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## **This schedule applies to: Military Department**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Military Department relating to the unique functions of preparedness and response to emergencies and disasters, provides trained and ready forces for state and federal missions, and educational opportunities for at-risk youth. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) 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 state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” 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 and 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 and must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Military Department are revoked. The Military Department 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 State Records Committee in accordance with RCW 40.14.050 on October 7, 2020.

*Signature on File*

**For the State Auditor:**  
**Al Rose**

*Signature on File*

**For the Attorney General:**  
**Suzanne Becker**

*Signature on File*

**For the Office of Financial Management:**  
**Gwen Stamey**

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**The State Archivist:**  
**Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 6, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	December 5, 2012	Minor change to retention of “Youth Challenge Cadet Records – Student (Cumulative Files) (DAN 10-08-62302).
1.2	June 5, 2013	Addition of new series “Administration of Military Justice Records” and minor change to the retention of “Search and Rescue Incident Records (DAN 89-06-44471).
1.3	June 3, 2015	Revisions to the Emergency Management and National and State Guard sections.
1.4	December 6, 2017	Revisions to the Emergency Management section.
1.5	October 7, 2020	Revoked <i>Public Works Construction Contracts and Agreements – Military Department Facilities</i> (DAN 07-04-61450) now covered by <i>State Government General Records Retention Schedule</i> , and removed Youth Academy series now covered by <i>Public Schools (K-12) Records Retention Schedule</i> .

For assistance and advice in applying this records retention schedule,  
please contact the Military Department’s Records Officer

or Washington State Archives at:

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

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## 1. ASSET MANAGEMENT

This section covers records relating to the management of the agency’s physical and intellectual property assets which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62351 Rev. 1	<p><b>Building Check Sheet</b></p> <p>Records documenting procedural security checks of building and grounds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Date, status and time of check;</li> <li>• Name or initials of employee conducting checks;</li> <li>• Remarks or notes.</li> </ul>	<p><b>Retain</b> for 1 year after date of document</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62350 Rev. 1	<p><b>Camp Murray Security Incident Reports</b></p> <p>Records of pertinent facts surrounding significant events or emergencies involving any property or individuals. Type of incidents may include:</p> <ul style="list-style-type: none"> <li>• Fire, medical aid, or law enforcement responses;</li> <li>• Aggressive behavior or endangering/threatening others;</li> <li>• Self-abusive or unusual problematic behavior;</li> <li>• Property destruction, natural or unnatural;</li> <li>• Theft of property; vehicle accidents;</li> <li>• Any type of outside government agency notification.</li> </ul> <p>Pertinent facts may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Field Information report (Mil Form 405);</li> <li>• Incident type, case number, location and date; field interviews (Mil Form 396);</li> <li>• Statement of Suspect/Witness/Complainant (Mil Form 391);</li> <li>• Name and personal information of persons related to incident and any interviews.</li> </ul>	<p><b>Retain</b> for 6 years after close of incident <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62352 Rev. 1	<p><b>Camp Murray Vehicle/Equipment/Building Violation Notice</b></p> <p>Notice recording vehicle, equipment or building violations of Camp Murray policies and regulations issued. Type of incidents may include unsecured buildings and equipment and parking violations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Date, time, and location of violation;</li> <li>• Description and nature of violation (Mil Form 406).</li> </ul>	<p><b>Retain</b> for 1 year after date of violation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21248 Rev. 1	<p><b><i>Federal Surplus Property Program</i></b></p> <p>Records concerning purchase of federal property available, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence and purchase agreements;</li> <li>• Approval to dispose of or transfer titles of property;</li> <li>• Warehouse issue sheets.</li> </ul>	<p><b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2. EMERGENCY MANAGEMENT

This section covers records relating to the management of the response and recovery efforts for emergencies and disasters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-09-62117 Rev. 2	<p><b><i>Emergency Operations Center Activations – Level 1</i></b> Emergency Management Operations Center documents and records generated during a Level 1 – Enhanced Operations activation of the State Emergency Operations Center. Includes, but is not limited to incidents involving:</p> <ul style="list-style-type: none"> <li>• Nuclear facilities;</li> <li>• Chemical and other hazardous materials facilities and storage;</li> <li>• Natural disasters (earthquakes, tornados, volcanic eruptions, floods, fire, windstorms);</li> <li>• Man-made disasters (acts of terrorism, arson, high-level security breaches);</li> <li>• Any other incidents which prompt an activation of a state emergency.</li> </ul> <p>Excludes records covered by <i>Emergency Operations Center Activations – Level 1 (Audio Recordings) (DAN 09-09-62118)</i>. <i>Note: These activities occur prior to and during state emergency activations.</i></p>	<p><b>Retain</b> for 7 years after date mission is closed <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
09-09-62118 Rev. 2	<p><b><i>Emergency Operations Center Activations – Level 1 (Audio Recordings)</i></b> Audio recordings related to missions authorized and created by the Division of Emergency Management resulting in Emergency Operations Center Level 1.</p>	<p><b>Retain</b> for 90 days after date of recording <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-09-62116 Rev. 3	<p><b>Emergency Operations Center Activations – Levels 2 and 3</b></p> <p>Emergency Management Alert and Warning Center documents and files generated during State Emergency Operations Center Level 2 and 3 – Routine Operations. These activities do not lead to an activation of a state emergency.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Incidents, missions and exercises;</li> <li>• Reports and tests not covered by other records series.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Emergency Operations Center Activations – Levels 2 and 3 (Audio Recordings) (DAN 17-12-69133)</i>;</li> <li>• <i>Search and Rescue Incident Records (DAN 89-06-44471)</i>.</li> </ul> <p><i>Note: These activities do not lead to an activation of a state emergency.</i></p>	<p><b>Retain</b> for 7 years after date mission is closed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
17-12-69133 Rev. 0	<p><b>Emergency Operations Center Activations – Levels 2 and 3 (Audio Recordings)</b></p> <p>Audio recordings related to missions authorized and created by the Division of Emergency Management resulting in Emergency Operations Center Level 2 or 3 Activations.</p>	<p><b>Retain</b> for 90 days after date of recording <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-01-17827 Rev. 1	<p><b>Emergency Worker Program Requirements</b></p> <p>Records documenting the requirements for specially trained personnel providing search and rescue and other emergency services for the public.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requirements for participation;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-09-23463 Rev. 1	<p><b>Federal Project File</b></p> <p>Project applications for Federal matching funds to be used for maintenance of training, warning and communication equipment. These may also be used to purchase equipment.</p>	<p><b>Retain</b> for 7 years after federal funds received <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68752 Rev. 0	<p><b>Local Emergency Plan and Program Reviews</b></p> <p>Records relating to the review and provision of feedback on local emergency plans and programs submitted to the Emergency Management Division in accordance with RCW 38.52.070 and chapter 118-30 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Emergency plans and program papers received;</li> <li>• Records documenting the review;</li> <li>• Response provided to submitting agency;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> until superseded by subsequent report <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-01-17823 Rev. 2	<p><b>Mutual Aid Agreements</b></p> <p>Records relating to the in-state and out-of-state assistance beyond scope of normal departmental needs during an emergency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agreements and contracts;</li> <li>• Memorandums of Understanding (MOU's);</li> <li>• Intergovernmental Agreements (IGA's).</li> </ul>	<p><b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-06-44471 Rev. 3	<p><b><i>Search and Rescue Incident Records</i></b> Records documenting search and rescue incidents authorized by the Emergency Management Division. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Form EMD-077 Search and Rescue Mission Data Sheet with attachments.</li> </ul>	<p><b>Retain</b> for 10 years after closure of incident <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
84-02-33390 Rev. 2	<p><b><i>State Emergency Management Training, Exercises and Education Records</i></b> Records of emergency preparedness training and public education courses, exercises and seminars applicable to emergency workers, disaster response personnel, emergency manager, public safety and first responders.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
12-06-68278 Rev. 1	<p><b><i>Washington State Emergency Plans</i></b> Documents related to emergency planning for preparation/recovery to statewide emergencies and disasters. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• State Comprehensive Emergency Management Plan and supporting plans;</li> <li>• Emergency preparedness for nuclear facilities, chemical, and other hazardous materials facilities and storage;</li> <li>• Hazard Mitigation Plan;</li> <li>• Memorandums of Understanding (MOU's) and Memorandums of Agreement (MOA's) that directly support emergency plans.</li> </ul>	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

### 3. NATIONAL AND STATE GUARD

This section covers records relating to guard personnel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-06-68445 Rev. 0	<p><b><i>Administration of Military Justice Records</i></b> Records documenting the administration of justice in the Washington National Guard. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Non-judicial punishments;</li> <li>• Courts-martial.</li> </ul>	<p><b>Retain</b> for 1 year after discharge date of National Guard service <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
15-06-68749 Rev. 0	<p><b><i>Air National Guard Personnel Records – Federal Orders</i></b> Federally-issued components of Air National Guard personnel records. <i>Note: These records are stored within the Master Personnel Record Group (MPRGp).</i></p>	<p><b>Retain</b> until end of federal fiscal year <i>then</i> <b>Transfer</b> to National Personnel Records Center for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68750 Rev. 0	<p><b><i>Air National Guard Personnel Records – State Orders</i></b> State-issued (by the order of the Governor) components of Air National Guard personnel records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Enlistment, appointments, promotions, demotions, discharges;</li> <li>• Separations/transfers;</li> <li>• Death announcements;</li> <li>• State awards and decorations;</li> <li>• Activation, inactivation/deactivations;</li> <li>• Assignments, attachments, redesignations, reorganization;</li> <li>• Movement orders;</li> <li>• Unit Training Assembly (UTA) Schedule;</li> <li>• Assumption of Command.</li> </ul>	<p><b>Retain</b> until end of federal fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
15-06-68751 Rev. 0	<p><b><i>Army National Guard Personnel Records – Discharged 2005 Onwards</i></b> Army National Guard personnel records (both Federal and State components) for those discharged in 2005 and later.</p> <p><i>Note: These records are stored within the interactive Personnel Electronic Records Management System (iPERMS).</i></p> <p><i>Note: All Army National Guard personnel records for those discharged prior to 2005 have been transferred to Washington State Archives for permanent retention.</i></p>	<p><b>Retain</b> until end of federal fiscal year <i>then</i> <b>Transfer</b> to National Personnel Records Center for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
04-07-60725 Rev. 0	<p><b><i>State Active Duty Medical Claims Files</i></b> Provides a unit record of records pertaining to the processing and adjudication of an individual’s state active duty claim under the rules of RCW 38.40.030.</p>	<p><b>Retain</b> for 75 years after close of claim <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18522 Rev. 2	<p><b>Washington National Guard State-Issued Orders</b></p> <p>Orders issued under the authority of the Washington State Adjutant General pertaining to units of the Washington National Guard.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Designations;</li> <li>• Activations, inactivation, etc.</li> </ul>	<p><b>Retain</b> for 5 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
11-04-62442 Rev. 0	<p><b>Washington State Guard Personnel Files</b></p> <p>Service record of individual members of the Washington State Guard. Files contain all personnel matters pertaining to the member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and training;</li> <li>• Officer liaison qualifications and orders;</li> <li>• Promotions and awards.</li> </ul>	<p><b>Retain</b> for 6 years after end of State Guard service</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

## 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 (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. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period. 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.

### ***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 State Records Committee.

### ***Essential Records***

Public records that state 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.

### **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.**

### **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.”*

### ***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.**

### ***State Records Committee***

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*



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*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

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