus 6 years. For accidents/ incidents involving minors resulting in claims - closure plus 6 years.	CORE: Agency Mgmt.: Legal	GS50-01-10 p. 29	Claims For Damages	Retain for 6 years after claim closed then destroy.	
GS58-04A-03 p. 33	Injury and Disability Claims – Volunteer Firefighter	Settlement plus 6 years	CORE: Human Resource Mgmt: Industrial Insurance	GS2010-083 p. 119	Volunteer Fire Fighters’ and Reserve Officers’ Relief Claims	Retain for 6 years after claim closed then Destroy.	Consolidation. No duplication between retention schedules.
GS50-03A-35 p. 34	Injury and Disability Claim Invoices – Volunteer Firefighter	6 years					
GS53-04-08 p. 31	Capital Equipment Inventory – Fire and Emergency Medical Operations	Destroy when superseded plus 3 years or after completion of State Auditor’s Examination report	CORE: Asset Mgmt: Inventory	GS50-03A-18 p. 72	Inventory – Capital, Expendable and Consumable Assets	Retain for 4 fiscal years after date of inventory <i>or</i> until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.	Consolidation. No duplication between retention schedules.
GS53-04-19 p. 34	Inventory of Personal Equipment Issues to Firefighters	Until superseded plus 3 years or after completion of State Auditor’s Examination report					
GS53-04-22 p. 35	Personnel Assignment Roster – Fire & Emergency Medical Services	Destroy when obsolete or superseded	CORE: HR Mgmt: Perf. Mgmt.	GS50-04B-29 p. 129	Work Assignment Record, Schedule or Log	3 years	Consolidation.



HOUSING AUTHORITIES

Records series that appeared in the Housing Authorities section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Housing Authorities Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **HA**

(Note: If the DAN was “GS60-01-01”, it is now “HA60-01-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – HOUSING AUTHORITIES						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS60-01-39 p. 43	<i>Property History Files</i>	Sale of property plus 6 years. PAV.	HA60-01-39 p. 8	No change.	Sale of property plus 10 years. (A-AR)	Statute of limitations for recovery of real property is 10 years. RCW 4.16.020.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – HOUSING AUTHORITIES							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS60-01-04 p. 37	<i>Asset Management Files</i>	Sale of property plus 10 years	Asset Mgmt: Acquisition/Ownership	GS55-05A-06 p. 52	<i>Capital Assets (Real Property)</i>	Retain for 10 years after disposition of real property and 10 years after completion of transaction or termination/expiration of instrument then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS60-01-05 p. 37	<i>Billing Files Requests for Payment</i>	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	<i>Financial Transactions – General</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
GS50-01-06 p. 38	<i>Bond Project Files</i>	6 years after redemption of project or building bonds	Financial Mgmt: Accounting	GS2011-183 p. 91	<i>Financial Transactions – Bond, Grant and Levy Projects</i>	Retain for 6 years after final bond payment or 6 years after completion of levy-grant project or terms of grant agreements, whichever is later, then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – HOUSING AUTHORITIES

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS60-01-07 p. 38	Collection Loss Report	6 years	Financial Mgmt: Accounting	GS50-03B-14 p. 90	Financial Disputes and Collections – General	Retain for 6 years after matter resolved <i>then</i> Destroy.	Consolidation.
GS60-01-12 p. 39	Entry/Exit Videos	30 days	Asset Mgmt: Security	GS50-06B-18 p. 85	Security Monitoring – Oversight/Surveillance Recordings	Retain for 30 days after last recording or until determined that no security incident has occurred, whichever is sooner, then Destroy.	Consolidation.
GS60-01-33 p. 42	Pesticide Application Permits	Expiration plus 6 years	Asset Mgmt: Hazardous Materials Mgmt.	GS50-18-43 p. 68	Pesticide Application	Retain for 7 years after date of pesticide application <i>then</i> Destroy.	Consolidation.
GS60-01-42 p. 45	Rehabilitation Program Block Grant Files	6 years after end of grant year	Financial Mgmt: Accounting	GS2011-183 p. 91	Financial Transactions – Bond, Grant and Levy Projects	Retain for 6 years after final bond payment or 6 years after completion of levy-grant project or terms of grant agreements, whichever is later, then Destroy.	Consolidation.
GS50-01-48 p. 46	Tax Exempt Obligation	6 years after satisfaction of obligation	Financial Mgmt: Accounting	GS2011-183 p. 91	Financial Transactions – Bond, Grant and Levy Projects	Retain for 6 years after final bond payment or 6 years after completion of levy-grant project or terms of grant agreements, whichever is later, then Destroy.	Consolidation.



JUVENILE SERVICES

Records series that appeared in the Juvenile Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Juvenile Courts and Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **JS**

(Note: If the DAN was “**GS**50-28-02”, it is now “**JS**50-28-02”. The numerals have not changed; only the prefix has changed.)



LAND USE PLANNING, PERMITS, APPEALS

Records series that appeared in the Land Use Planning, Permits and Appeals section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Land Use Planning and Permitting Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **LU**

(Note: If the DAN was “GS50-11-01”, it is now “LU50-11-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-11-06 p. 58	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES	PERMANENT, Potential Archival Value	LU50-11-06 p. 5	No change.	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for appraisal and selective retention.	Uniform retention and cut-off language.
GS50-16-01 p. 59	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS	PERMANENT, Potential Archival Value	LU50-16-01 p. 10	No change.	Retain until repealed or superseded then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-16-08 p. 59	COMPREHENSIVE LAND USE PLAN HISTORY FILES	PERMANENT, Potential Archival Value	LU50-16-08 p. 10	No change.		
GS50-11-25 p. 60	CRITICAL (SENSITIVE) AREA DESIGNATION	Termination of designation plus 6 years	LU50-11-25 p. 10	No change.	Retain for 6 years after termination of designation then Destroy.	Added exclusion for assets owned by the local government agency that have received a Critical (Sensitive) Areas designation - which is covered by CORE GS2012-034. (Archival - Permanent.)
GS50-11-29 p. 61	HISTORIC SITE FILES – DESIGNATED	Termination of designation plus 6 years. Potential Archival Value	LU50-11-29 p. 10	Historic Site Files – Designation Granted	Retain for 6 years after termination of designation then Transfer to WSA for appraisal and selective retention.	Modified language, removed 6 year retention after cut-off. ATTENTION: This series continues to be designated ESSENTIAL. (There is a typographical error in the .doc and .pdf versions.)



ADJUSTMENTS TO RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-11-24 p. 63	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES	10 years, Potential Archival Value	LU50-11-24 p. 6	No change.	Retain for 10 years after final determination then Transfer to WSA for appraisal and selective retention.	Clarified retention cut-off and added plat review working files. ATTENTION: This series continues to be designated ESSENTIAL. (There is a typographical error in the .doc and .pdf versions.)
GS50-11-11 p. 64	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES	PERMANENT, Potential Archival Value	LU50-11-11 p. 6	No change.	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for appraisal and selective retention.	Uniform retention and cut-off language.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-16B-01 p. 55	Administrative Appeals Case Files	PERMANENT – Potential Archival Value	Agency Mgmt: Meetings and Hearings	GS2011-174 p. 35	Appeals Hearings – Local Decision-Making Bodies (Land Use)	Retain for 6 years after final disposition of case then Transfer to WSA for permanent retention.	Records documenting adjudicative proceedings are covered by GS2011-174 or GS2011-173. <i>Agency case files are retained with the related project series (Building Construction Permit, Conditional Use Permit, Shoreline Permit, etc.)</i>
GS50-16B-03 p. 55	Appeal Hearings Audio-Video Recordings and Transcriptions	6 years after final disposition of case					
GS50-16B-02 p. 56	Appeal Hearing Case Files	Either decision maker or affected jurisdiction retains 6 years after final disposition of case					
GS50-11-07 p. 58	Building Inspection Reports – Existing Buildings	6 years	CORE: Agency Mgmt: Legal	GS2012-026 p. 29	Code Enforcement	Retain for 6 years after matter resolved then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-11-04 p. 58	Code Complaint & Violation Case Files	6 years after final action on violation	Affairs				
GS50-16-02 p. 67	Maps, Drawings, Photographs (Official)	PERMANENT – Potential archival value ESS	CORE: Agency Mgmt: Charter, Jurisdiction & Mission	GS50-16-09 p. 11	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Covers official materials which are NOT site- or project- specific. Excludes records held by the County Engineer.
GS50-16-03 p. 67	Maps, Drawings, Photographs (Reference)	Until obsolete or superseded – Potential archival value	CORE: Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Covers reference materials which are NOT site- or project- specific. Excludes records held by the County Engineer.

RECORDS SERIES TRANSFERRED TO OTHER RETENTION SCHEDULES

DAN	LGRRS Title	LGRRS Retention	MOVED TO:	DAN	Title	Retention and Disposition	Rationale
GS50-11-31 p. 62	Historic Site Special Valuation Tax Files	Termination of special valuation plus 10 years	<i>Licensing, Permitting, and Taxation Records Retention Schedule</i>	LP50-11-31 p. 9	Historic Site Special Valuation Tax Files	Retain for 10 years after termination of special valuation <i>then</i> Destroy.	Function of records is taxation rather than land use planning.
GS50-16-09 p. 65	Local Government Jurisdictional Boundary Change History Files	PERMANENT PAV	CORE: Charter, Jurisdiction & Mission	GS50-16-09 p. 11	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	These records are common to many local government agencies.
GS52-03A-05 p. 66	Local Government Jurisdictional Boundary Changes Files	PERMANENT - PAV		GS52-03A-05 p. 12	Jurisdictional Boundary - Development	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	



LICENSES, PERMITS, FEES AND TAXES

Records series that appeared in the Licenses, Permits, Fees and Taxes section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Licensing, Permitting, and Taxation Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **LP**

(Note: If the DAN was “**GS**50-12D-10”, it is now “**LP**50-12D-10”. The numerals have not changed; only the prefix has changed.)



NOXIOUS WEED CONTROL

Records series that appeared in the Noxious Weed Control section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Weed and Pest Control Districts Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **WP**

(Note: If the DAN was “**GS**58-05-03”, it is now “**WP**58-05-03”. The numerals have not changed; only the prefix has changed.)



PARKS AND RECREATION

Records series that appeared in the Parks and Recreation section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Parks, Recreation and Culture Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **PR**

(Note: If the DAN was “**GS50-13C-19**”, it is now “**PR50-13C-19**”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – PARKS AND RECREATION						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-13C-05 p. 87	<i>Gifts and Donations Information Files</i>	PERMANENT Potential Archival Value	PR50-13C-05 p. 5	No change.	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	Enables agencies to transfer these records to WSA when no longer needed for agency business.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the first table below. The second table covers series to which adjustments have been made.

DISCONTINUED RECORDS SERIES – PARKS AND RECREATION							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-13C-02 p. 87	<i>Construction & Planning Project Files - Fairs</i>	Completion of project plus 6 years - Potential archival value	Asset Mgmt: Construction	GS50-18-10 p. 58	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-13C-03 p. 87	<i>Design Standards Reference File</i>	Keep until revised or superseded	Asset Mgmt: Construction	GS55-05G-04 p. 63	<i>Standards and Specifications Manuals</i>	Retain for 6 years after superseded then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-13C-04 p. 87	<i>Facilities Use Permits – Parks and Recreation</i>	Retain for 3 years after end of fiscal year then Destroy.	Agency Mgmt: Contracts and Agreements	GS50-01-11 p. 19	<i>Contracts and Agreements – General</i>	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PARKS AND RECREATION

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-13C-07 p. 88	Park Maps	PERMANENT	Agency Mgmt: Charter, Jurisdiction and Mission	GS55-05A-06 p. 52	Capital Asset (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Consolidation.
PR50-13C-17 p. 90	Recreation Scholarship Applications - Approved	Retain for 6 years after end of fiscal year then Destroy.	Financial Mgmt: Accounting	GS2011-183 p. 91	Financial Transactions – Grant, Bond, Levy Projects	Retain for 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then Destroy.	Consolidation.
PR50-13C-18 p. 90	Recreation Scholarship Applications – Not Approved	Retain for 30 days after completion of approval process then Destroy.	Financial Mgmt: Accounting	GS50-03C-07 p. 93	Grant/Scholarship Applications – Not Approved	Retain for 1 years after notification of denial received or sent then Destroy.	Consolidation.
GS50-13C-10 p. 89	Project Plans, and Drawings	PERMANENT	Asset Mgmt: Construction	GS50-18-06 p. 57	As-Built Drawings – Appraised and Selected for Archival Preservation	Retain until completion of project then Transfer original to WSA for permanent preservation.	Consolidation. Depending on the type of project, may be covered by one of these five series.
				GS2012-035 p. 57	As-Built Drawings – Appraised and Not Selected for Archival Preservation	Retain copy until structure no longer owned by agency then Transfer to new owner or Destroy.	
				GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	
				GS2012-041 p. 77	Capital Construction Projects – Preliminary Plans (Project Not Completed)	Retain for 6 years after decision not to proceed then Destroy.	
			Agency Mgmt: Admin (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	



PORT DISTRICTS

Records series that appeared in the Port Districts section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Economic Development and Transport Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **ED**

(Note: If the DAN was “**GS55-04-01**”, it is now “**ED55-04-01**”. The numerals have not changed; only the prefix has changed.)

ERROR NOTICE: A typographical error exists in the .doc and .pdf versions. The retention and disposition action for **Vessel Files (ED55-04-16)** should read “**Retain for 6 years after end of calendar year then Transfer to Washington State Archives for appraisal and selective retention.**”

Adjustments have been made to the following records series, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – PORT DISTRICTS

DAN	LGRRS Title	LGRRS Retention	Economic Development and Transport RRS Version 1.0 DAN	Economic Development and Transport RRS Version 1.0 Title	Economic Development and Transport RRS Version 1.0 Retention	Economic Development and Transport RRS Rationale
GS55-04-07 p. 92	Customer Files Port Districts	6 years after termination of agreement – Potential Archival Value	ED55-04-07 p. 4	Customer Files	Retain for 6 years after termination of agreement then Transfer to WSA for appraisal and selective retention.	Not covered by <i>CORE</i> due to Archival designation.
GS55-04-09 p. 92	Foreign Trade Zone Application	Department of Commerce keeps PERMANENT - Potential Archival Value	ED55-04-09 p. 5	Foreign Trade Zone Application	Retain for 6 years after termination of agreement then Transfer to WSA for appraisal and selective retention.	Not covered by <i>CORE</i> due to Archival designation.

These three records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*:

DISCONTINUED RECORDS SERIES – PORT DISTRICTS

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS550-04-06 p. 92	Customer Billings	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions - General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation.
GS55-04-13 p. 93	Passenger Facilities Charges	6 years					
GS55-04-02 p. 91	Airport Certification Files	PERMANENT	Agency Mgmt: Authorizations /Certifications	GS50-01-42 p. 9	Authorizations/ Certifications – Agency Management	Retain for 6 years after authorization superseded or termination and conditions of authorization satisfied and violations (if any) corrected then Destroy.	Consolidation.



PROSECUTING ATTORNEY

Records series that appeared in the Assigned Counsel section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AT**

(Note: If the DAN was “**GS50-01-05**”, it is now “**AT50-01-05**”. The numerals have not changed; only the prefix has changed.)

The following records series has been **transferred** to the *Local Government Common Records Retention Schedule (CORE)*:

RECORDS SERIES TRANSFERRED TO OTHER RETENTION SCHEDULES							
Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS52-07-03 p. 95	<i>Civil Topical and Working Files</i>	Destroy when obsolete or superseded Potential Archival Value	CORE: Legal Affairs	GS52-07-03 p. 28	<i>Civil Topical and Working Files</i>	Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.	This CORE series covers records where the attorney is acting as legal counsel for the local government agency . The <i>Prosecuting Attorney and Assigned Counsel Records Retention Schedule</i> covers cases where the prosecuting attorney or public defender serves as the attorney on non-agency matters.

This records series has been **discontinued** because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*:

DISCONTINUED RECORDS SERIES – PROSECUTING ATTORNEYS							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS52-07-01 p. 95	<i>Annual Report to State Liquor Control Board</i>	2 years	Agency Mgmt: Reporting	GS2012-028 p. 42	<i>Reporting/Filing (Mandatory) – Agency Mgmt</i>	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation. All mandatory reports have been designated Archival by the State Archivist.



PUBLIC WORKS ENGINEERING

Records series that appeared in the Public Works Engineering section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been incorporated into the **Local Government Common Records Retention Schedule (CORE Version 3.0)**.

The first table contains records series that have been transferred to CORE; the second table contains records series which are being discontinued and are covered by records series in *CORE 3.0*.

RECORDS SERIES TRANSFERRED TO CORE – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	Retention Schedule: Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-08 p. 106 TO CORE	Bridge Inspection Files	Life of structure plus 10 years. ESS	<i>CORE:</i> Asset Mgmt: Inspection/ Monitoring	GS50-18-08 p. 66	Inspections – Bridges	Retain for 6 years after asset no longer owned by agency then Destroy. Essential.	Bridge inspections are performed by several government sectors.
GS50-18-38 p. 110 TO CORE	Reference Maps and Drawings	Destroy when obsolete or superseded - Potential archival value (ESS)	<i>CORE:</i> Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	This series covers reference maps, etc., that are NOT site- or project- specific. (Those are covered in <i>CORE: Asset Management</i> or the <i>Land Use Planning</i> sector schedule). Excludes records filed with the County Engineer.
GS50-18-33 p. 72 TO CORE	Traffic Count Data	6 years	<i>CORE: Asset Mgmt: Inspect/ Monitoring</i>	GS50-18-33 p. 72	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business then Destroy.	This series covers raw data. Companion series GS50-18-34 covers compilations, analyses and reports.
GS50-18-34 p. 115	Traffic Count Reports	Destroy when obsolete or superseded	Asset Mgmt: Inspection/ Monitoring	GS50-18-34 p. 71	Monitoring (Traffic) – Analysis	Retain for 6 yrs after analysis or report completed then Transfer to WSA for appraisal and selective retention.	Consolidation. Applies only to the final analysis/report, not to the raw data (which is covered by GS50-18-33).

Public Works continued on next page.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-01 p. 105	Abandoned, Voided, Or Defective Drawings	Destroy.	Records with Minimal Retention Value	GS50-02-03 p. 149	Transitory Records	Retain until no longer needed for agency business then Destroy.	If NOT needed as evidence of a business transaction and NOT part of a project file, covered by GS50-02-03. Otherwise, retain with related project.
GS50-18-02 p. 105	Aerial Survey Photograph Prints, Negatives, And Flight Map	PERMANENT - Potential archival value - See remarks ESS	CORE: Agency Mgmt: Charter, Jurisdiction & Mission	GS50-16-09 p. 11	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Official documentation is covered by GS50-16-09.
				GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Documents used solely for reference are covered by GS50-18-38.
GS50-18-03 p. 105	Annual Bridge Reports	10 years - Potential archival value	Asset Mgmt: Reporting	GS2012-044 p. 80 OR	Reporting/Filing (Mandatory) - Assets	Retain for 6 years after report submitted then Transfer to WSA for appraisal and selection retention.	Consolidation. Reports covered by one of these two series.
			Asset Mgmt: Acquisition/ Ownership	GS2012-031 p. 53	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	
GS50-18-04 p. 105	Annual Construction Program (ACP) 36.81.130	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival	Asset Mgmt: Planning	GS51-07-15 p. 80 OR	Long-Range Asset Plans (Final Version)	Retain until superseded then Transfer to WSA for appraisal and selective retention.	Consolidation. WSA appraisal will determine if record has been retained by governing body.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-05 p. 106	Annual Construction Program (ACP) & Transp. Improvement Program (TIP) Development Files	Destroy when obsolete or superseded		GS2012-042 p. 78	Long-Range Asset Plans (Development)	Retain until 6 years after final version completed then Destroy.	Consolidation.
GS50-18-37 p. 106	Bridge Maintenance History Files	Life of bridge. ESS RCW 36.80.040.	Asset Mgmt: Acquisition/ Ownership	GS2012-031 p. 53 OR	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Records retained by the County Engineer per RCW 36.80.040 are covered under GS2012-031. Other bridge maintenance records are covered by the appropriate maintenance series.
			Asset Mgmt: Maintenance	GS2012-039 p. 75 OR	Maintenance –Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy. (ESS)	
				GS2012-040 p. 76	Maintenance –Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
GS50-18-09 p. 106	Citizen Service Requests / Complaints	3 years	Agency Mgmt: Community Relations	GS50-01-09 p. 14	Citizen Complaints/ Requests	Retain for 3 years after matter closed then Destroy.	Consolidation.
GS50-18-11 p. 107	Construction Projects: Preliminary Plans And Worksheets	Completion of project	Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreements, whichever is later, then Transfer to WSA for appraisal and selective retention.	Consolidation.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
			Asset Mgmt: Planning	GS2012-041 p. 77	Capital Construction Projects – Preliminary Plans (Projects Not Completed)	Retain for 6 years after decision not to proceed then Transfer to WSA for appraisal and selective retention.	
GS50-18-12 p. 107	Crew Chief/ Foreman's Production Reports	3 years	Asset Mgmt: Construction	GS50-18-10 p. 58 <i>OR</i>	Construction Project Files	Retain for 6 yrs after completion of project or terms of grant agreement, whichever is later, then Transfer to WSA for appraisal and selective retention.	Consolidation. One of these 4 series cover these records, depending on the function and activity that the agency's records document.
			Asset Mgmt: Maintenance	GS2012-039 p. 75 <i>OR</i>	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
GS50-04B-51 p. 107	Daily Maintenance Activity Record/Crew Sheets	3 years		GS2012-040 p. 76 <i>OR</i>	Maintenance – Minor and Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
			HR Mgmt: Performance Mgmt.	GS50-04B-29 p. 129	Work Assignment Record, Schedule or Log	3 years	
GS50-18-14 p. 107	Emergency Response Logs	6 years	Agency Mgmt: Emergency Planning, Response, Recovery	GS2012-025 p. 26 <i>OR</i>	Emergency/Disaster Response Recovery – Routine or Minor	Retain for 6 years after matter resolved/recovery complete then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
				GS50-18-29 p. 26	Emergency/Disaster Response Recovery – Uncommon or Major	Retain for 6 years after matter resolved/recovery complete then Transfer to WSA for appraisal and selective retention.	
GS50-18-36 p. 108	Franchise History Files	PERMANENT – ESS Potential archival value	Agency Mgmt: Contracts and Agreements	GS2011-169 p. 18	Contracts and Agreements – Capital Assets (Non-Real Property)	Retain for 6 years after completion of transaction or termination/ expiration of instrument and 6 years after disposition of asset (if asset owned by agency) then Destroy. (ESS)	Franchises received by (granted to) the agency.
				GS50-05A-10 p. 20	Franchise Requests – Granted by Agency	Retain for 6 years after termination or withdrawal of franchise agreement then Transfer to WSA for permanent retention. (ESS)	Franchises granted by the agency.
GS55-05A-05 p. 108	Franchise Working Files	Termination plus 6 years ESS		GS2012-017 p. 20	Franchise Requests – Declined by Agency	Retain for 6 years after decision to not grant franchise then Destroy.	Franchise requests declined by agency.
GS50-18-15 p. 108	Geological Data	Destroy when obsolete or superseded plus 6 years - Potential archival value	Agency Mgmt: Charter, Jurisdiction and Mission	GS50-16-09 p. 11 OR	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Geological data and land survey field books should be retained in accordance with the property records to which they relate. (Agency boundary or jurisdiction; agency asset projects; land
			Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	
GS50-18-16 p. 109	Land Survey Field Books	PERMANENT – ESS Potential archival					



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
		value	Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	use planning; land use permitting projects, etc.)
GS50-18-17 p. 109	Local Improvement District Files	Clerk of governing council, commission, or board – PERMANENT 1 copy PAV	Financial Mgmt: Planning	GS53-02-06 p. 104	Levy and Bond Planning – Successful	6 years after final bond payment then transfer to WSA for appraisal and selective retention.	Consolidation.
				GS2011-188 p. 104	Levy and Bond Planning – Unsuccessful	6 years after decision to not proceed then destroy.	
GS50-18-19 p. 109	Pit And Quarry Material Control Files	3 years	Asset Mgmt: Usage and Operations	GS2012-045 p. 86	Usage and Dispersal (Assets)	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO exam report, whichever is sooner then Destroy.	Consolidation.
GS50-18-20 p. 109	Plat Review Working Files	Destroy when obsolete or superseded.	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	If site-specific to agency owned properties, use GS55-05A-06. If working files contain information pertinent to a specific land use project (review notes, comments, etc.), then the records should be retained with the related project files.
			Records with Minimal Retention Value	GS50-02-04 p. 150	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then Destroy.	
GS50-18-44 p. 110	Relocation Assistance And Real Property Acquisition Files For Federal And Federally Assisted Programs	3 years See remarks	Financial Mgmt: Accounting	GS2011-183 p. 91	Financial Transactions – Bond, Grant and Levy Projects	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/ grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-45 p. 111	Relocation Assistance And Real Property Acquisition Reports	6 years ESS Potential archival value CFR 49.24.9 , WAC 468-100-009	Asset Mgmt: Reporting	GS2012-044 p. 80	Reporting/Filing (Mandatory) – Assets	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-18-21 p. 111	Right-Of-Way Case Files	Life of right of way - Potential archival value ESS	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52 <i>OR</i>	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Rights-of-way received by the agency where the agency acquires real property.
				GS2012-030 p. 51	Capital Assets (Other) and Non-Cap Tracked Assets	Retain for 4 years after disposition of asset <u>or</u> until disposition of asset and SAO audit, whichever is later, then Destroy.	Rights-of-way received by the agency where the agency does NOT acquire real property.
GS55-05A-08 p. 112	Right-Of-Way Vacation Files	Approval by gov. council, commission, or board plus 10 years – ESS PAV	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Rights-of-way granted by the agency.
GS50-18-23 p. 112	Road And Bridge Closure Notices	Reopening plus 6 years	Agency Mgmt: Community Relations	GS2012-016 p. 16	Public Notice Publication	Retain for 6 years after notice published or 6 years after published event completed, whichever is later, then Destroy.	Consolidation.
GS50-18-25 p. 113	Road Establishment Case Files (RCW 36.80.040)	Life of road plus 10 years – ESS Potential archival value	Asset Mgmt: Acquisition/ Ownership	GS2012-031 p. 53 <i>OR</i>	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Road establishment history records filed with and retained by the County Engineer are covered by GS2012-031. GS55-05A-06 applies to agencies that do <u>not</u> file their records with the Co. Eng.
				GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-26 p. 113	Road Improvement District (RID) Case Files	Close out of funding plus 6 years - Potential archival value	Financial Mgmt: Planning	GS53-02-06 p. 104 OR	Levy and Bond Planning – Successful	6 years after final bond payment then transfer to WSA for appraisal and selective retention.	Consolidation.
				GS2011-188 p. 104	Levy and Bond Planning– Unsuccessful	6 years after decision to not proceed then destroy.	
GS50-18-24 p. 113	Road Maintenance History Files	10 years ESS	Asset Mgmt: Acquisition/ Ownership	GS2012-031 p. 53 OR	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Maintenance history files retained by the County Engineer per RCW 36.80.040 are covered by GS2012-031. All other maintenance history and maintenance project files are covered by records series based on the function and activity that the records document.
			Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is longer <i>then</i> Transfer to WSA for appraisal and selective retention.	
GS50-18-27 p. 114	Road Maintenance Project Files	Completion of project plus 6 years	Asset Mgmt: Maintenance	GS2012-039 p. 75 OR	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
				GS2012-040 p. 76	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-30 p. 114	Street Light History Records	Life of equipment	Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Use applicable series, depending on the function and activity that the records document.
			Asset Mgmt: Maintenance	GS2012-039 p. 75	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
				GS2012-040 p. 76	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
			Asset Mgmt: Disposal	GS50-06E-08 p. 64	Disposal of Assets (Non-Real Property)	Retain for 6 years after disposal of asset then Destroy.	
GS50-18-31 p. 114	Survey Maps Filed For Record	PERMANENT - Potential archival value - ESS	Asset Mgmt: Acquisition/ Ownership	GS2012-031 p. 53	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	GS2012-031 covers official survey maps filed in the office of the County Engineer.
			Records with Minimal Retention Value	GS50-02-04 p. 150	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then Destroy.	GS50-02-04 covers <i>agency copies</i> of survey maps filed with either the County Engineer or the County Auditor.
GS50-18-32 p. 115	Traffic Accident Reports	6 years following date of report	Asset Mgmt: Inspection/ Monitoring	GS50-18-33 p. 72	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business <i>then</i> Destroy.	Consolidation. Applies only to the data gathered, not to any subsequent analysis.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-35 p. 115	Traffic Sign Inventory	Destroy when obsolete or superseded	Asset Mgmt: Inventory	GS50-03A-18 p. 73	Inventory – Capital, Expendable and Consumable Assets	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of SAO examination report, whichever is sooner then Destroy.	Consolidation.
GS50-18-39 p. 115	Traffic Signal History Record	Life of equipment plus 3 years	Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	The initial construction or installation of traffic signals is covered by GS50-18-10. One of the other 5 series covers all subsequent records, depending on the function/activity that the records document.
			Asset Mgmt: Maintenance	GS2012-039 p. 75 OR	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
GS50-18-40 p. 116	Traffic Signal Operations Reports And Logs	3 years		GS2012-040 p. 76 OR	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
			GS2012-037 p. 69 OR	Inspections/ Monitoring – Non-Regulated	Retain until no longer needed for agency business then Destroy.		
GS50-18-41 p. 116	Traffic Signal Testing And Installation Records	3 years	Asset Mgmt: Inspection/ Monitoring	GS50-18-33 p. 72 OR	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business then Destroy.	
				GS50-18-34 p. 72	Monitoring (Traffic) - Analysis	Retain for 6 yrs after analysis or report completed then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-28 p. 116	Transportation Improvement Programs	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival	Asset Mgmt: Planning	GS2012-031 p. 53 OR	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Transportation Improvement Program (TIP) records filed with and retained by the County Engineer are covered by GS2012-031.
			Asset Mgmt: Acquisition/Ownership	GS51-07-15 p. 80	Long-Range Asset Plans (Final Version)	Retain until superseded then Transfer to WSA for appraisal and selective retention.	GS51-07-15 applies to agencies that do <u>not</u> file their records with the County Engineer.
GS50-18-42 p. 116	Underground Utilities Location Reports	3 years	Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is longer then Transfer to WSA for appraisal and selective retention.	This records series covers the <i>project</i> record. (The public utility provider retains its own records in accordance with public utility retention requirements.)
			Asset Mgmt: Maintenance	GS2012-039 p. 75	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	



SOCIAL SERVICES

Records series that appeared in the Social Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Social Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **SS**

(Note: If the DAN was “**GS50-25-02**”, it is now “**SS50-25-02**”. The numerals have not changed; only the prefix has changed.)

This records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*:

DISCONTINUED RECORDS SERIES

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-25-06 p. 118	<i>Project Files – Social Services</i>	Completion of project plus 6 years	CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	<i>Project Files (Miscellaneous)</i>	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.



SOLID WASTE MANAGEMENT

Records series that appeared in the Solid Waste Management section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the ***Public Utilities Records Retention Schedule (Version 1.2)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **UT**

(Note: If the DAN was “GS50-26-02”, it is now “UT50-26-02”. The numerals have not changed; only the prefix has changed.)

This records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*:

DISCONTINUED RECORDS SERIES

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	DAN:	Title	Retention and Disposition	Rationale
GS50-26-16 p. 119	<i>Comprehensive Solid Waste Plans</i>	Destroy when superseded plus 6 years – Potential Archival Value (Archival – Appraisal Required)	CORE: Asset Mgmt: Planning	GS51-07-15 p. 80	<i>Long-Range Asset Plans – Final Version</i>	Retain until superseded <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.



TRANSIT AUTHORITIES

Records series that appeared in the Transit Authorities section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Transit Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **TA**

(Note: If the DAN was “**GS50-31-07**”, it is now “**TA50-31-07**”. The numerals have not changed; only the prefix has changed.)

This records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*:

DISCONTINUED RECORDS SERIES – TRANSIT AUTHORITIES

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-31-16 p. 125	<i>Federal Transit Administration (FTA) National Transit Database Report (also known as Section 15 Report)</i>	3 years after submittal of quarterly, annual or final expenditure report (Potential Archival Value)	Agency Management: Reporting	GS2012-028 p. 42	<i>Reporting/Filing (Mandatory) - Agency Management</i>	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation.



For records management assistance and advice,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.