

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ACCOUNTING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

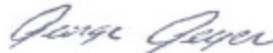
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ACCOUNTING - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING –BANKING

DISPOSITION AUTHORITY GS50-03B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
2	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
3	DEPOSIT REGISTER - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
4	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
5	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
6	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
7	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
8	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
9	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	
10	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND 1. Authority to issue duplicated check or warrant in case of loss or destruction. 2. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
11	SIGNATURE RECORDS List of employees and their signatures who are authorized to sign checks/warrants.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	

Schedule Title: ACCOUNTING – BUDGET

DISPOSITION AUTHORITY GS50-03D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
2	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – BUDGET

DISPOSITION AUTHORITY GS50-03D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
4	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
5	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
6	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
7	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
8	FINAL BUDGET	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-08	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
9	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
10	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	

SUPERSEDED

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
2	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
3	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
5	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
6	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
7	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
8	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
9	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
10	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
11	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year-end) as well as documentation of current status, and updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
12	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
13	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	
14	GENERAL LEDGER ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years Pre-1900 general ledgers have potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency should be kept.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
16	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
17	INVENTORY OF FIXED ASSETS Year-end report.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
18	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	
19	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
20	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
21	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
22	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
23	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
24	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
25	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
26	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
27	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
28	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
29	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
30	WARRANT/CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
31	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
32	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING -GRANTS

DISPOSITION AUTHORITY GS50-03C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
2	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years or retain for period required by grant or program – Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
4	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
5	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING -GRANTS

DISPOSITION AUTHORITY GS50-03C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	GRANT APPLICATIONS - APPROVED Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
7	GRANT APPLICATIONS - NOT APPROVED	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
8	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	
9	GRANT PROJECT REPORTS Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program – Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
10	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
11	WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – INTERNAL AUDIT

DISPOSITION AUTHORITY GS50-03F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03	

Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
2	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
3	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03	
4	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – See remarks.	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years See remarks	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
6	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
8	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
9	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
10	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
11	DISABILITY, HEALTH AND WELFARE CLAIMS - PAYROLL	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
12	EMPLOYEE EARNINGS QUARTERLY REPORTS	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-12	
13	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-13	
14	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-14	
15	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD If used for retirement verification – Needs security microfilm backup – See remarks.	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years See remarks	Destroy when obsolete or superseded	GS50-03E-15	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
17	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
18	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
19	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19	
20	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
21	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
22	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – See remarks.	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years See remarks	Destroy when obsolete or superseded	GS50-03E-22	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
24	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
25	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL Documentation of status of and adjustments to payroll accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-25	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

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Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

DISPOSITION AUTHORITY GS50-02

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:

Series NO.	TITLE AND DESCRIPTION
1	AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.
5	MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
8	ROUTING SLIPS Routing slips used to direct the distribution of documents.
9	SHORTHAND NOTES, STENOGRAPH TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.
10	TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	USED / CANCELLED EVENT TICKETS AND PASSES

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.


General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

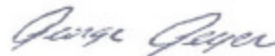
Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-02	Please contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	ANNUAL REPORTS – OFFICE REFERENCE COPIES Copies of reports of activities submitted yearly to the governing council, commission, or board.	OFM	Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
4	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES Copies of employment applications submitted by applicants who were not hired.	OFM	Personnel office keeps primary copy 3 years	Office references copies - Destroy when obsolete or superseded	GS50-04B-01	
5	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded – See remarks	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
6	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
7	BUDGET AND BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES The final budgets are retained permanently as reference attachments to the ordinances or resolutions that adopt them.	OFM	Final budget is kept by clerk of governing council, commission, or board PERMANENT Budget development and request files are retained 2 years by the finance or budget office	Office references copies - Destroy when obsolete or superseded	GS50-03D-03	
8	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-37	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
10	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
11	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
12	CONTRACTS, AGREEMENTS, AND WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
13	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
14	FINANCIAL REPORTS – OFFICE REFERENCE COPIES Copies of financial reports made to and/or by the department regarding its, expenditures and the status of its budget.	OFM	3 years or until completion of State Auditor's examination report	Office references copies - Destroy when obsolete or superseded	GS50-3D-06	
15	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
16	GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – OFFICE REFERENCE COPIES	OFM	Clerk of governing council, commission or board keeps primary copy 3 years	Office references copies - Destroy when obsolete or superseded	GS50-05A-03	
17	GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES – OFFICE REFERENCE COPIES	OFM	Clerk of governing council, commission or board keeps primary copy PERMANENT	Office references copies - Destroy when obsolete or superseded	GS50-05A-13	
18	HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
19	LEGAL OPINIONS – OFFICE REFERENCE COPIES	OFM	Agency attorney keeps primary copy PERMANENT - See remarks	Office references copies - Destroy when obsolete or superseded	GS53-02-03	If the agency contracts for outside legal representation, the primary record copy will probably be held by agency's executive administration.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
20	LITIGATION FILES – OFFICE REFERENCE COPIES	OFM	Legal office or executive administration keeps until case closed plus 10 years - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
21	MAILING LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
22	MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
23	NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
24	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - See remarks . (See item #1 for administrative procedures and instructions).	OPR	PERMANENT as adopted - One copy archival - See remarks	Destroy when obsolete or superseded	GS50-01-24	Please contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission, or board.	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-25	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
26	ORDINANCES AND RESOLUTIONS – OFFICE REFERENCE COPIES	OFM	Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT	Office references copies - Destroy when obsolete or superseded	GS50-05A-16	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
27	PAYROLL REPORTS – OFFICE REFERENCE COPIES	OFM	Payroll office keeps primary copy- 3 years, OR 60 years if needed for retirement audit	Office references copies - Destroy when obsolete or superseded	GS50-03E-25	
28	PERSONNEL FILES – OFFICE REFERENCE COPIES	OFM	Personnel office keeps primary copy until termination of employment plus 6 years	Office references copies - Destroy when obsolete or superseded	GS50-04B-06	
29	PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – OFFICE REFERENCE COPIES Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
30	PRESS RELEASES – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
31	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-30	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
32	RECEIPTS FOR CASH RECEIVED – OFFICE REFERENCE COPIES	OFM	Finance office keeps primary copy 6 years	Office references copies - Keep 3 years	GS50-03A-21	
33	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
34	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
35	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
36	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – <i>OFFICE REFERENCE COPIES</i>	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
37	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-30	
38	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMITTING

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMITTING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: ADMITTING

DISPOSITION AUTHORITY GS55-03B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMISSIONS AND DISCHARGES STATISTICAL REPORT	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03B-01	Contact your Regional Archivist before disposing of this record.
2	PATIENT REGISTER ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03B-02	Reference WAC 246-318-440 (11) (a) (iv). Should be protected from damage or loss by offsite storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
3	PATIENT VALUABLES LOG	OFM	3 years	Destroy when obsolete or superseded	GS55-03B-03	
4	SURGERY SCHEDULE/OPERATION REGISTER	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03B-04	Reference WAC 246-310-440 (7) (a) (iv).

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADVISORY COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

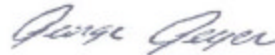
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADVISORY COUNCILS, COMMISSIONS AND BOARDS - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADVISORY COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AGENDA PACKETS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all referenced and attached documents.	OFM	3 years – Potential archival value – See remarks	Destroy when obsolete or superseded	GS50-05B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	
3	CORRESPONDENCE – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MINUTES – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all references and attached documents.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: AMBULATORY SURGICAL CENTER

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

AMBULATORY SURGICAL CENTER - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: AMBULATORY SURGICAL CENTER

DISPOSITION AUTHORITY GS55-03Y

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CONDITIONS OF PARTICIPATION/ ACCREDITATION SURVEY	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-03Y-01	Reference 42 CFR 416.26 and 42 CFR 416.140.
2	LEGEND DRUG ORDER	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-03Y-02	Reference WAC 246-904-030(3).
3	PRESCRIPTION AND REFILL RECORDS	OFM	2 years - See remarks	Destroy when obsolete or superseded	GS55-03Y-03	Reference WAC 246-904-070, WAC 246-869-100.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: CENTRAL SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

CENTRAL SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: CENTRAL SERVICES

DISPOSITION AUTHORITY GS55-03C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUTOCLAVE RECORDS Daily sterilizing reports.	OFM	3 years	Destroy when obsolete or superseded	GS55-03C-01	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: DIETARY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

DIETARY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: DIETARY

DISPOSITION AUTHORITY GS55-03D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FOOD REFRIGERATION TEMPERATURE LOG	OFM	2 years	Destroy when obsolete or superseded	GS55-03D-01	
2	HEALTH FOOD HANDLERS PERMITS	OFM	Until reviewed	Destroy when obsolete or superseded	GS55-03D-02	
3	MEAL COUNT	OFM	3 years	Destroy when obsolete or superseded	GS55-03D-03	
4	MENUS FOR HOSPITAL CAFETERIA Excludes patient menus.	OFM	1 year	Destroy when obsolete or superseded	GS55-03D-04	
5	PATIENT DIET INSTRUCTIONS	OFM	3 years	Destroy when obsolete or superseded	GS55-03D-05	
6	PATIENT MENUS	OFM	3 years	Destroy when obsolete or superseded	GS55-03D-06	
7	SUMMARY OF FOOD COSTS	OFM	3 years	Destroy when obsolete or superseded	GS55-03D-07	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (see *Documenting Records Destruction*, page 13). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

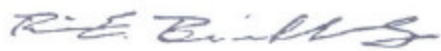
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

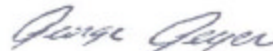
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ELECTRONIC INFORMATION - INCLUSIVE

Approved by the Washington State Local Records Committee - July, 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - GENERAL

DATA AND INPUT DOCUMENTATION	
DATABASE AND SPREADSHEET DATA FINDING AIDS AND INDEXES (USER WORKING COPY) INPUT DOCUMENTS WORD PROCESSING FILES	Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.
ELECTRONIC MAIL	
<p>Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats.</p> <p>Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.</p>	
E-mail messages which are usually public records and must meet records retention requirements before being destroyed: <ol style="list-style-type: none">1. Policy and Procedure Directives2. Correspondence or memoranda related to official public business3. Agendas and minutes of meetings4. Documents relating to legal or audit issues5. Messages which document agency actions, decisions, operations and responsibilities6. Documents that initiate, authorize or complete a business transaction7. Drafts of documents that are circulated for comment or approval8. Final reports or recommendations9. Appointment calendars10. E-mail distribution lists11. Routine information requests12. Other messages sent or received that relate to the transaction of local government business	E-mail Messages Which Are Usually Administrative Materials with No Retention Value: <ol style="list-style-type: none">1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins2. Phone message slips that do not contain information that may constitute a public record3. Copies of published materials4. Informational copies5. Preliminary drafts6. Routing slips7. Transmittals (Letters/memos) <p><i>See e-mail guidelines in the records management section of this manual.</i></p>

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specifications, and system acceptance criteria. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: EMERGENCY DEPARTMENT

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

EMERGENCY DEPARTMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: EMERGENCY DEPARTMENT

DISPOSITION AUTHORITY GS55-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	PATIENT LOGS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03E-01	Reference WAC 246-318-440 (11) (a) (v). The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
2	PHYSICIAN CALL SCHEDULE	OFM	5 years - See remarks	Destroy when obsolete or superseded	GS55-03E-02	See Health Care Financing Administration guidelines.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: FACILITY AND PROPERTY MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

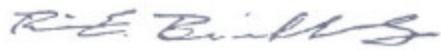
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

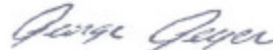
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

FACILITY AND PROPERTY MANAGEMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ENVIRONMENTAL QUALITY - FOR AGENCY-OWNED PROPERTY

DISPOSITION AUTHORITY GS55-05H

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-02	
3	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-03	
4	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-50H-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Schedule Title: FACILITIES MANAGEMENT

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
5	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
6	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
7	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
8	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: FACILITIES MANAGEMENT

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
10	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	
11	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
12	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
13	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
14	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
15	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
16	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
17	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LAND OWNERSHIP AND ACCESS RIGHTS - AGENCY OWNED PROPERTY

DISPOSITION AUTHORITY GS55-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPRAISALS Statement of land values, provided by independent appraisers under contract to the agency.	OPR	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	DEEDS/TITLES Legal documents of ownership	OPR	County auditor or recorder - PERMANENT	Sale or disposal of land plus 10 years - See remarks	GS55-50A-02	Additional copies may be disposed of when obsolete or superseded.
3	EASEMENTS Granted by and to agency.	OPR	County auditor or recorder - PERMANENT	Reassignment or vacation of easement plus 10 years - See remarks	GS55-50A-03	Additional copies may be disposed of when obsolete or superseded.
4	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Closure of dispute plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-50A-04	The county auditor records selected records in this series. Reference RCW 4.16.020 for retention period. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	EVICITION RECORDS Eviction records, legal eviction files.	OPR	6 years after judgment or final decisions	Destroy when obsolete or superseded	GS55-05A-09	
6	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-50A-06	Reference RCW 4.16.020 for retention period. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LAND OWNERSHIP AND ACCESS RIGHTS - AGENCY OWNED
PROPERTY

DISPOSITION AUTHORITY GS55-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	LEASES Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-50A-07	
8	RIGHT OF WAY VACATION FILES Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-50A-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

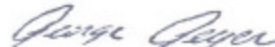
Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS - INCLUSIVE Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	AGENCY CHARTERS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
3	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
4	AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
7	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved – See remarks	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county charter review.	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-07	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	FRANCHISES ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	Termination or withdrawal plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
10	GOALS & OBJECTIVES WORKING FILE	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	
11	INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-12	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
12	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED Includes all referenced and attached documents. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	OATHS OF OFFICE ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
14	ORDINANCES AND RESOLUTIONS ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-16	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	<div style="text-align: center; font-size: 48px; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div>
16	RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-18	
17	SUB-COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-08	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
18	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years – Potential archival value – See remarks	Destroy when obsolete or superseded	GS50-05A-21	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (see *Documenting Records Destruction, page 13*). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

SUPERSEDED

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

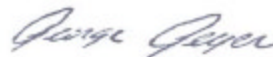
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

HAZARDOUS MATERIALS ADMINISTRATION- INCLUSIVE

Approved by the Washington State Local Records Committee - July, 2001



For the Attorney General: Brian Bucholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
3	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
5	HAZARDOUS MATERIALS DISPOSAL RECORDS Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc. ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
6	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
8	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
9	HAZARDOUS MATERIALS MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
10	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
11	MATERIALS SAFETY DATA SHEET (MSDS). ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
12	NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION.	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: HOME HEALTH AND HOME HOSPICE CARE

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

HOME HEALTH AND HOME HOSPICE CARE - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: HOME HEALTH AND HOME HOSPICE CARE

DISPOSITION AUTHORITY GS55-03X

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
3	EQUIPMENT MAINTENANCE RECORDS For equipment used in patient's home.	OPR	10 years after equipment has been taken out of service in patient's home	Destroy when obsolete or superseded	GS55-03X-01	
4	HOME HEALTH AND HOSPICE CARE LICENSES	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-03X-02	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: HOSPITAL LICENSING AND REGULATION

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

HOSPITAL LICENSING AND REGULATION - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: HOSPITAL LICENSING AND REGULATION

DISPOSITION AUTHORITY GS55-03V

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CONDITIONS OF PARTICIPATION SURVEY Covers Ambulatory Surgical Center, Home Health and Home Hospice and Long Term Care.	OPR	6 years after approval or certification - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03V-01	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	HOSPITAL LICENSE	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03V-02	Reference RCW 70.41, WAC 246-318.
3	ON SITE LICENSING SURVEY	OPR	6 years after approval or certification - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03V-03	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	RESPONSES TO DEFICIENCIES Covers Ambulatory Surgical Center, Home Health and Home Hospice and Long Term Care.		6 years after approval or certification - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03V-04	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: HOUSEKEEPING AND LAUNDRY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

HOUSEKEEPING AND LAUNDRY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: HOUSEKEEPING AND LAUNDRY

DISPOSITION AUTHORITY GS55-03F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DAILY REPORT OF LINEN LAUNDERED For each department.	OFM	3 years	Destroy when obsolete or superseded	GS55-03F-01	
2	DAILY WORK SCHEDULES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-03F-02	
3	INVENTORY OF LINENS DISCARDED	OFM	3 years	Destroy when obsolete or superseded	GS55-03F-03	
4	NEW LINEN DISTRIBUTION LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS55-03F-04	
5	RECORD OF NEW LINEN PURCHASES	OPR	6 years	Destroy when obsolete or superseded	GS55-03F-05	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: IMAGING SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


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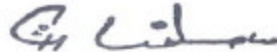
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

IMAGING SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AIR SAMPLING SURVEY RECORDS	OPR	Termination of pertinent license or permit plus 30 years - See remarks	Destroy when obsolete or superseded	GS55-03L-01	Reference WAC 246-221-230 (7) (g).
2	BRACHYTHERAPY AND SEALED BYPRODUCT SOURCE LEAKAGE TEST REPORTS	OFM	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-02	Reference 10 CFR 35.53 (d).
3	BRACHYTHERAPY SOURCE RECORDS AND RADIATION SURVEY RECORDS Used to confirm placement within patient.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-03	Reference 10 CFR 35.406 (d).
4	BYPRODUCT (UNSEALED) MEASUREMENT OF DOSES	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-04	Reference 10 CFR 35.53 (c).
5	BYPRODUCT MATERIAL CONTAMINATION AND AMBIENT RADIATION EXPOSURE RATE SURVEYS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-05	Reference 10 CFR 35.53 (c).
6	BYPRODUCT MATERIAL MEDICAL USE LICENSES	OPR	Permanent - See remarks	Destroy when obsolete or superseded	GS55-03L-06	Reference 10 CFR 35.11.
7	BYPRODUCT MATERIAL RECORDS OF DISPOSAL	OPR	Until termination of Nuclear Regulatory Commission Disposal License - See remarks	Destroy when obsolete or superseded	GS55-03L-07	Reference 10 CFR 30.51 (a) (3).
8	BYPRODUCT MATERIAL RECORDS OF RECEIPT	OPR	3 years after disposal or transfer - See remarks	Destroy when obsolete or superseded	GS55-03L-08	Reference 10 CFR 30.51 (a) (1).
9	BYPRODUCT MATERIAL RECORDS OF TRANSFER Includes manifests and acknowledgments of receipt.	OPR	3 years after transfer - See remarks	Destroy when obsolete or superseded	GS55-03L-09	Reference 10 CFR 30.51 (a) (2) and WAC 246-249-090 (4) (g).
10	DIAGNOSTIC RADIOLOGY EQUIPMENT SPECIFICATIONS AND ACCEPTANCE TESTING RECORDS	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-03L-10	Reference 21 CFR 1000.55 (c) (2).
11	ECHOCARDIOGRAPH - ABNORMAL READINGS Tape of visual tests.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-11	Primary copy held in Patient Case File in Medical Records.
12	ECHOCARDIOGRAPH - NORMAL READINGS Tape of visual tests.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-12	Primary copy held in Patient Case File in Medical Records.
13	ECHOCARDIOGRAPH INTERPRETATION Interpretation by physician.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-13	Primary copy held in Patient Case File in Medical Records.
14	ELECTROCARDIOGRAMS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-14	Primary copy held in Patient Case File in Medical Records.
15	ELECTROENCEPHALOGRAMS Interpretation by neurologist.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-15	Primary copy held in Patient Case File in Medical Records.
16	ELECTROENCEPHALOGRAM NORMAL TRACINGS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-16	Primary copy held in Patient Case File in Medical Records.
17	EQUIPMENT INSPECTIONS AND TESTS	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-17	

SUPERSEDED

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
18	HIGH RADIATION AREA ENTRY CONTROL DEVICE TEST RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-18	Reference WAC 246-221-230 (9) (a).
19	IMAGE RECEPTOR CALIBRATION INSTRUCTIONS	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-03L-19	
20	IMAGE RECEPTOR CALIBRATION MEASUREMENTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-20	Reference 10 CFR 35.51 (d), WAC 246-240-040 (5) (a) and WAC 246-221-230 (9) (d).
21	IMAGE RECEPTOR MAINTENANCE LOGS Document corrective actions and compliance with applicable requirements.	OFM	3 years after last entry - See remarks	Destroy when obsolete or superseded	GS55-03L-21	Reference 21 CFR 900.12.
22	IMAGE RECEPTOR SPOT CHECK MEASUREMENTS AND CORRECTIVE ACTION RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-22	Reference 10 CFR 35.632.
23	IMAGING SERVICES PROGRAM STATEMENT Written description of program type and scope for nuclear medicine and other diagnostic and therapeutic imaging services offered by the hospital.	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-23	Reference WAC 246-318-380 (1) (b).
24	INDIVIDUAL RADIATION RADIOACTIVE MATERIAL INTAKE MEASUREMENTS AND CALCULATION RESULTS USED FOR ASSESSMENT OF INTERNAL RADIATION DOSES	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-24	Reference WAC 246-221-230 (7) (f).
25	INTERPRETATION REPORTS (AUTHENTICATED)	OPR	Patient treatment file - See remarks	Destroy when obsolete or superseded	GS55-03L-25	Reference WAC 246-318-380 (5) (b).
26	LABORATORY AND INJECTION AREA SURVEYS	OFM	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-26	Reference WAC 246-239-070.
27	MEDICAL THERAPY DEVICE AND SOURCE INVENTORY Quarterly physical inventory of all devices and sources received and held. Inventories are inspected by the State Department of Health.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-27	Reference WAC 246-240-020.
28	MOBILE NUCLEAR MEDICINE SURVEYS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-28	Reference 10 CFR 35.80 (e).
29	MOLYBDENUM 99 CONCENTRATION MEASUREMENTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-29	Reference 10 CFR 35.204 (c).
30	MONTHLY RADIATION SURVEY OF HOT LAB, TREATMENT, WORKING, RECEPTION	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-30	
31	MONTHLY TREATMENT STATISTICS	OFM	2 years	Destroy when obsolete or superseded	GS55-03L-31	
32	NUCLEAR IMAGE FILES	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03L-32	Reference RCW 70.41.190.

SUPERSEDED

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
33	NUCLEAR MEDICINE ANNUAL ACCURACY TESTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-33	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
34	NUCLEAR MEDICINE DOSE CALIBRATION DAILY CONSTANCY CHECKS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-34	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
35	NUCLEAR MEDICINE QUARTERLY LINEARITY TESTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-35	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
36	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY RECORDS Official documentation of external doses, internal doses, planned special exposures, accidents, and emergency conditions. Prepared on forms RHF-4, RHF-4A, RHF 5, and RFH 5A or other currently specified forms.	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-36	Reference 10 CFR 20.2104, WAC 246-221-230 (7) (b) and WAC 246-221-230 (7) (c).
37	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY REPORT WORKING FILES Information used to compile Occupational Dose and Exposure History Reports.	OFM	3 years after completion of report - See remarks	Destroy when obsolete or superseded	GS55-03L-37	Reference 10 CFR 20.2104 and WAC 246-221-230 (9) (b).
38	OCCUPATIONAL AND PUBLIC RADIATION DOSE EQUIVALENT CALCULATIONS	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-38	Reference WAC 246-221-230 (7).
39	OCCUPATIONAL AND PUBLIC RADIATION DOSE MEASUREMENT AND CALCULATION DATA	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-39	Reference WAC 246-221-230 (7) (f).
40	OCCUPATIONAL AND PUBLIC RADIATION DOSE SURVEY RESULTS	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-40	Reference WAC 246-221-230 (7) (e).
41	PATIENT LOG OR REGISTER	OFM	Until disposition of last patient file listed - See remarks	Destroy when obsolete or superseded	GS55-03L-41	Reference WAC 246-318-380 (5) (e).
42	PUBLIC RADIATION DOSE RECORDS Documentation of dosages administered to individuals.	OPR	Until termination of license or registration- See remarks	Destroy when obsolete or superseded	GS55-03L-42	Reference 246-221-230 (8) (b).
43	RADIATION DOSAGE RECORD Record of administration of doses for which written directives are required.	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-43	Reference WAC 246-240-015.
44	RADIATION GENERAL AND PACKAGE SURVEY RESULTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-44	Reference WAC 246-221-110 and WAC 246-221-230 (9) (c).
45	RADIATION LEVEL TESTS AND CHARTS	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-45	
46	RADIATION MACHINE FACILITY REGISTRATION FILE	OPR	Termination of registration plus 6 years - See remarks	Destroy when obsolete or superseded	GS55-03L-46	Reference WAC 246-244-001.
47	RADIATION PROTECTION PROGRAM AUDITS AND REVIEWS	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-47	Reference 10 CFR 20.2102 and WAC 246-221-230 (9) (e).

SUPERSEDED

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
48	RADIATION PROTECTION PROGRAM PROVISIONS	OPR	Until termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-48	Reference 10 CFR 20.2102 and WAC 246-221-230 (8) (c).
49	RADIATION SAFETY COMMITTEE MINUTES	OPR	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-49	Reference WAC 246-239-020.
50	RADIATION SOURCE RECORDS OF USE AND STORAGE	OPR	30 years - See remarks	Destroy when obsolete or superseded	GS55-03L-50	Reference WAC 246-220-020.
51	RADIATION THERAPY MISADMINISTRATION RECORDS	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-51	Reference WAC 246-240-050 (5).
52	RADIOACTIVE EFFLUENT RELEASE MEASUREMENTS AND CALCULATIONS	OFM	30 years after termination of pertinent license or permit - See remarks	Destroy when obsolete or superseded	GS55-03L-52	Reference 246-221-230 (7) (h).
53	RADIOACTIVE MATERIALS GENERAL AND SPECIFIC LICENSES	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-53	Reference WAC 246-232.
54	RADIOACTIVE PACKAGE SURVEY RESULTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-54	Reference WAC 246-221-160 and WAC 246-221-230 (9) (c).
55	RADIOACTIVE WASTE DISPOSAL SITE USE PERMIT	OPR	6 years after termination - See remarks	Destroy when obsolete or superseded	GS55-03L-55	Reference WAC 246-249-020.
56	RADIOPHARMACEUTICAL ASSAY RESULTS	OFM	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-56	Reference WAC 246-239-040.
57	RADIOPHARMACEUTICAL DOSAGE HISTORY Record of dosage required for each patient.	OFM	Until disposition of Patient File	Destroy when obsolete or superseded	GS55-03L-57	
58	RADIOPHARMACEUTICAL MISADMINISTRATION RECORDS	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-58	Reference WAC 246-239-025.
59	RADIOPHARMACEUTICAL OR PERMANENT IMPLANT PATIENT RELEASE RECORDS	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-59	Reference 10 CFR 35.75 (c).
60	RADIOPHARMACEUTICAL REQUISITION	OPR	6 years	Destroy when obsolete or superseded	GS55-03L-60	
61	RESTRICTED AREA EMPLOYEE WORKING INSTRUCTIONS Inspected by State Department of Health.	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-61	Reference WAC 246-222-030 (2).
62	ROENTGENOGRAMS AND NEGATIVE CHEST FILMS	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03L-62	Reference RCW 70.41.190.
63	SAFETY INSTRUCTIONS – LIST OF PERSONNEL RECEIVING Covers personnel caring for patients receiving brachytherapy, radiopharmaceutical therapy, and/or teletherapy.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-63	Reference 10 CFR 35.310 (b), 10 CFR 410 (b) and 10 CFR 610 (c).
64	TELETERAPY CALIBRATION CALCULATIONS Includes calibration inter-comparisons and comparisons of dosimetry equipment for teletherapy.	OPR	Until termination of equipment license - See remarks	Destroy when obsolete or superseded	GS55-03L-64	Reference 10 CFR 35.630.

SUPERSEDED

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
65	TELE THERAPY FACILITY SAFETY CHECK REPORTS	OFM	3 years after installation - See remarks	Destroy when obsolete or superseded	GS55-03L-65	Reference 10 CFR 35.636.
66	TELE THERAPY LICENSEE'S EVALUATION OF QUALIFIED CALIBRATION EXPERT'S TRAINING AND EXPERIENCE	OPR	5 years after expert's performance of last full calibration of licensee's equipment- See remarks	Destroy when obsolete or superseded	GS55-03L-66	Reference WAC 246-240-040 (5) (c).
67	TELE THERAPY SOURCE FULL CALIBRATION MEASUREMENTS Measurements made for each individual source used by the hospital.	OFM	Life of the equipment - See remarks	Destroy when obsolete or superseded	GS55-03L-67	Reference 10 CFR 35.632.
68	TELE THERAPY SOURCE INSTALLATION RADIATION MEASUREMENTS	OFM	Until termination of equipment license - See remarks	Destroy when obsolete or superseded	GS55-03L-68	Reference WAC 10 CFR 35.641 (d).
69	TELE THERAPY UNIT FIVE YEAR INSPECTION RECORDS	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-03L-69	Reference 10 CFR 35.647.
70	WORK SCHEDULE	OFM	1 year	Destroy when obsolete or superseded	GS55-03L-70	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: IN-SERVICE EDUCATION AND TRAINING

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

IN-SERVICE EDUCATION AND TRAINING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: IN-SERVICE EDUCATION AND TRAINING

DISPOSITION AUTHORITY GS55-03G

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CONFERENCE ROOM SCHEDULES OR CALENDARS	OFM	90days	Destroy when obsolete or superseded	GS55-03G-01	
2	PARTICIPANT LISTS	OFM	1 year	Destroy when obsolete or superseded	GS55-03G-02	
3	PARTICIPANT TIME SHEET	OFM	3 years	Destroy when obsolete or superseded	GS55-03G-03	
4	RECORD OF REQUIRED ANNUAL TRAINING FOR ALL DISTRICT EMPLOYEES Includes disaster preparedness, fire, infection control, and all other required training.	OPR	6 years	Destroy when obsolete or superseded	GS55-03G-04	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: INSTITUTIONAL REVIEW BOARD

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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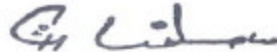
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

INSTITUTIONAL REVIEW BOARD - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: INSTITUTIONAL REVIEW BOARD

DISPOSITION AUTHORITY GS55-03U

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CONSENT DOCUMENTS, APPROVED	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-03U-01	
2	INJURY REPORTS Reports of injuries to subjects.	OPR	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-02	Reference 45 CFR 46.115.
3	INSTITUTIONAL REVIEW BOARD CORRESPONDENCE	OFM	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-03	Reference 45 CFR 46.115.
4	INSTITUTIONAL REVIEW BOARD MEMBERSHIP LISTS	OFM	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-04	Reference 45 CFR 46.115.
5	INSTITUTIONAL REVIEW BOARD MINUTES OF OFFICIAL PROCEEDINGS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
6	INSTITUTIONAL REVIEW BOARD PROCEDURES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
7	INVESTIGATORS' REPORTS Also includes progress notes.	OPR	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-07	Reference 45 CFR 46.115.
8	RESEARCH PROPOSALS	OPR	3 years after completion – See remarks	Destroy when obsolete or superseded	GS55-03U-08	Reference 45 CFR 46.115.
9	REVIEW ACTIVITY FILES, CONTINUING	OPR	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-09	Reference 45 CFR 46.115.
10	STATEMENTS OF SIGNIFICANT NEW FINDINGS PROVIDED TO SUBJECTS	OPR	3 years – See remarks	Destroy when obsolete or superseded	GS55-03U-10	Reference 45 CFR 46.115.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

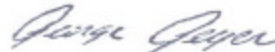
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

INSURANCE/RISK MANAGEMENT SAFETY- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-02	<i>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</i> Consult your risk manager.
3	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor, and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	For accidents/ incidents involving adults NOT resulting in claims – 3 years For accidents/ incidents involving adults resulting in claims – closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/ incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.
4	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5	CERTIFICATES OF INSURANCE ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	
7	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8	DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
9	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
10	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
11	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
12	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
13	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	
14	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
15	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
17	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
18	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
19	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
20	NOISE EXPOSURE REPORTS	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS50-06D-04	Please reference WAC 296-62-09041 (4a).
21	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
22	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
23	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered– See remarks	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).
24	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded– See remarks	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).
25	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
26	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - See remarks	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
27	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: SAFETY

DISPOSITION AUTHORITY GS51-05D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS50-06C-08	
2	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	GS51-05D-01	
3	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
4	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notice.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
5	SAFETY COMMITTEE MINUTES	OFM	1 year– See remarks	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
6	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LABORATORY SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

LABORATORY SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: LABORATORY SERVICES

DISPOSITION AUTHORITY GS55-03H

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	HEMATOLOGY AND CYTOLOGY REPORTS – ABNORMAL RESULTS	OFM	10 years after examination – See remarks	Destroy when obsolete or superseded	GS55-03H-01	Reference WAC 246-338-070.
2	HEMATOLOGY AND CYTOLOGY REPORTS – NEGATIVE RESULTS	OFM	10 years after examination – See remarks	Destroy when obsolete or superseded	GS55-03H-02	Reference WAC 246-338-070.
3	INSTRUMENT LOGS	OFM	Life of instrument	Destroy when obsolete or superseded	GS55-03H-03	
4	LABORATORY JOURNAL, ACCESSION LOG, APPOINTMENT BOOK	OFM	3 years	Destroy when obsolete or superseded	GS55-03H-04	
5	QUALITY CONTROL TESTS	OFM	For transfusion services: 5 years – See remarks For all other services: 3 years	Destroy when obsolete or superseded	GS55-03H-05	Reference WAC 246-338-070 (1); (2).
6	REQUESTS FOR TESTS	OFM	For transfusion services: 5 years – See remarks For all other services: 2 years	Destroy when obsolete or superseded	GS55-03H-06	Reference WAC 246-338-070 (1); (2).
7	TEST RESULTS, LAB REPORTS Including outpatient reports.	OFM	For transfusion services: 5 years – See remarks For all other services: 2 years	Destroy when obsolete or superseded	GS55-03H-07	Reference WAC 246-338-070 (1); (2). Primary copy in Medical Records.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

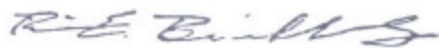
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

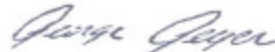
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

LEGAL COUNSEL- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LEGAL COUNSEL

DISPOSITION AUTHORITY GS53-02

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-02-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - See remarks	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LONG TERM CARE FACILITIES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

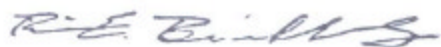
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

LONG TERM CARE FACILITIES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: LONG TERM CARE FACILITIES

DISPOSITION AUTHORITY GS55-03R

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DIALYSIS SERVICES AGREEMENTS	OPR	6 years after termination– See remarks	Destroy when obsolete or superseded	GS55-03R-01	Reference WAC 388-97-220 (6) (a).
2	DISASTER PREPAREDNESS PLANS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT– See remarks	Destroy when obsolete or superseded	GS55-03R-02	Reference 42 CFR 483.75 (m). The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
3	DRUG THERAPY CONTINUITY RECORDS Case history of drug therapy for individual residents.	OPR	10 years after termination of residency– See remarks	Destroy when obsolete or superseded	GS55-03R-03	Reference WAC 246-865-070 (4).
4	EMERGENCY KIT DRUG RECEIPT AND REMOVAL RECORDS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-03R-04	Reference WAC 246-865-030 (4).
5	LONG TERM CARE FACILITY LICENSE	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-03R-05	
6	NAMES OF PERSONS SEEKING ADMISSION REGISTER	OFM	1 year after last entry– See remarks	Destroy when obsolete or superseded	GS55-03R-06	Reference WAC 388-97-230 (6).
7	NOTICE TO RESIDENTS OF LEGAL RIGHTS AND SERVICES	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-07	Reference WAC 388-97-070 (4) (a); (h).
8	RESIDENT MINIMUM DATA SETS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-08	Reference 42 CFR 483.20 and WAC 388-97-275.
9	SCHEDULE II AND SCHEDULE III DRUG RECORD BOOK	OPR	6 years after last entry– See remarks	Destroy when obsolete or superseded	GS55-03R-09	Reference WAC 246-685-0606 (6) (c).
10	TRANSFER AGREEMENTS WITH HOSPITALS APPROVED FOR PARTICIPATION UNDER MEDICARE AND MEDICAID PROGRAMS	OPR	6 years after termination– See remarks	Destroy when obsolete or superseded	GS55-03R-10	Reference 42 CFR 483.75 (n).
11	TUBERCULOSIS TESTS FOR EMPLOYEES	OPR	6 years after termination of employment– See remarks	Destroy when obsolete or superseded	GS55-03R-11	Reference WAC 388-97-145.
12	TUBERCULOSIS TESTS FOR RESIDENTS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-12	Reference WAC 388-97-145.

***Long Term Care records will be subject to other sections of the Public Hospital District General Records Retention Schedules according to the types of services offered within this program.**

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MAIL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

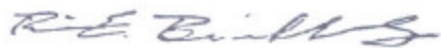
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Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.


Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MAIL SERVICES- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MAIL SERVICES

DISPOSITION AUTHORITY GS50-06D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MEDICAL RECORDS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MEDICAL RECORDS - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: MEDICAL RECORDS

DISPOSITION AUTHORITY GS55-031

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMISSIONS, DISCHARGE AND TRANSFER MONTHLY REPORT	OFM	3 years	Destroy when obsolete or superseded	GS55-031-01	
2	BIRTH ROOM RECORDS Listings of maternity cases.	OFM	3 years	Destroy when obsolete or superseded	GS55-031-02	
3	DISCHARGE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS55-031-03	
4	EMERGENCY ROOM REPORTS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-031-04	Reference RCW 70.41.190. Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
5	FETAL MONITOR TAPES	OPR	3 years after patient turns age 18 - See remarks	Destroy when obsolete or superseded	GS55-031-05	Reference RCW 70.41.190.
6	INDICES TO PATIENT MEDICAL RECORDS/MEDICAL RECORDS DATABASE ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	PERMANENT	Destroy when obsolete or superseded	GS55-031-06	Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
7	PATIENT CASE FILES Comprehensive patient treatment history, including all types of tests, reports, diagnosis, accounts of treatments, and recovery. Includes case files patients receiving Ambulatory Surgical Center, Home Health and Home Hospice, Long Term Care and Laboratory services. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-031-07	Reference RCW 70.41.190. The Washington State Supreme Court decision re: DeYoung has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.

SUPERSEDED

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: MEDICAL RECORDS

DISPOSITION AUTHORITY GS55-03I

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	PATIENT TREATMENT LOGS	OFM	3 years	Destroy when obsolete or superseded	GS55-03I-08	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MEDICAL STAFF

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

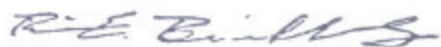
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MEDICAL STAFF - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: MEDICAL STAFF

DISPOSITION AUTHORITY GS55-03J

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CREDENTIALS COMMITTEE MINUTES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-13	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
2	DEPARTMENTAL STAFF COMMITTEE MINUTES	OFM	3 years	Destroy when obsolete or superseded	GS55-03J-02	
3	DOCTOR'S PERSONNEL FILE Documentation on each doctor practicing at the hospital.	OPR	6 years after termination of practice at district hospital	Destroy when obsolete or superseded	GS55-03J-03	
4	MEDICAL STAFF BYLAWS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
5	MEDICAL STAFF EXECUTIVE COMMITTEE MINUTES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-13	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
6	MEDICAL STAFF RULES AND REGULATIONS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before disposing of this record. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MORGUE

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MORGUE - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: MORGUE

DISPOSITION AUTHORITY GS55-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUTOPSY AUTHORIZATIONS, POST MORTEM	OPR	10 years	Destroy when obsolete or superseded	GS55-03A-01	
2	AUTOPSY REPORTS	OFM	10 years	Destroy when obsolete or superseded	GS55-03A-02	
3	DECEASED PERSONAL PROPERTY REPORT	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-03A-03	Reference RCW 68.50.040. One copy is certified by the county coroner/ medical examiner and filed with the county auditor.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

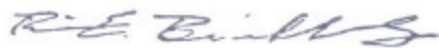
General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

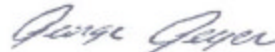
Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE - INCLUSIVE Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

DISPOSITION AUTHORITY GS50-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT LOGS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
3	CERTIFICATES OF VEHICLE TITLE - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
4	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
5	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
6	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
7	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
8	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
9	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
10	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
11	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
12	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
13	FUEL PUMP/TANK AUDIT REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
14	FUEL STORAGE FACILITY RECORDS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years – Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	
15	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
16	PARTS CONTROL FILES - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Record of vehicle parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
17	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
18	PARTS MASTER LISTING REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

DISPOSITION AUTHORITY GS50-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
19	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

NURSING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: NURSING

DISPOSITION AUTHORITY GS55-03K

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	COMMITTEE MEETING MINUTES Minutes of meetings of committees on which the nursing staff is represented.	OFM	2 years	Destroy when obsolete or superseded	GS55-03K-01	
2	STAFF MEETING MINUTES	OFM	2 years	Destroy when obsolete or superseded	GS55-03K-02	
3	WORK SCHEDULES	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-04B-29	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: OPERATING ROOM

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

OPERATING ROOM - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: OPERATING ROOM

DISPOSITION AUTHORITY GS55-03M

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	OPERATING/RECOVERY ROOM RECORD OR LOG	OFM	2 years	Destroy when obsolete or superseded	GS55-03M-01	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PATHOLOGY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PATHOLOGY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: PATHOLOGY

DISPOSITION AUTHORITY GS55-03N

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUTOPSY BLOCKS	OFM	5 years	Destroy when obsolete or superseded	GS55-03N-01	
2	AUTOPSY SLIDES	OFM	10 years	Destroy when obsolete or superseded	GS55-03N-02	
3	REPORTS/BLOCKS	OFM	10 years	Destroy when obsolete or superseded	GS55-03N-03	
4	SLIDES/SURGICAL SLIPS	OFM	15 years	Destroy when obsolete or superseded	GS55-03N-04	
5	TEST LOG	OFM	5 years	Destroy when obsolete or superseded	GS55-03N-05	
6	TEST RESULTS	OFM	5 years - See remarks	Destroy when obsolete or superseded	GS55-03N-06	Primary copy held in Medical Records - Patient Case Files.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PERSONNEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

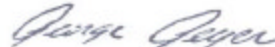
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PERSONNEL - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - AFFIRMATIVE ACTION

DISPOSITION AUTHORITY GS50-04C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3	AFFIRMATIVE ACTION PLANS ESSENTIAL RECORD - Needs security backup - See remarks	OPR	Keep until superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
6	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - BENEFITS

DISPOSITION AUTHORITY GS50-04D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	
2	EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS Includes insurance, deferred compensation, health care, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
3	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
5	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
6	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	

SUPERSEDED

Schedule Title: PERSONNEL - EMPLOYEE RELATIONS

DISPOSITION AUTHORITY GS50-04E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	COLLECTIVE BARGAINING AGREEMENTS ESSENTIAL RECORD - Needs security backup -- See remarks.	OPR	Termination plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-11	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - EMPLOYEE RELATIONS

DISPOSITION AUTHORITY GS50-04E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
2	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04E-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
3	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
4	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
5	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
2	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
3	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
4	EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	
5	EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
6	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
7	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
8	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	
10	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded – Potential archival value – See remarks	Destroy when obsolete or superseded	GS50-04B-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	EMPLOYEE HEALTH HISTORY FILES Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
12	EMPLOYEE HISTORY This record may be kept as part of item #37. May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Termination plus 6 years – See remarks	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
13	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
14	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
15	EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
17	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
18	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
19	PERSONNEL FILE May include application for employment when applicant is hired; identification, criminal background checks; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; investigation reports; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards. ESSENTIAL RECORD – Needs security backup – See remarks.	OFM	Termination plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
20	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
21	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
22	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	2 years	Destroy when obsolete or superseded	GS50-04B-22	
23	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
24	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	
25	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
26	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
27	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. ESSENTIAL RECORD - Needs security backup - See remarks .	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
28	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
29	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PHARMACY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PHARMACY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: PHARMACY

DISPOSITION AUTHORITY GS55-030

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		

*Records series related to the administration of radiopharmaceuticals are covered in the IMAGING SERVICES schedule.

1	ALCOHOL INVENTORY AND ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS55-030-01	
2	ANTINEOPLASTIC MEDICATIONS- DOCUMENTATION OF PERSONNEL TRAINED	OPR	30 years after termination of employment – See remarks	Destroy when obsolete or superseded	GS55-030-02	Reference WAC 246-871-080 (1).
3	COMPLAINT FILES	OPR	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-030-03	Reference WAC 246-895-160.
4	COMPOUNDING PRACTICES REPORTS Pertaining to implementation of best practices.	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-04	Reference WAC 246-878-120 (1), WAC 246-869-100.
5	CONTROLLED SUBSTANCES DISPENSING RECORD Bound record for dispensing controlled substances without prescriptions.	OFM	2 years after last entry– See remarks	Destroy when obsolete or superseded	GS55-030-05	Reference 21 CFR 1306.26, 21 CFR 1034.04.
6	CONTROLLED SUBSTANCES EMERGENCY TRANSFER RECORDS	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-06	Reference 21 CFR 1307.11 and WAC 246-887-020 (4) (d).
7	CONTROLLED SUBSTANCES RECEIPT AND DISTRIBUTION RECORDS	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-07	Reference WAC 246-887-020 (4).
8	CONTROLLED SUBSTANCES SAMPLES DISTRIBUTION REPORTS Reports of samples distributed to licensed practitioners in Washington State.	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-08	Reference WAC 246-887-210.
9	CONTROLLED SUBSTANCES USE AND ACCOUNTABILITY RECORDS Drug destruction record.	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-09	Reference WAC 246-873-080 (7) (e) (iv).
10	DRUG DISTRIBUTION ERROR INCIDENT REPORTS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-030-10	Reference WAC 246-873-080 (11).
11	HOME DIALYSIS PROGRAM - RECORD OF SHIPMENTS OF DRUGS	OFM	2 years after shipment – See remarks	Destroy when obsolete or superseded	GS55-030-11	Reference WAC 246-905-040 (1); (2) as per Washington Board of Pharmacy records retention requirements.
12	LABORATORY DATA RELATING TO EACH BATCH OF DRUG	OFM	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-030-12	Reference WAC 246-895-150.
13	MECHANICAL FLOOR STOCK DEVICE CERTIFICATE OF LOCATION	OFM	2 years after removal or relocation of device– See remarks	Destroy when obsolete or superseded	GS55-030-13	Reference WAC 246-869-120 (12).
14	MECHANICAL FLOOR STOCK DEVICE RECORD OF REMOVAL Record of removal of drugs from the device.	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-14	Reference WAC 246-869-120 (6).

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: PHARMACY

DISPOSITION AUTHORITY GS55-030

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	MONTHLY INSPECTION OF HOSPITAL NURSING CARE UNITS WHERE MEDICATIONS ARE ADMINISTERED OR STORED	OFM	1 year– See remarks	Destroy when obsolete or superseded	GS55-030-15	Reference WAC 246-873-080 (1) (b).
16	PARENTERAL PRODUCTS OUT-PATIENT DISTRIBUTION SYSTEM DOCUMENTATION	OFM	2 years after last dispensing activity– See remarks	Destroy when obsolete or superseded	GS55-030-16	Reference 246-871-050 (2).
17	PARENTERAL PRODUCTS PATIENT WELFARE REPORTS	OFM	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-17	Reference WAC 246-871-050 (4).
18	PARENTERAL PRODUCTS TESTS FOR MICROBIAL CONTAMINATION	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-030-18	Reference WAC 246-871-080 (1).
19	PHARMACEUTICAL WHOLESALER INVENTORIES	OFM	2 years– See remarks	Destroy when obsolete or superseded obsolete or superseded	GS55-030-19	Reference WAC 246-879-040 (2).
20	PHARMACY INSPECTIONS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-030-20	Reference WAC 246-869-190.
21	PHARMACY LICENSES AND PERMITS	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-030-21	
22	PRESCRIPTIONS Includes original prescriptions, transferred prescriptions, and prescription refills.	OPR	2 years– See remarks	Destroy when obsolete or superseded	GS55-030-22	Reference 21 CFR 1306.25 and WAC 246-869-100.
23	RADIOPHARMACEUTICALS ACQUISITION RECORDS	OPR	Disposition of radiopharmaceutical plus 3 years– See remarks	Destroy when obsolete or superseded	GS55-030-23	Reference WAC 246-903-020 (5).
24	RADIOPHARMACEUTICALS DISPOSITION RECORDS	OPR	Until termination of license– See remarks	Destroy when obsolete or superseded	GS55-030-24	Reference 10 CFR 30.51 (a) (1) & (3), and WAC 246-903-020 (5).
25	RECORD OF RETURNED PHARMACEUTICALS	OFM	Until termination of license– See remarks	Destroy when obsolete or superseded	GS55-030-25	Reference 10 CFR 30.51 (a) (3) and WAC 246-895-060 (10).
26	SCHEDULE I AND SCHEDULE II CHEMICALS RECORDS FOR TABLETING OR ENCAPSULATING MACHINES	OFM	2 years after date of transaction– See remarks	Destroy when obsolete or superseded	GS55-030-26	Reference 21 CFR 1310.04.
27	SCHEDULE I AND SCHEDULE II DRUG COMPLETED FEDERAL ORDER FORMS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-030-27	Reference 21 CFR 1305.13 and WAC 246-887-020 (6).
28	SCHEDULE I, II, III, IV AND V DRUG INVENTORIES	OFM	2 years after superseded – See remarks	Destroy when obsolete or superseded	GS55-030-28	Reference 21 CFR 1304.04 (a) and WAC 246-887-200 (4).
29	SCHEDULE V DRUG DISPENSING RECORDS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-030-29	Reference WAC 246-887-030 (5) (a).
30	SCHEDULE V DRUG REGISTER	OPR	6 years after last entry– See remarks	Destroy when obsolete or superseded	GS55-030-30	Reference WAC 246-887-030 (5) (a).
31	THERAPEUTICALLY EQUIVALENT DRUG SUBSTITUTION AUTHORIZATION	OPR	10 years after last treatment – See remarks	Destroy when obsolete or superseded	GS55-030-31	Reference WAC 246-899-030 (3).

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PHYSICAL THERAPY AND REHABILITATION

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PHYSICAL THERAPY AND REHABILITATION - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: PHYSICAL THERAPY AND REHABILITATION

DISPOSITION AUTHORITY GS55-03P

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	OUTPATIENT TREATMENT FILES ESSENTIAL RECORD - Needs security backup - See remarks	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03P-01	Reference RCW 70.41.190. The Washington State Supreme Court decision re: DeYoung has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
2	PATIENT TREATMENT FILES ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03P-02	Reference RCW 70.41.190. The Washington State Supreme Court decision re: DeYoung has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
3	TREATMENT LOG AND TREATMENT CARDS	OFM	3 years	Destroy when obsolete or superseded	GS55-03P-03	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PUBLIC INFORMATION/RELATIONS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

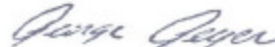
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PUBLIC INFORMATION/RELATIONS - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS

DISPOSITION AUTHORITY GS50-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - See remark	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS

DISPOSITION AUTHORITY GS50-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PURCHASING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

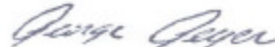
Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PURCHASING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PURCHASING - CENTRAL STORES

DISPOSITION AUTHORITY GS50-08B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
2	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
3	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
4	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
5	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
6	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
7	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
8	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	

Schedule Title: PURCHASING - PROCUREMENT

DISPOSITION AUTHORITY GS50-08A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, the chosen bid or proposal, and statements of qualification.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
2	CONSULTANT AND CONTRACTOR ROSTERS	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
3	DAMAGE AND LOSS CLAIMS – PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
4	DEBIT/CREDIT CHARGES – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
5	DELIVERY RECEIPT-INTERNAL – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
6	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PURCHASING - PROCUREMENT

DISPOSITION AUTHORITY GS50-08A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
8	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods, or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
9	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
10	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
11	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
12	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
13	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

Schedule Title: PURCHASING - SURPLUS PROPERTY

DISPOSITION AUTHORITY GS50-08C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADVANCE NOTIFICATIONS OF AUCTION – SURPLUS PROPERTY	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	
3	BILL OF SALE – SURPLUS PROPERTY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
5	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: QUALITY ASSURANCE DEPARTMENT

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

QUALITY ASSURANCE DEPARTMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS
 Schedule Title: QUALITY ASSURANCE DEPARTMENT

DISPOSITION AUTHORITY GS55-03Q

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT/INJURY REPORTS	OPR	Adults: 6 years Minors: 6 years after age of majority	Destroy when obsolete or superseded	GS55-03Q-01	
2	QUALITY IMPROVEMENT COMMITTEE/PEER REVIEW COMMITTEE MINUTES	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-13	Contact your Regional Archivist before disposing of this record.
3	UTILIZATION REVIEW AND QUALITY ASSURANCE PROGRAM PLAN	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03Q-03	Contact your Regional Archivist before disposing of this record.
4	UTILIZATION REVIEW WORKSHEETS AND ABSTRACTS	OFM	1 year	Destroy when obsolete or superseded	GS55-03Q-04	
5	WSPRO/PRO STUDIES Washington State Professional Review Organization.	OFM	3 years	Destroy when obsolete or superseded	GS55-03Q-05	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: RECORDS MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

RECORDS MANAGEMENT- INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year -See remarks	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6	PUBLIC RECORDS DESTRUCTION LOG ESSENTIAL RECORD - Needs security backup - See remarks .	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES ESSENTIAL RECORD - Needs security backup - See remarks .	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: RESPIRATORY CARE

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

RESPIRATORY CARE - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: RESPIRATORY CARE

DISPOSITION AUTHORITY GS55-03S

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DIAGNOSTIC GRAPHS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03S-01	Copies of diagnostic graphs should also be filed and retained in Patient Case Files.
2	PATIENT TREATMENT LOG	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS50-03S-02	Primary copy should be held in Patient Case File in Medical Records.
3	PULMONARY FUNCTION AND OTHER RESPIRATORY TESTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03S-03	Primary copy should be held in Patient Case File in Medical Records.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: SOCIAL SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

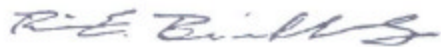
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

SOCIAL SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: SOCIAL SERVICES

DISPOSITION AUTHORITY GS55-03W

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CLIENT (PATIENT) CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) ESSENTIAL RECORD - Needs security backup - See remarks	OPR	10 years after last discharge or 3 years after client turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03W-01	Reference RCW 70.14.190. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2	CLIENT (PATIENT) SERVICE LOG	OFM	Until disposition of last Client (Patient) File listed	Destroy when obsolete or superseded	GS50-03W-02	
3	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	10 years after last discharge or 3 years after client turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03W-03	Reference RCW 70.14.190. Permanent record held by Superior Court.
4	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-03W-04	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: SPEECH AND HEARING

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

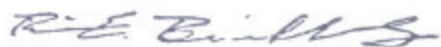
Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

SPEECH AND HEARING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: SPEECH AND HEARING

DISPOSITION AUTHORITY GS55-03T

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	PATIENT TREATMENT LOG	OFM	3 years	Destroy when obsolete or superseded	GS55-03T-01	

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

A

ACCIDENT LOGS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	62
ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	67
ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	67
ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES	67
ACCIDENT/INJURY REPORTS.....	71
ACCOUNTING	1
ACCOUNTING – BUDGET	2
ACCOUNTING – GENERAL	3
ACCOUNTING – INTERNAL AUDIT	8
ACCOUNTING – PAYROLL	8
ACCOUNTING –BANKING	2
ACCOUNTING -GRANTS	6
ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS	3
ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	77
ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE	11
ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	14
ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS	13
ADMINISTRATIVE WORKING FILES.....	14
ADMISSIONS AND DISCHARGES STATISTICAL REPORT	20
ADMISSIONS, DISCHARGE AND TRANSFER MONTHLY REPORT	56
ADMITTING.....	19
ADVANCE NOTIFICATIONS OF AUCTION – SURPLUS PROPERTY	88
ADVISORY COUNCILS, COMMISSIONS AND BOARDS	21
AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	45
AFFIRMATIVE ACTION FORECASTS	77
AFFIRMATIVE ACTION PLANS	77
AFFIRMATIVE ACTION STUDIES AND REPORTS	77
AGENCY CHARTERS	45
AGENCY PUBLICATIONS	12

AGENDA PACKETS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS.....	22
AGENDA REQUESTS	45
AGENDAS/BRIEFS/PACKETS.....	45
AIR SAMPLING SURVEY RECORDS	57
ALCOHOL INVENTORY AND ORDERS	71
AMBULATORY SURGICAL CENTER	23
ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2
ANNUAL FINANCIAL STATUS REPORTS - GRANTS.....	6
ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL	2
ANNUAL REPORTS – OFFICE REFERENCE COPIES	14
ANNUAL REPORTS ADOPTED	45
ANTINEOPLASTIC MEDICATIONS-DOCUMENTATION OF PERSONNEL TRAINED..	71
APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND	2
APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED.....	79
APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES.....	14
APPOINTMENT CALENDARS	14
APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS	45
APPRAISALS.....	42
ATTORNEY GENERAL OPINIONS - LEGAL COUNSEL	58
AUCTION..... See Advance Notifications of Auction	
AUCTION AUTHORIZATION FILES	88
AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS	45
AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	22
AUDIOMETRIC TEST RECORDS	67
AUDIT Technical Reference Material	8
AUDIT SUBJECT/REFERENCE FILES	8
AUTHORIZATION FOR PAYROLL DEDUCTIONS	8
AUTOCLAVE RECORDS	26
AUTOPSY AUTHORIZATIONS, POST MORTEM.....	56
AUTOPSY BLOCKS	71
AUTOPSY REPORTS	56
AUTOPSY SLIDES	71

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

B

BANK ACCOUNT RECONCILIATIONS	2
BANK DEPOSIT RECORDS	2
BANK STATEMENTS	2
BENEFIT DETAIL REPORTS - PAYROLL	8
BENEFITS STUDIES AND SURVEYS.....	78
BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY)	87
BIDS AND PROPOSALS	
Unsuccessful.....	88
BILL OF SALE – SURPLUS PROPERTY	88
BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	62
BILLS OF SALE	3
BIOGRAPHICAL FILES.....	84
BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES.....	14
BIRTH ROOM RECORDS.....	56
BOILER VESSEL REPORTS	40
BOND PROJECT FILES – LEGAL COUNSEL	58
BONDS AND COUPONS	
Revenue	5
BRACHYTHERAPY AND SEALED BYPRODUCT SOURCE LEAKAGE TEST REPORTS	57
BRACHYTHERAPY SOURCE RECORDS AND RADIATION SURVEY RECORDS	57
BUDGET AND BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES ...	14
BUDGET DEVELOPMENT OR WORKING FILES	2
BUDGET FORECAST REPORTS	3
BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD.....	3
BUDGET REQUESTS	
Departmental.....	3
BUDGET STATUS REPORT	3
BULK MAILING PERMIT	60
BYPRODUCT (UNSEALED) MEASUREMENT OF DOSES	57
BYPRODUCT MATERIAL CONTAMINATION AND AMBIENT RADIATION EXPOSURE RATE SURVEYS.....	57
BYPRODUCT MATERIAL MEDICAL USE LICENSES	57
BYPRODUCT MATERIAL RECORDS OF DISPOSAL	57
BYPRODUCT MATERIAL RECORDS OF RECEIPT	57
BYPRODUCT MATERIAL RECORDS OF TRANSFER	57

C

CANCELLED CHECKS/WARRANTS	2
CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS	4
CASH BOOK	2
CASH RECEIPTS TRANSMITTALS	4
CASH RECEIPTS TRANSMITTALS-INTERNAL	4
CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS.....	12
CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	14
CENTRAL SERVICES	25
CENTRAL STORES	
Supplies Drawn.....	See Record of Supplies Drawn from Central Stores
CERTIFICATES OF INSURANCE	67
CERTIFICATES OF VEHICLE TITLE - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	62
CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY	68
CERTIFIED AND REGISTERED MAIL LOG	60
CERTIFIED MAIL RETURN RECEIPT	60
CHARTER HISTORY FILES	46
CHECK REGISTERS	5
CHECK STUBS OR DUPLICATE COPIES	2
CHECK, OR VOUCHER REGISTERS	7
CHRONOLOGICAL REFERENCE FILE.....	15
CITIZENS' COMPLAINTS/REQUESTS.....	15
CLAIMS COSTS	
Reports or Statements of	69
CLAIMS FOR DAMAGES	15
CLIENT (PATIENT) CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) .	71
CLIENT (PATIENT) SERVICE LOG.....	71
COLLATERAL SECURITY	See Statements of Bond or Other Collateral . . .
COLLATERAL SECURITY POSTED BY BANK	
STATEMENTS OF BOND.....	2
COLLECTIVE BARGAINING AGREEMENTS.....	78
COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	79
COMMITTEE MEETING MINUTES	65
COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	68
COMPLAINT FILES	71

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

COMPOUNDING PRACTICES REPORTS	71
CONDITIONS OF PARTICIPATION SURVEY	53
CONDITIONS OF PARTICIPATION/ ACCREDITATION SURVEY	24
CONFERENCE ROOM SCHEDULES OR CALENDARS	63
CONSENT DOCUMENTS, APPROVED	65
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION	
NOTICE AND ELECTION FORMS	8
CONSULTANT AND CONTRACTOR ROSTERS	87
CONTRACTOR ROSTERS	
Consultant and.....	87
CONTRACTS, AGREEMENTS, AND WARRANTIES	15
CONTROLLED SUBSTANCES DISPENSING RECORD	71
CONTROLLED SUBSTANCES EMERGENCY TRANSFER RECORDS	71
CONTROLLED SUBSTANCES RECEIPT AND DISTRIBUTION RECORDS	71
CONTROLLED SUBSTANCES SAMPLES DISTRIBUTION REPORTS.....	71
CONTROLLED SUBSTANCES USE AND ACCOUNTABILITY RECORDS.....	71
CORRESPONDENCE	15
CORRESPONDENCE – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND	
BOARDS.....	22
COUPONS	
Revenue Bonds and.....	5
CREDENTIALS COMMITTEE MINUTES	56
CUMULATIVE LEAVE RECORD	79

D

DAILY CASH REPORT OR SUMMARY	4
DAILY REPORT OF LINEN LAUNDERED.....	55
DAILY WORK SCHEDULES	55
DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) ...	8
DAMAGE AND LOSS CLAIMS – PURCHASING.....	87
DATA AND INPUT DOCUMENTATION	30
DATA PROCESSING FEASIBILITY STUDIES	31
DATABASE AND SPREADSHEET DATA	30
DEBIT/CREDIT CHARGES – PURCHASING	87
DECEASED PERSONAL PROPERTY REPORT	56
DEEDS/TITLES	42
DELIVERY RECEIPT-INTERNAL – PURCHASING.....	87
DEPARTMENTAL BUDGET REQUESTS.....	3

DEPARTMENTAL STAFF COMMITTEE MINUTES.....	56
DEPOSIT REGISTER - UTILITIES ACCOUNTING	2
DEPOSITORY FOR AGENCY FUNDS	
Designation of Bank or other.....	2
DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS.....	2
DIAGNOSTIC GRAPHS	71
DIAGNOSTIC RADIOLOGY EQUIPMENT SPECIFICATIONS AND ACCEPTANCE	
TESTING RECORDS	57
DIALYSIS SERVICES AGREEMENTS	56
DIETARY	27
DIRECT PAYROLL DEPOSIT AUTHORIZATION	8
DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION.....	8
DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	9
DIRECT PAYROLL DEPOSIT HASH SHEET	9
DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	9
DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	9
DIRECTORY/ROSTER	
Employee	80
DISABILITY, HEALTH AND WELFARE CLAIMS - PAYROLL	9
DISASTER PREPAREDNESS PLANS	56
DISASTER/EMERGENCY MANAGEMENT PLAN.....	68
DISCHARGE REPORT	56
DISTRIBUTION OF EXPENDITURES	4
DOCTOR'S PERSONNEL FILE.....	56
DRUG TEST RESULTS (AGENCY EMPLOYEES)	79
DRUG THERAPY CONTINUITY RECORDS	56

E

EASEMENTS	42
ECHOCARDIOGRAPH - ABNORMAL READINGS	57
ECHOCARDIOGRAPH - NORMAL READINGS	57
ECHOCARDIOGRAPH INTERPRETATION	57
ELECTROCARDIOGRAMS	57
ELECTROENCEPHALOGRAM NORMAL TRACINGS.....	57
ELECTROENCEPHALOGRAMS	57
ELECTRONIC INFORMATION	29
ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION	31
ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA	31

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION.....	31	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	62
ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION	31	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	62
ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA	31	EQUIPMENT AND VEHICLE USE REQUEST	62
ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS.....	31	EQUIPMENT INSPECTIONS AND TESTS	57
ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA	32	EQUIPMENT MAINTENANCE RECORDS	51
ELECTRONIC MAIL	30	EQUIPMENT/VEHICLE PARTS ORDERS	62, 87
EMERGENCY DEPARTMENT	33	ESTIMATE OF REVENUE AND EXPENDITURES	
EMERGENCY KIT DRUG RECEIPT AND REMOVAL RECORDS.....	56	Annual	2
EMERGENCY ROOM REPORTS	56	EVENT TICKETS AND PASSES	
EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST.....	79	Used or Cancelled	12
EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION	79	EVICITION RECORDS	42
EMPLOYEE ASSISTANCE PROGRAM FILES	79	EXPENDITURE TRANSACTION REPORTS.....	4
EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS.....	78	EXPENDITURES	
EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS	78	Annual Estimate of Revenue.....	2
EMPLOYEE CONTRACTS – FINAL	79	EXPENSE CHECKS LOG/SHEET	5
EMPLOYEE CONTRACTS – SUPERSEDED	79		
EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS.....	80	F	
EMPLOYEE DIRECTORY/ROSTER	80	FACILITIES MANAGEMENT	40
EMPLOYEE EARNINGS QUARTERLY REPORTS.....	9	FACILITY AND PROPERTY MANAGEMENT	39
EMPLOYEE HEALTH HISTORY FILES	80	FACILITY SAFETY HISTORY RECORDS	70
EMPLOYEE HISTORY	80	FACILITY SAFETY INSPECTION HISTORY RECORDS	70
EMPLOYEE SUGGESTION PROGRAM FILES	80	FETAL MONITOR TAPES.....	56
EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4).....	9	FIDELITY AND SURETY COVERAGE BONDS	68
EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	9	FIELD ORDERS	88
EMPLOYMENT INTERVIEW EVALUATION FILES	80	FILES CLASSIFICATION GUIDELINES	90
EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST	80	FINAL BUDGET	3
ENCROACHMENTS	42	FINAL GRANT EXPENDITURE REPORT	6
ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS	40	FINANCIAL REPORTS	
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	77	Treasurer/Finance Officer	5
EQUAL EMPLOYMENT OPPORTUNITY REPORTS.....	77	FINANCIAL REPORTS – OFFICE REFERENCE COPIES	15
EQUIPMENT AND VEHICLE CHECKOUT LOG.....	62	FINANCIAL STATEMENTS	3
EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS.....	62	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS	6
EQUIPMENT AND VEHICLE LEASES	62	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS.....	6
EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES	62	FINDING AIDS AND INDEXES (USER WORKING COPY)	30
EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	62	FINGERPRINT	79
		Employee and Volunteer.....	79
		FIRE & OTHER EMERGENCY DRILL REPORTS	68
		FIRE ALARM APPLICATION	68

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

FIRE EXTINGUISHER INSPECTION TAGS 40
 FISCAL AND PERFORMANCE AUDIT REPORTS 8
 FISCAL, PURCHASE AND RECEIVING DOCUMENTS 15
 FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT 40
 FIXED ASSETS INVENTORY DOCUMENTATION 4
 FOOD REFRIGERATION TEMPERATURE LOG 28
 FRANCHISES 46
 FUEL PUMP/TANK AUDIT REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT
 MAINTENANCE 62
 FUEL STORAGE FACILITY RECORDS - MOTOR POOL, VEHICLE AND EQUIPMENT
 MAINTENANCE 62
 FUEL/OIL USAGE REPORTS 62
 FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS 4

G

GENERAL AND SUBSIDIARY JOURNALS 4
 GENERAL LEDGER 4
 GENERAL RECORDS RETENTION SCHEDULE 90
 GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS
 ADMINISTRATION 47
 GOALS & OBJECTIVES WORKING FILE 46
 GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS
 – OFFICE REFERENCE COPIES 15
 GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES –
 OFFICE REFERENCE COPIES 15
 GOVERNING COUNCILS, COMMISSIONS AND BOARDS . 44, 45
 GRANT AGREEMENT 6
 GRANT APPLICATIONS - NOT APPROVED 7
 GRANT APPLICATIONS - APPROVED 7
 GRANT PROJECT REPORTS 7
 GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS 7
 GRANTS
 Annual Financial Status Reports 6
 GRANTS - STATISTICAL DOCUMENTATION 7
 GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS 79

H

HAZARDOUS MATERIALS ABATEMENT PROJECT FILE 47
 HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT 47

HAZARDOUS MATERIALS ADMINISTRATION 46, 47
 HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION 47
 HAZARDOUS MATERIALS DISPOSAL RECORDS 47
 HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN 47
 HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS 48
 HAZARDOUS MATERIALS INVENTORY SHEET 48
 HAZARDOUS MATERIALS MANAGEMENT PLAN 48
 HAZARDOUS MATERIALS TRAINED PERSONNEL LIST 48
 HEALTH AND WELFARE CLAIMS
 Employee 9
 HEALTH FOOD HANDLERS PERMITS 28
 HEALTH INSURANCE PROVIDERS
 Agency List of Participants Covered 78
 HEMATOLOGY AND CYTOLOGY REPORTS – ABNORMAL RESULTS 56
HEMATOLOGY AND CYTOLOGY REPORTS – NEGATIVE RESULTS 56
 HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV)
 EXPOSURE REPORTS AND WAIVERS 81
 HIGH RADIATION AREA ENTRY CONTROL DEVICE TEST RECORDS 58
 HISTORICAL FILES OF THE AGENCY 84
 HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES 15
 HOLD HARMLESS AGREEMENTS 68
 HOME DIALYSIS PROGRAM - RECORD OF SHIPMENTS OF DRUGS 71
 HOME HEALTH AND HOME HOSPICE CARE 50
 HOME HEALTH AND HOSPICE CARE LICENSES 51
 HOSPITAL LICENSE 53
 HOSPITAL LICENSING AND REGULATION 52
 HOUSEKEEPING AND LAUNDRY 54

I

IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY
 EMPLOYEES 81
 IMAGE RECEPTOR CALIBRATION INSTRUCTIONS 58
 IMAGE RECEPTOR CALIBRATION MEASUREMENTS 58
 IMAGE RECEPTOR MAINTENANCE LOGS 58
 IMAGE RECEPTOR SPOT CHECK MEASUREMENTS AND CORRECTIVE ACTION
 RECORDS 58
 IMAGING SERVICES 56
 IMAGING SERVICES PROGRAM STATEMENT 58

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE)	68
INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS	46
INDICES TO PATIENT MEDICAL RECORDS/MEDICAL RECORDS DATABASE.....	56
INDIVIDUAL EMPLOYEE PAY HISTORY	9
INDIVIDUAL RADIATION RADIOACTIVE MATERIAL INTAKE MEASUREMENTS AND CALCULATION RESULTS USED FOR ASSESSMENT OF INTERNAL RADIATION DOSES.....	58
INFORMATIONAL COPIES	12
INFORMATIONAL REPORTS COMPILED FOR AGENCY USE.....	84
INJURY REPORTS	65
INPUT DOCUMENTS.....	30
IN-SERVICE EDUCATION AND TRAINING.....	62
INSTITUTIONAL REVIEW BOARD.....	64
INSTITUTIONAL REVIEW BOARD CORRESPONDENCE.....	65
INSTITUTIONAL REVIEW BOARD MEMBERSHIP LISTS	65
INSTITUTIONAL REVIEW BOARD MINUTES OF OFFICIAL PROCEEDINGS	65
INSTITUTIONAL REVIEW BOARD PROCEDURES	65
INSTRUMENT LOGS	56
INSURANCE AND SAFETY INSPECTION REPORTS.....	68
INSURANCE AUDITS, SURVEYS, REPORTS	68
INSURANCE POLICIES PURCHASED	69
INSURANCE WAIVERS	69
INSURANCE/RISK MANAGEMENT/SAFETY	66
INTERNAL REVENUE SERVICE (IRS) FORM 1099	5
INTERNAL REVENUE SERVICE (IRS) FORM W-9	5
INTERPRETATION REPORTS (AUTHENTICATED)	58
INTERVIEW EVALUATION FILES	
Employment	80
INVENTORY OF FIXED ASSETS	5
INVENTORY OF LINENS DISCARDED	55
INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS.....	87
INVENTORY/YEAR-END REPORT	87
INVESTIGATORS' REPORTS.....	65
INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS.....	5
INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED)	71

J

JOB ANNOUNCEMENTS OR POSTINGS.....	81
------------------------------------	----

K

KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT	41
---	----

L

LABOR AND INDUSTRIES REPORT ON PAYROLL	9
LABORATORY AND INJECTION AREA SURVEYS.....	58
LABORATORY DATA RELATING TO EACH BATCH OF DRUG	71
LABORATORY JOURNAL, ACCESSION LOG, APPOINTMENT BOOK	56
LABORATORY SERVICES	71
LAND INFORMATION FILES	42
LAND OWNERSHIP AND ACCESS RIGHTS - AGENCY OWNED PROPERTY	42
LEASES.....	43
LEAVE BUY-BACK ACCEPTANCE FORMS	9
LEAVE SHARING AUTHORIZATION.....	9
LEGAL COUNSEL	57
LEGAL ISSUES/ADVICE FILES	58
LEGAL OPINIONS.....	58
LEGAL OPINIONS – OFFICE REFERENCE COPIES.....	15
LEGEND DRUG ORDER	24
LETTERS OF TRANSMITTAL.....	12
LIABILITY WAIVERS	69
LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE	
PROVIDERS – EMPLOYEE BENEFITS.....	78
LISTINGS OF PAYROLL DEDUCTIONS.....	9
LITIGATION CASE FILES.....	58
LITIGATION FILES – OFFICE REFERENCE COPIES	16
LONG TERM CARE FACILITIES	59
LONG TERM CARE FACILITY LICENSE.....	56

M

MAIL SERVICES	57, 60
MAILING LISTS	16
MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT	41

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	41
MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	41
MASTER FILE OF AGENCY PUBLICATIONS	84
MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES.....	16
MATERIALS DISBURSEMENT TICKETS	87
MATERIALS ORDERS/REQUISITIONS.....	87
MATERIALS RECEIPTS.....	87
MATERIALS RECEIVING AND DISBURSEMENT REPORTS.....	87
MATERIALS SAFETY DATA SHEET (MSDS)	48
MEAL COUNT	28
MECHANICAL FLOOR STOCK DEVICE CERTIFICATE OF LOCATION	71
MECHANICAL FLOOR STOCK DEVICE RECORD OF REMOVAL	71
MECHANICAL RECORDINGS	12
MEDICAL INSURANCE REPORTS - PAYROLL	9
MEDICAL RECORDS	61
MEDICAL STAFF	58
MEDICAL STAFF BYLAWS.....	56
MEDICAL STAFF EXECUTIVE COMMITTEE MINUTES	56
MEDICAL STAFF RULES AND REGULATIONS	56
MEDICAL THERAPY DEVICE AND SOURCE INVENTORY	58
MENUS FOR HOSPITAL CAFETERIA	28
MINUTES – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	22
MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED	46
MISCELLANEOUS MEMORANDA	12
MOBILE NUCLEAR MEDICINE SURVEYS.....	58
MOLYBDENUM 99 CONCENTRATION MEASUREMENTS	58
MONTHLY INSPECTION OF HOSPITAL NURSING CARE UNITS WHERE MEDICATIONS ARE ADMINISTERED OR STORED	72
MONTHLY RADIATION SURVEY OF HOT LAB, TREATMENT, WORKING, RECEPTION	58
MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	69
MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID.....	78
MONTHLY TREATMENT STATISTICS	58
MORGUE	57
MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	57, 62

N

NAMES OF PERSONS SEEKING ADMISSION REGISTER	56
NEW LINEN DISTRIBUTION LISTINGS	55
NEWSPAPER CLIPPINGS.....	84
NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES	16
NOISE EXPOSURE REPORTS.....	69
NOTICE TO RESIDENTS OF LEGAL RIGHTS AND SERVICES	56
NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION	48
NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	70
NOTIFICATIONS OF AUCTION Advance Notification of Auction Surplus Property	88
NUCLEAR IMAGE FILES	58
NUCLEAR MEDICINE ANNUAL ACCURACY TESTS.....	59
NUCLEAR MEDICINE DOSE CALIBRATION DAILY CONSTANCY CHECKS.....	59
NUCLEAR MEDICINE QUARTERLY LINEARITY TESTS.....	59
NURSING	64
O OATHS OF OFFICE	47
OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY RECORDS	59
OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY REPORT WORKING FILES.....	59
OCCUPATIONAL AND PUBLIC RADIATION DOSE EQUIVALENT CALCULATIONS ..	59
OCCUPATIONAL AND PUBLIC RADIATION DOSE SURVEY RESULTS	59
OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	69
OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES	16
OLD AGE SECURITY INSURANCE (OASI) REPORTS	9
ON SITE LICENSING SURVEY	53
OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT	41
OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT	41
OPERATING ROOM	66
OPERATING/RECOVERY ROOM RECORD OR LOG.....	68
ORDINANCE AND RESOLUTION DEVELOPMENT FILES	16
ORDINANCES AND RESOLUTIONS – OFFICE REFERENCE COPIES.....	16

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

OUTPATIENT TREATMENT FILES 71

P

PACKING SLIPS 87

PARENTERAL PRODUCTS OUT-PATIENT DISTRIBUTION SYSTEM
 DOCUMENTATION..... 72

PARENTERAL PRODUCTS PATIENT WELFARE REPORTS 72

PARENTERAL PRODUCTS TESTS FOR MICROBIAL CONTAMINATION 72

PARTICIPANT LISTS 63

PARTICIPANT TIME SHEET 63

PARTS CONTROL FILES - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE
 62

PARTS INVENTORY, TRANSIT - MOTOR POOL, VEHICLE AND EQUIPMENT
 MAINTENANCE 62

PARTS MASTER LISTING REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT
 MAINTENANCE 62

PATHOLOGY 69

PATIENT CASE FILES 56

PATIENT DIET INSTRUCTIONS 28

PATIENT LOG OR REGISTER 59

PATIENT LOGS 34

PATIENT MENUS 28

PATIENT REGISTER 20

PATIENT TREATMENT FILES 71

PATIENT TREATMENT LOG 71

PATIENT TREATMENT LOGS 57

PATIENT VALUABLES LOG 20

PAYROLL OR EXPENSE CHECKS LOG/SHEET 5

PAYROLL REGISTER 10

PAYROLL REPORTS – OFFICE REFERENCE COPIES 17

PERSONNEL 76

PERSONNEL - AFFIRMATIVE ACTION 77

PERSONNEL - BENEFITS 78

PERSONNEL - EMPLOYEE RELATIONS 78

PERSONNEL - GENERAL 79

PERSONNEL FILE 81

PERSONNEL FILES – OFFICE REFERENCE COPIES 17

PETTY CASH RECORD 5

PHARMACEUTICAL WHOLESALER INVENTORIES 72

PHARMACY 83

PHARMACY INSPECTIONS 72

PHARMACY LICENSES AND PERMITS..... 72

PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – OFFICE REFERENCE
 COPIES..... 17

PHOTOGRAPHS, AUDIO/VISUAL MATERIAL 84

PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS
 MATERIALS..... 49

PHYSICAL THERAPY AND REHABILITATION 73

PHYSICIAN CALL SCHEDULE 34

POLLUTION AND POLLUTION CONTROL STUDIES 40

POSITION CLASSIFICATION STUDIES 81

POSITION DESCRIPTION HISTORY FILES 81

POSTAGE EXPENDITURE REPORT 60

POSTAGE METER LICENSE 60

POSTAGE METER LOG..... 60

PRELIMINARY BUDGETS..... 3

PRELIMINARY DRAFTS 12

PRESCRIPTION AND REFILL RECORDS 24

PRESCRIPTIONS 72

PRESS RELEASES 84

PRESS RELEASES – OFFICE REFERENCE COPIES 17

PRICE CHECKS AND INFORMAL QUOTATIONS..... 87

PUBLIC DISCLOSURE REQUEST FILES 90

PUBLIC DISCLOSURE REQUEST LOGS 90

PUBLIC INFORMATION/RELATIONS 83, 84

PUBLIC OPINION POLLS..... 17

PUBLIC RADIATION DOSE RECORDS 59

PUBLIC RECORDS DESTRUCTION AFFIDAVITS..... 90

PUBLIC RECORDS DESTRUCTION LOG 90

PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION
 90

PULMONARY FUNCTION AND OTHER RESPIRATORY TESTS..... 71

PURCHASE ORDER, REQUISITION AND BID LOGS LISTING 88

PURCHASE/FIELD ORDERS 88

PURCHASING 86

PURCHASING - CENTRAL STORES 87

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

PURCHASING - PROCUREMENT 87
PURCHASING - SURPLUS PROPERTY 88

Q

QUALITY ASSURANCE DEPARTMENT 89
 QUALITY CONTROL TESTS 56
 QUALITY IMPROVEMENT COMMITTEE/PEER REVIEW COMMITTEE MINUTES 71

R

RADIATION DOSAGE RECORD 59
 RADIATION GENERAL AND PACKAGE SURVEY RESULTS 59
 RADIATION LEVEL TESTS AND CHARTS 59
 RADIATION MACHINE FACILITY REGISTRATION FILE 59
 RADIATION PROTECTION PROGRAM PROVISIONS 60
 RADIATION SAFETY COMMITTEE MINUTES 60
 RADIATION SOURCE RECORDS OF USE AND STORAGE 60
 RADIATION THERAPY MISADMINISTRATION RECORDS 60
 RADIOACTIVE EFFLUENT RELEASE MEASUREMENTS AND CALCULATIONS 60
 RADIOACTIVE MATERIALS GENERAL AND SPECIFIC LICENSES 60
 RADIOACTIVE PACKAGE SURVEY RESULTS 60
 RADIOACTIVE WASTE DISPOSAL SITE USE PERMIT 60
 RADIOPHARMACEUTICAL ASSAY RESULTS 60
 RADIOPHARMACEUTICAL DOSAGE HISTORY 60
 RADIOPHARMACEUTICAL MISADMINISTRATION RECORDS 60
 RADIOPHARMACEUTICAL OR PERMANENT IMPLANT PATIENT RELEASE RECORDS
 60
 RADIOPHARMACEUTICAL REQUISITION 60
 RADIOPHARMACEUTICALS ACQUISITION RECORDS 72
 RADIOPHARMACEUTICALS DISPOSITION RECORDS 72
 RECEIPTS 5
 RECEIPTS FOR CASH RECEIVED – OFFICE REFERENCE COPIES 17
 RECEIVING REPORTS 88
 RECORD OF NEW LINEN PURCHASES 55
 RECORD OF REQUIRED ANNUAL TRAINING FOR ALL DISTRICT EMPLOYEES 63
 RECORD OF RETURNED PHARMACEUTICALS 72
 RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES 5
 RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES 90
 RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) 90

RECORDS MANAGEMENT 72, 90
 RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES ... 10
 RECORDS RETENTION SCHEDULES - INTERNAL 90
 RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION 91
 RECRUITMENT FILES 81
 REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES
 70
 REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER 5
 REMITTANCE ADVICES 5
 REPORTS OR STATEMENTS OF CLAIMS COSTS 69
 REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE,
 BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS,
 COMMITTEES, AND BOARDS 22
 REPORTS/BLOCKS 71
 REPRODUCTION MATERIALS 12
 REQUESTS FOR LEAVE/OVERTIME 17, 81
 REQUESTS FOR TESTS 56
 REQUISITIONS 88
 RESEARCH PROPOSALS 65
 RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES
 17
 RESIDENT MINIMUM DATA SETS 56
 RESPIRATOR FIT TEST RECORDS 69
 RESPIRATOR PROGRAM FILES 69
RESPIRATORY CARE 92
 RESPONSES TO DEFICIENCIES 53
 RESTRICTED AREA EMPLOYEE WORKING INSTRUCTIONS 60
 RETIREMENT TRANSMITTAL
 State Employees 10
 REVENUE AND EXPENDITURES
 Annual Estimate of 2
 REVENUE BOND AND COUPON REGISTER 3
 REVENUE BONDS AND COUPONS 5
 REVIEW ACTIVITY FILES, CONTINUING 65
 RIGHT OF WAY VACATION FILES 43
 RISK DATA 69
 ROENTGENOGRAMS AND NEGATIVE CHEST FILMS 60
 ROUTING SLIPS 12

SUPERSEDED

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

S

SAFETY	70
SAFETY COMMITTEE MINUTES	70
SAFETY INSPECTION, STATE NOTICE AND CITATION	70
SAFETY INSTRUCTIONS – LIST OF PERSONNEL RECEIVING	60
SCHEDULE I AND SCHEDULE II CHEMICALS RECORDS FOR TABLETING OR ENCAPSULATING MACHINES	72
SCHEDULE I AND SCHEDULE II DRUG COMPLETED FEDERAL ORDER FORMS ...	72
SCHEDULE I, II, III, IV AND V DRUG INVENTORIES	72
SCHEDULE II AND SCHEDULE III DRUG RECORD BOOK	56
SCHEDULE V DRUG DISPENSING RECORDS	72
SCHEDULE V DRUG REGISTER	72
SCRAPBOOKS AND ALBUMS	17, 85
SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	60
SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS	12
SIGNATURE RECORDS	2
SLIDES/SURGICAL SLIPS	71
SOCIAL SERVICES	72
SPEECH AND HEARING	72
SPEECHES	85
SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – <i>OFFICE REFERENCE COPIES</i>	18
STAFF MEETING MINUTES	65
STATE AUDITOR’S EXAMINATION REPORT	5
STATE EMPLOYEES RETIREMENT TRANSMITTAL	10
STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	40
STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS... 40	
STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS	40
STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK .. 2	
STATEMENTS OF SIGNIFICANT NEW FINDINGS PROVIDED TO SUBJECTS	65
STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES	71
STENOTYPE TAPES	12
SUBSIDIARY LEDGERS	3

SUMMARY OF FOOD COSTS	28
SUPERVISOR’S EMPLOYEE PERFORMANCE BACKGROUND FILES	18
SUPERVISOR’S EMPLOYEE PERFORMANCE BACKGROUND FILE	81
SUPPORTING DOCUMENTS AND REPORTS - PAYROLL	10
SURGERY SCHEDULE/OPERATION REGISTER	20
SURPLUS PROPERTY INVENTORY	88
SURPLUS PROPERTY INVENTORY TRANSFER SHEET	88

T

TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT	8
TELEPHONE LOGS AND USAGE DETAIL REPORTS	18
TELEPHONE MESSAGES	12
TELETHERAPY CALIBRATION CALCULATIONS	60
TELETHERAPY FACILITY SAFETY CHECK REPORTS	61
TELETHERAPY LICENSEE’S EVALUATION OF QUALIFIED CALIBRATION EXPERT’S TRAINING AND EXPERIENCE	61
TELETHERAPY SOURCE FULL CALIBRATION MEASUREMENTS	61
TELETHERAPY SOURCE INSTALLATION RADIATION MEASUREMENTS	61
TELETHERAPY UNIT FIVE YEAR INSPECTION RECORDS	61
TEMPORARY AGENCY WORKER ACCOUNTS	81
TEST LOG	71
TEST RESULTS	71
TEST RESULTS, LAB REPORTS	56
THERAPEUTICALLY EQUIVALENT DRUG SUBSTITUTION AUTHORIZATION	72
TICKETS AND PASSES	12
TIRE MAINTENANCE REPORTS	63
TRANSFER AGREEMENTS WITH HOSPITALS APPROVED FOR PARTICIPATION UNDER MEDICARE AND MEDICAID PROGRAMS	56
Travel Vouchers/Authorizations	See VOUCHERS
TREASURER/FINANCE OFFICER FINANCIAL REPORTS	5
TREATMENT LOG AND TREATMENT CARDS	71
TRIAL BALANCES	5
TUBERCULOSIS TESTS FOR EMPLOYEES	56
TUBERCULOSIS TESTS FOR RESIDENTS	56

U

UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	78
UNION ARBITRATION FILES	79

PUBLIC HOSPITAL DISTRICTS - GENERAL SCHEDULE INDEX

UNION ORGANIZATION LISTS 79
 UNSUCCESSFUL BIDS AND PROPOSALS 88
UPS REGISTER 60
 USED / CANCELLED EVENT TICKETS AND PASSES 12
 UTILIZATION REVIEW AND QUALITY ASSURANCE PROGRAM PLAN..... 71
 UTILIZATION REVIEW WORKSHEETS AND ABSTRACTS 71

V

VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT 41
 VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT 41
 VOLUNTEER APPLICATIONS 82
 VOLUNTEER FILES 82
 VOUCHER REGISTER 5
 VOUCHER REGISTERS 7
 VOUCHERS 5
 Grant Project..... 7

W

WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS 7

WARRANT/CHECK REGISTERS 5
 WELFARE CLAIMS
 Employee 9
 WHISTLEBLOWER INVESTIGATION REPORTS..... 82
 WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS 88
 WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR
 COMPLIANCE REPORTS 88
 WORD PROCESSING DISKS..... 12
WORD PROCESSING FILES 30
 WORK ASSIGNMENT RECORD, SCHEDULE OR LOG 82
 WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT 41
 WORK SCHEDULE..... 61
 WORK SCHEDULES 65
 WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS 69
 WORKPLACE HAZARD ASSESSMENT CERTIFICATION 69
 WSPRO/PRO STUDIES 71

Y

YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION..... 32

SUPERSEDED