

## NOTES

### Application of General Schedules

General Schedules establish retentions for Records Series and specific forms commonly used by all state agencies. These Schedules are approved authorizations for the disposition of the records listed and are retroactive to all Records Series previously established to perform the same function as those shown on the General Schedules.

There are two possible applications of the General Schedules when listing records on the form GAA-53, "Records Inventory, Disposition Authorization & Transfer Schedule." If a form shown on a General Schedule is filed by itself and its copies make up the entire Records Series, the form title, form number and copy number will be entered in Column 7, "Records Series Title." If, however, several forms found in the General Schedules are batched together to form one Records Series, an appropriate title will be entered in Column 7. The form title, form number and copy number of each form that makes up the Series, followed by a brief explanatory statement of function or purpose will be entered in Column 8, "Function/Purpose" of the forms GAA-53. In either case, the appropriate General Schedule(s) number(s) in which the forms are found will be entered in Column 15, "Disposition Authority Number," as GS 1 for General Schedule 1, GS 2 for General Schedule 2, etc.

### TERMS AND PROCEDURES

- Retention:** The length of time a Records Series must be retained after "Cut-Off" (See Section IV, *Records Management Handbook #2*) before it is eligible for destruction or other disposition.
- Disposition:** Final records management application of a record, Records Series or document.
- Class:** Short for "Classification." There are two records classifications: 1. OPR - Official Public Records, and 2. OFM - Office Files and Memoranda. (*Official Public Records normally have a minimum retention of 7 years*)
- N/A:** Schedule Not Applicable to document or record copy.
- State Records Center:** General Schedule items bearing "State Records Center" dispositions may be transmitted to the State Records Center for storage and reference after a predetermined period. This predetermined period should allow for: 1. active office reference; 2. audit, when required; and 3. other operational requirements. Community colleges, field offices and other activities outside the immediate Olympia area may use an "Inactive Records Storage Area" in lieu of transferring inactive records to the State Records Center. When inactive records are being stored on site by activities outside the Olympia area, they may also be destroyed on site at the termination of their retention period, provided they have been recorded on an approved form GAA-53, "Records Inventory, Disposition Authorization & Transfer Schedule," for the activity concerned. (*When using the State Records Center, see Records Management Handbook #1, How to Use Your Washington State Records Center.*)
- Destroy at Terminal Date:** Items so designated may be destroyed after the required retentions in accord with current procedures. Records held in Olympia offices may be sent to the State Records Center for destruction. Records held by field offices may be destroyed at the field location.
- Agency Option:** Records which bear such dispositions may be destroyed at agency discretion. No specific retentions are required, however, in order to have an effective Records Disposition Management Program, uniform office retentions should be established for all records found in the office. State your option in relation to the retention of other records of your office.
- BBC:** Retain for a specified Biennium Beyond the Current period.

Records not marked for "State Records Center" as a disposition may be transmitted to the State Records Center after a specified office retention as in item "State Records Center," above, where they will be retained until the terminal date.

Destruction of a General Schedule record after terminal date is not mandatory. Agencies may retain such records beyond the terminal date if a need exists and space is available. Post-terminal date records are not to be sent to the State Records Center except for destruction purposes.

**SUPERSEDED**

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Account Code Description, A46	1	57	11
Accrued Payroll Deduction Voucher, A1-4	1	6	2
Action Code Maintenance, P-14 (Obsolete)	3-2	14	32
Activity Report, A44A (Obsolete)	1	56	11
Administrative Screening of Files	5		40
Affidavit of Forged Endorsement, SF 5525	1	66	12
Affidavit of Lost or Damaged Warrant, SF 993	1	65	12
Agency Budget Summary, B4	2	1	19
Agency Financial Status, A23-5	2	3	21
Agency/Pay Batch Transmittal, P-22 (Obsolete)	3-2	22	33
Agency Program Status Checklist & Evaluation, SF 370	12	8	57
Agency Revenues, B9	2	1	19
Agency/Sub Agency Data Maintenance, P-9	3-2	9	31
Allotment Charges, B34	2	2	20
Allotment & Expenditure Ledger, A10	1	26	5
Allotment & Expenditure Ledger, A10-1	1	27	5
Allotment Schedule Forms	2	2	20
Allotment Summary, B16	2	2	20
Analysis of Expenditure Charges, B5-2	2	1	19
Analysis of Expenditure Levels, B5-1	2	1	19
Annual Bid Bond, SF 350	6	10	44
Annual Report by Certain Payers of Annuities & Lump Sum Distribution, W-3P	1-1	3	16
Annual Summary of Personal Service Contracts, SF 111	1	61	12
Annuitant's Request for Federal Income Tax Withholding, W-4P	1-1	6	16
Application & Permits for Mailing Without Affixing Postage	13	24	61
Application & Permits for Special Mailing Privileges	13	23	60
Application & Permits for Use of Postage Meter	13	25	61
Application & Voucher for Refund of Postage & Fees	13	1	58
Application for Domestic Money Order, 6001	13	3	58
Application for Employment, SF 573 (Type A)	3	1	22
Application for Employment, SF 573 (Type B)	3	2	22
Application for Employment, SF 573 (Type C)	3	3	22
Application for Magnetic Tape Filing, 4995	1-1	14	18
Application for Outdoor Recreation Grant-in-Aid Assistance, IAC-037	1	78	14
Application for Petty Cash Advance, A37	1	51	10
Application for Postage Meter License, 3601A	13	2	58
Application for Promotion, SF 574	3	35	27
Application for Transfer, Reemployment or Voluntary Demotion, SF 575	3	36	27
Appropriation Ledger, A12	1	31	6
Approval or Rejection of the State Group Insurance Plan (Obsolete)	3-5	4	37
Assignment of Number Blocks for Registered, Insured, Certified & C.O.D. Mail, 3857	13	4	58
Attendance List, SF 16	3	19	25

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Attendance Unit Title Maintenance, P-11	3-2	11	31
Authorization to Discontinue Increased Contribution, RB 54	3-2	8	35
Authorization to Increase Contribution, RB 13	3-3	5	34
Balance Sheet, A28	2	3	21
Bank Deposit Slips	8	3	48
Bank Statements	8	2	48
Beneficiary Designation and/or Statement of Name Change, DRS-009	3-3	12	35
Bid Bond, SF 351	6	11	44
Biennial Budget Estimates	2	1	19
Box Rent Receipt, 1538	13	5	58
Budget Status Report, A23 (Obsolete)	2	3	21
Building Inventory, C4	2	2	20
Bulk Rate Mail Statement, 3602	13	29	61
Bulk Rate Mailing Statement, Third Class Mail, 3602 PC	13	30	61
Cancellation of Bid, GAP-109 (Obsolete)	6	3	41
Cancelled & Voided Checks & Warrants	8	1	48
Capital Allotment Charges, C30	2	2	21
Capital Appropriation Plan, B21	2	2	20
Capital Improvement Program Summary, C1	2	2	20
Capital Project Allotment, C8	2	2	21
Capital Project Remodeling History, C3R	2	2	20
Capital Project Report, A26 (Obsolete)	2	3	21
Capital Project Technical Summary, C3	2	2	20
Cash Receipts Journal Summary, A8	1	21	4
Cash Receipts Journal Summary, A8-1	1	22	4
Cash Receipts Journal Summary, A8-2	1	23	5
Certificate of Mailing, 3817	13	6	58
Change of Address Card, 5375	13	7	58
Check Registers	8	4	48
Claim for Indebtedness of State of Washington to Deceased Employee, SF200	1	62	12
Claimant's Report of Accident, SF 138	3	28	26
Claims Warrant Register, A1-1	1	2	1
Classification Questionnaire, SF 570	3	6A	23
Classification Questionnaire, 15D (Obsolete)	3	6	22
Comparative Income Statement, A28-1	2	3	21
Completed Developmental Activity Report, SF 141	3	29	26
Computation of Employer Billing, DRS-003	3-3	4	34
Computer Magnetic Tape, Computer Disc Files & Punch Cards	14	6	63
Construction Project Management Information Report, C9	2	2	21
Continuation Sheet for Schedule A of Form 941, 941a	1-1	10	17
Contract Gas & Auto Delivery Tickets (Obsolete)	7	15	47
Contract Gas & Auto Supply Invoices (Obsolete)	7	14	47
Contract Order, A38	1	52	10
Copy Center Request, DOP 101	1	72	13
Copy Center Request, A-24	1	83	15

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Daily Cash Report, 1412C	13	8	58
Daily Record of Meter Register Readings, 3602	13	9	59
Data Processing Feasibility Studies	14	1	62
Declaration of Significance or Insignificance, SF 146	1	82	15
Deed of Right to Use Land for Public Recreation Purposes, IAC-030	1	74	13
Dept of Highways Gas Delivery Notice (Obsolete)	7	16	47
Dept of Highways Receipts (Obsolete)	7	12	46
Detail of Salaries & Wages, B6	2	1	19
Direct Deposit Statement, P-28	3-2	25	33
Distribution of Payroll & Related Costs, A31	1	50	10
Document Transmittal & Certification, A57	1	69	13
Element Expenditure Detail, PDS-7 (Obsolete)	2	1	19
Element Operational Budget, PDS-5 (Obsolete)	2	1	19
Element Output Statement, PDS-3 (Obsolete)	2	1	19
Element Salaries & Wages, PDS-6 (Obsolete)	2	1	19
Employee Address Maintenance, P-23	3-2	23	33
Employee Earnings Statement, A3 (Obsolete)	1	8	2
Employee Performance Evaluation, HEPB-029	3	37	27
Employee Performance Evaluation, SF 9128	3	14	24
Employee Records Transmittal, SF 314	3	8	2
Employee Suggestion Evaluation (Obsolete)	3	18	25
Employee's Permanent Record, DRS-006	3-3	11	35
Employee's Withholding Allowance Certificate, W-4	1-1	4	16
Employer's Quarterly Federal Tax Return, 941	1-1	9	17
Employment & Payroll Report, SF 294	1	63	12
Employment & Payroll Report, SF 294A	1	64	12
Encumbrance & Liquidation Correction Notice, A6-4	1	18	4
Encumbrance & Liquidation Register, A6	1	14	3
Encumbrance & Liquidation Register, A6-1	1	15	3
Encumbrance & Liquidation Register, A6-2	1	16	3
Encumbrance & Liquidation Register, A6-3	1	17	3
Escrow Agreement, A39	1	53	10
Essential Records Schedule, GAA-38	11	6	55
Essential Records Transmittal, GAA-1A	11	2	54
Estimated Expenditures, A51	1	58	11
Estimated _____ Ledger, A30	2	3	21
Estimated Progress Schedule Development Projects, IAC-031	1	75	14
Estimated Receipts, B23 (Obsolete)	2	2	20
Estimated Revenue, B33	2	2	20
Estimate of Allotment by Object, B14-1	2	2	20
Evaluation for Promotion, SF 9818 (Obsolete)	3	13	24
Exemption from Withholding, W-4E	1-1	5	16
Expenditure Detail, B7	2	1	19
Facility Space Classification Report, C6	2	2	21
Federal Use Tax Return on Civil Aircraft, 4638	1-1	13	18
Field Order, A17 (Obsolete)	1	41	8
Field Order, A17-1	1	42	8

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Field Order (Continuation Sheet), A17-1A	1	43	8
Final Project Report on Development, Planning or Maintenance/Management, IAC-035	1	77	14
Final Summary - Operating Capital, B2	2	1	19
Firm Mailing Book, 3877	13	10	59
Flow Process Chart & Procedure Study, SF 76	3	26	26
Form Analysis Worksheet	12	9	57
Form Approval Request, SF 171	12	5	56
Form Artwork Identification Card, SF 126	12	10	57
Form Collection Top Sheet, SF 41	12	11	57
Form Hold Notice, SF 44	12	3	56
Form Order Log, SF 43	12	2	56
Form Reorder Approval, SF 19	12	12	57
Form Reorder Reminder, SF 45	12	13	57
Forms Management Improvement Record, SF 358	12	6	56
Form Specification & Order Record, SF 518	12	7	56
Gasoline & Oil Delivery Ticket, GEN-MT-013	7	9	46
General Correspondence	9	3	49
General Documentation	10	1	52
General Justification Material, B1	2	1	19
General Justification Material, PDS-1 (Obsolete)	2	1	19
General Ledger, A9	1	24	5
General Ledger, A9-1	1	25	5
General Ledger Trial Balance, A28-4	2	3	21
General Ledger Trial Balance, A28-4A	2	3	21
Health Insurance Eligibility List	3-5	5	37
Human Resource Development Activity Titles, SF 147	3	34	27
Human Resource Development Needs Survey by Course Title, SF 144A	3	33	27
Human Resource Development Needs Survey by Payroll Name, SF 144	3	32	27
Impact Indicators, B8-1	2	1	19
Impact Indicators, B19 (Obsolete)	2	2	20
Individual Health/Life Insurance Payments, P407	3-5	7	38
Inquiry for Loss or Rifling of Mail Matter, 1510A	13	11	59
Interim Balance Sheet, A28-2 (Obsolete)	2	3	21
Interim Progress Report & Development Planning Maintenance/Management, IAC-032	1	76	14
Invitation to Bid, GEN-PUR-008	6	2	41
Invoice Voucher, A19	1	45	8
Invoice Voucher, A19-1	1	46	9
Irregularities in Preparation of Mail Matter, 3749	13	12	59
Journal Voucher, A7	1	19	4
Journal Voucher, A7-1	1	20	4

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Land Inventory, C5	2	2	21
Lease Inventory, C4A	2	2	21
Leave Data Maintenance, P-17 (Obsolete)	3-2	17	32
Leave Record, SF 6954	3	10	23
Leave Request, SF 6953	3	9	23
Life Insurance Enrollment/Change Form, P402	3-5	3	37
Local Fund Correspondence	8	6	48
Local Fund Receipts	8	5	48
Local Fund Statement, A27	2	3	21
Long Term Disability Insurance Enrollment/Change Form, P404	3-5	9	38
Low Usage Form Identification Card, SF 123	12	4	56
Mail Arrival Notice, 3849	13	13	59
Medical Enrollment/Change Form, P400	3-5	1	37
Meter Mailings	13	26	61
Microfilm Transmittal, GAA-1B	11	3	54
Microfilm Work Order, GAA-22	11	5	54
Miscellaneous Deduction Code Maintenance, P-12 (Obsolete)	3-2	12	32
Miscellaneous Deduction Register, A5	1	12	3
Miscellaneous Deduction Register, A5-1	1	13	3
Monthly Attendance Report, P-5	3-2	5	30
Motor Pool Trip Ticket, GEN-MT-008	7	11	46
Multiple Copy Records Inventory, GAA-8A	11	4	54
Non-Record Material	4		39
Notice of Separation, RB7649	3-3	2	34
Notice of Separation - Memo, DRS-017	3-3	9	35
Notice to Separate from Service Members Subject to Compulsory Retirement, RB19 (Obsolete)	3-3	6	34
Notification of Failure to Make Retirement Deduction or to Submit Notice of Separation, RB45 (Obsolete)	3-3	7	35
Numeric Forms Index, SF 42	12	1	56
Object of Expenditure, A25 (Obsolete)	2	3	21
Official Correspondence	10	4	52
Official Transportation Request, SF 6855 (Obsolete)	7	10	46
Operating Program/Sub-Program Budget, B5	2	1	19
Operational Records	14	7	63
Organization Title Maintenance, P-10	3-2	10	31
Out-of-State Travel Report, A43 (Obsolete)	7	8	46
Outstanding Warrant Card, A22	1	49	10
Papers of Executive Direction	10	2	52
Payment & Performance Bond, SF 352	6	12	44
Payroll Action Form, P-2	3-2	2	30
Payroll Action Report, SF 7100-M1	3	11	24
Payroll Constants Maintenance, P-16 (Obsolete)	3-2	16	32
Payroll Register, A4	1	9	2
Payroll Register, A4-1 (Obsolete)	1	10	3
Payroll Register, A4-2	1	11	3

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Payroll Warrant Register - Document Transmittal & Certification, A14-1	1	34	6
Personal Service Contract/Filing Face Sheet, SF 110	1	60	11
Personnel Action Form, SF 115 (Obsolete)	3	7	23
Personnel Action Form, P-3	3-2	3	30
Personnel/Payroll Action Form, P-1	3-2	1	30
Personnel/Payroll Batch Transmittal, P-18	3-2	18	32
Personnel Record Folders	3-1	1	29
Petition for Creation, Modification or Combination of Collective Bargaining Unit, HEPB-011	3	39	28
Petition for Certification or Decertification as Exclusive Representative for a Collective Bargaining Unit, HEPB-012	3	40	28
Planned Developmental Activities, SF 143	3	31	26
Position Action Request, P-4	3-2	4	30
Position Action Request (Approved), B-25 (Obsolete)	3	4	22
Position Action Request (Disapproved), B-25 (Obsolete)	3	5	22
Position Batch Transmittal, P-19 (Obsolete)	3-2	19	32
Position Description, HEPB-15D	3	38	27
Postage Due Bill, 3582A	13	14	59
Postage Stamp Requisitions & Logs	13	27	61
Post Office Receipt for Money, 3544	13	15	59
Post Implementation Review	14	4	62
Printing Requisition, A21	1	48	9
Printing Requisition, A21	1	48A	9
Product Service Complaint Report, GEN-PUR-015	6	9	43
Program Allotment, B15	2	2	20
Program Expenditure Ledger, A11	1	28	5
Program Expenditure Ledger, A11-1	1	29	5
Program Expenditure Ledger, A11-3	1	30	9
Programming & Implementation Data (All Systems)	14	3	62
Program Personnel Detail, B17 (Obsolete)	2	2	20
Property Disposal Request, SF 267A (Disposal by Agency)	6	6	42
Property Disposal Request, SF 267A (Surplus Property Disposal)	6	6	43
Property Management System Batch Control, A58	1	70	13
Property Management System Input Data Sheet, A56	1	68	13
Public Works Requisition, A15	1	37	7
Purchase Authority, GEN-PUR-007	6	7	43
Purchase Order & Receiving Report, A16	1	38	7
Purchase Order & Receiving Report (Continuation Sheet), A16-1	1	39	7
Purchase Order Cancellation Request, A16-2	1	40	7
Purchase Requisition, A15	1	36	6
Purchasing Contract Documents Package, GAP-110	6	4	41
Quarterly Federal Excise Tax Return, 720	1-1	8	17
Quarterly Report of Wages Paid, OAR-S3A	1	67	12
Quarterly Return of Withheld Federal Income Tax, 941E	1-1	12	18



ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Range/Step/Pay Maintenance, P-15 (Obsolete)	3-2	15	32
Reading or Day Files	9	2	49
Receipt for Certified Mail, 3800	13	16	59
Receipt for Postage Meter Settings, 3603	13	17	60
Receiver's Report, SF 6826	6	8	43
Receiver's Report - Partial Delivery, A18	1	44	8
Record of Competition, SF 770	6	13	44
Record of In-Service Training	3	17	25
Records Inventory, Disposition Authorization & Transfer Schedule, GAA-53	11	7	55
Records Transmittal, GAA-1	11	1	54
Recurring Data Analysis Chart, SF 79	12	14	57
Refund Notice to Employer, RB7813 (Obsolete)	3-3	3	35
Registration for Tax-Free Transactions Under Chapter 32 of the Internal Revenue Code, 637	1-1	7	17
Reinstatement Letter, GAP-116 (Obsolete)	6	5	42
Relocation Authorization, A33	7	4	45
Relocation Authorization - Transferred Employee, A33-1 (Obsolete)	7	5	45
Report Approval Request, SF 329	15	4	64
Report Audit Questionnaire, SF 326	15	2	64
Report Distribution & Critique, SF 214	19	1	64
Report Inventory Log, SF 328	15	3	64
Report of Accruals & Encumbrances, A23-4	2	3	21
Report of Accruals & Encumbrances, A23-4A (Obsolete)	2	3	21
Report of Achievements, SF 57	3	25	26
Report of Revenue - Receipts, A24 (Obsolete)	2	3	21
Request Authority to Sell or Exchange State Property, SF 267A, (Obsolete)	6	6	42
Request for Amendment of Allotment, B20	2	2	20
Request for Certification, SF 9622 A & B (Obsolete)	3	15	24
Request for Change of Beneficiary	3-5	2	37
Request for Microfilm Services, GAA-61	11	8	55
Request for Out-of-State Travel (Obsolete)	7	13	47
Request for Public Record, SF 276	1	71	13
Request for Quotation, GAP 58	6	1	41
Request for Refund of Contributions, DRS-015	3-3	13	36
Required Developmental Activities, SF 142	3	30	26
Retired Personnel Insurance Enrollment/Change Form, P403	3-5	8	38
Retirement System Code Maintenance, P-13	3-2	13	32
Return Receipt International Mail, 2865	13	20	60
Return Receipt Registered, Insured & Certified Mail, 3811	13	18	60
Revenue Ledger, A13	1	32	6
Revenue Ledger, A13-1	1	32A	6
Salary, Attendance, Leave & Overtime Record, SF 7895	3	12	24
Savings Bond Sign-Up, P-8	3-2	8	31
Savings Bond Sign-Up Transmittal, P-21	3-2	21	33
Schedule of Goals (12 Months), SF 53	3	21	25

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Schedule of Goals (5 Years), SF 54	3	22	25
Schedule of Objectives (12 Months), SF 55	3	23	25
Schedule of Objectives (5 Years), SF 56	3	24	26
Sender's Statement & Certificate of Bulk Mailing, 3606	13	19	60
Sheet Schedules, A28-3 (Obsolete)	2	3	21
Special Delivery Notice, 3955	13	21	60
Speeches and Writings	10	3	52
Statement Showing Number of Copies of Second Class or Controlled Circulation Publication Mail, PS 3542	13	22	60
Statement to Correct Information Previously Reported Under the Federal Insurance Contributions Act, 941C	1-1	11	18
Statement of Just Compensation, IAC-060	1	81	15
State Vehicle Usage Report, A34	7	6	45
Status of Allotment Report Forms	2	3	21
Status Report, A44 (Obsolete)	1	55	11
Status Report, A52	1	59	11
Subcategory Statement, PDS-2 (Obsolete)	2	1	19
Summary of Allotment Status, A23-1A (Obsolete)	2	3	21
System Design Documentation	14	2	62
System Maintenance Documentation	14	5	63
Tape Transmittal, A14-2	1	35	6
Transitory Records	9	1	49
Transmittal of Income Tax Statements, W3	1-1	2	16
Transmittal Report of Deductions, DRS-005	3-3	1	34
Travel Authorization, A40	7	7	46
Travel Expense Voucher, A20	7	1	45
Travel Expense Advance, A20-1 (Obsolete)	7	3	45
Travel Voucher - Workpapers, A20	7	2	45
Treasurer's Receipts & Letters of Transmittal	8	7	48
Tuition Reimbursement Request, SF 30	3	20	25
Unanticipated Receipt Approval Request, B20-1	2	2	20
Unfair Labor Practice Against Employer, HEPB-014	3	41	28
Unfair Labor Practice Against Employee Organization, HEPB-015	3	42	28
Variable Earnings Report, P-6	3-2	6	31
Vehicle Accident Report, SF 137	3	27	26
Vehicle Maintenance/Service Order, GEN-MT-002	7	17	47
Vendor Payment/Edit & Balance Report	1	54	11
Vendor Remittance Advice, A2	1	7	2
Volunteer Off-Hour Training	3	16	24
Voucher Distribution, A19-2	1	47	9
Voucher Form-ORV Capital Projects, IAC-053	1	80	14
Voucher Form-ORV Non-Capital Projects, IAC-052	1	79	14
Voucher Form/State Agencies Use, IAC-017	1	73	13

ALPHABETICAL INDEX

<u>FORM</u>	<u>SCHEDULE</u>	<u>ITEM</u>	<u>PAGE</u>
Waiver Card, Form 15	3-5	6	37
Wage & Tax Statement, W2	1-1	1	16
Warrant & Earnings Statement, P-24	3-2	24	33
Warrant Cancellation Batch Transmittal, P-20	3-2	20	32
Warrant Register, A1	1	1,4,5	1
Warrant Register/Document Transmittal & Certification, A14	1	33	6
Warrant Register Summary, A1-3	1	3	1
Warrant Transmittal, DRS-004	3-3	10	35
Weighing & Dispatch Certificates	13	28	61
Workload/Output Estimates, B18	2	2	20
Work Order, GAA-22	11	5	54
Year-to-Date Adjustments, P-7	3-2	7	31

SUPERSEDED

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 81
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	A1	WARRANT REGISTER (Until 30 June 1977) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	OFM	State Treas	3 Years	Destroy at Terminal Date
2.	A1-1	CLAIMS WARRANT REGISTER. Provides a record of disbursements relating to claims or refunds which require case or claim data identification.	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	OFM	State Treas	3 Years	Destroy at Terminal Date
3.	A1-3	WARRANT REGISTER SUMMARY. (Until 30 June 1977) Provides a record of the summarization of fiscal transactions concerning disbursement vouchers.	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	OFM	State Treas	3 Years	Destroy at Terminal Date
4.	A1	WARRANT REGISTER (After 1 July 1977) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction. (When used as a summary)	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	OFM	Off Fin Mgt	7 Years	State Records Center
			4	OFM	State Treas	3 Years	Destroy at Terminal Date
5.	A1	WARRANT REGISTER (After 1 July 1977) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction. (When not used as a summary)	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	N/A	Not Used	None	Destroy immediately
			4	OFM	State Treas	3 Years	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chip Holbrook*

FOR THE STATE AUDITOR

*Robert G. Jacobsen*

FOR THE STATE ARCHIVIST

*Li Drey & Medeiros*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
(Items 1 through 5 on the previous page illustrate when Part 1 of the forms is filed by itself. In the event Part 2 of these forms is filed by itself and Part 1 is filed with disbursement documents, Part 2 is the long term value copy. Regardless of the filing method, separate entries are required on the form GAA-53 for each of the different parts with different retentions)							
6.	A1-4	ACCRUED PAYROLL DEDUCTION VOUCHER. Provides a detailed account of funds withheld or deducted from individual's payroll to satisfy payroll deductions	1	OPR	Agency Acctg (Filed with Payroll Register)	7 Years	State Records Center
			2	OPR	Agency Acctg (Filed with Warrant Register)	7 Years	State Records Center
7.	A2	VENDOR REMITTANCE ADVICE. Provides a record that accompanies each vendor payment warrant to notify vendor what is being paid.	1	N/A	Vendor	N/A	N/A
			2	OPR	Agency Acctg (Filed with Disbursement Documents)	7 Years	State Records Center
			3	OFM	Agency Acctg	2 Years	Destroy at Terminal Date
8.	A3	EMPLOYEE EARNINGS STATEMENT (Until 30 September 1978) Provides a detailed breakdown of employee's earnings and deductions.	1	N/A	Payee	N/A	N/A
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
9.	A4	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee.	1	OPR	Agency Acctg	10 Years	State Records Center
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Chip Holcomb</i>		<i>Debra G. Jacobson</i>			<i>Richard Medina</i>		

SUPERSEDED

2.



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
10.	A4-1	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee. (Obsolete October 1976)	1	OPR	Agency Acctg	10 Years	State Records Center Destroy at Terminal Date
			2	OFM	State or Agency Personnel	1 Year	
			3	OFM	Agency-Copy	2 Years	
11.	A4-2	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee.	1	OPR	Agency Acctg	10 Years	State Records Center Destroy at Terminal Date
			2	OFM	State or Agency Personnel	1 Year	
			3	OFM	Agency-Copy	2 Years	
12.	A5	MISCELLANEOUS DEDUCTION REGISTER. Provides a separate register for each type of miscellaneous payroll deduction.	1	N/A	Payee	N/A	N/A State Records Center Destroy at Terminal Date
			2	OPR	Agency Acctg	7 Years	
			3	OFM	Field Office	2 Years	
13.	A5-1	MISCELLANEOUS DEDUCTION REGISTER. Provides a separate register for each type of miscellaneous payroll deduction.	1	N/A	Payee	N/A	N/A State Records Center
			2	OPR	Agency Acctg	7 Years	
14.	A6	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Acctg	7 Years	State Records Center Destroy at Terminal Date
			2	OFM	Agency-Copy	1 BBC	
15.	A6-1	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Acctg	7 Years	State Records Center
16.	A6-2	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Acctg	7 Years	State Records Center
17.	A6-3	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Acctg	7 Years	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chris H. ...*

FOR THE STATE AUDITOR

*John G. Jacobson*

FOR THE STATE ARCHIVIST

*John J. ...*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
18.	A6-4	ENCUMBRANCE AND LIQUIDATION CORRECTION NOTICE. To adjust the encumbrance and liquidation machine system operated by the Office of Financial Management.	1	OPR	Agency Acctg	7 Years	State Records Center
19.	A7	JOURNAL VOUCHER. Provides a means of entering an accounting transaction into an agency's accounting records.	1	OPR	State Treas	7 Years	State Records Center
			2	OPR	Agency Acctg	7 Years	State Records Center
			3	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date
20.	A7-1	JOURNAL VOUCHER. Provides a means of entering an accounting transaction into an agency's accounting records.	1	OPR	State Treas	7 Years	State Records Center
			2	OPR	Agency Acctg	7 Years	State Records Center
			3	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date
			4	OPR	Receiving Office	7 Years	State Records Center
21.	A8	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer.	1	OPR	State Treas	7 Years	State Records Center
			2	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date
			3	OFM	Agency Acctg	2 BBC	Destroy at Terminal Date
			4	OFM	Agency Acctg	Agency Option	Destroy at Agency Option
22.	A8-1	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer.	1	OPR	State Treas	7 Years	State Records Center
			2	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date
			3	OFM	Agency Acctg	2 BBC	Destroy at Terminal Date
			4	OFM	Agency-Copy	Agency Option	Destroy at Agency Option

SUPERSEDED

4.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobsen*

FOR THE STATE ARCHIVIST

*L. Duane McLean*





GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
23.	A8-2	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer	1	OPR	State Treas	7 Years	State Records Center
			2	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date
			3	OFM	Agency Acctg (For whom the deposit is made)	2 BBC	Destroy at Terminal Date
			4	OFM	Agency Acctg (Making the deposit)	2 BBC	Destroy at Terminal Date
24.	A9	GENERAL LEDGER. To maintain the prescribed general ledger accounts.	1	OPR	Agency Acctg	7 Years	State Records Center
25.	A9-1	GENERAL LEDGER. To maintain the prescribed general ledger accounts.	1	OPR	Agency Acctg	7 Years	State Records Center
26.	A10	ALLOTMENT AND EXPENDITURE LEDGER. To record encumbrances and expenditures affecting allotments.	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Agency-Machine Unit	2 BBC	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 BBC	Destroy at Terminal Date
27.	A10-1	ALLOTMENT AND EXPENDITURE LEDGER. To record encumbrances and expenditures affecting allotments.	1	OPR	Agency Acctg	7 Years	State Records Center
28.	A11	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Agency-Program Admin	2 BBC	Destroy at Terminal Date
29.	A11-1	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1	OPR	Agency Acctg	7 Years	State Records Center
30.	A11-3	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1	OPR	Agency Acctg	7 Years	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Cliff H. ...*

FOR THE STATE AUDITOR

*John G. Jacobsen*

FOR THE STATE ARCHIVIST

*Henry F. Medsker*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
31.	A12	APPROPRIATION LEDGER. To support general ledger account unallocated appropriations and provide details of agency appropriations.	1	OPR	Agency Acctg	7 Years	State Records Center
32.	A13	REVENUE LEDGER. To support general ledger revenue accounts and provide a record of the agency's cash receipts.	1	OPR	Agency Acctg	7 Years	State Records Center
32A.	A13-1	REVENUE LEDGER. To support general ledger revenue accounts and provide a record of the agency's cash receipts.	1	OPR	Agency Acctg	7 Years	State Records Center
33.	A14	WARRANT REGISTER/DOCUMENT TRANSMITTAL AND CERTIFICATION. Forwards disbursement vouchers being processed for payment by the State Data Processing Service Center.	1	OFM	State Treas	3 Years	State Records Center
			2	OFM	Data Proc	Agency Option	Destroy at Agency Option
			3	OFM	Agency Acctg	7 Years	State Records Center
34.	A14-1	PAYROLL WARRANT REGISTER/DOCUMENT TRANSMITTAL AND CERTIFICATION. Transmits payroll changes to State Data Processing Service Center for updating and paying payroll.	1	OFM	State Treas	3 Years	State Records Center
			2	OFM	Data Proc	Agency Option	Destroy at Agency Option
			3	OFM	Agency Acctg	7 Years	State Records Center
35.	A14-2	TAPE TRANSMITTAL. Transmits magnetic tapes for central system processing.	1	OFM	Off Fin Mgt	90 Days	Destroy at Terminal Date
			2	OFM	Agency Acctg	90 Days	Destroy at Terminal Date
			3	OFM	Data Proc	90 Days	Destroy at Terminal Date
(Other agency programs utilizing this form to transmit magnetic tapes are encouraged to use the cited retention, but substitute pertinent offices retaining copies)							
36.	A15	PURCHASE REQUISITION. To order materials, supplies and equipment not under state contract.	1	OPR	Purchasing	7 Years	State Records Center
			2	OFM	Agency Acctg	Post Audit	Destroy after Audit
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST			
<i>Chris Holcomb</i>		<i>William L. Jacobsen</i>		<i>Anthony M. ...</i>			

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 1		TITLE STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					DATE 1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
37.	A15	PUBLIC WORKS REQUISITION. Provides a record of all public works projects being processed by the Division of Engineering and Architecture.	1	OPR	Engr & Arch	7 Years	State Records Center
			2	OFM	E&A Section	Agency Option	Destroy at Agency Option
			3	OFM	E&A Work Copy	Agency Option	Destroy at Agency Option
			4	OPR	Agency Acctg	7 Years	State Records Center
38.	A16	PURCHASE ORDER AND RECEIVING REPORT. Documents issued by State Purchasing Division for the purpose of ordering goods or services.  Receiving Report (Copy 1)  Agency Accounting (Copy 1)	1	N/A	Vendor	N/A	N/A
			2	OPR	Purchasing Copy 1	7 Years	State Records Center
			3	OPR	Agency Acctg (Pay Document)	7 Years	State Records Center
			4	OFM	Agency Receiving Unit	Post Audit	Destroy after Audit
			5	OFM	Agency Acctg (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit
39.	A16-1	PURCHASE ORDER AND RECEIVING REPORT (Continuation Sheet) Same as above.					
40.	A16-2	PURCHASE ORDER CANCELLATION REQUEST. To cancel items previously requested on a Purchase Order.	1	N/A	Vendor	N/A	N/A
			2	OFM	Purchasing	5 Years	Destroy at Terminal Date
			3	OFM	Agency-Copy	1 Year	Destroy at Terminal Date
			4	OPR	Agency Acctg (Liquidation Document)	7 Years	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Clay Holcomb*

FOR THE STATE AUDITOR

*Robert G. Jacobson*

FOR THE STATE ARCHIVIST

*Li Drey F. Medford*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		GENERAL ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
41.	A17	FIELD ORDER. (Until 31 January 1975) To order materials and supplies on contract and special items under general authority from the State Purchasing Division.	1	N/A	Vendor	N/A	N/A
			2	OPR	Agency Acctg (Pay Document)	7 Years	State Records Center
			3	OFM	Agency Receiving Unit	1 BBC	Destroy at Terminal Date
			4	OFM	Agency Acctg (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			6	OFM	Purchasing	7 Years	State Records Center
42.	A17-1	FIELD ORDER. (After 1 February 1975) To order materials and supplies on contract and special items under general authority from the State Purchasing Division.	1	OFM	Agency Acctg (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit
			2	N/A	Vendor	N/A	N/A
			3	OPR	Agency Acctg (Pay Document)	7 Years	State Records Center
			4	OFM	Agency Receiving Unit	1 BBC	Destroy at Terminal Date
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
43.	A17-1A	FIELD ORDER (Continuation Sheet). Same as above.					
44.	A18	RECEIVING REPORT - PARTIAL DELIVERY. To report partial delivery of goods ordered by Purchase or Field Order.	1	OPR	Agency Acctg (Pay Document)	7 Years	State Records Center
			2	OFM	Agency Receiving Unit	Post Audit	Destroy after Audit
			3	OFM	Agency-Copy	1 BBC	Destroy at Terminal Date
45.	A19	INVOICE VOUCHER. Serves as an invoice by claimant not having an invoice form of their own.	1	N/A	Claimant	N/A	N/A
			2	OPR	Agency Acctg (Supports Disbursement)	7 Years	State Records Center
			3	OFM	Agency-Copy	2 BBC	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST			
<i>Chris Holcomb</i>		<i>John G. Jacobson</i>		<i>John F. McArthur</i>			

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
46.	A19-1	INVOICE VOUCHER. Serves as an invoice by claimant not having an invoice form of their own.	1	N/A	Claimant	N/A	N/A
			2	OPR	Agency Acctg (Supports Disbursement)	7 Years	State Records Center
			3	OFM	Agency-Copy	2 BBC	Destroy at Terminal Date
47.	A19-2	VOUCHER DISTRIBUTION. To record the account distribution of an invoice when a Purchase Order or Field Order is not involved.	1	OPR	Agency Acctg	7 Years	State Records Center
48.	A21	PRINTING REQUISITION. (Until 31 March 1978) Provides a record of printing or other services from the State Printer.	1	OPR	State Printer	7 Years	State Records Center
			2	OFM	Agency Estimate Copy	Post Audit	Destroy after Audit
			3	OFM	Agency Accompanies Invoice from Printer	Agency Option	Destroy at Agency Option
			4	OPR	Agency Acctg (Supports Disbursement)	7 Years	State Records Center
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
48A.	A21	PRINTING REQUISITION. (After 1 April 1978) Provides a record of printing or other services from the State Printer.  (Receiving Report Copy 1)	1	OPR	State Printer	7 Years	State Records Center
			2	OFM	Agency/Accompanies Invoice from Printer	2 Years	Destroy at Terminal Date
			3	OFM	Agency/Accompanies Invoice from Printer	Agency Option	Destroy at Agency Option
			4	OPR	Agency Acctg (Supports Disbursement)	7 Years	State Printer
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			6	OFM	Encumbrance Copy	3 Years	Destroy at Terminal

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Helene G. Jacobson*

FOR THE STATE ARCHIVIST

*L. Dreyfus Melvin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE						DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"						1 AUG. 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
49.	A22	OUTSTANDING WARRANT CARD. Provides a replacement for a warrant that has not been redeemed for an unusual period of time.	1	OFM	State Treas	Until Warrant redeemed and filed	Destroy at Terminal Date	
50.	A31	DISTRIBUTION OF PAYROLL AND RELATED COSTS, REPORT M2390. A detailed distribution of the payroll costs of the employees that are paid by the employer.	1	OPR	Agency Acctg	7 Years	State Records Center	
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
51.	A37	APPLICATION FOR PETTY CASH ADVANCE. Provides a record of processing internal requests for petty cash.	1	OPR	State Treas	7 Years	State Records Center	
			2	OPR	Agency Acctg	7 Years	State Records Center	
			3	OFM	Off Fin Mgt	2 BBC	Destroy at Terminal Date	
			4	OFM	State Treas	Agency Option	Destroy at Agency Option	
52.	A38	CONTRACT ORDER. A purchase order issued against a computerized contract.	1	N/A	Vendor	N/A	N/A	
		(Receiving Report Copy 1)	2	OFM	Agency Receiv- ing Unit	Post Audit	Destroy after Audit	
		(Receiving Report Copy 2)	3	OPR	Agency Acctg	7 Years	State Records Center	
			4	OFM	Agency Acctg (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit	
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
			6	OFM	Purchasing	7 Years	State Records Center	
53.	A39	ESCROW AGREEMENT. Agreement between agency and contractor to place the retained percentage of progress billings with a bank or trust company for public works contracts	1	N/A	Bank or Trust Company	N/A	N/A	
			2	N/A	Contractor	N/A	N/A	
			3	OPR	Agency Acctg	7 Years after completion of contract	State Records Center	

SUPERSEDED

10.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Debra G. Jacobsen*

FOR THE STATE ARCHIVIST

*L. Dreyfus*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
54.	VP-050	VENDOR PAYMENT - EDIT & BALANCE REPORT. Contains errors that were discovered when balancing or editing vendor payment input.	1	OFM	Data Proc	1 BBC	Destroy at Terminal Date
			2	OFM	Agency	1 Year	Destroy at Terminal Date
55.	A44	STATUS REPORT (Obsolete) To record the appropriation expenditures and revenue of all state agencies.	1	OFM	Agency Acctg	1 BBC	Destroy at Terminal Date
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			4	OFM	Off Fin Mgt	1 BBC	Destroy at Terminal Date
56.	A44A	ACTIVITY REPORT (Obsolete) Detailed transactions for the appropriation of expenditures and revenue of all state agencies.	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
57.	A46	ACCOUNT CODE DESCRIPTION. Used by agencies on the Management Accounting System to define program and sub-program account numbers by name for entry into the Management Accounting System file.	1	OFM	Off Fin Mgt	1 BBC	Destroy at Terminal Date
			2	OFM	Agency Acctg	1 Year	Destroy at Terminal Date
58.	A51	ESTIMATED EXPENDITURES. To submit allotment schedules to the Management Accounting System at levels below "program" and "object."	1	OFM	Off Fin Mgt	1 BBC	Destroy at Terminal Date
59.	A52	STATUS REPORT. To record the appropriation expenditures and revenue of all state agencies.	1	OFM	Agency Acctg	1 BBC	Destroy at Terminal Date
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
60.	SF 110	PERSONAL SERVICES CONTRACT - FILING FACE SHEET. To file personal services information with the Office of Financial Management and the Legislative Budget Committee.	1	OFM	Off Fin Mgt	3 Years	Destroy at Terminal Date
			2	OPR	Agency	7 Years	State Records Center
			3	OFM	Leg Bdgt Comm	7 Years	State Records Center
			4	OFM	Dept Revenue	4 Years	Destroy at Terminal Date

SUPERSEDED

11.

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobsen*

FOR THE STATE ARCHIVIST

*LeRoy Medpitt*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
61.	SF 111	ANNUAL SUMMARY OF ALL PERSONAL SERVICE CONTRACTS. Provides a record of all Personal Service Contracts issued by each agency during each fiscal year.	1	OFM	Off Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency	3 Years	Destroy at Terminal Date
62.	SF 200	CLAIM FOR INDEBTEDNESS OF STATE OF WASHINGTON TO DECEASED EMPLOYEE. To submit a claim for labor and services performed by a deceased employee for which reimbursement was never received.	1	OPR	Agency Acctg	7 Years	State Records Center
63.	SF 294	EMPLOYMENT & PAYROLL REPORT. To report number of employees by county and type of employment status.	1	OFM	Off Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency Payroll	3 Years	Destroy at Terminal Date
64.	SF 294A	EMPLOYMENT & PAYROLL REPORT. To report Comprehensive Employment and Training Act (GETA) employees by county and type of employment status.	1	OFM	Off Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency Payroll	3 Years	Destroy at Terminal Date
65.	SF 993	AFFIDAVIT OF LOST OR DESTROYED WARRANT. To certify the loss or destruction of a warrant.	1	OPR	Agency Acctg	7 Years	State Records Center
66.	SF 5525	AFFIDAVIT OF FORGED ENDORSEMENT. To certify that the name as signed on the back of a warrant is a forgery.	1	OPR	State Treas	7 Years	State Records Center
			2	OPR	Agency Acctg	7 Years	State Records Center
67.	OAR-S3A	QUARTERLY REPORT OF WAGES PAID. To record names and amounts paid to employees for Old Age Survivors Insurance (OASI).	1	N/A	Soc Sec Admin	N/A	N/A
			2	OPR	OASI/Dept of Empl Sec	Permanent	Records Center
			3	OFM	Agency Payroll	4 Years	Destroy at Terminal Date

SUPERSEDED

12.

FOR THE ATTORNEY GENERAL <i>Chris Holcomb</i>	FOR THE STATE AUDITOR <i>Debra G. Jacobsen</i>	FOR THE STATE ARCHIVIST <i>Lizbeth Medley</i>
--	---	--





GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
68.	A56	PROPERTY MANAGEMENT SYSTEM INPUT DATA SHEET. To collect data concerning fixed assets owned by agencies.	1	OFM	Agency Acctg	1 Year	Destroy at Terminal Date
69.	A57	DOCUMENT TRANSMITTAL & CERTIFICATION. To transmit automated encumbrance and liquidation transactions to a computer service center for processing.	1	OFM	Data Proc	90 Days	Destroy at Terminal Date
			2	OFM	Agency Acctg	3 Years	Destroy at Terminal Date
70.	A58	PROPERTY MANAGEMENT SYSTEM BATCH CONTROL. Cover sheet to control batches of Property Management System Input Data Sheets, Form A56.	1	OFM	Agency Acctg	1 Year	Destroy at Terminal Date
71.	SF 276	REQUEST FOR PUBLIC RECORD. To request public information from a state agency.	1	OFM	Agency Office	Until record returned	Destroy immediately
72.	DOP 101	COPY CENTER REQUEST. To request reproduction of printed material from state agencies.	1	OFM	State Printer (Billing)	7 Years	State Records Center
			2	OFM	Plant Work Request	3 Months	Destroy at Terminal Date
			3	OFM	State Printer Billing Setup	3 Months	Destroy at Terminal Date
			4	OPR	Agency Acctg (Pay Document)	7 Years	State Records Center
73.	IAC-017	VOUCHER FORM/STATE AGENCIES USE. To provide a record of expenditures made by state agencies on outdoor recreation projects.	1	OPR	Out Rec Comm	Permanent	Retained at Out Rec Comm
			2	OPR	State Agency	7 Years	State Records Center
74.	IAC-030	DEED OF RIGHT TO USE LAND FOR PUBLIC RECREATION PURPOSES. To record the restriction of real property to outdoor recreation use.	1	OPR	Out Rec Comm	Permanent	Retained at Out Rec Comm
			2	OPR	State Agency	7 Years after termination	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE ARCHIVIST

*Robert G. Jacobsen*

FOR THE STATE ARCHIVIST

*Richard F. McAlpin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
75.	IAC-031	ESTIMATED PROGRESS SCHEDULE DEVELOPMENT PROJECTS. To report to the Federal Government, on demand, progress on federally funded projects	1 2	OFM OFM	Out Rec Comm State Agency	Permanent 5 Years	Retained at Out Rec Comm Destroy at Terminal Date
76.	IAC-032	INTERIM PROGRESS REPORT ON DEVELOPMENT, PLANNING OR MAINTENANCE/MANAGEMENT. To provide a narrative description of work accomplishments to accompany voucher reports.	1 2	OFM OFM	Out Rec Comm State Agency	Permanent 5 Years	Retained at Out Rec Comm Destroy at Terminal Date
77.	IAC-035	FINAL PROJECT REPORT ON DEVELOPMENT, PLANNING OR MAINTENANCE/MANAGEMENT. To record in narrative form the total work accomplished on a project.	1 2	OFM OFM	Out Rec Comm State Agency	Permanent 5 Years	Retained at Out Rec Comm Destroy at Terminal Date
78.	IAC-037	APPLICATION FOR OUTDOOR RECREATION GRANT-IN-AID ASSISTANCE. To provide required information to allow consideration of funding grant for an outdoor recreation acquisition or development project.	1	OPR	Out Rec Comm	Permanent	Retained at Out Rec Comm
79.	IAC-052	VOUCHER FORM-ORV NON-CAPITAL PROJECTS. To request reimbursement for state agency expenditures for off-road vehicle non-capital projects	1 2	OPR OFM	Out Rec Comm State and Local Agencies	Permanent 5 Years	Retained at Out Rec Comm Destroy at Terminal Date
80.	IAC-053	VOUCHER FORM-ORV CAPITAL PROJECTS. To request reimbursement for state agency expenditures for off-road vehicle capital projects.	1 2	OPR	Out Rec Comm State and Local Agencies	Permanent 5 Years	Retained at Out Rec Comm Destroy at Terminal Date

SUPERSEDED

14.

FOR THE ATTORNEY GENERAL

*Chas. H. ...*

FOR THE STATE AUDITOR

*G. ... G. Jacobsen*

FOR THE STATE ARCHIVIST

*S. ... Medeiros*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
81.	IAC-060	STATEMENT OF JUST COMPENSATION. To comply with federal and state laws relating to just compensation for the acquisition of real property and to assure that the owner has been made knowledgeable.	1	OPR	Out Rec Comm	Permanent	Retained at Out Rec Comm
82.	SF 146	DECLARATION OF SIGNIFICANCE OR NON-SIGNIFICANCE. To indicate a proposal's impact upon the environment and if an Environmental Impact Statement is required.	1 2	OPR OFM	Lead Agency Approval Agency	7 Years 3 Years	State Records Center Destroy at Terminal Date

SUPERSEDED

15.

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobsen*

FOR THE STATE ARCHIVIST

*John McKeever*

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1-1		PRINCIPAL FEDERAL TAX RETURNS AND RELATED FORMS	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	W-2	WAGE AND TAX STATEMENT. Reports wages tips and other compensation and employee OASI tax; income tax withheld; supports credit on individual	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
			3	N/A	Employee	N/A	N/A
			4	N/A	Employee	N/A	N/A
2.	W-3	TRANSMITTAL OF INCOME TAX STATEMENTS Employer's annual transmittal of wages and income tax withheld statements, Form W-2, Form W-2P and 1099R.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
3.	W-3P	ANNUAL REPORT BY CERTAIN PAYERS OF ANNUITIES AND LUMP SUM DISTRIBUTION. Applicable only to insurance companies and governmental agencies or retirement systems.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
4.	W-4	EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE. Form filed by employee with employer so that proper amount of income tax may be withheld from wages.	1	OFM	Agency Acctg	4 Years after supersession or termination of employment	Destroy at Terminal Date
			2	N/A	Employee	N/A	N/A
5.	W-4E	EXEMPTION FROM WITHHOLDING. Form filed by employee certifying he had no liability for income tax for the preceding taxable year and anticipates he will incur no liability for the current taxable year by certifying he will be exempt from federal income tax withholding.	1	OFM	Agency Acctg	4 Years after termination of employment	Destroy at Terminal Date
			2	N/A	Employee	N/A	N/A
6.	W-4P	ANNUITANT'S REQUEST FOR FEDERAL INCOME TAX WITHHOLDING. Request for withholding of federal income tax from annuity or pension payment.	1	OFM	Agency Acctg	Permanent	State Records Center
			2	N/A	Employee	N/A	N/A

SUPERSEDED

16.

FOR THE ATTORNEY GENERAL

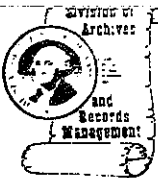
*Chip Holcomb*

FOR THE STATE AUDITOR

*Helene G. Jacobsen*

FOR THE STATE ARCHIVIST

*Li Omer & Mellipin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1-1		PRINCIPAL FEDERAL TAX RETURNS AND RELATED FORMS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
7.	637	REGISTRATION FOR TAX-FREE TRANSACTIONS UNDER CHAPTER 32 OF THE INTERNAL REVENUE CODE. This application and certificate form is filed by manufacturing producers or vendors who desire to make tax-free purchase of taxable articles for further manufacture of taxable articles or for resale direct to manufacturer for such purposes. The certificate part of the form is validated and returned by the District Director, Internal Revenue Service.	1	OFM	Agency Acctg	Permanent	State Records Center
8.	720	QUARTERLY FEDERAL EXCISE TAX RETURN. Return of excise due from retailers and manufacturers on sale or manufacture of various articles; taxes facilities and services; and taxes on certain products and commodities, (sugar, gasoline, lubricating oil, etc.)	1	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
9.	941	EMPLOYER'S QUARTERLY TAX RETURN. Employer's quarterly return of OASI and income taxes withheld, a two part set containing both the Schedule A (941) and the return.	1 2	N/A OFM	Int Rev Svc Agency Acctg	N/A 4 Years	N/A Destroy at Terminal Date
10.	941A	CONTINUATION SHEET FOR SCHEDULE A OF FORM 941. Wage Schedule continuation sheet.	1 2	N/A OFM	Int Rev Svc Agency Acctg	N/A 4 Years	N/C Destroy at Terminal Date

SUPERSEDED

17.

FOR THE ATTORNEY GENERAL  
*Chris Holcomb*

FOR THE STATE AUDITOR  
*Bellevue, Jacobsen*

FOR THE STATE ARCHIVIST  
*J. Med...*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1-1		PRINCIPAL FEDERAL TAX RETURNS AND RELATED FORMS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
11.	941C	STATEMENT TO CORRECT INFORMATION PREVIOUSLY REPORTED UNDER THE OLD AGE SURVIVORS INSURANCE (FEDERAL INSURANCE CONTRIBUTIONS ACT). For use to correct OASI (FICA) tax reports previously submitted.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
12.	941E	QUARTERLY RETURN OF WITHHELD FEDERAL INCOME TAX. Variation of Form 941 for use by state and local government employers and organizations exempt, for example, by virtue of charitable, religious, scientific, literary or educational programs, that have not waived their exemption and other organizations that are not liable for OASI tax.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
13.	4638	FEDERAL USE TAX RETURN ON CIVIL AIRCRAFT. Used to report an annual tax of \$25 on the use of civil aircraft. In addition for jet aircraft there is an annual charge of 3.5 cents a pound of the maximum certificated weight of more than 2500 pounds there is an annual charge of 2 cents a pound in excess of 2500 pounds.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date
14.	4995	APPLICATION FOR MAGNETIC FILING. Used to replace paper records in transmitting tax information pertaining federal income tax and OASI tax withheld.	1	N/A	Int Rev Svc	N/A	N/A
			2	OFM	Agency Acctg	4 Years	Destroy at Terminal Date

SUPERSEDED

18.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Deleu G. Jacobsen*

FOR THE STATE ARCHIVIST

*L. Drey Medlin*

**SUPERSEDED**





GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
2		STANDARD BUDGET AND ALLOTMENT FORMS, SERIES "A," "B," AND "C"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		BIENNIAL BUDGET ESTIMATES. Provides documentation necessary for the establishment of an agency's budget.	1	OPR	Off Fin Mgt	7 Years	State Records Center
	B1	General Justification Material	2	OFM	OFM - Copy	Agency Option	Destroy at Agency Option
	B2	Final Summary - Operating Capital	3	OFM	House of Rep	Agency Option	Destroy at Agency Option
	B4	Agency Budget Summary	4	OFM	Senate	Agency Option	Destroy at Agency Option
	B5	Operating Program/Sub-Program Budget	5	OFM	Agency	2 BBC	Destroy at Terminal Date
	B5-1	Analysis of Expenditure Levels					
	B5-2	Analysis of Expenditure Charges					
	B6	Detail of Salaries and Wages					
	B7	Expenditure Detail					
	B8-1	Impact Indicators (will become obsolete 1 July 1981)					
	B8-2	Workload/Output Estimates (Biennium Budget Request from Agency)					
	B-9	Agency Revenues					
	PDS-1	General Justification Material (Obsolete Form)					
	PDS-2	Subcategory Statement (Obsolete Form)					
	PDS-3	Element Output Statement (Obsolete Form)					
	PDS-5	Element Operational Budget (Obsolete Form)					
	PDS-6	Element Salaries & Wages (Obsolete Form)					
PDS-7	Element Expenditure Details (Obsolete Form)						
NOTE:		<p>1. Extra copies of forms made for managerial reference may be destroyed at discretion of office receiving them.</p> <p>2. Budget work papers prepared for divisional supervisors and by fiscal units may be sent to the State Records Center as part and parcel of supervisor's administrative papers or director's administrative papers.</p>					

SUPERSEDED

19.

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
------------------------------	---------------------------	-----------------------------



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
2		STANDARD BUDGET AND ALLOTMENT FORMS, SERIES "A," "B," AND "C"	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
2.		ALLOTMENT SCHEDULE FORMS. Provides a record of documentation necessary for the establishment of the agency's operating and capital allotments.	1	OPR	Off Fin Mgt	7 Years	State Records Center
		Capital Project Estimate (Obsolete Form)	2	OFM	OFM - Copy	1 BBC	Destroy at Terminal Date
		Capital Improvement Program Summary (Obsolete Form)	3	OFM	Agency	Agency Option	Destroy at Agency Option
	B11	Capital Project Estimate (Obsolete Form)					
	B13	Capital Improvement Program Summary (Obsolete Form)					
	B14	Estimate of Allotment Charges (Obsolete Form)					
	B14-1	Estimate of Allotment by Object (Obsolete Form)					
	B15	Program Allotment "Computer Generated Report"					
	B16	Allotment Summary "Computer Generated Report"					
	B17	Program Personnel Detail (Obsolete Form)					
	B18	Workload/Output Estimates (Quarterly Report Allotment)					
	B19	Impact Indicators (Obsolete Form)					
	B20	Request for Amendment of Allotment					
	B20-1	Unanticipated Receipt Approval Request					
	B21	Capital Appropriation Plan (Obsolete Form)					
	B22	Capital Project Allotment (Obsolete Form)					
	B23	Estimated Receipts (Obsolete Form)					
	A23	Budget Status Report (Obsolete Form)					
	B33	Estimated Revenue (Formerly B23)					
	B34	Allotment Charges (Formerly B14)					
C1	Capital Improvement Program Summary (Formerly B13)						
C2	Capital Project Request						
C3	Capital Project Technical Summary (Formerly B11)						
C3R	Capital Project Remodeling History						
C4	Building Inventory						

SUPERSEDED

20.

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*Helen Jacobsen*

FOR THE STATE ARCHIVIST

*William J. Mealy*



GENERAL F ORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
2		STANDARD BUDGET AND ALLOTMENT FORMS, SERIES "A," "B," AND "C"					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
2.	C4A C5 C6 C8 C9 C30	ALLOTMENT SCHEDULE FORMS (Continued) Lease Inventory Land Inventory Facility Space Classification Report Capital Project Allotment Construction Project Management Information Report Capital Allotment Charges (Formerly B21)					
	NOTE:	All other copies of these forms prepared for managerial or reference may be destroy at Agency Option. Do not send to State Records Center.					
3.	A23 A23-1A A23-4 A23-4A A23-5 A24 A25 A26 A27 A28 A28-1 A28-2 A28-3 A28-4 A28-4A A30	STATUS OF ALLOTMENT REPORT FORMS. These advise agency fiscal offices of approved budget and allotments and current status. Budget Status Report (Status of Allotment Program) (Obsolete Form) Summary of Allotment Status (Obsolete Form) Report of Accruals & Encumbrances Report of Accruals & Encumbrances (Obsolete Form) Agency Financial Status Report of Revenue-Receipts (Obsolete Form) Object of Expenditure (Obsolete Form) Capital Project Report (Obsolete Form) Local Fund Statement Balance Sheet Comparative Income Statement Interim Balance Sheet (Obsolete Form) Sheet Schedules (Obsolete Form) General Ledger Trial Balance General Ledger Trial Balance Estimated Ledger	1 2	OPR OFM	Off Fin Mgt Agency Acctg	7 Years 1 BBC	State Records Center Destroy at Terminal Date

SUPERSEDED

21.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Robert D. Jacobsen*

FOR THE STATE ARCHIVIST

*Richard F. Medlin*

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3		PERSONNEL FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	SF 573	APPLICATION FOR EMPLOYMENT. (Type A) Provides a record of applicants whose names were not placed on the register (Formerly PER 20-2502)	1	OFM	Dept of Pers	30 Days	Destroy at Terminal Date N/A
			2	N/A	Applicant	N/A	
2.	SF 573	APPLICATION FOR EMPLOYMENT (Type B) Provides a record of applicants whose names were placed on the register but register expired before appointment was made. (Formerly PER 20-2502)	1	OFM	Dept of Pers	30 Days after Expiration of Register	Destroy at Terminal Date N/A
			2	N/A	Applicant	N/A	
3.	SF 573	APPLICATION FOR EMPLOYMENT (Type C) Provides a record of applicants selected for employment (Formerly PER 20-2502)	1	OFM	Dept of Pers	5 Years after Termination of Employment	Destroy at Terminal Date N/A
			2	N/A	Applicant	N/A	
4.	B25	POSITION ACTION REQUEST. (Approved) Provides a record of original or updated positions requested by an agency. (Obsolete Form. See GS 3-2)	1	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date Destroy at Agency Option
			2	OFM	Field Office	Agency Option	
			3	OFM	Agency Suspension Copy	Upon Return of Copy 1	
5.	B25	POSITION ACTION REQUEST. (Disapproved) Provides a record of original or updated positions requested by an agency (Obsolete Form. See GS 3-2)	1	OFM	Agency Pers	Agency Option	Destroy at Agency Option Destroy at Agency Option Destroy
			2	OFM	Field Office	Agency Option	
			3	OFM	Agency Suspension Copy	Upon Return of Copy 1	
6.	15D	CLASSIFICATION QUESTIONNAIRE. To describe the duties and responsibilities of one employee's position. (Obsolete Form)	1	OFM	Dept of Pers	Until Super-seded or 60 Days after position abolished	Destroy at Terminal Date Destroy at Terminal Date N/A
			2	OFM	Agency Pers	Same as above	
			3	N/A	Employee	N/A	

SUPERSEDED

22.

FOR THE ATTORNEY GENERAL  
*Chip Holcomb*

FOR THE STATE AUDITOR  
*John D. Jacobson*

FOR THE STATE ARCHIVIST  
*L. Dreyer Medford*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3		PERSONNEL FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
6A.	SF 570	CLASSIFICATION QUESTIONNAIRE. To describe the duties and responsibilities of one employee's position.	1	N/A	Instructions	N/A	N/A
			2	OFM	Dept of Pers	Until 2 Years after super-session or Position Abolished	Destroy at Terminal Date
			3	OFM	Agency Pers	Same as above	Destroy at Terminal Date
			4	OFM	Field Office	Same as above	Destroy at Terminal Date
			5	N/A	Employee Sus-pense Copy	N/A	N/A
			6	N/A	Employee Perma-nent Copy	N/A	N/A
7.	SF 115	PERSONNEL ACTION FORM. Provides a record of making necessary changes in an employee's personnel record to keep it in a current status. (Obsolete Form. See GS 3-2)	1	OFM	Agency Pers	7 Years after last action	State Records Center
			2	OFM	Field Office	Agency Option	Destroy at Agency Option
			3	OFM	Agency Sus-pense Copy	Until return of Copy 1	Destroy
8.	SF 314	EMPLOYEE RECORDS TRANSMITTAL. Transmits an employee's personnel records when the employee is transferred to a new agency.	1	OFM	Gaining Agency	1 Year	Destroy at Terminal Date
			2	OFM	Losing Agency	3 Years	Destroy at Terminal Date
9.	SF 6953	LEAVE REQUEST. Provides a record of an employee's request for periods of absence. (Formerly Requests for Leave of Absence)	1	OFM	Agency Pers	3 Years	Destroy at Terminal Date
			2	N/A	Employee	N/A	N/A
10.	SF 6954	LEAVE RECORD. Maintains a record of the amount of various types of leave accrued and taken by individual employees. (Formerly Leave of Absence Record)	1	OFM	Agency Pers	Until 5 Years after Termination of Employment	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobson*

FOR THE STATE ARCHIVIST

*Henry M. Upson*

23.



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE						DATE
3		PERSONNEL FORMS USED STATEWIDE						1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
11.	SF 7100-M1	PAYROLL ACTION REPORT. Provides a record of added or deleted employees from the computed payroll and to effect all changes to master payroll records.	1	OFM	Data Proc	90 Days	Destroy at Terminal Date	
			2	OFM	Agency Payroll	5 Years	Destroy at Terminal Date	
12.	SF 7895	SALARY, ATTENDANCE, LEAVE AND OVERTIME RECORD. Provides a record of an employee's payroll records, days worked, wages paid, etc. (Formerly Employees' Permanent Record Card)	1	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date	
13.	SF 9818	EVALUATION FOR PROMOTION. Provides a condensed record of an employee's qualifications which make that employee eligible for promotion.	1	OFM	Dept of Pers	Until superseded or register expires	Destroy at Terminal Date	
			2	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date	
			3	N/A	Employee	N/A	N/A	
14.	SF 9128	EMPLOYEE PERFORMANCE EVALUATION. Provides a record of evaluation of an employee's performance. (Formerly Employee Evaluation Report)	1	OFM	Agency Pers	5 Years	Destroy at Terminal Date	
			2	N/A	Employee	N/A	N/A	
15.	SF 9622 A&B	REQUEST FOR CERTIFICATION. Provides a record of advising the Dept of Personnel of vacant positions needed to be filled and requesting names of eligible personnel. (Obsolete Form)	1	OFM	Dept of Pers	5 Years	Destroy at Terminal Date	
			2	OFM	Agency Pers	Agency Option	Destroy at Agency Option	
			3	OFM	Field Office	Agency Option	Destroy at Agency Option	
			4	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
			6	OFM	Agency Suspense Copy	Until return of Copy 2	Destroy	
16.		VOLUNTEER OFF-HOUR TRAINING. Provides a record of employees completing courses of training during other than working hours.	1	OFM	Dept of Pers	5 Years	Destroy at Terminal Date	
			2	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date	

SUPERSEDED

24.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobson*

FOR THE STATE ARCHIVIST

*Shirley Medpica*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3		PERSONNEL FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
17.		RECORD OF IN-SERVICE TRAINING. Provides a record of employees receiving formal training on-the-job.	1	OFM	Dept of Pers	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date
18.		EMPLOYEE SUGGESTION EVALUATIONS. Provides a record of the evaluations of individual suggestions made by State Employees. (Obsolete Form)	1	OFM	Employee Suggestion Awards Board	4 Years	Destroy at Terminal Date
			2	OFM	Agency Office making evaluation	2 Years	Destroy at Terminal Date
19.	SF 16	ATTENDANCE LIST. To identify participants in agency meetings, training sessions and conferences.	1	OFM	Agency-Copy	1 Year	Destroy at Terminal Date
20.	SF 30	TUITION REIMBURSEMENT REQUEST. To request tuition reimbursement by a state employee who participated in a qualified course conducted by an educational institution, vocational school or professional organization.	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Dept of Pers	5 Years	Destroy at Terminal Date
			3	N/A	Applicant	N/A	N/A
21.	SF 53	SCHEDULE OF GOALS (12 Months). To document short-range goals of each operating activity.	1	OFM	Agency-Mgt	5 Years	Destroy at Terminal Date
			2	OFM	Agency-Supv	3 Years	Destroy at Terminal Date
			3	OFM	Preparer	2 Years	Destroy at Terminal Date
22.	SF 54	SCHEDULE OF GOALS (5 Years). To document long-range goals of each operating activity.	1	OFM	Agency-Mgt	5 Years	Destroy at Terminal Date
			2	OFM	Agency-Supv	3 Years	Destroy at Terminal Date
			3	OFM	Preparer	2 Years	Destroy at Terminal Date
23.	SF 55	SCHEDULE OF OBJECTIVES. (12 Months) To document short-range objectives of each operating activity.	1	OFM	Agency-Mgt	5 Years	Destroy at Terminal Date
			2	OFM	Agency-Supv	3 Years	Destroy at Terminal Date
			3	OFM	Preparer	2 Years	Destroy at Terminal Date

SUPERSEDED

25.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*John G. Jacobson*

FOR THE STATE ARCHIVIST

*John F. McLean*





GENERAL RECORDS RETENTION SCHEDULE

26.

SCHEDULE NUMBER 3		TITLE PERSONNEL FORMS USED STATEWIDE					DATE 1 AUG 1981	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
24.	SF 56	SCHEDULE OF OBJECTIVES. (5 Years) To document long-range objectives of each operating activity.	1 2 3	OFM	Agency-Mgt Agency-Supv Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date	
25.	SF 57	REPORT OF ACHIEVEMENTS. To document achievements of an organization, program, etc., and the resultant savings.	1 2 3	OFM	Agency-Mgt Agency-Supv Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date	
26.	SF 76	FLOW PROCESS CHART AND PROCEDURE STUDY SHEET. To examine, document and improve procedures and systems on a step-by-step basis.	1	OFM	Agency Office	1 Year	Destroy at Terminal Date	
27.	SF 137	VEHICLE ACCIDENT REPORT. To report an accident involving state employees and state vehicles.	1 2 3	OPR OFM N/A	Tort Claims Agency Employee	7 Years 3 Years N/A	State Records Center Destroy at Terminal Date N/A	
28.	SF 138	CLAIMANT'S REPORT OF ACCIDENT. To be completed following an accident involving a state vehicle before claim will be considered.	1	OPR	Tort Claims	7 Years	State Records Center	
29.	SF 141	COMPLETED DEVELOPMENTAL ACTIVITY REPORT. To document information about developmental activity and list individuals completing the activity.	1 2 3	OFM	Data Proc Agency Pers Human Res Dev	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date	
30.	SF 142	REQUIRED DEVELOPMENTAL ACTIVITIES. To list developmental activities required for special job classes.	1 2 3	OFM	Data Proc Agency Pers Human Res Dev	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date	
31.	SF 143	PLANNED DEVELOPMENTAL ACTIVITIES. To identify developmental activities to be offered by individual agencies.	1 2 3	OFM	Data Proc Agency Pers Human Res Dev	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date	

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*Helwig G. Jacobson*

FOR THE STATE ARCHIVIST

*LiDung F. Medina*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3		PERSONNEL FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
32.	SF 144	HUMAN RESOURCE DEVELOPMENT NEEDS SURVEY BY PAYROLL NAME. To identify developmental activities needed by individual employees of an agency.	1	OFM	Data Proc	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	3 Years	Destroy at Terminal Date
			3	OFM	Human Res Dev	5 Years	Destroy at Terminal Date
33.	SF 144A	HUMAN RESOURCE DEVELOPMENT NEEDS SURVEY BY COURSE TITLE. To identify the number of employees within a job class needing specified development activities.	1	OFM	Data Proc	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	3 Years	Destroy at Terminal Date
			3	OFM	Human Res Dev	5 Years	Destroy at Terminal Date
34.	SF 147	HUMAN RESOURCE DEVELOPMENT ACTIVITY TITLES. To identify developmental activities other than those listed in Human Resource Developmental Catalog such as college courses in which state employees plan to participate.	1	OFM	Human Res Dev	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	3 Years	Destroy at Terminal Date
			3	OFM	Human Res Dev	5 Years	Destroy at Terminal Date
35.	SF 574	APPLICATION FOR PROMOTION. To apply for promotion within the state government.	1	OFM	Dept of Pers	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	1 Year	Destroy at Terminal Date
			3	N/A	Employee	N/A	N/A
36.	SF 575	APPLICATION FOR TRANSFER, REEMPLOYMENT OR VOLUNTARY DEMOTION. To apply for transfer of employment, reemployment or voluntary demotion within state government.	1	OFM	Dept of Pers	2 Years	Destroy at Terminal Date
			2	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date
37.	HEPB-029	EMPLOYEE PERFORMANCE EVALUATION. To evaluate performance of employees in a higher education institution.	1	OFM	Agency Pers	5 Years	Destroy at Terminal Date
38.	HEPB-15D	POSITION DESCRIPTION. To describe duties of a position in a higher education institution.	1	OFM	Agency Pers	60 Days after Position Abolished	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Chris Holcomb</i>			<i>Debra G. Jacobsen</i>			<i>L. Quinn McElpoin</i>	

SUPERSEDED

27.



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE						DATE
3		PERSONNEL FORMS USED STATEWIDE						1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
39.	HEPB-011	PETITION FOR CREATION, MODIFICATION OR COMBINATION OF A COLLECTIVE BARGAINING UNIT. To reflect creation, modification or combination of a collective bargaining unit.	1	OPR	HghrEdPersBd	7 Years after Unit is Dissolved	State Records Center	
			2	OFM	Institution or Office	5 Years after Unit is Dissolved	Destroy at Terminal Date	
			3	N/A	Employee/Organization	N/A	N/A	
40.	HEPB-012	PETITION FOR CERTIFICATION OR DECERTIFICATION AS EXCLUSIVE REPRESENTATIVE FOR A COLLECTIVE BARGAINING UNIT. To request certification or decertification as an exclusive representative for a collective bargaining unit.	1	OPR	HghrEdPersBd	7 Years after Unit is Dissolved	State Records Center	
			2	OFM	Institution or Office	5 Years after Unit is Dissolved	Destroy at Terminal Date	
			3	N/A	Employee/Organization	N/A	N/A	
41.	HEPB-014	UNFAIR LABOR PRACTICE CHARGE AGAINST EMPLOYER. To record unfair labor charges against an employer.	1	OPR	HghrEdPersBd	7 Years after Charge is Resolved	State Records Center	
			2	OFM	Institution or Office	5 Years after Charge is Resolved	Destroy at Terminal Date	
			3	N/A	Employee/Organization	N/A	N/A	
42.	HEPB-015	UNFAIR LABOR PRACTICE AGAINST EMPLOYEE ORGANIZATION(S). To record unfair labor practice against employee organization(s).	1	OPR	HghrEdPersBd	7 Years after Charge is Resolved	State Records Center	
			2	OFM	Institution or Office	5 Years after Charge is Resolved	Destroy at Terminal Date	

SUPERSEDED

28.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Allen G. Jacobson*

FOR THE STATE ARCHIVIST

*Li-Quay F. Medipin*

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3-1		WASHINGTON STATE EMPLOYEES' PERSONNEL FOLDER					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		<p>Personnel Record Folders (Containing information as described in Personnel Board Rule 356-46-060) (See below)</p> <p>PERSONNEL RECORD FOLDERS</p>	1	OFM	Personnel Office of Employing Agency	<p>Until employee transfers or terminates employment with the State of Washington</p> <p>(1 Year after final termination or retirement, records will be transferred to the State Records Center where they will be retained for 5 Years)</p>	<p>Retain in employing agency Personnel Office until inactive or transfer to gaining agency</p> <p>Note: Contents of folders should be screened and disposable items removed prior to transfer of records to State Records Center or to gaining agency. See General Schedule #3 for disposable items.</p>
		<p>Personnel Board Rule 356-46-060 <u>AGENCIES - PERSONNEL RECORDS</u></p> <p>Each agency shall maintain a record of each employee showing the name, title, position held, the unit within the division to which assigned, the salary, changes in employment status, attendance, leaves, and such other information as may be necessary for the administration of regulations. All personnel records, including employee service records and ratings, shall be open to the inspection of the Board and shall accompany the employee throughout his service career.</p>					
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST		
<i>Chip Holcomb</i>			<i>DeWitt G. Jacobsen</i>		<i>Richard J. Medlin</i>		

SUPERSEDED

29.

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3-2		PERSONNEL/PAYROLL SYSTEM FORMS, "P" SERIES					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	P-1	PERSONNEL/PAYROLL ACTION FORM. Provides a record of the updating of pertinent information, i.e., pay range & step, job classification, service dates, veterans status, payroll and social security data for all state employees.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
			3	OFM	Agency Pers	5 Years	Destroy at Terminal Date
			4	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
2.	P-2	PAYROLL ACTION FORM. Provides a record of the updating of pertinent information, i.e., pay range & step, job classification, service dates, veterans status, payroll, social security & account coding information for all state employees.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
			3	OFM	Agency Pers	5 Years	Destroy at Terminal Date
			4	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
3.	P-3	PERSONNEL ACTION FORM. Provides a record of the updating of pertinent information, i.e., pay range & step, job classification, service dates, veterans status, payroll and social security data for all state employees.	1	OFM	Agency Pers	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
4.	P-4	POSITION ACTION REQUEST. Provides a record of actions with which to reallocate existing positions, adjust salary ranges, effect position transfers or establish or abolish particular positions.	1	OFM	Agency Pers	Until 60 Days after position abolished	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
5.	P-5	MONTHLY ATTENDANCE REPORT. Provides a record of annual, sick and compensatory time accrued and taken and personal holidays of state employees.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
			3	OFM	Agency Pers	5 Years	Destroy at Terminal Date
			4	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Chip Holcomb</i>			<i>Galen G. Jacobsen</i>			<i>VA 17M. H. H. H.</i>	

30.

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE E

SCHEDULE NUMBER		TITLE					DATE
3-2		PERSONNEL/PAYROLL SYSTEM FORMS, "P" SERIES					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
6.	P-6	VARIABLE EARNINGS REPORT. Provides a record of different categories of time worked, including withholding tax, Old Age Survivors Insurance (OASI), retirement deductions, insurance and other deductions of state employees.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy
7.	P-7	YEAR-TO-DATE ADJUSTMENTS. (Formerly Payroll Year-to-Date Report). Provides a record of changes in Old Age Survivors Insurance (OASI), Withholding Tax and Gross Earnings, when necessary, to bring state employees' payroll to a current status.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
8.	P-8	SAVINGS BOND SIGN-UP. Provides a record of each state employee who selects to purchase Savings Bonds by payroll deduction.	1	OFM	Agency Payroll	5 Years	Destroy at Terminal Date
			2	OFM	Suspense Copy	Until return of Copy 1	
9.	P-9	AGENCY/SUB-AGENCY DATA MAINTENANCE. Provides a record of pertinent information for processing personnel/payroll information and reporting.	1	OFM	Data Proc	90 Days	Destroy at Terminal Date
10.	P-10	ORGANIZATION TITLE MAINTENANCE. Provides a record of organizational units for breakdown of payroll and personnel.	1	OFM	Data Proc	90 Days	Destroy at Terminal Date
11.	P-11	ATTENDANCE UNIT TITLE MAINTENANCE. Provides a record of a breakdown of offices and/or units to which a state employee may be assigned for attendance reporting.	1	OFM	Data Proc	90 Days	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Chris H. ...</i>			<i>Robert G. Jacobson</i>			<i>Richard F. McElpica</i>	

SUPERSEDED

31.







GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3-2		PERSONNEL/PAYROLL SYSTEM FORMS, "P" SERIES					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
21.	P-21	SAVINGS BOND SIGN-UP TRANSMITTAL. Accompanies a number of forms P-8, Savings Bond Sign-Ups, being processed by the Personnel/Payroll system.	1 2	OFM OFM	Agency Payroll Suspense Copy	5 Years Until return	Destroy at Terminal Date Destroy
22.	P-22	AGENCY/PAY BATCH TRANSMITTAL. (Obsolete Form)	1	OFM	Agency Pers or Data Proc	7 Years	Destroy at Terminal Date
23.	P-23	EMPLOYEE ADDRESS MAINTENANCE. Maintains each state employee's address on a current basis.	1	OFM	Agency Pers	90 Days	Destroy at Terminal Date
24.	P-24	WARRANT AND EARNINGS STATEMENT. Provides a record of each state employee's earnings, including deductions, that are reflected in each monthly warrant.	1	N/A	Employee	N/A	N/A
25.	P-28	DIRECT DEPOSIT STATEMENT. Provides a record of warrants that are directly deposited to a state employee's financial institution.	1	N/A	Employee	N/A	N/A

SUPERSEDED

33.

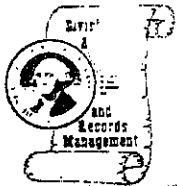
FOR THE ATTORNEY GENERAL  
*[Signature]*

FOR THE STATE AUDITOR  
*[Signature]*

FOR THE STATE ARCHIVIST  
*[Signature]*







GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
13.	DRS-015	REQUEST FOR REFUND OF CONTRIBUTIONS. Provides official authority to withdraw and pay member contributions. (Formerly RB 7651)	1	OFM	Retirement Sys	1 Year, then film	Microfilm

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>Chas Holcomb</i>	FOR THE STATE AUDITOR <i>Wm G. Jacobson</i>	FOR THE STATE ARCHIVIST <i>J. McAlpin</i>
---	--	--

**SUPERSEDED**



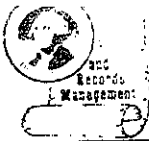
GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE	
3-5		STATE GROUP INSURANCE FORMS					1 AUG 1981	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
1.	P-400	MEDICAL ENROLLMENT/CHANGE FORM. Provides a record of the enrollment of each state employee in the State Medical Plan and/or changes thereto. (Formerly IE-1 and IE-2)	1	OFM	Agency Pers	3 Years after Termination of Employment	Destroy at Terminal Date	
			2	N/A	New Plan Carrier		N/A	N/A
			3	N/A	Dental Plan Carrier		N/A	N/A
			4	N/A	Old Plan Carrier		N/A	N/A
2.	Commercial	REQUEST FOR CHANGE OF BENEFICIARY. Provides a record of change of beneficiary for various insurance policies.	1	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date	
3.	P-402	LIFE INSURANCE ENROLLMENT/CHANGE FORM. Provides a record of employee enrollment in life insurance program. (Formerly IE-3)	1	OFM	Agency Pers	5 Years after Termination of Employment	Destroy at Terminal Date	
			2	OFM	Suspense Copy		Until return of Copy 1	Destroy
4.	No form	APPROVAL OR REJECTION OF THE STATE GROUP INSURANCE PLAN. (Obsolete Form)	1	OFM	Dept of Pers	Termination of Employment	Destroy at Terminal Date	
			2	OFM	Agency Pers		Until company or employee cancels policy or terminates employment	Destroy at Terminal Date
5.		HEALTH INSURANCE ELIGIBILITY LIST (Microfiche). Provides a record of state employee eligibility in State Group Insurance Plan.	1	OFM	Dept of Pers	10 Years	State Records Center	
6.	Form 15	WAIVER CARD. Provides a record of a waiver of optional insurance benefits	1	OFM	Agency Pers	Termination of Employment	Destroy at Terminal Date	

SUPERSEDED

37.

FOR THE ATTORNEY GENERAL: *Cliff H. ...* FOR THE STATE AUDITOR: *Helmut G. Jacobson* FOR THE STATE ARCHIVIST: *Adrius F. Medlin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3-5		STATE GROUP INSURANCE FORMS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
7.	P-407	INDIVIDUAL HEALTH/LIFE INSURANCE PAYMENTS. Provides a record of individual payments for health, life and long term disability insurance. (Formerly A-42 and A-49)	1	OFM	State Employee Insurance Bd	7 Years	State Records Center
			2	OFM	State Employee Insurance Bd	Until return of Copy 1	Destroy
			3	OPR	Agency Acctg	7 Years	State Records Center
			4	OFM	Suspense Copy	Until return of Copy 3	Destroy
8.	P-403	RETIRED PERSONNEL INSURANCE ENROLLMENT/CHANGE FORM. Provides a record of retiree's life and medical insurance enrollment.	1	OFM	Retirement Sys	7 Years after Death of Employee	State Records Center
			2	N/A	New Plan Carrier	N/A	N/A
			3	N/A	Old Plan Carrier	N/A	N/A
			4	N/A	Employee	N/A	N/A
9.	P-404	LONG TERM DISABILITY INSURANCE ENROLLMENT/CHANGE FORM. Provides a record of employee enrollment in long term disability plan.	1	OFM	Agency Pers	7 Years after Termination of Employment	State Records
			2	OFM	Suspense Copy	Until return of Copy 1	Destroy

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chris Wilson*

FOR THE STATE AUDITOR

*Robert B. Jacobson*

FOR THE STATE ARCHIVIST

*John F. Medpin*



GENERAL RECORDS RETENTION SCHEDULE

NUMBER 4

GENERAL RECORDS RETENTION SCHEDULE NUMBER 4 COVERS NON-RECORD MATERIAL

The following specific types of materials are designated as non-record material and may be disposed of by state agencies as soon as they have served their purpose.

1. Catalogs, trade journals, and other printed and published materials received from other offices, commercial firms, or private institutions which require no action and are not needed for documentary purposes.
2. Electrostatic, photocopy or other copy device copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
3. Letters of transmittal which do not add any information to the transmitted material.
4. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets and informal notes which do not represent significant basic steps in the preparation of record documents.
6. Reproduction material, such as stencils, hectograph masters and offset plates.
7. Routing slips used to direct the distribution of documents.
8. Shorthand notes, stenotype tapes, and mechanical recordings which have been transcribed into typewritten or printed form.
9. Stocks of agency publications, forms and printed documents, preserved for supply purposes, which are superseded, outdated, or otherwise valueless (a minimum supply of each publication must be on file with the State Library for distribution purposes, and one copy must be sent to the State Archives for historical preservation).
10. Telephone messages, "While You Were Out" slips, check slips or similar forms used to convey non-policy informational messages.

FOR THE ATTORNEY GENERAL <i>Chris Holcomb</i>	FOR THE STATE AUDITOR <i>Debra L. Jacobsen</i>	FOR THE STATE ARCHIVIST <i>Richard J. McElroy</i>
--	---	--

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE  
NUMBER 5

GENERAL RECORDS RETENTION SCHEDULE NUMBER 5 COVERS THE PROCESS OF ADMINISTRATIVE  
SCREENING OF FILES

It is occasionally unfeasible to establish cut-off dates on certain files whereby dated portions of the Records Series may be entirely removed from the office area by transfer to the State Records Center; filming or destruction. In such instances, it is frequently possible to "SCREEN" the Records Series by removing and destroying records of a transient nature, retaining papers of enduring value for future use in the office and/or transmitted to the State Records Center at a later date.

The records containing the highest percentage of transitory materials combined with long term value documents are Correspondence and "General Subject Files", which are found at all levels of state agency administration.

The following categories of papers may be eliminated from correspondence and subject files without affecting the substantive value of the files:

1. Letters and memoranda of transmittal that do nothing more than forward an enclosure and add nothing to the content of the item transmitted.
2. Acknowledgements.
3. Requests for information and publications after the information or publication has been received or sent.
4. Reservations and confirmations.
5. Itineraries.
6. Requests to be added to mailing lists after the addition has been made.
7. Invitations and announcements of meetings.
8. Copies of inter or intra-agency memoranda, bulletins and directives of a general information and non-continuing nature.

Administrative screening is limited to the above listing except as otherwise provided under separate authority of the Washington State Records Committee.

Correspondence and general subject files transmitted to the State Records Center before issuance of the Schedule are subject to screening by the State Archivist in accord with this Schedule. Correspondence and general subject files released to the State Archivist for historical purposes are subject to additional screening deemed necessary after a period of ten years retention.

FOR THE ATTORNEY GENERAL <i>Chips Holcomb</i>	FOR THE STATE AUDITOR <i>Helwig G. Jacobson</i>	FOR THE STATE ARCHIVIST <i>Richard J. Medford</i>
--	--	--

**SUPERSEDED**



**GENERAL RECORDS RETENTION SCHEDULE**

SCHEDULE NUMBER		TITLE						DATE
6		PURCHASING FORMS WITH STATEWIDE USE						1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
1.	GAP 58	REQUEST FOR QUOTATION. Solicitation of prices from vendor (Non-Sealed Bid)	1	N/A	Vendor	N/A	N/A	
			2	OFM	Purchasing - Buyer's File	6 Years	State Records Center	
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
2	GEN-PUR-008	INVITATION TO BID. Solicitation of sealed bids from vendors. (Formerly GAP 64 and 64a)	1	N/A	Vendor	N/A	N/A	
			2	OFM	Purchasing - Buyer's File	6 Years	State Records Center	
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
3.	GAP 109	CANCELLATION OF BID. (Obsolete form)	1	OFM	Purchasing Bid/Quotes	6 Years	State Records Center	
			2	N/A	Vendor	N/A	N/A	
4	GAP 110	PURCHASING CONTRACT DOCUMENTS PACKAGE (INCLUDING CHANGE NOTICES). Issued by State Purchasing Division for use by agencies as a term contract for specified goods or services.	1	OPR	(Successful Bids-Original)	7 Years	State Records Center	
				OPR	(Unsuccessful Bids-Original)	7 Years	State Records Center	
			2.	OFM	Purchasing	Until Expiration of Contract	Destroy at Terminal Date	
				3	OFM	Purchasing Contract Section Work Copy	Agency Option	Destroy at Agency Option
			4	OFM	Purchasing Operations Information	Agency Option	Destroy at Agency Option	
			5	N/A	Vendor	N/A	N/A	
6	OFM	Agency-Copy	Until Contract expires, is cancelled or superseded	Destroy at Terminal Date				
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Chip Holcomb</i>			<i>Arthur G. Jacobsen</i>			<i>Li-Quay F. Medeiros</i>		

SUPERSEDED



**GENERAL RECORDS RETENTION SCHEDULE**

SCHEDULE NUMBER 6		TITLE PURCHASING FORMS WITH STATEWIDE USE					DATE 1 AUG 1981	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
5.	GAP 116	REINSTATEMENT LETTER (Obsolete form)	1	OFM	Purchasing Requisition Files	6 Years	State Records Center	
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
6.	SF 267A	REQUEST AUTHORITY TO SELL OR EXCHANGE STATE PROPERTY (Until October 31, 1975) To authorize the sale or exchange of surplus property in an agency's inventory.	1	OPR	Purchasing	7 Years	State Records Center	
			2	OFM	Selling or Exchanging Agency	5 Years after item sold or exchanged	Destroy at Terminal Date	
			3	OPR	Agency Acctg Pay Document	7 Years	State Records Center	
			4	OFM	Purchasing or Property Disposal	2 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date	
			5	OFM	Purchasing - Suspense Copy	Agency Option	Destroy at Agency Option	
			6	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
6.	SF 267A	PROPERTY DISPOSAL REQUEST (After November 1, 1975) (DISPOSAL BY AGENCY). To authorize the sale or exchange of surplus property in an agency's inventory.  Provides instructions as to disposition of property Evidence that instructions as to disposition of property are forwarded to agency.	1	OPR	Agency Inventory Office	7 Years	State Records Center	
			2	OFM	Agency Inventory Office	Until approval received from Surplus Property to dispose of property.	Destroy at Terminal Date	
			3	OFM	Agency Inventory Office	3 Years	Destroy at Terminal Date	
			4	OFM	Surplus Property	3 Years	Destroy at Terminal Date	
			5	OFM	Surplus Property	Extra Copy	Destroy at Agency Option	
			6	OFM	Surplus Property	Extra Copy	Destroy at Agency Option	
			7	OFM	Extra Copy	Agency Option	Destroy at Agency Option	

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*Dale G. Jacobson*

FOR THE STATE ARCHIVIST

*L. Gray & Medina*



### GENERAL RECORDS RETENTION SCHEDULE

43.

SCHEDULE NUMBER		TITLE						DATE
6		PURCHASING FORMS WITH STATEWIDE USE						1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
6.	SF 267A	PROPERTY DISPOSAL REQUEST (After November 1, 1975) ( <u>SURPLUS PROPERTY DISPOSAL</u> ) To authorize the sale or exchange of surplus property in an agency's inventory.	1	OFM	Agency Inventory Office	6 Years	State Records Center	
			2	OFM	Agency Inventory Office	Until Property disposed of	Destroy at Terminal Date	
			3	OPR	Agency Acctg with Warrant	7 Years	State Records Center	
			4	OPR	GA Acctg (Liquidation Copy)	7 Years	State Records Center	
			5	OFM	Surplus Property	2 Years	Destroy at Terminal Date	
			6	OFM	Surplus Property	Agency Option	Destroy at Agency Option	
			7	OFM	Extra Copy	Agency Option	Destroy at Agency Option	
7.	GEN-PUR-007	PURCHASE AUTHORITY. Authorizes an agency to accomplish its own purchase (Formerly SF 1934A, Authority to Purchase)	1	OPR	Agency Acctg Pay Document	7 Years	State Records Center	
			2	OFM	Agency Info	2 Years	Destroy at Terminal Date	
			3	OFM	Agency Info	Agency Option	Destroy at Agency Option	
			4	OFM	Purchasing	6 Years	State Records Center	
			5	OFM	Purchasing Info Copy	1 Year	Destroy at Terminal Date	
8.	SF 6826	RECEIVER'S REPORT (Obsolete form)	1	OFM	Purchasing	5 Years	Destroy at Terminal Date	
			2	OFM	Agency	2 Years	Destroy at Terminal Date	
9.	GEN-PUR-015	PRODUCT SERVICE COMPLAINT REPORT. Agency formal complaint against products or services. (Formerly Purchasing Complaint Report)	1	OFM	Purchasing (Director) (Action Required)	6 Years after corrective action	State Records Center	
			1	OFM	(No action required)	Agency Option	Destroy at Agency Option	
			2	OFM	Purchasing (Buyer)	Agency Option	Destroy at Agency Option	
			3	OFM	Agency	Agency Option	Destroy at Agency Option	

SUPERSEDED

FOR THE ATTORNEY GENERAL  
*Chas. Holcomb*

FOR THE STATE AUDITOR  
*Belen G. Jacobsen*

FOR THE STATE ARCHIVIST  
*Louise M. Medford*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
6		PURCHASING FORMS WITH STATEWIDE USE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
10.	SF 350	ANNUAL BID BOND. Provides on an annual basis, the requirement for bid bond submittal as indicated on the individual Invitation to Bid.	1	OPR	Purchasing	7 Years	State Records Center N/A N/A
			2	N/A	Vendor	N/A	
			3	N/A	Bonding Company	N/A	
11.	SF 351	BID BOND. To bind a principal who submits a bid to the state on a single project or purchase to an obligation resulting from the submission and acceptance of the principal's bid.	1	OPR	Purchasing	7 Years	State Records Center N/A N/A
			2	N/A	Vendor	N/A	
			3	N/A	Bonding Company	N/A	
12.	SF 352	PAYMENT AND PERFORMANCE BOND. To bind a principal to an obligation to pay or perform in accordance with the terms and conditions of the contract entered into with the state.	1	OPR	Purchasing	7 Years	State Records Center N/A N/A
			2	N/A	Vendor	N/A	
			3	N/A	Bonding Company	N/A	
13.	SF 770	RECORD OF COMPETITION. To document verbal quotations from vendors.	1	OFM	Agency	3 Years	Destroy at Terminal Date

SUPERSEDED

44.

FOR THE ATTORNEY GENERAL

*Chip Halcomb*

FOR THE STATE AUDITOR

*Robert G. Jacobson*

FOR THE STATE ARCHIVIST

*Adrian Medina*





GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
7		TRAVEL RECORDS - FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	A20	TRAVEL EXPENSE VOUCHER. To claim reimbursement for travel expense.	1	OPR	Agency Acctg Supports Disbursement	7 Years	State Records Center
			2	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
2.	A20	TRAVEL VOUCHER WORKPAPERS. Documents that substantiate entries on Travel Expense Voucher.	1	OFM	Agency Divisional, Sectional, or Unit Office of Employee	Post Audit	Destroy after Audit
3.	A20-1	TRAVEL EXPENSE ADVANCE. (Obsolete form)	1	OPR	Agency Acctg Supports Disbursement	7 Years	State Records Center
			2	OFM	Agency-filed with Duplicate Disbursement Documents	2 Years	Destroy at Terminal Date
4	A33	RELOCATION AUTHORIZATION. To authorize movement of personal belongings of new or transferred employee.	1	OFM	Purchasing	3 Years	Destroy at Terminal Date
			2	OPR	Purchasing (Validated by Insurance Co)	7 Years	State Records Center
			3	N/A	Employee	N/A	N/A
5.	A33-1	RELOCATION AUTHORIZATION - TRANSFERRED EMPLOYEE. (Obsolete form)	1	OFM	Purchasing	3 Years	Destroy at Terminal Date
			2	OPR	Purchasing (Validated by Insurance Co)	7 Years	State Records Center
			3	N/A	Employee	N/A	N/A
6	A34	STATE VEHICLE USAGE REPORT. To report quarterly state vehicle usage.	1	OFM	Office of Financial Management	2 Years	Destroy at Terminal Date
			2	OFM	Agency	2 Years	Destroy at Terminal Date

SUPERSEDED

45.

FOR THE ATTORNEY GENERAL

*Chas. F. ...*

FOR THE STATE AUDITOR

*William G. Jacobson*

FOR THE STATE ARCHIVIST

*Edmund J. McAlpin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
7		TRAVEL RECORDS - FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER.	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
7.	A40	TRAVEL AUTHORIZATION. To request a travel authorization or advance funding.	1	OFM	Director	1 Year	Destroy at Terminal Date
			2	OFM	Agency Acctg (When used to make advance funding)	Post Audit	
			3	N/A	Employee	N/A	N/A
8.	A43	OUT-OF-STATE TRAVEL REPORT. (Obsolete form)	1	OFM	Office of Financial Management	2 BBC	Destroy at Terminal Date
			2	OFM	Agency Acctg	Agency Option	Recommend not more than 6 months, then destroy
9.	GEN-MT-013	GASOLINE & OIL DELIVERY TICKET. Records gasoline and oil used to service motor vehicles. (Formerly HWY-132-028, Gas & Oil Invoice) (Dept of Highways Official Delivery Ticket)	1	OFM	Agency Sus-pense Copy	None	Destroy
			2	OFM	Agency Acctg	6 Years	State Records Center
			3	OFM	Motor Pool	3 Years	Destroy at Terminal Date
10.	SF 6855	OFFICIAL TRANSPORTATION REQUEST. (Obsolete form)	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Remains in book form	Until all numbered requests are used from book	Destroy upon completion of use of all requests in book.
11.	GEN-MT-008	MOTOR POOL TRIP TICKET. To record assignment of state owned vehicles to individuals on official state business. (Formerly HWY 530-003, Motor Pool Trip Ticket)(Dept of Highways Pool Car Trip Ticket)	1	OFM	Motor Pool	5 Years	Destroy at Terminal Date
			2	OFM	Agency Acctg	6 Years	State Records Center
			3	OFM	Agency Office of Person Using Vehicle	None	Destroy
12.	HWY 133-105 (SF 9561)	DEPT OF HIGHWAYS RECEIPTS (Obsolete form)	1	OPR	Agency Accts	7 Years	State Records Center
			2	OFM	Hwys Acctg	5 Years	Destroy at Terminal Date
			3	OFM	Hwys Acctg	Post Audit	Destroy after Audit

SUPERSEDED

46.

FOR THE ATTORNEY GENERAL

*Chip Holcomb*

FOR THE STATE AUDITOR

*Helene D. Jacobson*

FOR THE STATE ARCHIVIST

*William F. Medina*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
7		TRAVEL RECORDS - FORMS USED STATEWIDE					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
13.		REQUEST FOR OUT-OF-STATE TRAVEL. (Obsolete Form)	1	OFM	Agency	Post Audit	Destroy after Audit
14.		CONTRACT GAS & AUTO SUPPLY INVOICES. (Obsolete form)	1	OPR	Agency Acctg	7 Years	State Records Center
			2	N/A	Vendor	N/A	N/A
15.		CONTRACT GAS & AUTO DELIVERY TICKETS. (Obsolete form)	1	OFM	Agency Acctg	5 Years	Destroy at Terminal Date
			2	OFM	Receiving Staff Personnel	None	Destroy
16.		DEPT OF HIGHWAYS GAS DELIVERY NOTICE. (Obsolete form)	1	OPR	Agency Acctg	7 Years	State Records Center
			2	OFM	Dept of Hwys	5 Years	Destroy at Terminal Date
17	GEN-MT-002	VEHICLE MAINTENANCE/SERVICE ORDER. Provides a means of documenting maintenance and/or service performed on state motor vehicles and the costing thereof.	1	OPR	GA Acctg	7 Years	State Records Center
			2	OFM	User Agency	3 Years	Destroy at Terminal Date
			3	OFM	Vehicle Records Jacket	Disposition of Vehicle	Transfer with Vehicle

SUPERSEDED

47.

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Debra G. Jacobsen*

FOR THE STATE ARCHIVIST

*Anthony J. Medeiros*

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
8		BANKING AND LOCAL FUND RECORDS	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		CANCELLED AND VOIDED CHECKS AND WARRANTS. Files of cancelled checks and warrants drawn of local fund accounts documenting the check register.	1	OPR	Agency Acctg	7 Years	State Records Center
2.		BANK STATEMENTS. Provides a means of reconciling office records of an account with those of the bank in which funds are deposited.	1	OFM	Agency Acctg	5 Years	Destroy at Terminal Date
3.		BANK DEPOSIT SLIPS. Provides a record of deposits of funds at a bank or similar institution.	1	OFM	Agency Acctg	5 Years	Destroy at Terminal Date
4.		CHECK REGISTERS. Records accountability of each check written against the account and provides a running balance thereof.	1	OPR	Agency Acctg	7 Years	State Records Center
5.		LOCAL FUND RECEIPTS. A record of monies received through normal operations other than appropriated funds.	1 2	OPR OFM	Agency Acctg Other Office	7 Years 2 Years	State Records Center Destroy at Terminal Date
6.		LOCAL FUND CORRESPONDENCE. Provides further documentation of local fund activity.	1	OFM	Agency Acctg	5 Years	Destroy at Terminal Date
7.		TREASURER'S RECEIPTS AND LETTERS OF TRANSMITTAL. Provides a record of transfer of monies from agencies to the Office of State Treasurer.	1 2	OPR OFM	State Treasurer Agency Acctg	7 Years 2 Years	State Records Center Destroy at Terminal Date

SUPERSEDED

48.

FOR THE ATTORNEY GENERAL

*Chas. H. ...*

FOR THE STATE AUDITOR

*Wm. H. Jacobsen*

FOR THE STATE ARCHIVIST

*S. D. ...*

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
9		RECORDS COMMON TO ALL OFFICES OF RECORD					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		TRANSITORY RECORDS. Provides correspondence and other documentation which perform a purely routine function.	1	OFM	Office of Record	90 Days	Destroy at Terminal Date
2.		READING OR DAY FILES. Extra copies of correspondence, memos or other documents assembled for ready reference, signature control, preparation of periodic activity reports or similar administrative reasons.	1	OFM	Office of Record	90 Days	Destroy at Terminal Date
3.		GENERAL CORRESPONDENCE FILE. Provides documentation pertaining to the operation of the office.	1	OFM	Office of Record	2 Years	Destroy at Terminal Date

SUPERSEDED

49.

FOR THE ATTORNEY GENERAL  
*Chas. McComb*

FOR THE STATE AUDITOR  
*Helmut G. Jacobson*

FOR THE STATE ARCHIVIST  
*L. Gray Medford*

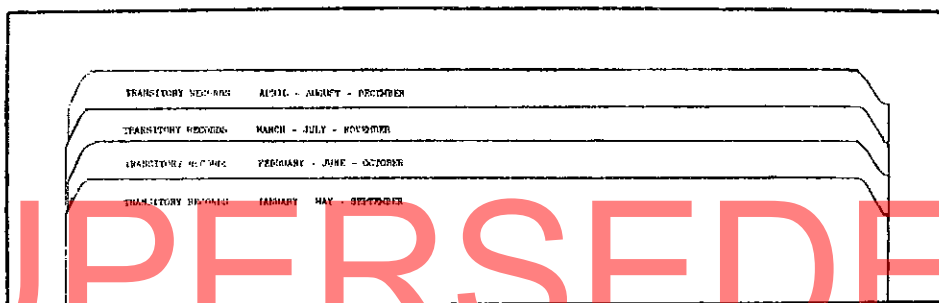
**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE  
NUMBER 9

GENERAL RECORDS RETENTION SCHEDULE NUMBER 9 COVERS RECORDS COMMON TO ALL  
OFFICES OF RECORD

1. TRANSITORY RECORDS. This Records Series consists of correspondence and form records which perform a purely routine function. It includes letters of transmittal and transmittal forms (those documents used exclusively as a cover sheet to transmit a document or group of documents or materials from one office to another, which do not contain information of record or fiscal value; communications correcting reports; routine requests for information, publications or supplies; courtesy or informational copies of documents which do not contain procedural or policy matter applicable to the receiving office. These are best maintained in four file folders as shown in the illustration below:



**SUPERSEDED**

It will be noted that the months of the year are shown in chronological order reading from bottom to top in each of the three columns. The folder housing the current month will always be in front. If the current month were January, the folders would be arranged as shown in the illustration. All transitory records would be placed in the first folder, at the time of filing, in chronological order with the latest date to the front. On the first working day in February, the entire folder for January would be withdrawn and placed behind the "April - August - December" folder. This procedure would be accomplished for each succeeding month. The first working day in May would find the folders in their original configuration. As all documents which pertain to the same action or transaction should be stapled together, it becomes a simple task to screen the documents in this first folder. At this time, a determination can be made as to which documents are developing into separate Records Series and which are not. Those documents which are eligible can be made into a separate Records Series and identified as such. The others which are of no value may be destroyed. The utilization of the four folder arrangement provides for a "built-in" 90 day retention of these documents for reference purposes before they are either made into a separate Records Series or destroyed.

2. READING OR DAY FILES. Files of extra copies of communications, memos or other documents assembled for ready reference, signature control, preparation of periodic activity reports, or similar administrative reasons. This Records Series may be maintained and destroyed in a similar fashion to the Transitory Records described above.

3. GENERAL CORRESPONDENCE FILES. These are files consisting of correspondence, messages, form records, memoranda and related documents accumulated by most Offices of Record. The documents housed in this file may deal with the actual function(s) of the activity, but, as the name implies, these documents are of such general nature so as to preclude them from inclusion in a separate Records Series. Inasmuch as the General Correspondence File usually involves a variety of subjects, the subjective arrangement of filing makes it an ideal method of filing documents in this file. Files in all offices should be based on two time periods, calendar year records or fiscal year records, depending on the function of the activity maintaining them. Calendar Year records are based on the period 1 January through 31 December and Fiscal Year records are based on the period 1 July through 30 June. General Correspondence Files created and maintained by non-fiscal type activities should be cut-off on 31 December and new files established on 1 January. General Correspondence Files created and maintained by fiscal activities should be cut-off on 30 June and new files initiated on 1 July.

**SUPERSEDED**



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
10		IDENTIFICATION AND DISPOSITION OF DIRECTIVE AND ADMINISTRATIVE PAPERS	1 AUG 1981				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		GENERAL DOCUMENTATION. (Minutes of meetings, agendas, dockets, regulations, procedures, organizational charts, functional statements, narrative reports, reports of subalterns, news releases and news clippings)		OFM	Elected Public Official, Cabinet Level Director, Board, Committee or Commission Chairman, Deputy Director of similar executive position	4 Years	These are Archival materials and must be transferred to the State Archives after 2 or 3 years office retention. (RCW 40.14.020)
2.		PAPERS OF EXECUTIVE DIRECTION. (Papers reflecting advice from superiors and advice from subalterns or dispensed to others; formal issuances, directives and policy statements; briefings of presentation materials; survey data showing how things are done and reports on what could be done to improve)		OFM	Same as (1) above	4 Years	Same as (1) above
3.		SPEECHES AND WRITINGS.		OFM	Same as (1) above	4 Years	Same as (1) above
4.		OFFICIAL CORRESPONDENCE. (Correspondence from and to political personalities and other public officials or offices; national state and local)		OFM	Same as (1) above	4 Years	Same as (1) above
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Alan Hancock</i>			<i>Robert G. Jacobson</i>			<i>John F. Medeiros</i>	

SUPERSEDED

52,



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
10		IDENTIFICATION AND DISPOSITION OF DIRECTIVE AND ADMINISTRATIVE PAPERS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
		Such records as identified hereon at Public Official, Cabinet Level Directorate, Board, Committee or Commission Chairman, Deputy Director or similar executive level positions, must be transferred to that official's successor or to the State Records Center upon termination of office. Reference: 40.14.020. A two or three year office retention of such papers is generally considered adequate for administrative purposes. For example, the Governor's papers are transferred after three years from the date of origin. While a two to three year office retention is recommended, respective administrative needs should determine the exact office retention and it is hence discretionary prior to termination of office.					
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Clayton Holcomb</i>		<i>Devin L. Jacobson</i>			<i>L. Gray Medpina</i>		

SUPERSEDED

53.



## GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER <b>11</b>		TITLE <b>RECORDS MANAGEMENT OPERATING RECORDS</b>					DATE <b>1 AUG 81</b>
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	GAA-1	RECORDS TRANSMITTAL. Transmits inactive records to the State Records Center.	1	OPR	Archives	Until record destroyed, then film	Destroy
			2	OFM	Office of Record	Until last record item destroyed	Destroy at Terminal Date
			3	OFM	Records Officer	Until last record item destroyed	Destroy at Terminal Date
2.	GAA-1A	ESSENTIAL RECORDS TRANSMITTAL. Transmits Essential Records to storage facility.	1	OPR	Archives	Permanent	Destroy at Terminal Date
			2	OFM	Records Officer	Until last record has been destroyed	
3	GAA-1B	MICROFILM TRANSMITTAL. Provides an itemized list of agency microfilm transferred to the State Records Center.	1	OPR	Archives	Permanent	Destroy at Terminal Date
			2	OFM	Office of Record	Until final disposition of film	
4.	GAA 8A	MULTIPLE COPY RECORDS INVENTORY. Provides a record of authorized disposition of multiple copy records	1	OPR	Archives	Permanent	Destroy at Terminal Date
			2	OFM	Office of Record	Until 1 Year after last record item destroyed	
			3	OFM	Office of Record	Until 1 Year after last record item destroyed	
5.	GAA-22	WORK ORDER. Provides itemized labor and material costs of microfilming records for an agency.	1	OFM	Agency Acctg	3 Years	Destroy at Terminal Date State Records Center Destroy at Terminal Date
			2	OPR	GA Acctg	7 Years	
			3	OFM	Archives	3 Years	

SUPERSEDED

54

FOR THE ATTORNEY GENERAL

*Chris L. ...*

FOR THE STATE AUDITOR

*Robert D. Jacobsen*

FOR THE STATE ARCHIVIST

*Richard J. Medford*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
11		RECORDS MANAGEMENT OPERATING RECORDS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
6.	GAA-38	ESSENTIAL RECORDS SCHEDULE. Identifies agency essential records and schedules their retention, protection method and updating plan.	1	OPR	Archives	Permanent	Destroy at Terminal Date
			2	OFM	Records Officer	Until Super-seded	
7.	GAA-53	RECORDS INVENTORY, DISPOSITION AUTHORIZATION & TRANSFER SCHEDULE. Provides identification and disposition of all records found in the office.	1	OPR	Archives	Permanent	Destroy at Terminal Date
			2	OFM	Office of Record	Until 1 Year after last Records Series has been disposed of	
			3	OFM	Records Officer	Until 1 Year after last Records Series has been disposed of	Destroy at Terminal Date
8.	GAA-61	REQUEST FOR MICROFILM SERVICES. To request the microfilming of agency records by the Central Microfilm Bureau, local service bureaus or sheltered workshops.	1	OPR	Archives	7 Years	State Records Center Destroy at Terminal Date
			2	OFM	Agency	3 Years	
9.	GAA-50	GENERAL RECORDS RETENTION SCHEDULE. Provides a detailed identification of forms and records used universally throughout state government, including the number of copies of each, their ultimate recipients, and recommended classification and retention of each copy	1	OFM	Archives	Permanent	State Records Center Destroy when superseded
			2	OFM	Office of Record	Until super-seded	

SUPERSEDED

55.

FOR THE ATTORNEY GENERAL

*Philip H. ...*

FOR THE STATE AUDITOR

*John G. Jacobsen*

FOR THE STATE ARCHIVIST

*Richard J. Medford*



## GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
12		FORMS MANAGEMENT OPERATING RECORDS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	SF 42	NUMERIC FORMS INDEX. To assign and control agency form numbers. Also serves as a numeric index of agency forms.	1	OFM	Forms Mgt Off	Permanent	
2.	SF 43	FORM ORDER LOG. To document and control orders placed for forms reproduction.	1	OFM	Forms Mgt Off	2 Years	Destroy at Terminal Date
3.	SF 44	FORM HOLD NOTICE. To notify stocking authorities of pending form revisions or discontinued use.	1	OFM	Forms Mgt Off	2 Years	Destroy at Terminal Date
			2	OFM	Stockroom	1 Year	Destroy at Terminal Date
4.	SF 123	LOW USAGE FORM IDENTIFICATION CARD. To identify user of low usage form in agency stockrooms.	1	OFM	Stockroom	2 Years	Destroy at Terminal Date
5.	SF 171	FORM APPROVAL REQUEST. To control the origination of state and agency forms.	1	OFM	Forms Mgt Off	Until form is obsolete or superseded	Destroy at Terminal Date
			2	OFM	Requesting Office	Until form is obsolete or superseded.	Destroy at Terminal Date
6.	SF 358	FORMS MANAGEMENT IMPROVEMENT RECORD. To document and report individual forms management savings accomplishments.	1	OFM	State Forms Management	5 Years	Destroy at Terminal Date
			2	OFM	Agency	3 Years	Destroy at Terminal Date
7.	SF 518	FORM SPECIFICATION AND ORDER RECORD. To provide a definitive record of the specifications of each active form and order history.	1	OFM	Forms Mgt Off	Until form is obsolete or superseded	Destroy

SUPERSEDED

FOR THE ATTORNEY GENERAL

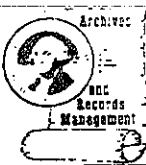
*Blair H. ...*

FOR THE STATE ARCHIVIST

*Robert G. Jacobsen*

FOR THE STATE ARCHIVIST

*L. ...*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
12		FORMS MANAGEMENT OPERATING RECORDS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
8.	SF 370	AGENCY PROGRAM STATUS CHECK LIST AND EVALUATION. Facilitates management audits and evaluation of agency Forms Management Program.	1	OFM	State Fms Mgt	7 Years	State Records Center Destroy at Terminal Date Destroy at Terminal Date
			2	OFM	Agency mgt	1 Year	
			3	OFM	Fms Mgt Off	3 Years	
9.	SF 74	FORM ANALYSIS WORKSHEET. To aid in the gathering and analysis of information about an existing or proposed form system.	1	OFM	Fms Mgt Off	Until form is obsolete or superseded	Destroy
10.	SF 126	FORM ARTWORK IDENTIFICATION CARD. To identify ownership and to request the return of artwork from the printer for retention by the originating agency.	1	OFM	Fms Mgt Off	Until form is obsolete or superseded	Destroy
11.	SF 41	FORM COLLECTION TOP SHEET. To facilitate the collection of forms used in agency operations. Also serves as alphabetic form index card.	1	OFM	Fms Mgt Off	Until form is obsolete or superseded	Destroy Destroy at Terminal Date Destroy
			2	OFM	Records Officer	1 Year	
			3	OFM	Fms Mgt Off	Until form is obsolete or superseded	
12.	SF 19	FORM REORDER APPROVAL. To obtain information from the principal users before forms are reordered.	1	OFM	Fms Mgt Off	3 Months	Destroy at Terminal Date
13.	SF 45	FORM REORDER REMINDER. To alert form users of time to reorder new supplies	1	OFM	Stockroom	Until form is obsolete or superseded	Destroy
14.	SF 79	RECURRING DATA ANALYSIS CHART. To facilitate standardization of forms and elimination of redundant requirements.	1	OFM	Fms Mgt Off	Until form is obsolete or superseded	Destroy

SUPERSEDED

571

FOR THE ATTORNEY GENERAL

*Chris Holcomb*

FOR THE STATE AUDITOR

*Debra L. Jacobson*

FOR THE STATE ARCHIVIST

*L.O. ... J. McAlpin*





## GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
13		RECORDS COMMON TO MAIL AND MESSAGE CENTERS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	3533	APPLICATION & VOUCHER FOR REFUND OF POSTAGE & FEES. Used to obtain refund of postage in the event of spoilage or unused stamps, metered envelopes, stamped envelopes or to close out a Postal Account.	1 2	N/A OPR	Post Office Mail&Msg Ctr	N/A 7 Years	N/A State Records Center
2.	3601A	APPLICATION FOR POSTAGE METER LICENSE. Used to procure license to obtain and use a postage meter.	1 2	N/A OPR	Post Office Mail&Msg Ctr	N/A 7 Years	N/A State Records Center
3.	6001	APPLICATION FOR DOMESTIC MONEY ORDER. Application & receipt for issuance of a domestic money order.	1 2	N/A OPR	Patron Mail&Msg Ctr	N/A 7 Years	N/A State Records Center
4.	38575	ASSIGNMENT OF NUMBER BLOCKS FOR REGISTERED, INSURED, CERTIFIED & C.O.D. MAIL. Maintains a record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
5.	1538	BOX RENT RECEIPT. Receipt for money received for rental of Post Office box.	1 2	N/A OPR	Patron Mail&Msg Ctr	N/A 7 Years	N/A State Records Center
6.	3817	CERTIFICATE OF MAILING. Used to satisfy requirement of proof that mail was dispatched.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
7.	5375	CHANGE OF ADDRESS CARDS. Notification that a patron has changed mailing address	1	OFM	Mail&Msg Ctr	1 Year	Destroy at Terminal Date
8.	1412C	DAILY CASH REPORT. Maintains a record of daily income and expenditures for the various postal transactions involving funds.	1 2	N/A OPR	Post Office Mail&Msg Ctr	N/A 7 Years	N/A State Records Center

SUPERSEDED

58.

FOR THE ATTORNEY GENERAL

*Chas. H. ...*

FOR THE STATE AUDITOR

*John G. Jacobson*

FOR THE STATE ARCHIVIST

*John F. Medford*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
13		RECORDS COMMON TO MAIL AND MESSAGE CENTERS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
9.	3602	DAILY RECORD OF METER REGISTER READINGS. A daily record of postage meter transactions.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
10.	3877	FIRM MAILING BOOK. Maintains a record of the assignment of control numbers for registered, insured, certified & C.O.D. mail.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
11.	1510A	INQUIRY FOR THE LOSS OR RIFLING OF MAIL MATTER. Used to satisfy inquiries concerning mail that has been received with evidence of tampering by unauthorized persons.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
12.	3749	IRREGULARITIES IN THE PREPARATION OF MAIL MATTER. Received from the Post Office with data concerning the improper preparation of mail matter.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
13.	3849	MAIL ARRIVAL NOTICE. Notice that mail for which must be receipted has been received and may be picked up.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
14.	3582A	POSTAGE DUE BILL. Notification from Post Office that mail matter has been received for which additional postage is necessary.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
15	3544	POST OFFICE RECEIPT FOR MONEY. Receipts issued by the Post Office for money received.	1	N/A	Post Office	N/A	N/A
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center
16.	3800	RECEIPT FOR CERTIFIED MAIL. Received from Post Office indicating Certified Mail has been received for dispatch.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Cen	3 Years	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Miss Holcomb*

FOR THE STATE AUDITOR

*W. L. Jacobsen*

FOR THE STATE ARCHIVIST

*S. D. Medpin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE						DATE
13		RECORDS COMMON TO MAIL AND MESSAGE CENTERS						1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
17.	3603	RECEIPT FOR POSTAL METER SETTINGS. Receipts from the Post Office that appropriate funds have been received to cover usage of postage meter.	1	N/A	Post Office	N/A	N/A	
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center	
18.	3811	RETURN RECEIPT REGISTERED, INSURED & CERTIFIED MAIL. Notification that registered, insured, and certified mail has been received by the addressee.	1	OFM	Mail&Msg Ctr	1 Year	Destroy at Terminal Date	
19.	3606	SENDER'S STATEMENT & CERTIFICATE OF BULK MAILING. A record of bulk mail that has been dispatched.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date	
20.	2865	RETURN RECEIPT - INTERNATIONAL MAIL. Used to verify mailing has been received by the addressee.	1	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date	
21.	3955	SPECIAL DELIVERY NOTICE. Serves to notify addressee of Special Delivery mailing that was undeliverable due to absence of addressee.	1	OFM	Mail&Msg Ctr	1 Year	Destroy at Terminal Date	
22.	PS 3542	STATEMENT SHOWING NUMBER OF COPIES OF SECOND CLASS OR CONTROLLED CIRCULATION PUBLICATION MAILED. Maintains a record showing number of Second Class or controlled circulation for which postage is collected.	1	N/A	Post Office	N/A	N/A	
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center	
23.		APPLICATIONS & PERMITS FOR SPECIAL MAILING PRIVILEGES. Post Office approvals for special mailing authorizations.	1	N/A	Post Office	N/A	N/A	
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center	

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Clayton H. ...*

FOR THE STATE AUDITOR

*Brian G. Jacobson*

FOR THE STATE ARCHIVIST

*L. ...*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
13		RECORDS COMMON TO MAIL AND MESSAGE CENTERS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
24.		APPLICATIONS & PERMITS FOR MAILING WITHOUT AFFIXING POSTAGE. Authorizations for bulk mailing for which postage will be affixed at Post Office.	1	N/A	Post Office	N/A	N/A
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center
25.		APPLICATIONS & PERMITS FOR USE OF METER POSTAGE. Applications and permits for use of postage meter in lieu of postage stamps.	1	N/A	Post Office	N/A	N/A
			2	OPR	Mail&Msg Ctr	7 Years	State Records Center
26.		METER MAILINGS. A record of all mailings using postage meter.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
27.		POSTAGE STAMP REQUISITIONS & LOGS. A record of postage stamps purchased in quantity.	1	OPR	Mail&Msg Ctr	7 Years	State Records Center
28.		WEIGHING & DISPATCH CERTIFICATES. Post Office verification of weight, and dispatch of mailings.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
29.	3602	BULK RATE MAIL STATEMENT. Verification by Post Office of bulk mail dispatched.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date
30.	3602PC	BULK RATE MAILING STATEMENT - THIRD CLASS MAIL. Verification by Post Office of bulk mailing of Third Class mail.	1	N/A	Post Office	N/A	N/A
			2	OFM	Mail&Msg Ctr	3 Years	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

*Cliff H. Leach*

FOR THE STATE AUDITOR

*Delwin G. Jacobson*

FOR THE STATE ARCHIVIST

*LeRoy F. Medpin*



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
14		INTERNAL DATA PROCESSING RECORDS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		DATA PROCESSING FEASIBILITY STUDIES. Problem identification, requirements statement, system objectives, alternative proposals, cost/benefit analysis, feasibility statement, related correspondence.	1	OFM	Data Proc	1 Year after completion of study	Destroy at Terminal Date
			2	OFM	Customer/User	1 Year after completion of study	Destroy at Terminal Date
2.		SYSTEM DESIGN DOCUMENTATION. (All new development and major revisions), general design, including existing system review, if applicable, system definition, project work plan and detail design, including documentation plan, program specifications, special forms and requirements, development plans for testing, training, conversion and acceptance, related correspondence.	1	OFM	Data Proc	1 Year after termination of system	Destroy at Terminal Date
			2	OFM	Customer/User	1 Year after termination of system	Destroy at Terminal Date
3.		PROGRAMMING AND IMPLEMENTATION DATA. (All Systems). Program documentation procedural manuals - both user and operational, training manuals, system acceptance criteria.	1	OFM	Data Proc	1 Year after termination of system	Destroy at Terminal Date
			2	OFM	Customer/User	1 Year after termination of system	Destroy at Terminal Date
4.		POST IMPLEMENTATION REVIEW. (All new system development and major systems) Project and personnel evaluation, post-implementation audit and further recommendations.	1	OFM	Data Proc	1 Year after completion of system implementation	Destroy at Terminal Date
			2	OFM	Customer/User	1 Year after completion of system implementation	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Clayton H. ...</i>			<i>William G. Jacobson</i>			<i>Richard F. Medford</i>	

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 14		TITLE INTERNAL DATA PROCESSING RECORDS					DATE 1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
5.		SYSTEM MAINTENANCE DOCUMENTATION. Change authorization, description of changes, acceptance testing, related correspondence.	1	OFM	Data Proc	1 Year after termination of system	Destroy at Terminal Date
			2	OFM	Customer/User	1 Year after termination of system	Destroy at Terminal Date
6.		OPERATIONAL RECORDS. Summaries of throughput statistics, usage records, etc.	1	OFM	Data Proc	1 Year	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>Clay Folcomb</i>	FOR THE STATE AUDITOR <i>DeWitt G. Jacobson</i>	FOR THE STATE ARCHIVIST <i>Henry F. Medpica</i>
---	--	--

63.



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
15		REPORTS MANAGEMENT RECORDS					1 AUG 1981
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	SF 214	REPORT DISTRIBUTION SURVEY AND CRITIQUE. To submit recommendations relative to report content and need from the recipients of copies of reports distributed by state agencies	1	OFM	Reports Coordinator	3 Years	Destroy at Terminal Date
2.	SF 326	REPORT AUDIT QUESTIONNAIRE. To collect information about the distribution and needs for reports issued within a state agency.	1	OFM	Reports Coordinator	3 Years	Destroy at Terminal Date
			2	OFM	Reports Office	1 Year	Destroy at Terminal Date
3.	SF 328	REPORT INVENTORY LOG. To record need and cost information about the reports used by a state agency.	1	OFM	Reports Coordinator	3 Years after discontinuance of last report	Destroy at Terminal Date
			2	OFM	Reporting Office	1 Year after discontinuance of last report	Destroy at Terminal Date
4.	SF 329	REPORT APPROVAL REQUEST. To advise an agency Reports Coordinator of a new requirement or change in an existing report.	1	OFM	Reports Coordinator	3 Years after discontinuance of last report	Destroy at Terminal Date
			2	OFM	Reporting Office	1 Year after discontinuance of last report	Destroy at Terminal Date

SUPERSEDED

64

FOR THE ATTORNEY GENERAL  
*Chris Holcomb*

FOR THE STATE AUDITOR  
*Bellevue G. Jacobsen*

FOR THE STATE ARCHIVIST  
*Robert F. Medsker*

**SUPERSEDED**