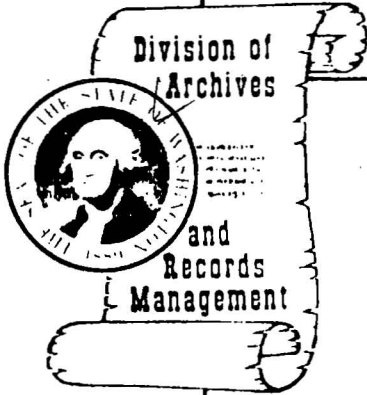


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# SEWER & WATER DISTRICT



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## **GENERAL RECORDS RETENTION SCHEDULE & RECORDS RETENTION MANUAL**

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STATE DEPOSITORY COPY

STATE OF  
WASHINGTON

Dixy Lee Ray  
Governor

ISSUED BY: THE WASHINGTON STATE  
LOCAL RECORDS COMMITTEE IN ACCORD  
WITH THE PROVISIONS OF RCW 40.14

State of Washington  
DIXY LEE RAY, Governor



718 GENERAL ADMINISTRATION BUILDING OLYMPIA WASHINGTON 98504

TO: Sewer & Water District Managers  
FROM: The Local Records Committee  
SUBJECT: General Records Retention Schedule & Records Retention Manual  
DATE: October 12, 1980

**LOCAL RECORDS COMMITTEE**

RICHARD L. HUSK  
Chief Examiner, Office of State Auditor

JAMES K. PHARRIS  
Assistant Attorney General

SIDNEY F. McALPIN  
State Archivist

Washington State  
Local Records  
Committee  
General records  
retention schedule  
& records  
retention manual,

WASHINGTON STATE LIBRARY



A60005 675066

Enclosed is your copy of the General Records Retention Schedule & Records Retention Manual for Sewer & Water Districts.

The general records retention schedule contained in this manual is issued by this Committee pursuant to its authority under the provisions of RCW 40.14. It gives sewer and water districts continuing blanket authorization for the disposition of commonly held records.

However, the general records retention schedule will probably not cover all of your records. The procedure for obtaining separate disposition authorities for types of records not described in the general schedule is explained in the manual.

Another primary function of the general records retention schedule is to identify those types of records that have a continuing historical/research value beyond their usefulness to the districts. Such records should be transferred to the custody of the State Archives or one of its regional branches. When you are ready to transfer historically valuable records, contact your Regional Archivist (see below). The Regional Archivist should also be contacted before you dispose of any extremely old records. Such records often have unique historical value due to the general scarcity of information about the early history of many districts.

This manual also contains important information about the nature and use of general records retention schedules, the establishment and maintenance of efficient records retention and disposition programs, the requirements of law and the overall usefulness of records management. Accordingly, it is very important to familiarize yourself with the entire manual.

However, IT IS ESSENTIAL TO CAREFULLY READ THE FIRST TWELVE PAGES OF THE MANUAL, WHICH PRECEDE THE GENERAL RECORDS RETENTION SCHEDULE. Please do so before trying to use the general schedule.

For further information and assistance, please contact:

Tim Eckert, Regional Archivist  
Central Washington Regional Archives  
202 Peterson Hall  
Central Washington University  
Ellensburg, WA 98926  
Phone: (SCAN) 453-2136 or (509) 926-2136

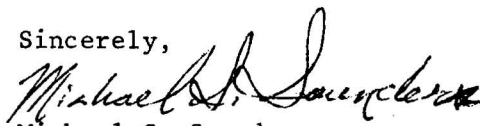
ACKNOWLEDGEMENTS

The completion of this project would not have been possible without the outstanding effort and cooperation of the following people:

Jerry Gleaves, Southwest Suburban Sewer District  
Terry Matelich, Val Vue Sewer District  
Bob Sloboden, King County Water District #108

I am deeply grateful to these people for their guidance, assistance, support and good humor.

Sincerely,



Michael S. Saunders  
Assistant State Archivist  
for Local Records  
September, 1980

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## INTRODUCTION

This manual provides instructions and guidelines for records disposition based on the provisions of RCW 40.14. It also contains a general schedule for the retention of public records which are commonly held by sewer and water districts. This general records retention schedule has been issued under the authority of the Washington State Local Records Committee to give all sewer and water districts in Washington State blanket authorization for the continuing disposition of specific types of records according to their assigned retention periods.

The general records retention schedule does not obligate officials or staff to dispose of any records. Rather, it indicates the minimum amount of time each type of record must be kept in order to satisfy legal requirements and administrative needs. It is based on statutory requirements, practical experience and the best information available. The schedule was developed in cooperation with a committee of sewer and water district managers, organized by the Washington State Association of Sewer Districts.

The manual also discusses records management as a solution to the problems brought on by the "Paperwork Explosion," the legal requirements for the retention and disposition of public records, the use of microfilm and the establishment of a continuing "Records Retention Program."

PLEASE READ THE FIRST SECTION OF THE MANUAL VERY CAREFULLY! It will provide a complete orientation to the general records retention schedule and an explanation of how it should be used.

For further information, contact the Division of Archives and Records Management, Room 218 General Administration Bldg., Olympia, WA 98504. Phone: (SCAN) 234-5468 or (206) 753-5468.

## SECTION A: RECORDS MANAGEMENT AS A SOLUTION TO THE PAPERWORK EXPLOSION

### I. THE PROBLEM

Our ability to control records has not kept pace with the ability of typewriters, duplicating, copying and data processing machines to spew them out. The accelerated accumulation of records brought about by technology has intensified the problems of records maintenance, retention and disposition.

FOR EXAMPLE, IN YOUR OWN AGENCY WHO KNOWS:

THE VOLUME OF RECORDS IN THE CUSTODY OF THE AGENCY?  
WHAT PORTIONS OF THOSE RECORDS ARE ACTIVE, INACTIVE OR OBSOLETE?  
HOW RAPIDLY YOUR RECORDS ARE EXPANDING?  
HOW MANY FORMS ARE USED?  
HOW MUCH TIME IS REQUIRED TO PREPARE EACH ONE?  
HOW MUCH TIME DOES IT TAKE TO FILE, REFERENCE AND REFILE RECORDS?

These are vital questions. The conditions they relate to have a great impact upon the success and efficiency of your agency operations. Their importance may also be gauged by the magnitude of the investment that records require.

### II. OUR INVESTMENT IN RECORDS

Often the costs of records creation, maintenance and storage are not apparent. They are hidden in manhours, building and equipment costs which are not always associated with records.

#### A. RECORDS CREATION

Each inch of file cabinet space can contain approximately 160 pieces of correspondence, reports or forms. Original correspondence will cost a minimum of \$2.65 in professional and secretarial time to prepare. A representative inch of records will cost approximately \$409.00 to create.<sup>1</sup>

#### B. RECORDS MAINTENANCE

The average annual cost of records maintenance (filing and retrieving) is about \$2.64 per file inch based on clerical salary, supervisory time and other overhead, equal to one clerk per each eleven four-drawer file cabinets.<sup>2</sup>

#### C. RECORDS STORAGE

The cost of records storage in terms of facilities, floor space and file equipment costs is estimated at \$10.00 annually per cubic foot of records or over \$.80 per file inch.<sup>3</sup>

1. Cost estimates obtained from study by Washington State Department of Motor Vehicles, 1975, First-line Supervisor letter preparation.
2. National average estimated in 1970 by Management Information Services of Detroit. Page 333 of Records Management Handbook -1970.
3. Boeing Aircraft Corporation -1975.

NOTE: Local sources were used where possible in order to reflect local economic conditions.

## SECTION B: RECORDS RETENTION & DISPOSITION

Obsolete, outdated records are both costly and potentially harmful to operations of any agency. Not only do they take up valuable working space and exhaust the capacity of otherwise suitable structures to house offices and agencies, often they hinder the usefulness of active records through the crowding and chaos they can inflict.

The object of a Records Retention program is to dispose of records that bear no further legal obligation or administrative usefulness and to set up a continuous cycle for retaining and disposing of each type of record kept by an agency. Permanently valuable historical records should also be identified and transferred to the State Archives at the end of their legal or administrative lives.

Whether in the public or the private sector, Records Retention Management is just good business management. However, there are also legal reasons for implementing a comprehensive Records Retention program. Various laws regulate the operation of a wide variety of services provided by public agencies and the records which document those services.

### I. LEGAL REQUIREMENTS & RESPONSIBILITIES

In most states, statues regulate the retention and disposition of public records. In Washington State the Records Act, Revised Code of Washington (RCW) 40.14, is the primary statute in that regard. RCW 40.14 and the Washington Administrative Code include the following provisions:

#### A. PUBLIC RECORDS DEFINED

"Public Records" means any paper, correspondence, form, book, film, magnetic tape, sound recording, map, drawing or other document regardless of physical form or characteristics, including all copies thereof, that have been made by any agency or received by it during the course of public business. (RCW 40.14.010 and WAC 414-12-010)

#### B. RECORDS AS PUBLIC PROPERTY

All such public records shall be and remain the property of the agency. They shall be delivered by outgoing officials and employees to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed and otherwise managed, only in accord with the provisions of RCW 40.14, and as otherwise provided by law. (WAC 414-12-010)

#### C. CUSTODY OF PUBLIC RECORDS

Unless otherwise provided by law, public records must remain in the custody of the agency in which they were originally filed. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except for disposition pursuant to law, or, as otherwise expressly provided by law. (RCW 40.14.070 and WAC 414-12-020)

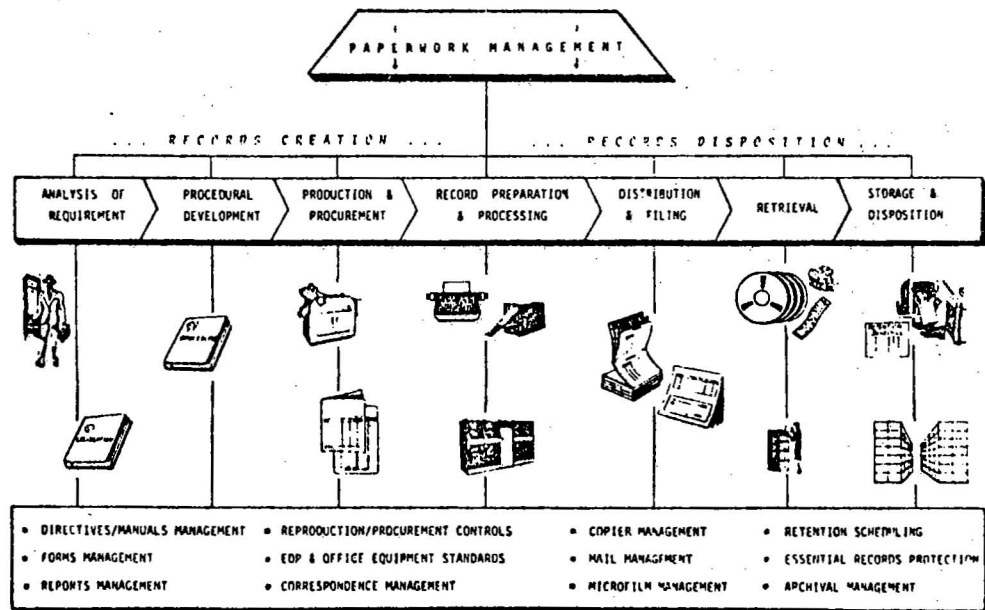


## II. OUR INVESTMENT IN RECORDS (Condt.)

As these cost accounting examples indicate, records costs and records problems come from several different directions. The solution to the overall problem, therefore, involves the control of the myraid of facets pertaining to the creation, maintenance and storage of records.

## III. THE SOLUTION: RECORDS MANAGEMENT DEFINED

"RECORDS MANAGEMENT" is a general term which encompasses a number of activities that contribute toward the common goal of making records creation, maintenance and storage less costly and more efficient. The magnitude of the concept is illustrated below in a diagram prepared by the Paperwork Management Sub-Committee of the Governor's Management Improvement Council.



Any or all of the Records Management functions shown in the diagram above may be incorporated into a specific program to meet the needs of a particular agency. The remainder of this manual deals with the single element of Records Retention Management. However, the other elements of the Records Management concept can play integral parts in a well rounded program. Further information on these other functions may be obtained through the State Archives.

#### D. DISPOSITION OF PUBLIC RECORDS

Public Records may be destroyed or transferred only in accord with the instructions and approval of the Local Records Committee unless otherwise provided by law. This process may be accomplished through the use of a Records Retention Schedule or General Records Retention Schedule. (RCW 40.14.070)

#### E. LOCAL RECORDS COMMITTEE

The State Archivist, the Chief Examiner of Municipal Corporations of the State Auditor's Office and a representative appointed by the Attorney General constitute the State Local Records Committee. This Committee has the authority to review and approve the disposition of records of agencies of local government. (RCW 40.14.070)

#### F. RECORDS RETENTION SCHEDULE

A local government agency may elect to establish a records control program based on a recurring Records Retention Schedule recommended by the agency to the Local Records Committee. The schedules are to be submitted to the Local Records Committee on forms provided by the Division of Archives and Records Management. The Committee may either veto, approve or amend the schedule. Once a schedule is approved, it shall constitute authority for the local agency to dispose of the records listed thereon, after the required retention periods have lapsed, on a recurring basis until it is either amended or revised by the Committee. (RCW 40.14.070)

#### G. AUTHORITY TO ADOPT GENERAL RECORDS RETENTION SCHEDULES

The Local Records Committee may approve and issue Records Retention Schedules which shall constitute authority for like agencies to dispose of specific types of records which they hold in common. General Schedules, like individual Records Retention Schedules, apply on a recurring basis until such time as they may be amended or revised. (RCW 40.14.070 and WAC 414-24-050)

#### H. THE USE OF MICROFILM

Microfilm copies of Public Records whose completeness and clarity are officially guaranteed, have the same legal status of the original paper copies of those records. (See Appendix E)

#### I. AUTHORITY TO TRANSFER RECORDS TO THE STATE ARCHIVES

In lieu of permanent retention by local agencies, records of archival or historical value may be officially transferred to the State Archives or an other depository designated by the State Archivist. (RCW 40.14.070 and WAC 414-12-030)

#### J. METHODS OF RECORDS DESTRUCTION

In regard to those records which are eligible to be destroyed under the provision of an individual or General Records Retention Schedule, the primary object of destruction shall be to reduce the records to an illegible condition. Burning, pulping and shredding are considered to be the most effective means of accomplishing that objective.

An agency may dispose of records by releasing them for recycling purposes under the following conditions:

J. METHODS OF RECORDS DESTRUCTION (Continued)

(1) The prompt destruction of the records shall be insured and the responsibility of such destruction shall continue to be that of the agency until the records are actually destroyed.

(2) The individual or entity purchasing such records shall have in effect, or provide, a performance bond in a penal sum of \$100,000.00 or the face value of the records being sold, whichever is least.

(3) Records shall not be kept in unattended and unprotected storage while awaiting their destruction.

(4) The agency shall obtain and preserve evidence of the destruction of such records in the form of a certificate from the person or entity to whom they were released. (WAC 414-24-070 through WAC 414-24-080)

It is recommended that agencies keep summary logs and/or compile certificates recording the details and date of destruction for all Records Series that have been destroyed.

## II. RECORDS RETENTION SCHEDULING

### A. WHAT IS A RECORDS RETENTION SCHEDULE?

A Records Retention Schedule is a device which lists the specific types of records compiled by an agency and determines the length of time that each type should be retained. Once a Records Retention Schedule is approved for a local agency by the Local Records Committee, it serves as the agency's authority to dispose of those types of records which it lists (according to the stipulations of each listing) on a recurring basis until such time as it may be revised or amended.

### B. WHAT IS A GENERAL RECORDS RETENTION SCHEDULE?

A General Records Retention Schedule fulfills all of the functions of a Records Retention Schedule prepared by and for an individual agency. However, a General Records Retention Schedule is issued by the Local Records Committee to serve as the authority for the retention and disposition of Records Series held in common by all local agencies of a particular type within the state. Effected agencies do not have to submit individual Records Retention Schedules for the types of records listed in the General Schedule as long as they wish to comply with its minimum retention requirements. However, the disposition of Records Series not covered by the General Schedule must be authorized separately on an individual Records Retention Schedule approved by the Local Records Committee.

### C. BASIC ELEMENTS OF THE CITY & TOWN GENERAL SCHEDULE

#### 1. Records Series

Each type of record listed on a Records Retention Schedule is a separate Records Series. A Records Series may be defined as a group of records performing a particular function, which are filed as a unit, used as a unit and are disposed or transferred as a unit.

#### 2. Retention Period

Each Records Series listed on a Records Retention Schedule has corresponding Retention Periods. The Retention Period is the minimum amount of time that records in a particular Records Series must be retained by an agency to meet its legal responsibilities and administrative needs. Those Records Series which are kept in multiple copies distributed in various offices are assigned retention periods for both primary and secondary copies, each in separate columns, which may be applied to a particular records series depending on its own status as a primary or secondary copy.

### 3. Records Classification

For the purpose of determining retention periods, Public Records are divided into two classifications. Whichever classification the various records series of a public agency may fall under, they are all Public Records and their disposition must be accounted for on a general records retention schedule or a schedule approved separately by the Local Records Committee.

#### a. Official Public Record (OPR)

The classification of Official Public Record applies to any Records Series which serves a primary legal or official proof of an action, transaction or agreement by the agency in question. OPR records include all original vouchers, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources; all original contracts and agreements to which the agency is a party; all original fidelity, surety and performance bonds; all original claims filed against the agency; all records or documents required by law to be filed with or kept by the agency and all other records or documents determined by the Local Records Committee to be Official Public Records. The minimum legal retention period for Official Public Records is 7 years after completion of action unless otherwise provided by law.

#### b. Office Files and Memoranda (OFM)

The classification of Office Files and Memoranda applies to all records, correspondence, exhibits, books, ledgers, maps, drawings, forms not classified as Official Public Records; all secondary copies of Official Public Records; all documents and reports made for the internal administration of the agency to which they pertain but not required by law to be filed or kept with such agency; and all other Records Series determined by the Local Records Committee to be Office Files and Memoranda. OFM Records Series have a strictly administrative value. As such, their Retention Periods are not determined by law, but rather by the administrative needs of the agency which creates and uses them.

### 4. Archival Value

Each records series which has a permanent historical or research value beyond its assigned retention period will be designated by a "Yes" in the "Archive?" column. A number of archival designations may be accompanied by the following comments in the "Remarks" column:

a. Potentially Archival

b. Selected Files Potentially Archival

5. The Use of Microfilm

The use of microfilm may also affect the Retention Periods of certain Records Series because microfilm copies may be retained in lieu of the paper original. The expense of microfilm, in most cases, is justified only when a Records Series is extremely voluminous, has a long Retention Period, a high rate of reference, or if it is essential to the continuing operation of an agency and the security of its information is not otherwise provided for.

Those Records Series that are generally considered to be appropriate applications for microfilming will be designated in the "Microfilm" column with an asterisk explained by one of the following sentences in the "Remarks" column.

- a. For Records Series which may be filmed solely in consideration of their voluminous nature and long Retention Period:

"Microfilm may be effectively used as a substitute for hard copy for the purpose of reducing the volume of this Records Series."

- b. For Records Series which may be filmed solely for consideration of security:

"Microfilm may be effectively used to generate a copy of this Records Series for security storage at the Washington State Archives."

- c. For Records Series which may be filmed both for volume and security considerations:

"Microfilm may be effectively used as a substitute for hard copy to reduce the volume and protect the security of this Records Series."

6. The Use of \*'s and +'s

Asterisks and plus signs are used to draw attention to comments in the "Remarks" column which bear upon retention periods, archival value or the use of microfilm.

### III. THE USE & APPLICATION OF GENERAL RECORDS RETENTION SCHEDULES

#### A. FORMULATION OF INTERNAL WORKING SCHEDULES

A General Records Retention Schedule may be applied directly to the disposition of the Records Series which it lists. However, it may contain a number of listings which do not apply to the holdings of a particular agency. Therefore, it is recommended that the General Schedule be used as a guideline to formulate an Internal Working Schedule which would relate specifically to the needs of the agency in question.

#### B. DISTRIBUTION

The Internal Working Schedule should be broken down into functional units and be distributed to those persons who will be directly responsible for the disposition of the various Records Series.

### IV. THE USE AND APPLICATION OF INDIVIDUAL RECORDS RETENTION SCHEDULES

#### A. DISPOSITION OF RECORDS SERIES NOT COVERED BY THE GENERAL SCHEDULE

Those Records Series not covered by the General Records Retention Schedule should be entered on a GAA-24, "PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION" form and be submitted to the Local Records Committee for approval according to the instructions in Appendix B.

These forms may be obtained from the Washington State Archives. Once approved, the Individual Records Retention Schedule should be incorporated as a part of the Internal Working Schedule.

#### B. REDUCTION OF GENERAL SCHEDULE RETENTION PERIODS

Generally, the Retention Periods of Official Public Records are fixed by law and cannot be reduced. The Retention Periods of Office Files and Memoranda Records Series are more flexible. If any agency wishes to have the Retention Periods of OFM Records Series reduced, it should enter those Records Series on a GAA-24 form and submit it to the Local Records Committee for approval.

## V. GENERAL RECORDS RETENTION SCHEDULE

The General Records Retention Schedule for Sewer & Water Districts on the following pages constitutes authority for any sewer or water district in the State of Washington to dispose of the records series listed thereon after their specified retention periods have expired. It is issued by the Washington State Local Records Committee pursuant to its authority under the provisions of Chapter 40.14.070 of the Revised Code of Washington and Washington Administrative Code 414-24-050.





**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
**SWD-1.1**

PAGE **1** OF **2** PAGES

SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/GENERAL		SEWER & WATER DISTRICTS				AUGUST 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>GENERAL POLICY &amp; PROCEDURE MANUAL</u> Manual containing statements of Policy & Procedure under which the agency operates.	OPR	Permanent	Until superceded (all depts.)	Yes		
2	<u>HISTORICAL FILES</u> Documentation of the history & development of the agency, includes periodic reports, studies, creation & acquisition of facilities; general development of the district.	OFM	Permanent	None	Yes		
3.	<u>COMMISSION/BOARD OF DIRECTORS MINUTES</u> Official account of meeting proceedings, includes lists of present, subjects discussed, statements, agendas.	OPR	Permanent	1 year	Yes	*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume and protect the security of this records series.
4	<u>COMMISSION/BOARD OF DIRECTORS RESOLUTIONS/REVIEWS</u> Official documentation of decisions made through official Board or Commission deliberations.	OPR	Permanent	1 year	Yes	*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.
5	<u>COMMISSION/BOARD OF DIRECTORS ELECTION FILES</u> Files containing reference information regarding Commission or Board elections.	OFM	3 years	None	Yes		
6.	<u>GENERAL CORRESPONDENCE</u> Official & routine letters concerned with all aspects of operations, administration and policy.	OFM	3 years	1 year	Yes		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR				FOR THE STATE ARCHIVIST	
<i>Mark K. Thauer</i>		<i>[Signature]</i>				<i>[Signature]</i>	



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
SWD-1.1

PAGE 2 OF 2 PAGES

SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/GENERAL		SEWER & WATER DISTRICTS				AUGUST 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	DPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	<u>CONTRACTS &amp; AGREEMENTS</u> General document/reference files: includes distribution & construction	OPR	7 years after termination of contract	1 year after termination of contract	Yes		
8	<u>MANAGEMENT PLANNING STUDIES/REPORTS</u> System project plans, future needs, proposals, feasibility studies, statistical reports, operations & financial reports.	OFM	Until after implementation or decision not to implement	Until after implementation or decision not to implement	Yes		
9	<u>ANNUAL REPORTS</u> Consolidated, yearly report of overall operations.	OPR	7 years*	2 years	Yes		*The district may wish to keep primary copy permanently to be used as a long term reference tool.

13

FOR THE ATTORNEY GENERAL

*James K. Thomas*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Sidney F. Medpin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
**SWD-1.2**

PAGE **1** OF **1** PAGES

SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/BUDGET		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>FUND TRANSMITTALS</u> Documentation of monies moved between programs, funds or budget objects.	OPR	7 years	1 year	No		
2	<u>DATA WORKING FILES</u> Reference material used in budget preparation, includes planning estimates, allocations, statistics, rate increases, past budgets.	OFM	2 years	Until superceded	No		
3	<u>BUDGET SUMMARIES</u> Periodic status reports on funds, bank accounts, forecasts of receipts, investments, expenditures.	OFM	3 years	1 year	No		
4	<u>BUDGET GUIDES</u> Preliminary & supplementary drafts of budget.	OFM	3 years	1 year	No		
5	<u>ADOPTED BUDGETS</u> Official texts of final, approved budgets.	OPR	7 years*	2 years	Yes		*Copy adopted by Commissioners may be kept permanently as a long term reference tool.

FOR THE ATTORNEY GENERAL  
*James K. Thair*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*Sidney F. Medlin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
**SWD-1.3**

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/LEGAL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>GENERAL LEGAL FILES</u> Working & research paper/correspondence related to legal activities of District.	OFM	Screen annually	None	Yes		
2	<u>LEGISLATIVE CORRESPONDENCE</u> Correspondence with Federal, state & local officials by subject.	OFM	2 years	None	Yes		
3	<u>LEGAL DECISIONS/OPINIONS</u> Official statements regarding district's rights and responsibilities according to law as interpreted by district legal counsel.	OPR	Permanent	Until superceded	Yes	*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.
4	<u>LITIGATION FILES (CLAIMS &amp; APPEALS FILES)</u> Case files of legal actions taken by or against District.	OFM	5 years after final disposition of case	None	Yes		
5	<u>PATENTS, COPYRIGHTS, TRADEMARKS</u> Documents related to creation, use & distribution of patents, copyrights, trademarks.	OPR	Permanent*	Until lapse of copyright		*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.
6	<u>ENVIRONMENTAL IMPACT STATEMENTS</u> Legal documentation of impact of projects/construction on environment; includes statistical data, cost estimates, working files.	OPR	Permanent*	3 years	Yes	*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.

FOR THE ATTORNEY GENERAL

*James K. Thavis*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Sidney F. Medford*

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**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/LAND RIGHTS		SEWER & WATER DISTRICTS				AUGUST 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>LAND INFORMATION FILES</u> General reference files on acquisition of land; condemnation proceedings, title info. i.e. location, size, value, etc.	OFM	1 year after disposition of land	1 year after disposition of land	Yes		
2	<u>AREA PLATS</u> Drawings/maps of service areas.	OFM	Until obsolete	None	Yes		
3	<u>APPRAISALS</u> Statement of land values; includes topographical information.	OFM	Until superseded or until disposition of land.	None	Yes		
4	<u>DEEDS/TITLES</u> Legal documents of ownership; includes title abstract.	OPR	Permanent	1 year after disposition of land.	Yes		*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.
5	<u>EASEMENTS</u> Granted by & to districts; allows construction across private properties, includes right-of-way permits.	OPR	7 years after disposition of land	1 year after disposition of land	Yes		
6	<u>ENCROACHMENTS</u> Documentation of conflicts on land or water rights & obligations.	OPR	7 years after disposition of land	1 year after disposition of land	Yes		
7	<u>FRANCHISES</u> Agreements allowing activities within specified jurisdictions.	OPR	7 years after disposition of land	1 year after disposition of land	Yes		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Mark K. Tharr</i>		<i>[Signature]</i>			<i>L. Dreyer Medford</i>		



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE: ADMINISTRATION/LAND RIGHTS

SCHEDULE APPLICABLE TO: SEWER & WATER DISTRICTS

EFFECTIVE DATE: AUGUST 1980

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	<u>LAND VACATIONS</u> Documentation of vacations usually through city/town sale or donation of land.	OPR	7 years after after disposition of land	1 year after after disposition of land	No		
9	<u>CONTRACTS &amp; AGREEMENTS</u> Official documentation of contracts & agreements covering leases or rent.	OPR	7 years after termination of contract	1 year after termination of contract	No		

FOR THE ATTORNEY GENERAL: *James K. Thair*

FOR THE STATE AUDITOR: *[Signature]*

FOR THE STATE ARCHIVIST: *[Signature]*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER SWD-1.5	PAGE 1 OF 3 PAGES
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/PERSONNEL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>APPLICATION FOR LEAVE</u> Documentation of employee's request for approval of absence from work.	OFM	Until after audit	1 year	No		
2	<u>ATTENDANCE REPORTS</u> Record of employee absences, sick leave, vacation, jury duty & leave accrual.	OFM	Until superseded	Until superseded	No		
3	<u>APPRENTICESHIP PROGRAM FILES</u> Reference documentation regarding the establishment & operation of apprenticeship programs.	OFM	3 years	None	No		
4	<u>EMPLOYMENT APPLICATIONS</u> Applications submitted by applicants not hired.	OFM	1 year	None	No		
5	<u>JOB DESCRIPTIONS</u> Description of individual positions including duties, job requirements & rates of pay.	OFM	Until revised	Until revised	No		
6	<u>EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS</u> Affirmative action program compliance statements.	OPR	7 years	1 year	Yes		
7	<u>LABOR UNION NEGOTIATION FILES</u> Documentation of collective bargaining between district & labor unions.	OPR	7 years after termination of contract	1 year after termination	Yes		

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/PERSONNEL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	<u>LABOR UNION ARBITRATION CASE FILES</u> Case histories of disputes between district & union settled through arbitration.	OPR	7 years after decision	Until expiration of contrary	Yes		
9	<u>LABOR UNION CONTRACTS &amp; AGREEMENTS</u> Contracts & agreements regarding wages, benefits & other conditions of employment agreed upon by the district & unions for specific periods of time.	OPR	7 years after termination of contract	1 year after termination of contract	Yes		
10	<u>GRIEVANCE &amp; APPEALS FILES</u> Documentation of grievances filed by individual employees.	OFM	3 years	1 year	No		
11	<u>SENIORITY LIST</u> Roster of employees according to length of employment.	OFM	Until superseded	Until superseded	No		
12	<u>MILITARY SERVICE AGREEMENTS</u> Records concerned with military deferments & employees participating in National Guard/Reserves.	OFM	Until obligation	None	No		
13	<u>OFFICIAL PERSONNEL FILES</u> Documentation of employee's work history including job applications, job status, service record, social security, etc.	OPR	7 years after termination of employment	1 year after termination of employment	No		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>James K. Thorne</i>		<i>[Signature]</i>			<i>Richard J. Medford</i>		

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**GENERAL RECORDS RETENTION SCHEDULE  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/PERSONNEL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
14	<u>PERSONNEL DATA &amp; REPORTS</u> Statistics & summaries compiled for reference and/or submitted to gov't. agencies, i.e. race, sex, addidents, etc.	OFM	Until superseded	1 year	No		
15	<u>GROUP INSURANCE POLICIES</u> Formal agreements established to provide insurance for employees & dependents & supporting filed therewith.	OPR	7 years after termination of policy	1 year of termination of policy	No		
16	<u>WASHINGTON STATE RETIREMENT SYSTEM RECORDS</u> Record of contributions by employees & related correspondence.	OFM	Until employee retirement	None	No		
17	<u>EVALUATIONS</u> Report made regarding employee performance.	OFM	3 years	2 years	No		
18	<u>GENERAL EMPLOYEE DATA</u> Information concerning employee birthdays, anniversaries, etc.	OFM	Screen annually	None	No		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Mark K. Thauer</i>		<i>[Signature]</i>			<i>[Signature]</i>		



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER SWD-1.6	PAGE 1 OF 1 PAGES
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SCHEDULE TITLE ADMINISTRATION/PUBLIC INFORMATION	SCHEDULE APPLICABLE TO SEWER & WATER DISTRICTS	EFFECTIVE DATE AUGUST, 1980
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			PRIMARY COPY	SECONDARY COPIES			
1	<u>HISTORICAL FILES</u> Documentation of system acquisition & development.	OFM	Permanent*	3 years	Yes		*Primary copy is usually contain- in Central Administration. 1 copy should be transferred to a repository of state archives once its retention period expires.
2	<u>NEWSPAPER CLIPPINGS</u> News articles pertaining or of interest to district.	OFM		None	Yes		
3	<u>PRESS RELEASES</u> Official statements made to news media.	OFM	5 years	1 year	Yes		
4	<u>PUBLICATION FILE</u> Collection of publications issued by district.	*	Screen annually	Screen annually	Yes		*None-record
5	<u>SPEECHES</u> Text of speeches & lectures given by district.	OFM	5 years	1 year	Yes		
6	<u>PHOTOGRAPHS - COLLECTION OF</u> Prints & negatives of district photographs.	OFM	10 years	None	Yes		

FOR THE ATTORNEY GENERAL <i>Frank Thorne</i>	FOR THE STATE AUDITOR <i>[Signature]</i>	FOR THE STATE ARCHIVIST <i>S. Drey &amp; Medpin</i>
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**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE: ADMINISTRATION/AUTOMATIC DATE PROCESSING

SCHEDULE APPLICABLE TO: SEWER & WATER DISTRICTS

EFFECTIVE DATE: AUGUST, 1980

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>DATA PROCESSING FEASIBILITY STUDIES</u> May include any or all of the following: Problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	Until termination of use of system or program + 3 years	2 years	No		
2	<u>SYSTEM DESIGN DOCUMENTATION</u> 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.	OFM	<u>*For fiscal and accounting systems or programs:</u> 3 years after termination of system or program use  <u>All other systems and programs:</u> 2 years after termination of system or program use	Until termination of system or program use	No	*	*Must be maintained in hard copy or on Computer Output Microfilm (COM) to satisfy audit requirements. Source document microfilming is not recommended for this purpose.
3	<u>PROGRAMMING &amp; IMPLEMENTATION DATA</u> Operational and user instructions, specifications and system acceptance criteria.	OFM	<u>*For fiscal and accounting systems or programs:</u> 3 years after termination of system or program use  <u>All other systems and programs:</u> 2 years after termination of system or program use	Until termination of system or program use	No	*	*Must be maintained in hard copy or on Computer Output Microfilm (COM) to satisfy audit requirements. Source document microfilming is not recommended for this purpose.

FOR THE ATTORNEY GENERAL  
*Mark K. Thani*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*[Signature]*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ADMINISTRATION/AUTOMATIC DATA PROCESSING		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
4	<u>SYSTEM MAINTENANCE DOCUMENTATION</u> May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	*For fiscal and accounting systems or programs: 3 years after termination of system or program use  All other systems and programs: 2 years after termination of system or program	Until termination of system or program use	No	*	*Must be maintained in hard copy or on Computer Output Microfilm (COM) to satisfy audit requirements. Source document micro-filing is not recommended for this purpose.
5	<u>OPERATIONAL DATA</u> Summaries of throughput statistics, usage figures and work output measurements.	OFM	1 year	Until superseded	No		
6	<u>POST IMPLEMENTATION REVIEWS</u> Project and personnel evaluations, post-implementation audits and further recommendations.	OFM	Until termination of system or program use	Until superseded	No		
7	<u>SYSTEM &amp; SOFTWARE BACKUP DATA</u> Tapes, discs and punch cards providing backup data which is revised and recreated in a regular cycle.	OFM	Until superseded	None	No		

FOR THE ATTORNEY GENERAL

*James K. Thomas*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Libby J. Medlin*

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**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO			EFFECTIVE DATE		
ADMINISTRATION/RECORDS MANAGEMENT		SEWER & WATER DISTRICTS			AUGUST, 1980		
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>PUBLIC RECORDS RETENTION SCHEDULE &amp; DESTRUCTION AUTHORIZATION (GAA-24)</u> Ongoing authorities for the disposition of public records approved specifically for the district by the Local Records Committee.	OPR	7 years after superseded or 7 years after disposition of last records series item	Until superseded	No		
2	<u>GENERAL RECORDS RETENTION SCHEDULE &amp; DESTRUCTION AUTHORIZATION (GAA-44)</u> Records retention schedules issued by the Local Records Committee which provides blanket authority for the disposition of records commonly held by district,	OFM	Until superseded by new general authority	Until superseded by new general authority	No		
3	<u>INTERNAL RECORDS RETENTION SCHEDULE</u> Records retention schedules abstracted from schedules or general schedules approved by the Local Records Committee, created for the internal use of the district.	OFM	Until superseded or revised	Until superseded or revised	No		
4	<u>RECORDS MANAGEMENT PROGRAM FILE</u> Reference material covering various aspects of records management.	OFM	Screen annually	Screen annually	No		

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE: **ACCOUNTING/FINANCE & AUDIT**

SCHEDULE APPLICABLE TO: **SEWER & WATER DISTRICTS**

EFFECTIVE DATE: **AUGUST, 1980**

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>ACCOUNTS PAYABLE REGISTERS</u> Listings of monies owed to others for goods & services received by the	OPR	7 years	None	No		
2	<u>ACCOUNTS RECEIVABLE REGISTERS</u> List of monies owed to district.	OPR	7 years	None	No		
3	<u>BANK DEPOSIT BOOKS</u> Listings of deposits, withdrawals from district bank accounts.	OPR	7 years	None	No		
4	<u>BANK STATEMENTS</u> Summary of monthly banking transactions.	OFM	Until after audit	None	No		
5	<u>REVENUE BONDS</u> Certificates sold to & redeemed by investors, which generate revenue for specific purposes.	OPR	7 years after redemption	None	No		
6	<u>BOND LEDGERS</u> Listing of all bonds held or issued.	OPR	7 years after redemption of bonds	None	No		
7	<u>CANCELLED CHECKS/WARRANTS</u> Cancelled warrants & checks returned monthly from banks to serve as proof of payments having been made.	OPR	7 years	None	No		
8	<u>CHECK/WARRANT REGISTERS</u> Listing of all checks/warrants issued.	OPR	7 years	None	No		

FOR THE ATTORNEY GENERAL  
*James K. Thomas*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*Richard F. Medlin*

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**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/FINANCE & AUDIT		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
9	<u>CHECK/WARRANT STUBS</u> Stubs of checks/warrants issued by District which remain to show that checks & warrants have been drafted & sent out.	OFM	Until after audit	None	No		
10	<u>DAILY CASH LEDGERS (CASH RECEIPT BOOKS)</u> Chronological entries of all cash received or disbursed.	OFM	7 years after end of fiscal year	None	No		
11	<u>VOUCHERS</u> Authorization of payment for goods & services received by district.	OPR	7 years	Until after audit	No		
12	<u>VOUCHER REGISTERS</u> Lists & copies of vouchers of all departments.	OPR	7 years	Until after audit	No		
13	<u>GENERAL LEDGERS</u> Continuing records for all district accounts & funds.	OPR	7 years	None	Yes		
14	<u>GENERAL JOURNALS</u> Books of original entry for recording all transactions.	OPR	7 years	None	Yes		
15	<u>INSURANCE CLAIMS FILES</u> Documentation on payment of insurance claims.	OPR	7 years after disposition of claim	1 year after disposition of claim	No		
16	<u>INVESTMENT LEDGERS</u> Continuing record of all investment accounts.	OPR	7 years after last entry	None	Yes		

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
<b>ACCOUNTING/FINANCE &amp; AUDIT</b>		<b>SEWER &amp; WATER DISTRICTS</b>				<b>AUGUST, 1980</b>	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
17	<u>PETTY CASH FILES</u> Statements & stubs of minor funds disbursed & received in daily transactions without use of vouchers.	OPR	7 years	None	No		
18	<u>LOAN REPORTS</u> Reports on loans incurred by district for capitol improvements, property or construction.	OPR	7 years after re-payment of loan	1 year after re-payment of loan	No		
19	<u>GENERAL TAX FILES</u> Reference information on tax base for non-rate related revenue.	OFM	Until audit	No	No		
20	<u>TREASURY REPORTS</u> Summaries by month of financial activities.	OFM	3 years	1 year	No		
21	<u>AUDITOR'S REPORTS</u> Reports on audits & examination by state & federal examiners.	OPR	7 years	2 years	No		
22	<u>FINANCIAL STATEMENTS</u> Yearly comprehensive statement of all financial transactions.	OPR	7 years	2 years	Yes		

FOR THE ATTORNEY GENERAL

*James K. Thani*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Edmund J. Medpica*

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**GENERAL RECORDS RETENTION SCHEDULE  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/CUSTOMER ACCOUNTS		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>BILLING STATEMENTS (CARDS)</u> Statements of money due for utility services, including amount due, balance, account number & customers name.	OFM	3 years	None	No		
2	<u>BILLING STUBS</u> Portion of bill returned by customer with payment.	OFM	1 year after audit	None	No		
3	<u>BILLING SUMMARIES (REGISTERS)</u> Listings of customer names, account numbers, amounts of power used, balances.	OFM	Until after audit	None	No		
4	<u>COLLECTION AGENCY REPORTS</u> Periodic reports on status of delinquent accounts.	OFM	3 years	None	No		
5	<u>CUSTOMER ACCOUNT ADJUSTMENT FILES</u> Documentation of adjustments made to correct billing errors.	OFM	3 years	None	No		
6	<u>DEPOSIT RECEIPTS</u> Documentation money received from customers as service deposits.	OPR	7 years	1 year	No		
7	<u>DEPOSIT REGISTERS</u> Listings of customer deposits.	OFM	3 years after refund	None	No		
8	<u>DELINQUENT ACCOUNTS LISTS</u> Listings of delinquent accounts approved for release to collection agency.	OFM	3 years	1 year	No		

FOR THE ATTORNEY GENERAL  
*Mark K. Tharr*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*[Signature]*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/CUSTOMER ACCOUNTS		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
9	<u>DISCONNECTION NOTICES</u> Warnings sent to customers with delinquent accounts.	OFM	3 years after disconnection	1 year	No		
10	<u>FINAL CLOSURE OF ACCOUNT SCHEDULES</u> Periodic listing of newly closed accounts, includes copies of final billings.	OFM	3 years after closure	1 year	No		
11	<u>CUSTOMER ACCOUNT INDEX</u> Listing of all accounts by nos. & names; includes addresses.	OFM	Until superseded	Until superseded	No		
12	<u>CUSTOMER CREDIT FILES</u> Documentation of account activity compiled yearly.	OFM	Until superseded	None	No		
13	<u>METER BOOKS</u> Listings of readings taken from individual meters each month.	OFM	3 years	None	No		
14	<u>METER READING CARDS</u> Account of meter readings used as basis for billings.	OFM	3 years	None	No		
15	<u>UNCOLLECTIBLE ACCOUNTS LISTS</u> Listings of uncollectable accounts, including nos., names, addresses, collection attempts, amounts owed, final dispositions.	OFM	3 years after final disposition	1 year	No		

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FOR THE ATTORNEY GENERAL  
*James K. Thayer*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*Sidney F. Medpin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
**SWD-2.3**

PAGE **1** OF **2** PAGES

SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/PAYROLL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>TRAVEL/EXPENSE ACCOUNT CLAIMS</u> Vouchers & supporting invoices for reimbursement of employees' transportation, food, lodging, etc.	OPR	7 years	1 year	No		
2	<u>PAYROLL REGISTERS</u> Listings of employees paid at each pay period includes name, salary, deductions, etc. for each.	OPR	7 years*	None	No	*	*Those payroll registers predating the state employees retirement system should be retained for 50 years. In such cases, microfilm may be effectively used to save space.
3	<u>TIME CARDS OR SHEETS</u> Forms compiled by each employee listing time worked.	OFM*	Until after * audit	1 year	No		*Assumes data is transferred to report (item 4) which becomes the official record of time worked. If not time cards become OPR & must be retained 7 years.
4	<u>TIME REPORTS</u> Periodic summary of employees, dates & hours worked, absences, pay rates, etc. - prepared from time cards.	OPR	7 years	1 year	No		
5	<u>PAYROLL WARRANTS</u> Warrants which convey wages to employees.	OPR	7 years	None	No		
6	<u>PAYROLL REPORTS</u> Quarterly & annual payroll distribution reports for district, state & federal government information.	OFM	3 years	1 year	No		

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST



**GENERAL RECORDS RETENTION SCHEDULE  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/PAYROLL		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	<u>GARNISHMENTS</u> Legal document, requiring deduction from employee's wages for payment of a credit obligation.	OFM	1 year after* fulfillment of obligation	None	No		*Files documenting such actions retained permanently by County Superior Court clerks.
8	<u>UNION DEDUCTIONS</u> Documentation of union dues deductions.	OFM	3 years	1 year	No		
9	<u>PAYROLL DEDUCTION REGISTER</u> Listing of miscellaneous deductions, including credit union, charity, etc.	OFM	3 years	None	No		
10	<u>TAX &amp; WITHHOLDING STATEMENT</u> (W2's & W4's) Taxes paid by PUD & employee, including FICA tax, income tax withheld, etc.	OFM	4 years	None	No		

FOR THE ATTORNEY GENERAL

*James K. Thayer*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*L. Gray McElpin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
SWD-2.4

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
ACCOUNTING/PURCHASING		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>BID FILES</u> Official documentation of supply & equipment bid invitations, qualifications, instructions, tabulation sheets & notification.	OPR	7 years	3 years	No		
2	<u>CONTRACTS AND AGREEMENTS</u> Official documentation of contracts & agreements for the purchase of goods & services.	OPR	7 years after termination of contract	1 year after termination of contract	No		
3	<u>PURCHASE REQUISITION</u> Request for the procurement of materials.	OFM	3 years or after audit	1 year	No		
4	<u>PURCHASE ORDER</u> An order issued to vendor to supply requested material.	OPR	7 years	2 years	No		
5	<u>VENDOR RECORDS</u> Lists of suppliers including summary of purchases from each.	OFM	3 years	1 year	No		
6	<u>VENDOR CORRESPONDENCE</u> Correspondence with manufacturer or supplier regarding various equipment needs, specifications, price checks & price quotes.	OFM	3 years	1 year	No		

FOR THE ATTORNEY GENERAL  
*James K. Thair*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*Lidney F. Medlin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
**SWD-3.1**

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SCHEDULE TITLE: **OPERATIONS/SYSTEM DOCUMENTATION**

SCHEDULE APPLICABLE TO: **SEWER & WATER DISTRICTS**

EFFECTIVE DATE: **AUGUST, 1980**

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>SYSTEM PROJECT FILES</u> Official account of various water system construction projects, including work orders, ledgers, studies, etc.	OPR	7 years after facility retirement	1 year after completion	Yes		
2	<u>HYDRANT RECORDS</u> Documentation of hydrant location, specifications, maintenance history, etc.	OFM	Life of equipment	None	No		
3	<u>PIPE RECORDS</u> Record of pipe installation, location specification, maintenance history, etc.	OFM	Life of equipment	None	No		
4	<u>VALVE RECORDS</u> Account of valve location, specifications, maintenance history, etc.	OFM	Life of equipment	None	No		
5	<u>METER RECORDS</u> Account of water meter installation, serial number, location, etc.	OFM	Life of meter	None	No		
6	<u>FLOW RECORD</u> Documentation of volume in distribution system.	OFM	3 years	1 year	No		
7	<u>SYSTEMS MAPS</u>	OPR	7 years after facility retirement	Until superseded or 1 year after facility retirement	Yes	*	*Microfilm may be effectively used to generate a copy of this records series for off-site security storage.

FOR THE ATTORNEY GENERAL: *James K. Thavis*

FOR THE STATE AUDITOR: *[Signature]*

FOR THE STATE ARCHIVIST: *[Signature]*

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**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER  
SWD-3.1

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
OPERATIONS/SYSTEM DOCUMENTATION		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	<u>FACILITY RETIREMENT WORK ORDER</u> Basic record of facility removal & replacement.	OPR	7 years after facility retirement	1 year after facility retirement	No		
9	<u>FACILITY RETIREMENT AUTHORIZATION</u> Official authorization for facility retirement, including basis of determination & estimates of cost.	OPR	7 years after facility retirement	1 year after facility retirement	No		
10	<u>WATER TEST REPORTS</u> Tests and correspondence related to Health Dept. or District requirements.	OPR	7 years	1 year	Yes		
11	<u>FLOURIDE CHARTS</u> Test reports showing water usage and amount of flouride in water system.	OFM	3 years	None	Yes		
12	<u>ENVIRONMENTAL IMPACT STATEMENTS</u> Official statement by district of the impact that district facilities or operations will have upon the environment of a particular area.	OPR	(Administration) Permanent	3 years	Yes		
13	<u>POLLUTION &amp; POLLUTION CONTROL STUDIES</u> Studies & reports regarding levels & means of control for water, air & other types of pollution caused by district facilities & operations.	OFM	5 years	None	Yes		

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
OPERATIONS/SYSTEM DOCUMENTATION		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
14	<u>INDUSTRIAL WASTE PERMITS</u> Permits issued to industrial customers allowing them to discharge industrial waste.	OPR	7 years after expiration	Until expiration	Yes		
15	<u>POLLUTION CONTROL INSPECTION REPORTS</u> Reports on levels of pollutants being discharged, processed and removed through the system. Also measurements of pollutants in system's final effluent.	OFM	3 years after superseded	Until superseded	Yes		

FOR THE ATTORNEY GENERAL

*James K. Thorne*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Richard F. Medlin*





**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SWD-3.2

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SCHEDULE TITLE: OPERATIONS/CONSTRUCTION  
SCHEDULE APPLICABLE TO: SEWER & WATER DISTRICTS  
EFFECTIVE DATE: AUGUST, 1980

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>CONSTRUCTION COST ANALYSIS STUDIES</u> Reports showing quantities of material, units costs, number of man-hours etc.	OFM	2 years after completion of project	3 years	Yes		
2	<u>WORK ORDERS</u> Authorizations for specific construction projects, repairs or renovations.	OPR	7 years	3 years	No		
3	<u>WORK-IN-PROGRESS REPORTS</u> Reports on progress of construction work.	OFM	3 years	1 year	No		
4	<u>EXPENDITURE REQUISITION &amp; AUTHORIZATION FILES</u> Authorizations for expenditures on construction or renovation projects.	OPR	7 years	2 years	No		
5	<u>CONSTRUCTION CONTRACTS</u> Official terms of agreement between district & contractors.	OPR	7 years after termination of contract	1 year after termination of contract	Yes		
6	<u>PROJECT FILES</u> Includes designs & diagrams, plots, survey notes, engineering studies, etc.	OPR	7 years after facility retirement	5 years	Yes		
7	<u>STANDARDS &amp; SPECIFICATIONS MANUAL</u> State of standards & specifications for construction.	OFM	7 years after supersession	Until superseded	No		

FOR THE ATTORNEY GENERAL  
*Mark K. Thavis*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*Richard F. Medlin*



**GENERAL RECORDS RETENTION SCHEDULE  
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REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE: OPERATIONS/CONSTRUCTION

SCHEDULE APPLICABLE TO: SEWER & WATER DISTRICTS

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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	<u>CONTRACTOR CORRESPONDENCE</u> Correspondence between district & contractor relating construction progress & quality.	OFM	3 years	1 year	No		
9	<u>REFERENCE FILES</u> Informational material relating to power needs, output, demand, engineering site analysis & other aspects of planning & development.	OFM	Screen annually	None	No		

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FOR THE ATTORNEY GENERAL: *James K. Thayer*

FOR THE STATE AUDITOR: *[Signature]*

FOR THE STATE ARCHIVIST: *Richard F. Medlin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
OPERATIONS/CUSTOMER SERVICES		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>CONTRACTS &amp; AGREEMENTS</u> Industrial, commercial, household customer contracts.	OPR	7 years after termination of contract	1 year after termination of contract	No		
2	<u>SERVICE APPLICATIONS</u> Application prospective customers for service.	OFM	3 years	1 year	No		
3	<u>CUSTOMER CORRESPONDENCE</u> General files on service, repairs, rates, complaints, responses.	OFM	3 years	1 year	No		
4	<u>CUSTOMER PUBLIC HEARING MINUTES</u> Official account of public meeting/hearings on rate increases, changes in service agreements	OPR	Permanent	1 year	Yes	*	*Microfilm may be effectively used as a substitute for hard copy to reduce the volume & protect the security of this records series.
5	<u>RATE SCHEDULES</u> Listings of rates charged for service according to the type of service & customer involved.	OPR	(Copy adopted by Commissioners) 7 years	Until superseded	No		
6	<u>SERVICE ORDERS OR DAILY WORK ORDERS</u> Accounting of time spent and work accomplished on customer requests.	OPR	7 years	3 years	No		

FOR THE ATTORNEY GENERAL

*Mark K. Thauer*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*Sidney J. Medlin*



**GENERAL RECORDS RETENTION SCHEDULE  
& DESTRUCTION AUTHORIZATION**  
REFERENCE: RCW 40.14.070 & WAC 414-24-050

DISPOSITION AUTHORITY NUMBER SWD-3.4	PAGE 1 OF 2 PAGES
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
OPERATIONS/VEHICLES		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	<u>CERTIFICATES OF TITLE</u> Official documentation of district ownership of vehicles.	OPR	Until vehicle sold	None	No		
2	<u>CONTRACTS AND AGREEMENTS</u> Vehicle service, maintenance and equipment supply agreements.	OPR	7 years after termination	1 year after termination	No		
3	<u>VEHICLE LEASES</u> Agreements covering lease of vehicles by district.	OPR	7 years after termination of lease	1 year after termination of lease	No		
4	<u>DAILY VEHICLE MILEAGE LOG</u> Daily listing of vehicle use.	OFM	3 years	1 year	No		
5	<u>GAS/OIL USAGE RECORD</u> Daily record of gas/oil used by district vehicles.	OFM	2 years	1 year	No		
6	<u>VEHICLE CHECKOUT LOG</u> Account of vehicle use including vehicle, user, time of checkout and return.	OFM	3 years	None	No		
7	<u>VEHICLE SALE &amp; SALVAGE RECORD</u> Documentation of retired vehicle disposition.	OPR	7 years	2 years	No		
8	<u>VEHICLE DATA &amp; REPORTS</u> Statistics & periodic summaries compiled to determine mileage, operating costs, depreciation, etc. for each vehicle.	OFM	3 years	1 year	No		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>James K. Thayer</i>		<i>[Signature]</i>			<i>Richard J. Medpin</i>		

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**GENERAL RECORDS RETENTION SCHEDULE  
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SCHEDULE TITLE		SCHEDULE APPLICABLE TO				EFFECTIVE DATE	
OPERATIONS/VEHICLES		SEWER & WATER DISTRICTS				AUGUST, 1980	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
10	<u>VEHICLE MAINTENANCE REPORTS</u> Shop reports of vehicle service & repair.	OFM	3 years	1 year	No		

FOR THE ATTORNEY GENERAL

*Mark K. Thami*

FOR THE STATE AUDITOR

*[Signature]*

FOR THE STATE ARCHIVIST

*[Signature]*

## SECTION C: IMPLEMENTING A RECORDS RETENTION PROGRAM

Just as it is impossible to create Records Retention Schedules which are comprehensive and equally useful to all agencies, so it is impossible to provide instructions for implementing a Records Retention Program which works equally well for all offices. The following outline is designed to show how a Records Retention Program may be implemented on a step by step basis. The outline could be applied to the implementation of any Records Management Program and any of its steps may be modified to meet the specific needs of a local agency. They are not required by law, but are recommended management practices.

### I. ESTABLISHING THE PROGRAM - STEP BY STEP

#### A. SUPPORT FROM THE TOP

The success of any program is dependent on top management support. If a Records Retention Program is to be a success in any agency, the official in charge must be aware of and support the program and its objectives.

#### B. APPOINTMENT OF A RECORDS OFFICER

A member of the administrative staff should be appointed as a "Records Officer" to oversee and account for the establishment and maintenance of the program.

#### C. NOTIFY STAFF OF PROGRAM INAUGURATION

A program announcement should be issued showing management support, announcing the appointment of a Records Officer and requesting staff cooperation. The example below has proven to be successful in many instances.

*TO: All Departments -All Personnel*

*SUBJECT: Records Retention Program*

*It is the policy of this agency (or office) to encourage efficient records management practices. This policy will be manifested by compliance with the state law relative to the retention, disposal and protection of all agency (office) records.*

*It is believed that a formal Records Retention Program will help us in several ways. It develops effective guidelines for the timely disposal of obsolete records. It will reduce the need for additional file equipment, release present equipment and space for other uses, save time in records handling, and insure the preservation of essential and permanently valuable records.*

*To initiate and maintain an effective program, (Mr. Ms.) ~~XXXX~~ has been appointed as Records Officer and has my full support in this effort. It is requested that (he, she) be given your complete cooperation.*

*Agency Head or Official*

D. APPOINT A RECORDS RETENTION COMMITTEE (optional)

In large agencies, a Records Retention Committee, consisting of high level administrators from key departments, can provide program direction to the Records Officer and give the program a sense of cooperative effort and authority that might be hard to achieve by the Records Officer alone.

E. ESTABLISH A RECORDS RETENTION MANAGEMENT FILE

A file containing the General Records Retention Schedules, Internal Working Schedules, GAA-24, "PUBLIC RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION" forms, State Records Management Handbooks, disposition affidavits, other forms and supplies incidental to a Records Retention Program should be maintained by the Records Officer and others who are responsible for records disposition.

F. ESTABLISH CONTACTS IN FUNCTIONAL AREAS

Records Coordinators should be designated in key functional areas. (This step applies especially to large agencies.) These people may be supervisors or secretarial personnel with substantial knowledge of the operation and records of their particular areas.

G. ESTABLISH FORMAL RECORDS RETENTION POLICIES & PROCEDURES

These policies and procedures should state the purpose of the program, who is affected by it, and agency policy regarding the program. They should define terms unique to the program, outline the responsibilities of each person or department affected, and explain the procedures for implementation. (See Appendix A)

H. PROCEED WITH INITIAL PROJECTS AND ESTABLISH CONTROLS FOR THE PROGRAM

1. Conduct orientation meetings with functional or departmental Records Coordinators, managers or other concerned persons.
2. The General Schedule should be broken down into sections relating to functional areas and be distributed to those areas for the use of the Records Coordinators.
3. The Records Coordinators, under the supervision of the Records Officer, should transfer the applicable listings from the General Schedule to Internal Working Schedules which should be applied directly to the actual disposition of agency records.
4. Apply the Internal Working Schedules to the disposition of obsolete records in the various functional areas, account for the volume of records disposed of, and establish a regularized procedure for records disposition so that the schedule is applied on a yearly basis. The initial disposition project should also be used to identify those Records Series which are not covered by the General Schedule. Those Records Series should be entered on a GAA-24 "PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION" form and be submitted to the Local Records Committee for approval.

5. If possible, establish a non-current records storage area which is separated from the active office usage area. The active reference life of most Records Series is usually not more than one or two years. Expensive office space and active files should not be burdened and obstructed by older records which do not require a high rate of reference.

For the purpose of facilitating the flow of inactive records to non-current storage, the Retention Period of each Records Series should be divided into active and non-current storage phases. Yearly file cutoffs should be established so that current storage to their ultimate disposition in mass quantities. The shift from active usage to non-current storage should take place on the same yearly basis as the records disposition process so that the flow of records into the non-current storage area is roughly equivalent to the flow of records leaving for their ultimate disposition.

## II. PROGRAM MAINTENANCE

### A. MONITOR IMPLEMENTATION

The Records Officer should see that the Records Retention Schedule is implemented and that inactive records are being transferred to non-current storage on an annual basis. A yearly records transfer and disposition report may be a useful device in this regard.

### B. UPDATE RECORDS RETENTION SCHEDULES

The Internal Working Schedules should be audited annually to determine whether they should be updated to include new Records Series or whether their provisions should be amended to relate to new administrative needs and legal requirements.

## III. COMPILE & REPORT PROGRAM RESULTS

### A. STATISTICAL RESULTS

1. Amount of records storage equipment emptied for reuse through the program.
2. Volume of records on hand at beginning of report period.
3. Volume of records created.
4. Volume of obsolete records disposed of.
5. Net holdings at end of year.

### B. COST SAVINGS

1. Cost of records storage equipment released for reuse.
2. Cost of floor space converted or released for reuse.
3. Clerical time saved by eliminating handling of inactive records.



POLICY & PROCEDURE  
(Suggested Format and Content)

SUBJECT: RECORDS DISPOSITION MANAGEMENT

I. Purpose:

To establish the policy and procedure for the identification and systematic retirement and/or disposal of obsolete, inactive, semi-active and archival records from costly office space and equipment in accord with the provisions of RCW 40.14.

II. Offices Affected:

All District Offices.

III. Policy:

It is District policy to promote efficient records management practices. It is desirable that all District records be inventoried and analyzed for administrative, legal, financial and historical values to insure that:

1. only active records are retained in high cost office space.
2. valuable historical records are adequately preserved.
3. inactive and semi-active records are removed to low cost inactive records storage, and
4. obsolete and valueless records are effectively eliminated in accord with the provisions of RCW 40.14, to insure the efficient use of file equipment, office space and storage facilities.

IV. Definitions:

PUBLIC RECORDS:

As defined by RCW 40.14, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency of the State of Washington or received by it in connection with the transaction of public business.

RECORDS MANAGEMENT:

The application of administrative management techniques to insure the adequacy, propriety, essentiality and efficiency of documentation and records maintenance and disposition.

RECORDS DISPOSITION MANAGEMENT:

A records management technique aimed at the systematic, timely and effective disposal or removal of obsolete or inactive records from expensive office space and the effective but economical preservation of records of permanent value.

RECORDS OFFICER:

An individual appointed by appropriate authority to supervise and coordinate the District's Records Management Program, to serve as liaison with the Division of Archives and Records Management and to represent the agency before the Local Records Committee.

**RECORDS COORDINATOR:**

An individual assigned to an office of the District who coordinates the Records Management Program between the Records Officer and offices of the District.

**V. Procedures and Responsibilities:**

**1. RECORDS OFFICER**

- a. Coordinates the District Records Management Program.
- b. Conducts Records Management Workshops with Records Coordinators and other District personnel.
- c. Packages and distributes General Schedules to Records Coordinators.
- d. Serves as records liaison with the Division of Archives and Records Management.
- e. Represents the District before the Local Records Committee in matters related to the disposal of agency records.
- f. Approves records retention schedule revisions and updates submitted by offices on GAA-24, Public Records Retention Schedule & Destruction Authorizations; consults with Records Coordinators regarding records retention and transfer recommendations for final disposition of records. Establishes primary Offices of Record and the location of official copies.
- g. Submits Schedule revisions to the Washington State Local Records Committee and distributes approved revisions returned from the Committee.
- h. Assists with physical disposal of records eligible for destruction.

**2. RECORDS COORDINATOR (OFFICE OF RECORD)**

- a. Supervises Records Disposition Management Program within an office.
- b. Maintains Records Management Files.
- c. Recommends records retention schedule revisions to the District Records Officer and prepares GAA-24, Public Records Retention Schedule & Destruction Authorizations, for Records Officer's approval.
- d. Monitors physical destruction of records eligible for disposal and sees that records retention schedules are updated and implemented annually.

**3. DIVISION OF ARCHIVES AND RECORDS MANAGEMENT**

- a. Provides agency Records Officer with forms, procedural instructions and materials for agency use.
- b. Presents program orientation and instructions to District Records Officer and Records Coordinators upon request of District Records Officer.

## A. PREPARING A GAA-24

## PUBLIC RECORDS RETENTION SCHEDULE &amp; DESTRUCTION AUTHORIZATION

The GAA-24 is a letter size bond paper form which should be prepared on a typewriter when being submitted to the District Records Officer for final forwarding to the Local Records Committee. Three copies should be received by the Committee, so that the Records Officer and each Office of Record concerned will receive approved copies. One copy will be retained by the Local Records Committee. See Appendix F, Page 80, for sample. The GAA-24 will be prepared as follows:

1. AGENCY TITLE: Enter name of department, institution, board, commission or other parent agency unit.
2. OFFICE OF RECORD: Enter name of the activity for which the Records Series inventory is being taken.
3. NAME & TITLE OF RESPONSIBLE OFFICER: Enter name and title of the person who has the custodial responsibility for the records being reported.
4. PHONE: Enter telephone number of the person described above.
5. DATE OF SUBMITTAL: Enter the date the GAA-24 is submitted to the District Records Officer.
6. NO.: Line item sequence number of Records Series reported. Double space between Records Series line items. *(During subsequent annual review and update, when new Records Series are added, start with the next number following, to provide continuity to the program)*
7. RECORDS SERIES TITLE: Enter title of Records Series being reported. This title should be a brief concise description of the Records Series. Extreme care should be taken to be certain the Records Series title clearly demonstrates it is identifying a group of records. A Records Series may be defined as "a group of records performing a particular function for the office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit." A functional unit may be described as a General Correspondence File, a Reading File, or it may consist of copies of a single form such as Personnel Actions or Purchase Requisitions. In each instance, regardless of whether it consists of copies of a single form or contains copies of several forms as in a case or project file, each identifiable unit is a separate Records Series. A Records Series continues to be a single Records Series even if part of it is in storage, on microfilm, missing by inadvertent destruction or other cause, but title and function remain the same. *(If the reporting office has the responsibility for the program documented by the Records Series and, as such, maintains the official or record copy, indicate this by an asterisk following the Records Series title. If not, indicate in Block 11 the office having the official or record copy followed by an asterisk)* When reporting copies of a single form found in the General Records Retention Schedules which make up one Records Series, include form title, form number and copy number as the title. If several forms from one General Records Retention Schedule are batched together to form one Records Series, assign an appropriate Records Series title and enter that title in this block. In Block 8, FUNCTION/PURPOSE, identify each form that makes up the Records Series by form title, form number and copy number, followed by a brief statement of function or purpose. For example: In Block 7, RECORDS SERIES TITLE, enter: *Vendor Payment Files*. In Block 8, FUNCTION/PURPOSE, enter: *Warrant Register, A1, Copy 2; Vendor Remittance Advice, A2, Copy 2; and Invoice Voucher, A19, Copy 2; used to maintain a record of vendor payments.*

A. PREPARING A GAA-24 (continued)

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

8. FUNCTION/PURPOSE: Indicate briefly the function, purpose and contents of the Records Series. For example: *Vouchers, authority for payment to claimant for services or goods. Record contains claimant's name, date, purpose, amount and authorizing signature.* The comments made in this block are particularly important where the functions are not self-evident by their Records Series title. (*Avoid one word descriptions of purpose and/or function, as these are quite often ambiguous and do not contribute clearly to the function or purpose of the Records Series*)
9. OPR or OFM: Official Public Records or Office Files and Memoranda. (Reference RCW 40.14) Official Public Records (OPR) shall include all original vouchers, receipt and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof shall be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined by RCW 40.14.100; and all other documents or records determined by the Local Records Committee to be Official Public Records. Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Local Records Committee to be Office Files and Memoranda.
10. INCLUSIVE DATES: Enter the date (month, abbreviated, and year) the Records Series began in the block "FROM." In the block "TO," enter the word "Present" for Records Series of a continuing nature. If the Records Series has been discontinued, enter the date of discontinuance.
11. LOCATION OF OTHER COPIES: Enter the name of one other known office having an active copy of the same documentation found in the Records Series. (*As in Block 7, place an asterisk following the name of the office having the official or record copy*) Do not indicate Archives, Records Center or other inactive storage locations.
12. VOLUME OF RECORDS: Enter the total volume of all of the Records Series presently accumulated, regardless of where the location may be. Estimate in File Drawers, Cubic Feet or Linear Inches, whichever is most convenient and applicable. Estimate about 2 cubic feet of letter size material per letter size drawer, and 3 cubic feet of legal size material per legal size drawer.
13. RETENTION PERIOD: Official Public Records have a statutory minimum retention of 7 years. The retention period for Office Files and Memoranda is based on operational requirements of each individual office. Regardless of the duration of the retention period, Records Series should be kept in office files after "cut-off" only as long as is necessary for (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to the Records Center for low-cost storage. Indicate in this block your realistic recommendations as to retention in the office, Records Center and total.

## A. PREPARING A GAA-24 (continued)

### PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

#### 13. RETENTION PERIOD: (continued)

Years may be abbreviated "Yrs," months as "Mos," weeks as "Wks," and permanent as "Perm." It is quite helpful to establish the office retention for an auditable Official Public Record. When this has been done, use this same office retention for all Records Series having equal or longer total retention period. This provides for a once a year transfer of all eligible records to the Records Center at the same time.

14. REMARKS: If Records Series is to be microfilmed, enter "Microfilm." Otherwise, leave blank for comments by the Local Records Committee. Under normal circumstances, records of all offices in the immediate Olympia area will be forwarded to the Records Center for destruction. Records found in offices outside the Olympia area may be destroyed from their respective areas. If, however, upon receipt of the GAA-24 by the reporting office, it is noted the words "Archival" or "Potentially Archival" in this block as pertains to individual Records Series, this means the State Archivist will assume custody of these records at the termination of their retention period to extract historical information. Records Series bearing either of the stated notations may not be destroyed from their record keeping area, regardless of office locations. At the termination of their retentions, they will be forwarded to the State Records Center.

15. AGENCY APPROVALS IF REQUIRED: Obtain the signatures of those individuals designated to review prepared schedules, including the person whose name is typed in Block 3 and the Agency Records Officer.

DISPOSITION AUTHORITY NUMBER: If the Records Series being reported has previously been inventoried and the Local Records Committee has assigned a Disposition Authority Number, enter that number here. If the Records Series is found in the General Records Retention Schedules, enter the appropriate General Schedule in which the record is found, as GA 1 for General Schedule 1, GS 2 for General Schedule 2, etc. If no Disposition Authority is available, leave blank.

SIGNATURE: The signature of the Records Officer indicates a careful review has been made and a concurrence with all items listed by the Records Officer. After signing, the Records Officer will forward the GAA-24 to the Division of Archives and Records Management, where it will be reviewed by the Local Records Committee.

## B. ADMINISTRATIVE APPROVAL

Upon completion of the inventory of all records of an office preparation of Public Records Retention Schedule & Destruction Authorization, GAA-24, these forms will be forwarded to the agency Records Officer, who will review them. He will consider the entire agency records program, looking towards the elimination of duplicated files, possible microfilm programs, improved methods of storing and other means of improving the overall records management system.

## C. STATUTORY APPROVAL

*Washington State Local Records Committee  
Records Destruction Authorization*

1. STATUTE: *RCW 40.14 specifies that state records shall not be destroyed without the approval of the Washington State Local Records Committee.* Public

PREPARING A GAA-24 (Continued)

C. STATUTORY APPROVAL (Continued)

Records Retention Schedule & Destruction Authorization, GAA-24, provide that means by which departments and offices apply for approval of the Local Records Committee to destroy records of temporary value.

2. PROCEDURE: Subsequent to inventory review by the District Records Officer, GAA-24 forms for all records are submitted to the Washington State Records Committee, in care of the Division of Archives and Records Management, 218 General Administration Building, Olympia, Washington 98504.

The Committee consists of the Chief Examiner for Municipal Corporations of the Office of State Auditor, an Assistant Attorney General and the State Archivist.

3. RECORDS COMMITTEE ACTIONS: The Local Records Committee meets regularly and in extra session as required by volume of requests.

District records destruction recommendations must be unanimously approved by the Committee members, and any member may veto a request. A district recommended records disposition may be changed as the Committee deems necessary to comply with legal, fiscal or historical requirements for the record under consideration.



STATE OF WASHINGTON  
 LOCAL RECORDS COMMITTEE  
**PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION**  
 REFERENCE: RCW 40.14.070

1. COUNTY, CITY OR OTHER LOCAL AGENCY Mercer Island School District #400 4160 86th Avenue, S. E.		2. OFFICE OF RECORD Food Service			3. NAME & TITLE OF RESPONSIBLE OFFICER Jeanette Johnson Supervisor of Food Services			4. PHONE 232-1660 Ext. 241	5. DATE OF SUBMITTAL 3/16/76
6. NO.	7. RECORDS SERIES TITLE	8. FUNCTION/PURPOSE	9. OPR OR OFM	10. INCLUSIVE DATES		11. LOCATION OF OTHER COPIES	12. VOLUME OF RECORDS	13. RETENTION PERIOD	14. REMARKS
				FROM	TO				
1.	Daily Meal Count & Cash Receipt Records	Record of meals served by each school reported daily for income records and reimbursement claims	OPR	9/68	Present		2 cu. ft.	7 years	
2.	Dairy & Bakery Invoices	For audit purposes	OPR	9/63	Present		4 cu. ft.	7 years	
3.	Recaps of Annual Meal Count Records	Used for federal reimbursement purposes	OFM	9/67	Present		2 cu. ft.	3 years	
4.	Commodity Receipts	Signed delivery invoices for commodities delivered to schools	OFM	9/70	Present		1 cu. ft.	3 years	
5.	New Equipment Bids	Bids received from potential vendors	OFM	6/60	Present		1/4 cu. ft.	3 years	
<b>15. AGENCY APPROVALS - IF REQUIRED (See Reverse Side)</b>									
16. ACTION BY LOCAL RECORDS COMMITTEE					<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> UNAPPROVED				
DISPOSITION AUTHORITY NUMBER			FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST

Appendix C

## WASHINGTON STATE RECORDS MANAGEMENT PROGRAM

### RCW 40.14 PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS -- STATE ARCHIVES

#### 40.14.010 DEFINITION AND CLASSIFICATION OF PUBLIC RECORDS

As used in this chapter, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by or received by any agency of the State of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100. For the purposes of this chapter, public records shall be classified as follows:

(1) Official Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever, all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined in RCW 40.14.100; and all other documents or records determined by the Records Committee, hereinafter created, to be Official Public Records.

(2) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, hereinafter created, to be Office Files and Memoranda. (1971 First Extraordinary Session, Chapter 102, Section 1; 1957 Chapter 246, Section 1)

#### 40.14.020 DIVISION OF ARCHIVES AND RECORDS MANAGEMENT - STATE ARCHIVIST - POWERS AND DUTIES - DUTIES OF PUBLIC OFFICIALS

All public records shall be and remain the property of the State of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter. In order to insure the proper management and safeguarding of public records, the Division of Archives of the Department of General Administration is designated as the Division of Archives and Records Management, and, under the administration of the State Archivist, who shall have reasonable access to all public records, wherever kept, for purposes of information, surveying, or cataloguing, shall undertake the following functions, duties and responsibilities:

- (1) To manage the Archives of the State of Washington;
- (2) To centralize the Archives of the State of Washington, to make them available for reference and scholarship, and to insure their proper preservation;
- (3) To inspect, inventory, catalog, and arrange Retention and Transfer Schedules on all record files of all state departments and other agencies of state government;
- (4) To insure the maintenance and security of all state public records and establish safeguards against unauthorized removal or destruction.
- (5) To establish and operate such State Records Centers as may from time to time be authorized by appropriation, for the purpose of preserving, servicing, screening and protecting all state public records which must be preserved temporarily or permanently, but which need not be retained in office space and equipment.
- (6) To gather and disseminate to interested agencies information on all phases of records management and current practices, methods, procedures and devices for efficient and economical management of records.



## RCW 40.14 PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS -- STATE ARCHIVES (continued)

(7) To operate a Central Microfilm Bureau which will microfilm, at cost, records approved for filming by the head of the office of origin and the Archivist, to approve microfilming projects undertaken by state departments and all other agencies of state government; and to maintain proper standards for this work.

(8) To maintain necessary facilities for the review of records approved for destruction and for their economical disposition by sale or burning; directly to supervise such destruction of public records as shall be authorized by the terms of this chapter. (1957 Chapter 246, Section 2)

### 40.14.030 TRANSFER TO STATE ARCHIVES - CERTIFIED COPIES, COST

All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the State Archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation; PROVIDED, That this section shall have no application to public records approved for destruction under the subsequent provisions of this chapter.

When so transferred, copies of the public records concerned shall be made and certified by the Archivist, which certification shall have the same force and effect as though made by the officer in charge of them. Fees may be charged to cover the cost of reproduction. In turning over the archives of his office, the officer in charge thereof, or his successor, thereby loses none of his rights of access to them, without charge, whenever necessary. (1957 Chapter 246, Section 3)

### 40.140.040 RECORDS OFFICERS - TRANSFER SCHEDULES

Each department or other agency of the state government shall designate a Records Officer to supervise its records program and to represent the office in all contacts with the Records Committee, hereinafter created, and the Division of Archives and Records Management. The Records Officer shall:

- (1) Coordinate all aspects of the Records Management Program.
- (2) Inventory, or manage the inventory of all public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the State Archivist and State Records Committee, PROVIDED, That Essential Records shall be inventoried and processed in accordance with Chapter 40.10 at least annually.
- (3) Consult with any other personnel responsible for maintenance of specific records within his state organization regarding records retention and transfer recommendations.
- (4) Analyze records inventory data, examine and compare divisional or unit inventories for duplication of records, and recommend to the State Archivist and State Records Committee minimal retentions for all copies commensurate with legal, financial and administrative needs.
- (5) Approve all records Inventory and Destruction Requests which are submitted to the Local Records Committee.
- (6) Review established Records Retention Schedules at least annually to insure that they are complete and current.
- (7) Exercise internal control over the acquisition of filming and file equipment.
- (8) Report annually all savings resulting from records disposition actions to his management, the State Archivist and the Office of Program Planning and Fiscal Management.

If a particular agency or department does not wish to transfer records at a time previously scheduled therefor, the Records Officer shall, within thirty days, notify the Archivist and request a change in such previously set schedule, including his reason therefor. (1973 Chapter 54, Section 3; 1957 Chapter 246, Section 4)

#### 40.14.050 RECORDS COMMITTEE - COMPOSITION, MEETINGS, POWERS AND DUTIES - RETENTION SCHEDULES

There is created a committee, to be known as the Records Committee, composed of the Archivist, an appointee of the State Auditor, and an appointee of the Attorney General. Committee members shall serve without additional salary, but shall be entitled to traveling expenses incurred incident to committee records. Such expenses shall be paid from the appropriations made for their respective offices.

The Records Committee shall meet at least once every quarter or oftener as business dictates. Action by the Committee shall be by majority vote and records shall be kept of all Committee business.

It shall be the duty of the Records Committee to approve, modify or disapprove the recommendations on Retention Schedules of all files of public records and to act upon requests to destroy any public records, PROVIDED, That any modification of a request or recommendation must be approved by the agency originating the request or recommendation.

The Division of Archives and Records Management shall provide forms, approved by the Records Committee, upon which it shall prepare recommendations to the Committee in cooperation with the Records Officer of the department or other agency whose records are involved. (1957 Chapter 246, Section 5)

#### 40.14.060 DESTRUCTION, DISPOSITION OF OFFICIAL PUBLIC RECORDS, OFFICE FILES AND MEMORANDA

Official Public Records shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are seven years old, except on a showing of the department of origin, as approved by the Records Committee, that the retention of such records for a minimum of seven years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs are involved; PROVIDED, That any lesser term of retention than seven years must have the additional approval of the Director of the Budget, the State Auditor and the Attorney General, except where records have federal retention guidelines, the State Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records shall not be made as to records on existing Records Retention Schedules but the same shall be reviewed individually by the Local Records Committee for approval or disapproval of the change to a retention period of seven years.

Recommendations for the destruction or disposition of Office Files and Memoranda shall be submitted to the Records Committee upon forms prepared by the Records Officer of the agency concerned and the Archivist. The Committee shall determine the period of time that any Office File or Memorandum shall be preserved and may authorize the Division of Archives and Records Management to arrange for its destruction or disposition. (1973 Chapter 54, Section 4; 1957 Chapter 246, Section 6)

#### 40.14.070 DESTRUCTION OF LOCAL GOVERNMENT RECORDS - PRESERVATION FOR HISTORICAL INTEREST - LOCAL RECORDS COMMITTEE, DUTIES

County, municipal, and other local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the Division of Archives and Records Management, lists of such records, in triplicate on forms prepared by the Division. The Archivist and the Chief Examiner of Municipal Corporations of the Office of the State Auditor and a representative appointed by the Attorney General shall constitute a committee to be known as the Local Records Committee which shall review such lists, and

**40.14.070 DESTRUCTION OF LOCAL GOVERNMENT RECORDS - PRESERVATION FOR HISTORICAL INTEREST - LOCAL RECORDS COMMITTEE, DUTIES (continued)**

may veto the destruction of any or all items contained therein.

A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring Disposition Schedules recommended by the agency to the Local Records Committee. The Schedules are to be submitted on forms provided by the Division of Archives and Records Management to the Local Records Committee, which may either veto, approve, or amend the Schedule. Approval of such Schedule or amended Schedule shall be by unanimous vote of the Local Records Committee. Upon such approval, the Schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the Schedule is either amended or revised by the Committee.

No public record other than Office Files and Memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is seven years old, and except as otherwise provided by law no public record shall be destroyed until approved for destruction by the Local Records Committee; PROVIDED, That where records have federal retention guidelines the Local Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records shall not be made as to records on existing Records Retention Schedules but the same shall be reviewed individually by the Local Records Committee for approval or disapproval of the change to a retention period of seven years.

The State Archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and Schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The Local Records Committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government agencies, designated by the Archivist as of primarily historical interest, may be transferred to a recognized depository agency selected by the Archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and to make them available for reference or study. (1973 Chapter 54, Section 5; 1971 First Extraordinary Session Chapter 10, Section 1; 1957 Chapter 246, Section 7)

**40.14.080 CHAPTER NOT TO AFFECT OTHER LAWS**

The provisions of this chapter shall not be construed as repealing or modifying any other acts or parts of acts authorizing the destruction of public records save for those specifically named in Section 9 of this act; nor shall this chapter affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the State Library. (1957 Chapter 246, Section 8)

## LEGAL STATUS OF MICROFILM

The United States Congress has provided for the acceptability of microfilm copies of records as primary evidence in Federal Court proceedings. This was done in Section 1732 of Public Law 129, 82nd Congress. This provision has been accepted by the Legislature of the State of Washington and appears in the Revised Code of Washington as quoted below:

UNIFORM PHOTOGRAPHIC COPIES OF BUSINESS AND PUBLIC RECORDS AS EVIDENCE  
(RCW 5.46.010)

If any business, institution, member of a profession or calling or any department or agency of government, in the regular course of business or activity has kept or recorded any memorandum, writing, entry, print, representation or combination thereof, of any act, transaction, occurrence or event, and in the regular course of business has caused any or all of the same to be recorded, copies or reproduced by any photographic, photostatic, microfilm, microcard, miniature photographic or other process which accurately reproduces or forms a durable medium for so reproducing the original, the original may be destroyed in the regular course of business unless the same is an asset or is representative of (the) title to an asset held in a custodial or fiduciary capacity or unless its preservation is required by law. Such reproduction, when satisfactorily identified, is an admissible in evidence as the original itself in any judicial or administrative proceeding whether the original is in existence or not and an enlargement or facsimile of such reproduction is likewise admissible in evidence if the original reproduction is in existence and available for inspection under the direction of the court. The introduction of a reproduced record, enlargement or facsimile, does not preclude the admission of the original.