

List of Additions and Revisions to the 1997 State General Schedule

The Records Officer for each agency should begin reviewing the revised State General Schedule immediately, using the list of changes below as a guideline for the type and scope of changes. *All unique records series submitted to the Records Management Office will be compared against the State General Schedule. Series that appear to be covered by the State General Schedule will be referred back to the agency Records Officer for further appraisal.*

All Coversheets have the following 2 paragraphs -

"The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed."

replacing the following existing 2 paragraphs -

"The following records retention schedules pertain to the primary copy of a record regardless of media.

Secondary copies that are produced for informational purposes only may be discarded when no longer needed. Other secondary copies that are required for a specific administrative, fiscal or legal purpose need to be scheduled separately by each state agency."

GS 01

Cover Sheet - added two records series, GS 01016 and GS 01017

GS 01001 – reduced retention from 10 years; removed "When Used as a" from the title; changed description from "certified for payment to" to "drawn against."

GS 01002 – removed "When Not Used as a Summary" from title, replaced with "Detail"; changed description from "certified for payment to" to "drawn against."

Additions/Revisions to 1997 State General Schedule, p.2

GS 01004 – added “IRS 1099 Forms/Backup & Transmittal Information” to listing.

GS 01006 – added the word “unique” before “accounting system” in description.

GS 01010 – added to description “May include daily cash listings.”

GS 01016 – added new series

GS 01017 – added new series

GS 02

Coversheet – changed first paragraph by removing “budget” from the first sentence. The 4th sentence was changed from “CAFR reports are issued annually.” to “CAFR reports are available daily on demand.” The last sentence was changed as follows: “AFRS and CAFR databases and reports are is backed up in an electronic format by OFM and are retained ten years.” 2nd paragraph, removed the words “and CAFR” from the first sentence.

GS 02002 – changed retention from “6 years” to “3 years or Until After Audit.”

GS 02004 – discontinued this series.

GS 02005 – added “NOTE: Office of Financial Management maintains designated AFRS Monthly Reports for 4 years.” Decreased retention from 1 year to “Administrative Purpose Served.”

GS 02006 – discontinued this series.

GS 02007 – added “-Posted to AFRS” to title

GS 02008 – added “ad hoc” after “supplemental” in the description.

GS 02009 – added “(for subscribing agencies) of” and removed the word “for.”

GS 02010 – discontinued series and added “Record Series Discontinued, Use GS 01004”.

Additions/Revisions to 1997 State General Schedule, p.3

GS 02011 – discontinued series and added "Record Series Discontinued, Use GS 01042."

GS 02020 – removed "Monthly" from the title. Reduced retention from "2 years" to "Destroy when No Longer Needed." Change description by replacing existing description with "Working documents available on demand for analysis of certain financial balance interrelationships and other financial information. Includes:

CAF – Financial Balances and Other Information

FED – Federal Revenues and Expenditures

REC – Receivable/Payable Relationship

PAY – Payable/Receivable Relationship"

GS 02021 – discontinued this series

GS 03

Cover Sheet – added series GS 03021 through GS 03023; added "NOTE: See GS 01060 – GS 01064 for accounting retentions of payroll records."

GS 03001 – increased retention from 6 years to 7 years.

GS 03005 – added to description "against or" after the word "by", added the word "UPHELD" to the title.

GS 03006 - added to description "against or" following the word "by"; change retention from "Final Determination Plus 2 Years" to "Destroy Upon Exoneration"; added to description: "NOTE: Information regarding employee misconduct that is determined to be false and in all situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed, unless related to pending legal action or legal action is expected to result." 41.06.450RCW.

GS 03007 – increase retention from 6 years to 7 years.

GS 03010 – removed "personnel action" from description; added "training plan, selective certification documentation" between "reallocations" and "classification."

GS 03011 – increased retention by changing retention from "Destroy After Termination of Employment" to "Termination of Employment Plus 7 years."

Additions/Revisions to 1997 State General Schedule, p.4

GS 03012 – added to description “entire” before “process” and “hiring” before “new”; increased retention from 2 years to 3 years.

GS 03014 – discontinued series; added statement directing users to GS 03003.

GS 03021 – GS 03023 new series

GS 03031 – increased retention from 6 years to 7 years.

GS 03032 – increased retention from “Termination of Employment Plus 50 Years” to “*Termination of Employment Plus 60 Years.” Added “*NOTE: the Sixty-year retention has a five-year sunset stipulation. Five years after approval of this schedule, the retention of this series will decrease to 55 years unless the State Records Committee takes other action related to this series.

GS 03033 – added to description “payroll certification signed by agency head or designee and all documents that reflect personnel action,” following the word “Includes”

GS 03034 – increased retention from 6 years to 7 years.

GS 08

GS 08004 – removed from description “master” following the word “agency’s” and “copies, signed by the employee and filed in the agency accounting office,”; added to description “-signed copy.” following the word “employee”.

GS 09

Coversheet – added “(should be scheduled uniquely - see Appendix A for definition)” to the end of the last sentence in paragraph #2. Added series GS 09009 through GS 09016.

GS 0902 – added to description “distribution lists,” following “copies of minutes”.

GS 09009 – in title, exchange the words “General Office” for “Program.” Added “(For explanation and guidelines regarding meeting notes and tapes, see Appendix B.)” as last sentence in description.

Additions/Revisions to 1997 State General Schedule, p.5

GS 09010 – added new series

GS 09011 – added new series

GS 09012 – added new series

GS 09013 – added new series

GS 09014 – added new series

GS 09015 – added new series

GS 09016 – added new series

GS 10

GS 10 Cover Sheet – added series GS 10011 and GS 10012

GS 10003 – rearranged description putting "minutes of meetings, management team meeting minutes, agendas" at the end of the list preceded by the words "copies of."

GS 10004 – added to description "(May include multi-media recordings - for explanation and guidelines regarding meeting notes and tapes, see Appendix B.)" as last sentence in description.

GS 1007 – removed wording "to and from public official, the public and others," from the description.

GS 10009 – changed retention from "Until Superseded Plus 6 Years" to "Implementation Plus 6 Years."

GS 10011 – added new series

GS 10012 – added new series

GS 11

GS 11001 – removed last sentence from description, "The Division of Archives & Rec. Mgmt. maintains the most important copy."

Additions/Revisions to 1997 State General Schedule, p.6

GS 11002 – changed "Microfilm Bureau" to new name "Imaging Services Bureau."

GS 11008 – added new series

GS 13

GS 13005 – changed title from "Application & Permit for 2nd Class Mailing" to "Applications and Permits for Periodical Mail (2nd Class Mail)."

GS 14

Cover Sheet - added new series GS 14035

GS 14035 – added new series

GS 17

Cover Sheet – added the second paragraph

GS 21

Cover Sheet – added new series GS 21010

GS 21008 – removed from description "major" following the words "structural or"; changed retention wording from "Asset" to "Building."

GS 21010 – new series

GS 22

Cover Sheet – added wording "training development and" following the word "documenting"; added new series

GS 22003 – increase retention from 6 years to 7 years

GS 22004 – added new series

GS 23

GS 23004 – reduced retention from 10 years to 6 years.

Additions/Revisions to 1997 State General Schedule, p.7

GS 50

GS 50001 – added to listing “blank, unnumbered forms”; changed
“duplicate copies” to “undistributed or extra copies.”

SUPERSEDED

Date of Document is out-of-date unless otherwise stated

TABLE OF CONTENTS

Acknowledgements

General Instructions

Fiscal and Accounting Operations	GS 01
-Budget, Allotments and Expenditures	
-Contracts	
-Central Payroll Accounting	
Agency Financial Reporting System	GS 02
-AFRS	
-CAFR	
Personnel and Payroll Records	GS 03
Audits and Examinations	GS 04
Public Affairs and Public Disclosure	GS 05
Purchasing Records	GS 06
Travel Records	GS 07
Telecommunications	GS 08
General Office Operations	GS 09
Executive Level Administrative Records	GS 10
Records Management Records	GS 11
Forms Management	GS 12
Mail Services	GS 13
Information Services	GS 14
Publication and Duplication Services	GS 15
Property Management Records	GS 16
Electronic Mail (E-Mail)	GS 17
Legal Files	GS 18
Legislative Relations	GS 19
Affirmative Action	GS 20
Facilities Management	GS 21
State Employee Training	GS 22
Grants Management	GS 23
Real Property Management	GS 24
Non-Records	GS 50

Index

Appendix A

Appendix B

SUPERSEDED

Washington State Records Committee

Cathy Cale, Office of the State Auditor
Phillip Coombs, Office of the Secretary of State
Mary Jo Diaz, Office of the Attorney General
Linda Steinmann, Office of Financial Management

General Records Retention Schedule Task Force

SUPERSEDED
Barbara Benson, University of Washington
Bill Camerer, Department of Transportation
Steve Carlsberg, Office of the Insurance Comm
Diana Casler, Office of the Secretary of State
Hannah Fultz, Department of Licensing
Dave Hastings, Office of the Secretary of State
Tom Hoffer, Department of Revenue
Ken House, Office of the Secretary of State
Gail Kleer, Western Washington University
Cindy Lindley, Department of Health
Ken Malmin, Gambling Commission
Tami Schwender, Department of Retirement Systems

Mary Vanderhoof, Office of the Secretary of State, Chairman and Facilitator

Division of Archives and Records Management

Records Management Services

Ken House
Records Management Administrator
360/586-4900
ken@secstate.wa.gov

Mary Vanderhoof
State Records Specialist
360/586-5534
mary@secstate.wa.gov

Diana Casler
State Records Specialist
630/586-4902
diana@secstate.wa.gov

State Records Center

Jim Greer
Records Center Manager
360/664-0078
jim@secstate.wa.gov

Reference Requests
360/753-5468
recordcenter@secstate.wa.gov

SUPERSEDED

Archive Services

David Hastings
Chief of Archival Operations
360/753-1801
daveh@secstate.wa.gov

Pat Hopkins
Research Archivist
360/586-4894
pat@secstate.wa.gov

General Information

In Washington, as in most states, statutes regulate the retention and disposition of government records. The Public Records Act, 40.14 RCW, is the primary statement of public policy regarding the retention and disposition of public records.

Public Records Defined: Public records are recorded information, regardless of physical form. The term "public records" applies to any paper, correspondence, form, bound volume, film, magnetic medium, drawing or other document, regardless of form or physical characteristics, that has been created or received by any state agency during the course of public business (40.14.010RCW). All public records are required to be maintained and disposed of by state agencies in accordance with the provisions of 40.14.RCW.

Electronic records are included in the definition of a "public record" and are governed under the terms of the Public Records Act.

E-mail is a means of sending or receiving information, not a type of record. Information generated or received on an e-mail system needs to be managed according to the informational content of the message. (See State General Schedule 17.)

State Records Committee: "It shall be the duty of the records committee to approve, modify, or disapprove the recommendations on retention schedules of all files of public records..." (40.14.050RCW). The State Records Committee is comprised of the State Archivist and representatives of the Office of the Attorney General, Office of Financial Management and the Office of the State Auditor.

Custody and Disposition of State Agency Records: Public records must be retained in the custody of the office of record and may be destroyed or transferred only in accord with records retention schedules which have been approved by the State Records Committee. Agencies are required to use the State Records Center as the state-designated, offsite storage for inactive records. Also, agencies are encouraged to move their inactive records out of more expensive office space to the less expensive State Records Center pending the expiration of their retention period.

Transfer of Records to the State Archives: Records designated as "Archival" on the State General Schedule must be transferred to the custody of the State Archives at the end of the retention period.

Records Copies: The State General Schedule reflects the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes may be retained either using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

Agency Unique Records: The State General Schedule does not attempt to cover records unique to particular agencies or to agency programs. Records retention schedules for such records must be submitted separately to the State Records Committee via the State Records Management Office.

Cut Off: Unless otherwise noted, the beginning of the retention period (the cut off) is the date of the record.

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999
 (Revision 1)

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 01 FISCAL AND ACCOUNTING OPERATIONS

Documentation of fiscal operations encompassing most activities undertaken by state agencies to manage, account for, collect and expend funds. Includes general accounting records, banking, budget, allotment and expenditure records, contract accounting, and central payroll accounting.

For AFRS and CAFR reports see GS-02 *(OFM Accounting Rpts)*
 For other payroll records see GS-03
 For audits and examinations see GS-04
 For purchasing forms see GS 06
 For grants management see GS-23

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 01001- GS01017; GS 01040 – GS 01045; GS 01050 - GS 01052; GS 01060 - GS 01064 Inclusive, Approved by the Washington State Records Committee.

Mary Jo Diaz

 For the Attorney General

Cathy C. Cole

 For the State Auditor

Philip Coombs

 For the State Archivist

Janet Steinhilber

 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 01001

WARRANT REGISTER SUMMARY

A record of summarized fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. (Revision #1, Approved November 1999)

Records prepared Documents
Date of Document (Cut off on all those not specified)
 6 Years
 No

Note: Does not cover OFM or State Treasurer's copies.

SUPERSEDED

GS 01002

WARRANT REGISTER - DETAIL

A record of disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. (Revision #1, Approved November 1999)

6 Years

No

Note: Does not cover OFM or State Treasurer's copies.

GS 01003

CLAIMS WARRANT REGISTER

A record of disbursements relating to claims or refunds which require case or claim data identification.

10 Years

No

Note: Does not cover State Treasurer's copy.

Does not have

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 01004

VENDOR PAYMENT FILES

Documentation of agency disbursements. Includes all documentation related to purchases by agencies, including warrant registers, voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, and other documentation which provides a record of payments to vendors and other agencies for goods and services.

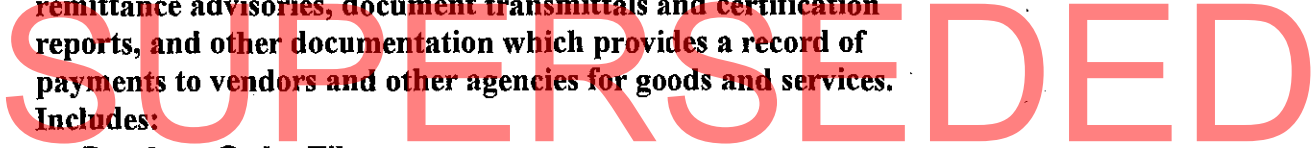
6 Years

No

Includes:

- Purchase Order Files
- Field Order Files
- Purchase Requisition Files
- Invoice Voucher Files
- Printing Requisition Files
- Copy Center Request Files
- Travel Expense Payment Files
- Inter-Agency Billing Files
- IRS 1099 Reports/Backup & Transmittal Information

(Revision #1, Approved November 1999)



GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 01005	ENCUMBRANCE AND LIQUIDATION RECORDS		
	Provides for the encumbrance of funds with which to satisfy agency indebtedness. Includes encumbrance requests, registers, and adjustments.	6 Years	No

GS 01006	JOURNAL VOUCHERS		
	Provides a means of entering an accounting transaction into an agency's unique accounting system. May include affidavits of lost or destroyed warrants. See GS 02007 for this record in electronic (AFRS) format. (Revision #1, Approved November 1999)	6 Years	No

SUPERSEDED

GS 01007	DISTRIBUTION OF ACCOUNTS PAYABLE		
	Provides a list of all invoices for non-appropriated items disbursed during each month by general account code, to provide posting data to the general ledger (GS 01009).	6 Years	No

GS 01008	CASH RECEIPTS JOURNAL SUMMARY		
	A summary of cash receipts segregated by fund and source, which serves as a transmittal document for each deposit forwarded to the State Treasurer.	6 Years	No

Sales receipts + disbursements records are attached to

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 01009	GENERAL LEDGER A record of prescribed general ledger accounts, documenting agency receipts, expenditures and balances, by source and fund.	6 Years	No
GS 01010	REVENUE LEDGER A record of agency cash receipts used to support general ledger revenue accounts. May include daily cash listing. (Revision #1, Approved November 1999)	6 Years	No
GS 01011	REVENUE REPORTS A monthly summary of billings made and payments received on interagency agreements and contracts.	6 Years	No
GS 01012	PUBLIC WORKS REQUISITION A record of all requisitions for public works projects processed by the Engineering and Architecture Division of the Department of General Administration.	Work Completed Plus 6 Years	No

SUPERSEDED

Note: Does not cover General Administration Department copy.

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 01013	BANKING RECORDS A record of agency transactions with banks. Includes deposit slips, bank statements, check registers, reconciliation statements and other related documents.	6 Years	No
GS 01014	AGENCY FISCAL POLICIES AND PROCEDURES Memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, instructions issued by OFM and the State Auditor, and any other documentation which is directive in nature or explains policies and procedures relating to the fiscal administration of an agency.	Superseded Plus 6 Years	No
GS 01015	FISCAL OFFICE ADMINISTRATIVE FILES General files pertaining to the administration of an agency fiscal office. Includes copies of documents sent to other offices for action, documents recording office organization and staffing, requests for supplies, office services or equipment, internal activity and workload reporting documents, copies of documents distributed for informational purposes, and other documentation related to the administration of the office. Also may include chief fiscal officer's or comptroller's correspondence and administrative subject files.	2 Years	No

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

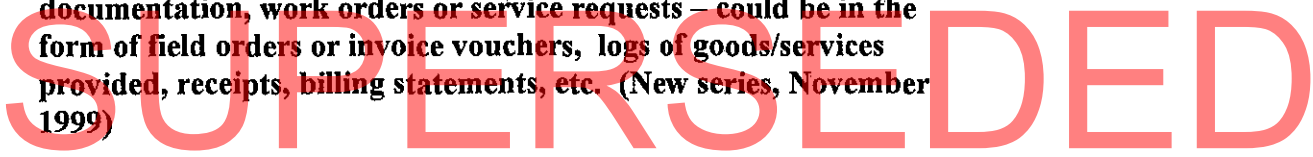
GS 01016

ACCOUNTS RECEIVABLE

Documentation of charges and billing process for goods and/or services rendered. May include "determination of fees" documentation, work orders or service requests – could be in the form of field orders or invoice vouchers, logs of goods/services provided, receipts, billing statements, etc. (New series, November 1999)

6 Years

No



GS 01017

REPORTS FOR INDIVIDUAL EMPLOYEE TRAVEL CREDIT CARDS

Cumulative report of all activity by individually issued credit cards intended for travel and related expenses, i.e., American Express Corporate Services Profile Reports. (The individual employee card member is responsible for payment in full of all charges on this account. The state has no responsibility for payment.) (New series, November 1999)

90 Days

No

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 01040	BUDGET PREPARATION WORKING FILES Documentation of agency budget planning processes for biennial budget proposals. May include correspondence, reports, memos, drafts, statistics, and related documents.	End of Biennium Plus 2 Years	No
GS 01041	CAPITAL AND OPERATING BUDGETS Capital and operating budget detail for an agency, as passed by the Legislature and signed by the Governor.	End of Biennium Plus 4 Years	Yes
GS 01042	ALLOTMENTS Allotment detail maintained in accordance with applicable OFM allotment instructions.	End of Biennium Plus 4 Years	No
GS 01043	ALLOTMENTS AND EXPENDITURE LEDGER A record of allotments and corresponding expenditures segregated by fund.	End of Biennium Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 01044	PROGRAM EXPENDITURE LEDGER		
	A record of expenditures by each program within an agency.	End of Biennium Plus 6 Years	No

GS 01045	BUDGET ACTIVITY AND STATUS REPORTS		
	Reports of the status of revenue allotments and expenditures by source and fund for each month.	End of Biennium Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 01050	CONTRACTS FOR PURCHASES, PURCHASED SERVICES, LEASES OR RENTALS Agreements for the purchase of goods and services, or the lease or rental of vehicles or other equipment. Includes back-up documentation for the contract award process and contracts not entered into. Also includes pre-signed contracts.	Termination of Contract Plus 6 Years	No
GS 01051	PERSONAL SERVICE CONTRACTS <i>(Private Sector)</i> Contracts with individuals or firms for specialized services.	Termination of Contract Plus 6 Years	No
GS 01052	ESCROW AGREEMENTS Agreements between agencies and contractors to place the retained percentage of progress billings in a trust account pending the satisfactory completion of a contract.	Termination of Contract Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 01 Fiscal & Accounting Operations** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 01060	PAYROLL REGISTER Central record of agency payroll, payroll deductions, and the net pay of each agency employee.	10 Years	No
GS 01061	PAYROLL DEDUCTION REGISTERS Central record of the accounting of funds withheld or deducted from each employee's payroll to satisfy payroll deductions. Includes miscellaneous payroll deductions.	6 Years	No
GS 01062	DISTRIBUTION OF PAYROLL AND RELATED COSTS A detailed distribution account of the payroll costs for each agency employee.	6 Years	No
GS 01063	YEAR-TO-DATE PAYROLL REGISTER A cumulative summary of payroll expenses for each agency employee.	6 Years	No
GS 01064	QUARTERLY REPORT OF WAGES A report of the total personnel costs of each agency, detailing the status of each employee, pay range, and total wages paid to date.	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 02 Agency Financial Reporting System (AFRS) & Combined Annual Financial Reports (CAFR)**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 02

AGENCY FINANCIAL REPORTING SYSTEM (AFRS) AND COMBINED ANNUAL FINANCIAL REPORTS (CAFR)

AFRS is a central state accounting system maintained by the Office of Financial Management (OFM). AFRS reports are issued daily, weekly, monthly, quarterly, and on-demand. They are available electronically, in hard-copy or microfiche, as requested by agencies. CAFR reports are available on demand. AFRS is backed up in an electronic format by OFM and **retained ten years.**"

SUPERSEDED

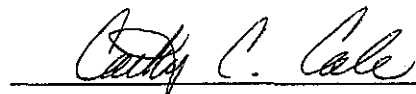
Any agency not using AFRS reports should apply the functions and retention periods of the following records retention schedules to the reports used in lieu of AFRS.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.


Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 02001 - GS 02011 and GS 02020 - GS 02021, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 02 AFRS

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 02001	DTR – TAS REPORTS Treasury Accounting System Accounting Reports.	3 Years	No
GS 02002	DTR9 – IN-PROCESS REPORTS Detailed information for in-process OFM general ledger accounts. May be filed in Vendor Payment Files (GS 01004) (Revision #1, Approved November 1999)	3 Years or Until After Audit	No
GS 02003	DAILY REPORTS Detailed financial and statistical reports issued on a daily basis and specialized daily reports requested by state agencies. Includes DWP and DZOTHER reports. <i>(same of AFRS report)</i>	90 Days	No
GS 02004	WEEKLY REPORTS Reports of agency financial and statistical activity reported on a weekly basis, and specialized weekly reports requested by state agencies. Includes WWP and WZOTHER reports. (Revision #1, Discontinued, November 1999)	90 Days	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 02 AFRS**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 02005	MONTHLY REPORTS Detail and summary financial and statistical information reported on a monthly basis. Includes: <ul style="list-style-type: none"> • MAP – Monthly Approved Allotment and Revenue Reports; • MFS – Monthly Financial Statement Reports; • MCP – Monthly Combined Approved & Adjusted Allotment Reports • MTR – Monthly Treasurer Accounting System Reports • MWP – Monthly Working Paper Reports • SWM – Monthly General Ledger Trial Balances (Revision #1, Approved, November 1999)	Administrative Purpose Served	No
GS 02006	QWP – QUARTERLY REPORTS Office of Minority and Women’s Business Enterprises quarterly disbursement and goal performance reports. (Revision #1, Discontinued, November 1999)	4 Years	No
GS 02007	JOURNAL VOUCHERS – POSTED TO AFRS Documentation of financial transactions posted directly to AFRS.	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 02 AFRS**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 02008	MRS – MANAGEMENT REPORTING SYSTEM		
	Supplemental, ad hoc, analytical information on the status of allotments, disbursements, accruals, encumbrances, and variances at varying levels for various time frames. (Revision #1, Approved November 1999)	90 Days	No
GS 02009	DRS – DISBURSEMENT REPORTING SYSTEM REPORTS		
	Automatic and agency-requested reports (for subscribing agencies) of vendor history information, including disbursements, Internal Revenue Service 1099 reporting, and the Office of Women and Minority Enterprise information. (Revision #1, Approved November 1999)	90 Days	No
GS 02010	IRS – IRS 100 – IRS 110 REPORTS		
	Reports relating to the Internal Revenue Service 1099 reporting process. (Revision #1, Discontinued, November, 1999)	90 Days	No
	<u>RECORD SERIES DISCONTINUED, USE GS 01004</u>		
GS 02011	TAPRPT – THE ALLOTMENT PREPARATION SYSTEM		
	Summaries of agency allotments, FTEs and revenue status. (Revision #1, Discontinued, November, 1999)	90 Days	No
	<u>RECORD SERIES DISCONTINUED, USE GS 01042</u>		

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 02 CAFRS**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 02020	CAFR REPORTS Working documents available on demand for analysis of certain financial balance interrelationships and other financial information. Includes: <ul style="list-style-type: none"> • CAF – Financial Balances and Other Information • FED – Federal Revenues and Expenditures • REC – Receivable/Payable Relationship • PAY – Payable/Receivable Relationship (Revision #1, Approved November 1999)	Destroy When No Longer Needed	No
GS 02021	CAFR ANNUAL REPORTS Reports summarizing fiscal year accounting activity. Includes appropriation and expenditure review reports (APREXP) and biennium fund review report (ADMTB—Fiscal Year End). (Revision #1, Discontinued, November 1999)	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll Records**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 03

PERSONNEL AND PAYROLL RECORDS

Records of each state agency's employee, showing the name, title, position held, organizational assignment, salary, changes of employment status, attendance, leaves, performance evaluations, and such other information as may be necessary for the administration of regulations. Personnel and payroll records shall be open to the inspection of the State Personnel Board, State Auditor, and the Director of Personnel or designees. The original personnel and payroll file shall accompany the employee throughout his/her service career including inter-system movement.

SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

NOTE: See GS 01060 – 01064 for accounting retentions of payroll records.

GS 03001 - GS 03023 and GS 03030 - GS 03035, Inclusive, Approved by the State Records Committee

Mary J. Diaz

For the Attorney General

Bob C. Cole

For the State Auditor

Philip Coombs

For the State Archivist

Paul Newman

For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
<p>GS 03001</p> <p><i>Specific to Employee Can include CO's</i></p>	<p>PERSONNEL RECORD FOLDERS</p> <p>Documentation related to an employee's state employment history, including: application, resume, position held, assignment(s), attendance, leave, telecommuting agreements, employee profiles, management development and performance plan, memoranda and correspondence, and other documents relating to the personnel history of a state employee. (Revision #1, Approved November 1999)</p>	<p>Termination of Employment Plus 7 Years</p>	<p>No</p>
<p>GS 03002</p>	<p>EMPLOYEE PERFORMANCE EVALUATIONS</p> <p>Evaluations of state employee work performance, prepared by his or her supervisor on a regular schedule.</p>	<p>Completion of Evaluation Plus 3 Years</p>	<p>No</p>
<p>GS 03003</p>	<p>GRIEVANCE FILES (FORMAL)</p> <p>A record of complaints and grievances by state employees regarding work place issues, but not including discrimination or sexual harassment.</p>	<p>Resolution of Case Plus 6 Years</p>	<p>No</p>
<p>GS 03004</p>	<p>APPEALS TO THE PERSONNEL APPEALS BOARD</p> <p>Records pertaining to employee appeals or law suits against the agency by state employees. Includes appeals, responses, legal actions, correspondence and related documentation. DOES NOT APPLY TO PERSONNEL APPEALS BOARD RECORDS.</p>	<p>Final Determination Plus 2 Years</p>	<p>No</p>

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03005	PERSONNEL COMPLAINTS - UPHELD Personnel complaints filed against or by state employees. Includes documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. (Revision #1, Approved November 1999)	Final Determination Plus 10 Years	No
GS 03006	PERSONNEL COMPLAINTS, EXONERATED Personnel complaints filed against or by state employees in which the complaint proved to be unsubstantiated. NOTE: Information regarding employee misconduct that is determined to be false and in all situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed, unless the employee requests that the information be retained, or it's related to pending legal action or legal action is expected to result (taken from 41.06.450RCW). (Revision #1, Approved November 1999)	Destroy Upon Exoneration	No
GS 03007	EMPLOYEE TRAINING/CLOCK HOUR CREDITS Various forms, sign-up sheets and reports documenting courses attended by state employees. Also see GS 22 (Training).	Termination of Employment Plus 7 Years	No
GS 03008	JOB SPECIFICATIONS Descriptions of job classifications which apply to positions held by the employees of a state agency. DOES NOT APPLY TO DEPARTMENT OF PERSONNEL MASTER FILES.	Destroy After Superseded	No

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03009	PERSONNEL REPORTS Various reports generated by the Department of Personnel and made available to state agencies. The reports document employee information such as position changes, activity summary, affirmative action, <u>position costs</u> , seniority dates, under-fill, over-fill, termination, employee positions and status, new hire, non-permanent tracking, multi-fill, and similar topics.	Superseded Plus 6 Years	No
GS 03010	POSITION FILES History of each position within the agency. Includes vacancies, reallocations, training plan, selective certification documentation, classification questionnaire, etc. (Revision #1, Approved November 1999)	Destroy After Position Abolished or Revised	No
GS 03011	REASONABLE ACCOMMODATION FILES Documentation of the provision of reasonable accommodations provided by the agency in order to meet the requirements of reasonable accommodations for employees with special needs. (Revision #1, Approved November 1999)	Termination of Employment Plus 7 Years	No
GS 03012	EMPLOYEE RECRUITMENT Documentation of the entire process used in recruiting and hiring new employees. (Revision #1, Approved November 1999)	Position Filled Plus 3 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03013	TUITION REIMBURSEMENT Provides a record of courses taken by employees for which tuition reimbursement was provided by the agency. Also see GS 22 (Training).	Completion of Course Plus 6 Years	No
GS 03014	GRIEVANCES <i>(New fourth title of complaint at employee's expense)</i> A record of personnel grievance actions which are less formal than complaints. (Revision #1, Discontinued, November 1999)	Final Determination Plus 2 Years	No
<u>RECORD SERIES DISCONTINUED, USE GS 03003</u>			
GS 03015	INJURY CLAIMS Claims by employees injured on the job. Includes L & I claim forms, accident report, reports from doctors, agency responsibility forms and related documentation. DOES NOT APPLY TO LABOR AND INDUSTRIES DEPARTMENT INJURY CLAIMS FILES.	Claim Settled Plus 6 Years	No
GS 03016	INJURY CLAIMS, EYE INJURIES Claims by employees with eye injuries on the job. Includes L & I claim forms, accident report, reports from doctors, agency responsibility forms and related documentation. DOES NOT APPLY TO LABOR AND INDUSTRIES DEPARTMENT INJURY CLAIMS FILES.	Claim Settled Plus 10 Years	No

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03017	VOLUNTEER FILES Applications, agreements, L & I forms, and other information pertaining to volunteers.	Termination of Service Plus 6 Years	No
GS 03018	AGENCY REDUCTION IN FORCE PLAN Agency policies and procedures pertaining to Reduction in Force actions.	Superseded Plus 6 Years	No
GS 03019	AGENCY REDUCTION IN FORCE FILES Documentation of reduction in force actions by state agencies. Includes documentation of the process and its implementation, agency decisions, reports, correspondence, organizational charts, meeting minutes, administrative notes, and other documentation related to a reduction in force action.	Conclusion of Any Action Pending Plus 6 Years	No
GS 03020	AGENCY RULES AND REGULATIONS FOR EMPLOYEES Rules and regulations adopted by state agencies to govern the behavior of their employees.	Superseded Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03021	EMPLOYEE RECOGNITION/APPRECIATION CEREMONIES OR AWARDS	2 Years	No
	<p>A record of agency- or division-wide employee recognition efforts and events to include meeting minutes, plans, awards, location, details of events and copies of expenditure records. (New series, November 1999)</p> <p>NOTE: for Brainstorm or TIP records, see GS 09012.</p>		
GS 03022	APPLICATIONS/RESUMES RECEIVED – NOT INTERVIEWED	6 Months	No
	<p>Any request for job consideration, solicited or non-solicited, not interviewed. (New series, November 1999)</p>		
GS 03023	ON-THE-JOB-TRAINEE FILES	Training Terminated Plus 6 Years	No
	<p>Provides a record of trainee's dates of service, training plan, evaluation reports, correspondence, ADA requirements, etc. (New series, November 1999)</p>		

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 03030

ATTENDANCE RECORDS

*Section wide
Reports
files*

A record of the attendance of state employees including annual leave, sick leave, compensatory time, personal holidays, and other records pertaining to attendance.

Administrative Purpose
Served Plus 3 Years

No

GS 03031

PAYROLL FILES

Documentation of employee pay status, miscellaneous payroll deductions, internal revenue information, insurance plans, and other documentation concerning employee payroll. Note: In the event of an employee transfer, current miscellaneous deductions and forms for insurance, etc., are forwarded to gaining agency. Remainder of the file is kept by the originating office. (Revision #1, November, 1999)

Termination of
Employment Plus 7
Years

No

SUPERSEDED

GS 03032

PAYROLL FILES - RETIREMENT VERIFICATION

Salary and employment dates retained for the purpose of retirement verification. (Revision #1, November, 1999)

*Termination of
Employment Plus 60
Years

No

***NOTE:** The sixty-year retention has a five year sunset stipulation. Five years after approval of this schedule, the retention of this series will decrease to 55 years unless the State Records Committee takes other action related to this series.

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 03 Personnel & Payroll**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 03033	PAYROLL REPORTS Various payroll reports used by the personnel/payroll offices to verify actions. Includes payroll certification signed by agency head or designee and all documents that reflect personnel actions, internal revenue reports, Labor and Industries Dept. quarterly reports, savings bonds sign-ups and deposits, garnishments, warrant cancellations, electronic fund transfers, year-to-date cost reports, and various miscellaneous deductions. (Revision #1, Approved November 1999)	Report Received and Verified Plus 6 Years	No
GS 03034	SHARED LEAVE Documentation of the receipt and return of shared leave. Includes donation information. Also includes career shared leave. (Revision #1, Approved November 1999)	Termination of Employment Plus 7 Years	No
GS 03035	TIME KEEPING/TIME AND EFFORT Documentation of federal requirements for quarterly/semi-monthly reports of employee time when federal dollars are expended.	Administrative Purpose Served Plus 10 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 04 Audits and Examinations** Date Approved by the State Records Committee: November, 1999
 (Revision #1 – Only Coversheet Revised)

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 04 Audits and Examinations

Records of internal audits and State Auditor Examinations of state agency programs and fiscal activities.

SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 04001 - GS 04004, Inclusive, Approved by the State Records Committee

Mary J. Diaz

 For the Attorney General

Bob C. Cole

 For the State Auditor

Philip Coombs

 For the State Archivist

Rudy Stead

 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 04 Audits and Examinations** Date Approved by the State Records Committee: **June 13, 1997**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 04001	INTERNAL AUDITS, WORKING PAPERS AND REPORTS Working files containing correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing an internal audit of an agency's programs or offices. May include copies of the final audit or examination report.	3 Years	No
GS 04002	INTERNAL AUDIT, FINAL AUDIT OR EXAMINATION REPORT Final reports of internal audits or examinations.	3 Years After Audit	No
GS 04003	STATE AUDITOR'S REPORTS OF EXAMINATIONS, AGENCY COPY Agency copies of the final reports of audits and examinations performed by the State Auditor's Office.	3 Years After Audit	No
GS 04004	WHISTLEBLOWER INVESTIGATIVE REPORTS Agency copies of State Auditor's Office investigations of allegations of fraud or violations of state laws or regulations.	Case Closed Plus 2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 05 Public Affairs & Public Disclosure** Date Approved by the State Records Committee: **November, 1999**
 (Revision #1 – Only Coversheet Revised)

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 05

Public Affairs and Public Disclosure

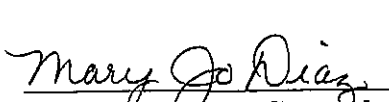
Records of contacts with the general public, the media, the legal community and others, regarding state agency policies, activities and actions. Includes information releases, public information, office files, requests for information and records under the terms of the Public Disclosure Act, and less formal requests concerning state agency records and information.

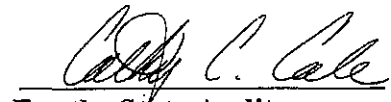
SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

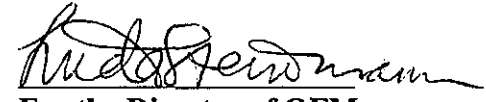
Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 05001 - GS 05006, Inclusive, Approved by the State Records Committee


 For the Attorney General


 For the State Auditor


 For the State Archivist


 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 05 Public Affairs & Public Disclosure** Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 05001	PUBLIC DISCLOSURE ACT, REQUESTS AND APPEALS Formal requests for access to state agency records filed by the public, the media, or other agencies, under the terms of the Public Disclosure Act (RCW 42.17). Includes initial requests, agency responses, and documentation related to appeals in cases in which access is denied.	Final Disposition Plus 1 Year	No
GS 05002	GENERAL REQUESTS FOR INFORMATION Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. Does not include formal requests filed under the terms of the Public Disclosure Act.	Response to Request Plus 1 Year	No
GS 05003	PRESS RELEASES Press or news releases issued by an agency to the media to inform the public about events, activities and accomplishments.	Date of Issue Plus 2 Years	Yes
GS 05004	NEWSLETTERS AND BULLETINS, INTERNAL AND EXTERNAL Internal and external newsletters and bulletins designed to provide information about agency activities.	<i>Date of Document</i> 2 Years	Yes

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 05 Public Affairs & Public Disclosure** Date Approved by the State Records Committee: **June 13 1997**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 05005	PUBLIC INFORMATION OFFICE, SUBJECT FILES Records documenting the activities of an agency, generally organized by subject. Provides a record of events, issues and subjects related to an agency's programs, missions and activities. Used to provide background information in responding to public information requests.	2 Years	Yes
GS 05006	PUBLIC INFORMATION OFFICE, ADMINISTRATIVE FILES Correspondence, memos, complaints, reports, files on events, and other records concerning the general administration and operation of the office.	2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 06 Purchasing Records**
(Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 06

Purchasing Records

General Purchasing records used by state agencies for procuring services, supplies and equipment.

Note: See GS.01 for other fiscal records.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 06001 - GS 06006, Inclusive, Approved by the State Records Committee

Mary Jo Diaz
For the Attorney General

W. C. Cole
For the State Auditor

Philip Counts
For the State Archivist

Rudolph Seidman
For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 06 Purchasing Records**

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 06001	SUPPLY AND EQUIPMENT REQUESTS Internal agency documents used to request the purchase of supplies and equipment.	30 Days After Date of Receipt	No
GS 06002	PURCHASE AUTHORITY Authority for an agency to accomplish its own purchases. May be State Form GEN-PUR-007 or similar agency-specific form.	6 Years	No
GS 06003	PROPERTY DISPOSAL REQUEST Authorization for the sale or exchange of surplus state property in an agency's inventory. May be State Form SF 267 or similar agency-specific form.	Disposal Date Plus 6 Years	No
GS 06004	INVITATION TO BID Solicitation of sealed bids from vendors. May be State Form GEN-PUR-008 or similar agency-specific form.	Closure of Bid Plus 6 Years	No
GS 06005	PURCHASING CONTRACT DOCUMENTS Contract package issued by the Division of Purchasing/Procurement for use by agencies as a term contract for specified goods and services. State Form GAP 110.	End of Contract Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 06 Purchasing records

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 06006

Vendor Bonds

Bid Bonds (SF 351), Annual Bid Bonds (SF 350), Payment and Performance Bonds (SF 352), and agency-specific bonds serving the same purpose, binding vendors of goods and services to the state to certain obligations and levels of performance as specified in the language of the bond.

Expiration of Bond Plus
6 Years

No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 07 Travel Records**
(Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 07

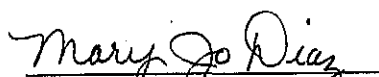
Travel Records

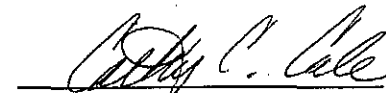
Records pertaining to state employee travel requests and reimbursement for travel expenses. Note: See GS 01 for other fiscal records.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 07001 - GS 07003, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 07 Travel Records**

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 07001	TRAVEL EXPENSE VOUCHERS Vouchers submitted to claim reimbursement for employee travel expenses. May be State Form A20 or similar form serving the same purpose.	6 Years	No
GS 07002	TRAVEL AUTHORIZATIONS Requests by employees for authorization to travel or for advance payment for travel expenses. May be State Form A40 or similar form serving the same purpose.	6 Years	No
GS 07003	STATE VEHICLE USAGE REPORT Quarterly report of vehicle usage by state agencies. May be State Form A34 or similar form serving the same purpose.	2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 08 Telecommunications**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

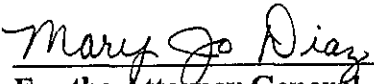
GS 08 TELECOMMUNICATIONS

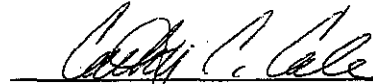
Records documenting the administration of telecommunications services provided to state agencies.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.


Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 08001 - GS 08004, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 08 Telecommunications**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 08001	TELECOMMUNICATIONS SERVICE AND ORDER REQUESTS Requests by state agencies to the Department of Information Services or other service providers for telephone service, installation or repairs, and responses to the requests. Includes requests for voice mail, network and data circuit services, and other telecommunications services.	1 Year	No
GS 08002	SCAN SYSTEM AUTHORIZATION REQUESTS Requests by state agencies for assignment, changes in assignment, changes in authorization levels, or cancellation of SCAN remote access. Includes related correspondence and memoranda in addition to the SCAN requests.	Destroy After Request is Approved or Denied	No
GS 08003	CUSTOMER SERVICE AGREEMENT Documentation for Customer Service Agreement contracts with the Department of Information Services. Includes service estimates and contract amendments.	Final Payment on Contract Plus 6 Years	No
GS 08004	SCAN ACCOUNT DETAIL REPORT Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The "Official Copy" may be the agency's copy of the billing or the employee-signed copy. (Revision #1, Approved November 1999)	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 09

GENERAL OFFICE OPERATIONS

Records created in the process, planning and carrying out the routine administrative tasks of an agency or office. Includes routine correspondence, subject files, tracking and control records, and transitory records.

GS 09 applies to routine administrative records in paper, electronic and other formats. It does not apply to executive level records files (see GS 10) or agency program files (should be scheduled uniquely - see Appendix A for definition).

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 09001 - GS 090016, Inclusive, Approved by the State Records Committee

Mary Jo Diaz
For the Attorney General

John C. Cole
For the State Auditor

Philip Combs
For the State Archivist

Judith Steinman
For the Director of OFM

*Generated
on
Received*

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 09001	<p>ROUTINE GENERAL OFFICE POLICIES AND PROCEDURES</p> <p>Policies and procedures covering the routine, day-to-day operations of an office or unit.</p> <p>Does not include agency mission-related policies and procedures. See GS 10002.</p>	<p>Destroy When Superseded</p>	<p>No</p>
GS 09002	<p>OFFICE REFERENCE FILES</p> <p>Reference files containing copies of correspondence, memoranda, copies of reports, studies, articles, reference copies of minutes, distribution lists, and other general reference information on office administrative issues and concerns, used to support administrative analysis, planning and development. (Revision #1, Approved November 1999)</p> <p>Does not include executive level records (see GS 10) or program level files.</p>	<p>Destroy When No Longer Needed</p>	<p>No</p>
GS 09003	<p>TRANSITORY ADMINISTRATIVE FILES</p> <p>Records temporarily required in day-to-day administrative operations. May include notes, telephone message slips, routine requests for information, and similar documents of a transitory nature.</p>	<p>Destroy When No Longer Needed</p>	<p>No</p>

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 09004	READING OR DAY FILES Extra copies of correspondence, memos, reports, and other documents, assembled in chronological or subject order for quick reference purposes.	Destroy When No Longer Needed	No
GS 09005	GENERAL CORRESPONDENCE Routine correspondence concerning day-to-day office administration and activities. Includes correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters. Does not include program correspondence, executive-level correspondence or correspondence concerning policies and procedures (see GS 10).	30 Days	No
GS 09006	ADMINISTRATIVE PLANNING AND PROJECT WORKING FILES Project design plans, survey forms, charts, diagrams, statistics, preliminary analysis reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys, and planning studies. Does not include executive-level planning files (see GS 10) .	2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 09007	REPORTS OF ROUTINE PLANNING AND STUDIES Reports of studies, surveys, management audits and similar operations which analyze routine administrative operations, procedures or processes. Does not apply to agency-level studies and reports which involve major policy issues or agency-wide administrative matters (see GS 10).	2 Years	No
GS 09008	ROUTINE OPERATIONAL PLANS Plans developed to guide routine administrative operations. Typically includes work plans and plans for specific administrative projects. Does not apply to agency-level planning which involves major policy issues or agency-wide administrative matters.	2 Years	No
GS 09009	MINUTES AND FILES OF GENERAL OFFICE MEETINGS Minutes, agendas and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or vehicles for communication. (For explanation and guidelines regarding meeting notes and tapes, see Appendix B.) (New series, November 1999)	2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 09010	MINUTES & FILES OF POLICY-SETTING MEETINGS Minutes, agendas and meeting files from meetings which formulate policy, rules or regulations for an agency or a number of state agencies. (For explanation and guidelines regarding meeting notes and tapes, see Appendix B.) (New series, November 1999)	6 Years	Yes
-----------------	---	----------------	------------

Does not include program meetings or governing body meetings.

GS 09011	CALENDARS, APPOINTMENT BOOKS, ROUTINE TELEPHONE LOGS A record of employee appointments, schedules, meetings, visitors, routine phone call logs, etc. (New series, November 1999)	90 Days	No
-----------------	--	----------------	-----------

GS 09012	BRAINSTORM/TEAM INCENTIVE PROGRAM (TIP) DOCUMENTATION Agency copies of all documentation regarding Brainstorms or Team Incentive Program proposals. May include: application copies, correspondence, award ceremony documentation, evaluations, etc. This series does not include fiscal documentation of prize money. (New series, November 1999)	2 Years	No
-----------------	--	----------------	-----------

NOTE: Secretary of State's office retains the most important copy. For agency administered programs, see GS 09013.

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 09 General Office Operations**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 09013	EMPLOYEE SUGGESTION PROGRAM Copies of all documentation regarding an agency's Employee Suggestions Program. May include: application copies, correspondence, award ceremony documentation, evaluations, etc. This series includes fiscal documentation of any prize money awarded. (New series, November 1999) <i>of agency administers Brainstorm program</i>	6 Years	No
GS 09014	LABOR UNION RELATIONS FILES All documentation related to labor union administrative business. May include correspondence, meeting files and minutes, etc. (New series, November 1999)	2 Years	No
	NOTE: for files regarding grievances see GS 03003.		
GS 09015	UNION LABOR CONTRACTS Records of contract negotiation proceedings, contracts, related correspondence, amendments, etc. (New series, November 1999)	Until Superseded or Terminated Plus 6 Years	No
GS 09016	COMPLAINTS, POLICY OR PROCEDURAL Complaints filed by state employees or the public relating to a policy and/or its implementation, procedures, or business practices that are being followed. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. (New series, November 1999)	Resolution Plus 3 Years	No

SUPERSEDED

Casler, Diana

From: House, Ken
Sent: Wednesday, December 15, 1999 8:38 AM
To: Vanderhoof, Mary; Casler, Diana
Subject: FW: GS 10

FYI

Ken House

Records Center & Records Management
Division of Archives & Records Management
Office of the Secretary of State
MS: 40238
Olympia, WA
(360) 586-4900

-----Original Message-----

From: Hastings, Dave
Sent: Tuesday, December 14, 1999 9:02 AM
To: 'cindy.lindley@doh.wa.gov'
Cc: House, Ken
Subject: GS 10

Hi Cindy,

In response to your question as to where GS 10 should be used, I wish I could give you a definitive answer, but it is not that easy. Anyway, the purpose of General Schedule 10 is to identify those records generated at the executive, policy-making, major decision making, levels of state government, to ensure that they are kept so that a history of the decisions and activities of state agencies may be preserved.

Exactly what level that is varies from agency to agency, depending on size and functions. In a small agency, GS 10 might only apply to the director and his/her immediate staff. In larger agencies it would apply to the head of the agency, deputy directors, assistant directors, etc. The rule of thumb is the level of decision-making and control. If policy and major decisions are involved, then the office should be GS 10. If the office is only involved in routine administrative matters, then GS 9 would apply.

Because every state agency is different it is difficult to establish general retention schedules which are completely cut and dried, so it is up to the agency records officers, in consultation with agency managers and the Division of Archives and Records Management to make the appropriate decisions.

In my opinion, in the case of the Dept. of Health, the directors office, deputy directors, and assistant directors all manage programs of sufficient importance to warrant a designation of GS 10.

Hope this helps,

Dave Hastings
Archives

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 10 Executive Level Admin. Records**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 10

EXECUTIVE LEVEL ADMINISTRATIVE RECORDS

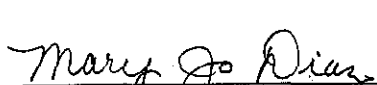
Administrative records from the executive level of an agency. Includes records which document the policies, procedures and administration of an agency. Records created at this level of a state agency are all considered to be "archival" and must be transferred to the State Archives after the official retention has been satisfied.

~~GS 10 does not include routine office records (see GS 09) or program level records (see Appendix A for definition).~~

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 10001 - GS 10012, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 10 Executive Level Admin. Records** Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 10001

MAJOR ADMINISTRATIVE STUDIES AND OPERATIONAL PLANS

Major administrative studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement, or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. Includes strategic plans and comprehensive plans for the administration, reorganization or operation of an entire agency or major sub-division of an agency.

4 Years

Yes

Does not apply to program-specific plans.

GS 10002

ADMINISTRATIVE POLICIES AND PROCEDURES

Administrative policies and procedures issued at the executive level of an agency to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include formal directives, formal policy statements, printed or published procedures manuals, bulletins, orders, rules, or notices.

**6 Years After
Superseded**

Yes

Does not apply to policies and procedures which regulate activities outside the agency or ones that are established through statute or through Washington Administrative Code (WAC) procedures.

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 10 Executive Level Admin. Records

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 10003	<p>ADMINISTRATIVE SUBJECT FILES AND GENERAL DOCUMENTATION</p> <p>Executive level documentation of the administration of agency activities. May include organizational charts, narrative reports, reports from agency divisions and sub-divisions, studies, news releases, newspaper clippings, correspondence, copies of minutes of meetings, management team meeting minutes, agendas, and other materials. (Revision #1, Approved November 1999)</p> <p>Does not apply to program-level records (see Appendix A for definition).</p>	4 Years	Yes
GS 10004	<p>GOVERNING BODY MEETING FILES AND MINUTES</p> <p>Minutes and meeting files of the governing body of an agency, such as the State Board of Health, State Transportation Commission, or State Land Commission, if the agency is so governed. (May include multi-media recordings - for explanation and guidelines regarding meeting notes and tapes, see Appendix B. (Revision #1, Approved November 1999)</p>	6 Years	Yes
GS 10005	<p>PAPERS OF EXECUTIVE DIRECTION</p> <p>A record of formal statements at the executive level of an agency, in regard to agency policy, actions, and mission. May include formal issuances, directives, records of briefings, and presentations of policy in any form.</p>	4 Years	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 10 Executive Level Admin. Records** Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 10006	SPEECHES AND WRITINGS A record of speeches, tapes and videos of speeches, and transcripts of speeches, written presentations and other writings by the agency head or other executive level official, concerning agency policy, concerns, actions or issues.	6 Years	Yes
GS 10007	OFFICIAL CORRESPONDENCE Correspondence and memos at the executive level, concerning policy issues, concerns, actions or issues.	4 Years	Yes
GS 10008	EXECUTIVE CALENDARS A record of appointments, "to do" lists, and meeting schedules. Provides a day by day record of official activities. If maintained in electronic form the information should be printed out as often as necessary to provide a daily record.	4 Years	Yes
GS 10009	RULES AND REGULATIONS (WASHINGTON ADMINISTRATIVE CODE) Agency records of filings, hearings, justification statements, meeting tapes and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC). (Revision #1, Approved November 1999)	Implementation Plus 6 Years	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 10 Executive Level Admin. Records** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 10010	ANNUAL AND BIENNIAL REPORTS Summaries of the important activities and accomplishments of an agency in narrative and statistical form.	4 Years	Yes
GS 10011	QUALITY IMPROVEMENT DOCUMENTATION Documentation of an agency's development of a plan and process for quality improvement. May include meeting documentation, plans, reports, presentations, training materials, correspondence, stats, recommendations, etc. (New series, November 1999)	6 Years	Yes
GS 10012	OFFICIAL APPOINTMENT RECORDS A record of the procedure by which members are asked to serve by appointment or recommendation on any committee, council, board or task force. May include: correspondence, official appointment letters, instructions, notice of termination or re-appointment, etc. (New series, November 1999)	Termination of Appointment Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 11 Records Management Records Date Approved by the State Records Committee: November, 1999
(Revision 1)

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 11

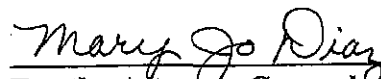
RECORDS MANAGEMENT RECORDS

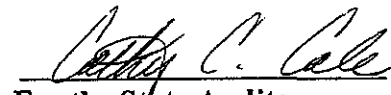
Records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices.

SUPERSEDED
The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 11001 - GS 11008, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 11 Records Management Records** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 11001	RECORD TRANSMITTAL FORMS Agency-generated list of records transferred from state agency offices to off-site storage at the State Records Center, the State Archives or elsewhere. Includes essential records, microfilm, inactive records, archival records, electronic records, and any other material defined as a "public record" under state law. (Revision #1, Approved November 1999)	Final Disposition of Records Plus 6 Years	No
GS 11002	MICROFILM SERVICES Documentation of relations between state agencies and microfilm service bureaus (including the State Imaging Services Bureau). Includes requests for service, interagency agreements, and contracts itemizing labor and material costs of microfilming records. (Revision #1, Approved November 1999)	Provision of Service or Termination of Contract Plus 6 Years	No
GS 11003	RECORDS RETENTION SCHEDULES – AGENCY SPECIFIC Records retention schedules prepared by a state agency to provide for the legal disposition of record series specific to that agency. Provides detailed information on the records, including record series title, function, retention period, final disposition, and archival status. The Division of Archives and Records Management has responsibility for the most important copy.	Superseded or Last Record Disposed of Plus 1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 11 Records Management Records** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 11004	RECORDS RETENTION SCHEDULES – GENERAL General records retention schedules prepared by the Division of Archives and Records Management to provide for the legal disposition of state records common to more than one state agency. Provides detailed information on the records, including records series title, function, retention period, final disposition, and archival status. The Division of Archives and Records Management has responsibility for the most important copy of the General Records Retention Schedules. (Revision #1, Approved November 1999)	Destroy After Superseded	No
GS 11005	RECORD DISPOSITION NOTICES A record of the disposition of state agency records through transfer to the State Records Center, the State Archives, or destruction in-house. May include memoranda concerning the disposition of the records, State Records Center Destruction Lists, or other documentation showing the date that a record was either transferred out of the custody of the office of origin or destroyed.	Disposition Plus 6 Years	No
GS 11006	REQUESTS FOR RETURN OF RECORDS FROM THE STATE RECORDS CENTER A record of state agency requests for the return of records from the State Records Center. The State Records Center retains the most important copy.	Completion of the Transaction then Destroy	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 11 Records Management Records** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 11007	RECORDS MANAGEMENT PROGRAM SUBJECT FILES Records used to support the administration of an agency records management program, generally arranged by subject. May include management plans, surveys, reports, correspondence with program units, correspondence with the Division of Archives and Records Management and other state agencies, articles, training materials, information booklets and brochures, program announcements, and related records.	Administrative Purpose Served Plus 2 Years	No
GS 11008	RECORDS MANAGEMENT POLICIES AND PROCEDURES Policies and procedures developed by state agencies and by the division of Archives and Records Management pertaining to the maintenance of records management programs.	Superseded Plus 2 Years	No
GS 11009	RECORDS SCHEDULES – ESSENTIAL Listings of public documents designated by individual state agencies to be essential for the reestablishment of normal operations during and after an emergency. New series, November 1999)	Superseded Plus 1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 12 Forms Management**
 (Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 12

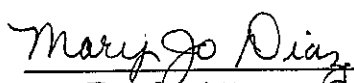
Forms Management

Documentation of state agency efforts to control and standardize form creation and design, and to monitor the use of forms.

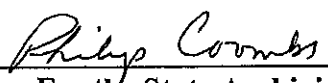
The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 12001 - GS 12004, Inclusive, Approved by the State Records Committee


 For the Attorney General


 For the State Auditor


 For the State Archivist


 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 12 Forms Management**

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 12001	FORM HISTORY FILES Records created to control the creation, design, use and revision of agency forms. Includes initial requests for forms, purpose of form, expected usage, copies of the original form and revisions, and related documentation.	Life of Form Plus 2 Years	No
GS 12002	FORM ORDER REQUESTS Documentation of the printing of forms. Includes authorizations for the expenditure of funds.	Date Ordered Plus 6 Years	No
GS 12003	FORMS INVENTORY FILES Inventories of stocks of forms on hand.	Destroy When Superseded or Obsolete	No
GS 12004	FORMS MANAGEMENT PROGRAM SUBJECT FILES Records supporting the administration of an agency forms management program, generally arranged by subject. May include correspondence, memoranda, reports, guidelines, articles, vendor information, sample forms, copies of internal policies and procedures, and other documents related to forms design, management and control.	Administrative Purpose Served Plus 2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 13 Mail Services**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

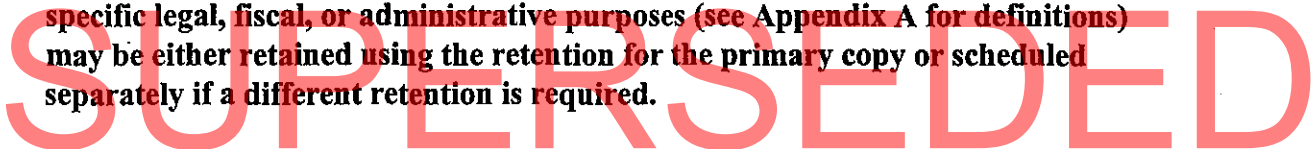
GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 13 MAIL SERVICES

Records documenting the operations of state agency mail room services.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.



GS 13001 - GS 13010, Inclusive, Approved by the State Records Committee

Mary Jo Diaz

For the Attorney General

Cathy C. Cole

For the State Auditor

Philip Combs

For the State Archivist

Rudolf Seidman

For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 13 Mail Services**

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 13001	MAIL PICKUP AND DELIVERY RECORDS		
	Mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts, and related records. Includes, but no limited to: Receipt for Certified Mail, Mail Arrival Notice, Certificate of Mailing, Return Receipt for Registered, Insured and Certified Mail, Sender's Statement and Certificate of Bulk Mailing, Return Receipt for International Mail, Special Delivery Notice, and receipts for the pickup of parcels and packages by such private vendors as UPS and Federal Express.	3 Years	No
GS 13002	MAIL SERVICES SUBJECT FILES		
	Records documenting the administration of agency mail services, includes correspondence, memoranda, reports, vendor materials, operating manuals, rate schedules, copies of policies and procedures, and other related records. Also may include Consolidated Mail Service Interagency Mail Survey Form.	Destroy When Administrative Purpose Served	No
GS 13003	POSTAGE METER RECORDS		
	A record of the number and classification of items mailed by agency and office. Includes Daily Record of Meter Readings, Application for Postage Meter License, and related documentation.	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 13 Mail Services**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 13004	RECORD OF POSTAL CHARGES General accounting records for postal activities. Includes Application and Voucher for Refund of Postage Fees, Invoice Voucher Request for Payment to U.S. Postal Service, Postal Service Charge Verification, Daily Cash Report, Post Office Receipt of Money, Receipt for Postage Meter Readings, Postage Due Bill, and related documentation.	6 Years	No
GS 13005	APPLICATIONS AND PERMITS - PERIODICAL MAIL (2ND CLASS) U.S. Postal Service authorization to send out second class mail. (Revision #1, Approved November 1999)	6 Years	No
GS 13006	STATEMENT OF MAILING SECOND CLASS PUBLICATIONS U.S. Postal Service statement authorizing the mailing of publications via second class mail.	6 Years	No
GS 13007	STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION Biennial statement submitted to the U.S. Postal Service showing ownership and total distribution of agency publications.	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 13 Mail Services

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 13008	STATEMENT OF BULK RATE MAILINGS Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for bulk rate mailing.	6 Years	No
GS 13009	STATEMENT OF MAILING WITH PERMIT IMPRINTS Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for special postage rate.	6 Years	No
GS 13010	FIRM MAILING BOOK A record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 14 Information Services
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 14

INFORMATION SERVICES

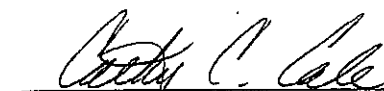
Documentation of computer services, computer system management, and computer network management.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 14001 - GS 14035, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14001	SYSTEMS AND APPLICATIONS DEVELOPMENT Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence.	Completion of Project and Disposition or Transfer of System Data to a New Operating Environment, Plus 1 Year	No
GS 14002	SYSTEM SPECIFICATIONS User and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flowcharts, and input/output specifications.	Completion of Project and Disposition or Transfer of System Data to a New Operating Environment, Plus 1 Year	No
GS 14003	DATA DOCUMENTATION Records created during system development or modification and used to access, retrieve or manipulate data. Data documentation may include, but is not limited to, data element dictionaries, file layouts and code books.	Completion of Project and Disposition or Transfer of System Data to a New Operating Environment, Plus 1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 14004

PROGRAM LISTING AND SOURCE CODE

Automated program code which generates the machine language instructions used to operate an automated information system.

Retain for 3 Update Cycles After Code is Modified or Replaced. Destroy 1 Year After Discontinuance of System, But Not Before System Data is Destroyed or Transferred to a New Operating Environment.

No

SUPERSEDED

GS 14005

TECHNICAL PROGRAM DOCUMENTATION

Paper copy of program code, flowchart, maintenance log, system change notices, and other records documenting modifications to computer programs.

Completion of Project and Disposition or Transfer of System Data to a New Operating Environment, Plus 1 Year

No

GS 14006

TEST DATA BASE FILES

Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.

Destroy When No Longer Needed, But Not Before Acceptance of Test Results

No

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997


GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14007	DATA PROCESSING OPERATING PROCEDURES Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of a data processing operation.	Retain Current Plus Two Previous Generations. Retain Last Generation for 1 Year After Discontinued	No
GS 14008	SYSTEM DOCUMENTATION Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	Destroy After Hardware or Software is Discontinued, But Not Before Data is Migrated to a New System	No
GS 14009	OPERATING SYSTEM HARDWARE CONVERSION PLAN Records relating to the replacement of equipment or computer operating systems.	Successful Conversion Plus 1 Year	No
GS 14010	DISASTER PREPAREDNESS AND RECOVERY PLANS Records relating to the protection and reestablishment of data processing services in the case of a disaster.	Destroy After Superseded	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14011	SYSTEM AND DATABASE BACKUP FILES Copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss. Includes records of the location and status of backup copies.	Destroy After 3 Backup Cycles	No
GS 14012	SYSTEM USERS ACCESS FILES Electronic or textual records created to control or monitor individual access to a system and its data. Created for security purposes, including, but not limited to, user account records, security logs and password files. 	Destroy After Last Access Plus 2 Years	No
GS 14013	COMPUTER USAGE FILES Electronic files or automated logs created to monitor computer system usage, including, but no limited to, log-in field system usage files, charge-back files, data entry logs, and records of individual computer program usage.	Destroy After 1 Year	No
GS 14014	SUMMARY COMPUTER USAGE REPORT Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	Destroy 1 Year After Created	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14015	COMPUTER RUN SCHEDULING RECORDS Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Destroy After 30 Days	No
GS 14016	INPUT DOCUMENTS Copies of record or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the original records have been retained by the program unit.	Destroy After Data Input and Any Necessary Verification	No
GS 14017	WORK OR INTERMEDIATE FILES Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	Destroy After Completion of Transaction	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14018	VALID TRANSACTION FILES Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files, and similar records. These Records are not retained to document a program unit action or for audit purposes.	Destroy After 3 Backup Cycles	No
GS 14019	PRINT FILES NOT USED TO DOCUMENT A TRANSACTION Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions.	Destroy After All Print Runs Are Completed and Output Has Been Verified	No
GS 14020	AUDIT TRAIL FILES Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	Destroy After 3 Backup Cycles	No
GS 14021	DATA PROCESSING UNIT'S COPIES OF OUTPUT REPORTS Copies of output reports produced for clients.	Destroy After Acceptance By Client	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 14 Information Services

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14022	SUMMARY OF EXTRACTED DATA FILES Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs.	Destroy After Data is Distributed	No
GS 14023	FINDING AIDS, INDEXES AND TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records.	Destroy After Indexed Data is Destroyed or Superseded	No
GS 14024	DESTRUCTION (SCRATCH) REPORTS Records documenting the destruction of electronic files stored in a tape library.	Destroy After 1 Year or After Superseded	No
GS 14025	DATA OR DATABASE DICTIONARY REPORTS Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	Destroy After Superseded	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 14 Information Services

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14026	SITE AND EQUIPMENT SUPPORT FILES Records documenting support services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories, and related correspondence and memos.	Disposition of Equipment Plus 6 Years	No
GS 14027	TRAINING COURSE INFORMATION Memoranda, flyers, catalogs, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	Destroy After Superseded or Obsolete	No
GS 14028	SOFTWARE REVIEW FILES Records related to the review and recommendation of software for agency use, including vendor information, manuals, software reviews, and related material.	Destroy After Software is No Longer in Use	No
GS 14029	HELP DESK TELEPHONE LOGS AND REPORTS Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.	1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 14 Information Services

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 14030	NETWORK CIRCUIT INVENTORIES Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information.	Destroy After Circuit is No Longer in Use	No
GS 14031	NETWORK OR CIRCUIT INSTALLATION AND SERVICE FILES Documentation of data communication service, installation or repair, including work orders, correspondence, memoranda, work schedules, copies of building and circuit diagrams, and copies of related fiscal records.	1 Year After Action	No
GS 14032	NETWORK USAGE FILES Electronic files or automated logs created to monitor network usage, including, but not limited to, log-in records, and system usage files.	Destroy After 3 Backup Cycles	No
GS 14033	NETWORK USAGE REPORTS Summary reports and other records created to document computer usage for reporting or other purposes.	1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 14 Information Services**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 14034

NETWORK IMPLEMENTATION PROJECT FILES

Records used to plan and implement a network. Includes reports, justifications, working diagrams of proposed network, wiring schematics, diagrams, bids, correspondence, and other related documentation.

Destroy After
Superseded

No

GS 14035

YEAR 2000 PROJECT FILES

Documentation of Year 2000 compliance projects. May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.
(New series, November 1999)

10 Years

No

SUPERSEDED

*Should
New series event
out of*

GENERAL RECORDS RETENTION SCHEDULE

**Schedule Title: GS 15 Publication & Duplication Services Date Approved by the State Records Committee: November, 1999
(Revision #1 – Only Coversheet Revised)**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 15 Publication and Duplication Services

Records documenting centralized agency services for publication, printing, photo-duplicating and other forms of document reproduction for large volume runs of publications and smaller quantities of documents for limited distribution.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 15001 - GS 15007, Inclusive, Approved by the State Records Committee

Mary Jo Diaz

For the Attorney General

Cathy C. Cole

For the State Auditor

Philip Counts

For the State Archivist

Andreasewmann

For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 15 Publication & Duplication Services** Date Approved by the State Records Committee: **July 24, 1997**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 15001	MASTER JOB LOG A chronological record of all work done by the printing and reproductive office for the fiscal year.	3 Years	No
GS 15002	MASTER JOB CARDS Historical record of printing jobs, filed alphabetically by the name of the requesting office.	3 Years	No
GS 15003	PUBLICATION JOB FILES Requests, orders, job descriptions and specifications, publication design records, sample job products and related records documenting jobs completed by an agency publications services unit. Includes estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related documentation.	6 Years	No
GS 15004	CAMERA-READY COPIES AND PRINTING MASTERS Documents specifically prepared for use as the final printing master.	2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 15 - Publication & Duplication Services** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 15005	DUPLICATING SERVICE JOB FILES Records of duplication services provided by outside vendors or by agency copy services. Includes copy requests, production activity logs, copy machine activity logs, and related records.	6 Years	No
GS 15006	PUBLICATION AND DUPLICATION SUBJECT FILES Records used to support the administration of agency publication and duplication services, generally arranged by subject. May include correspondence, memoranda, studies, reports, plans, operator's manuals, vendor materials, supply catalogs, and copies of internal policies and procedures pertaining to publication and duplication equipment, supplies and services.	Destroy When Administrative Purpose Served	No
GS 15007	GRAPHICS AND VISUALS RESOURCES Photographs, slides and other graphic materials used in publications, stored in the form of prints, negatives, transparencies, CD-ROM images or other formats.	Transfer to Archives for Review When No Longer Needed	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 16 Property Management Records**
 (Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 16 **Property Management Records**

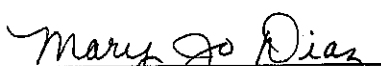
Records documenting the management of state-owned or leased equipment, supplies and motor vehicles. Does not include real property (land) records. See GS 24.

SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 16001 - GS 16008, Inclusive, Approved by the State Records Committee



 For the Attorney General



 For the State Auditor



 For the State Archivist



 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 16 Property Management Records** Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 16001	<p>EQUIPMENT AND FURNITURE INVENTORIES</p> <p>Running inventory control documents for equipment such as audiovisual equipment, tools, laboratory equipment, personal computers and printers, and other office equipment and furniture. The records describe each piece of agency-owned or leased equipment and furniture, indicating its location and value.</p> <p>Inventory control documents may include, but are not limited to: Data Input Sheet, Edit Error Report, Edit Control Error Report, Work File Error List, Location Code Report, Update report, Update Control Report, Tag Number Report, AFRS Organizational Code Report, Asset Report, Data Transmittal to Statewide Asset Reporting System, Added Report, Changes Report, Error Report, Summary Report, Summary of Monthly File Activity Report.</p>	<p>Until Report Superseded OR Individual Equipment Off Inventory Plus 6 Years</p>	No
GS 16002	<p>ASSET DEPRECIATION REPORTS</p> <p>Calculated value of the depreciation value of state-owned assets. Includes Depreciation Ledger, General Ledger Interface, Depreciation by Cost Center, and related documentation.</p>	<p>Superseded Plus 90 Days</p>	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 16 Property Management Records**

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS16003	SURPLUS PROPERTY DISPOSITION RECORDS Agency copies of records which identify surplus property and its disposition. Includes request for disposal of surplus property, receipts, copies of disposition reports, and Disposed Property Report.	6 Years	No
GS 16004	SUPPLIES, COMMODITIES AND PARTS INVENTORIES Running inventories used to manage stocks of expendable materials such as office supplies, parts and other expendable supplies, describing the materials and indicating current stock balances.	6 Years	No
GS 16005	SUPPLIES, COMMODITIES AND PARTS DISBURSEMENT RECORDS Records documenting the disbursement of office supplies, commodities, parts, and other expendable materials.	6 Years	No
GS 16006	EQUIPMENT MAINTENANCE AND REPAIR RECORDS Records documenting service and repairs to agency equipment, excluding motor vehicles. Includes maintenance and repair orders, copies of fiscal documents such as requisitions, purchase orders and vouchers, warranties, manuals, and related materials.	Disposition of Item Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 16 Property Management Records**

Date Approved by the State Records Committee: July 24, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 16007	MOTOR VEHICLE MAINTENANCE AND REPAIR RECORDS Records documenting service and repairs to motor vehicles assigned to or owned by an agency. Includes maintenance orders and logs, copies of fiscal documents such as requisitions, purchase orders, vouchers, warranties, manuals, and related materials.	Disposition of Vehicle Plus 6 Years	No
GS 16008	CAPITAL ASSETS MANAGEMENT SYSTEM (CAMS) Computerized system to maintain agency inventories of furniture, equipment and other capital assets. Includes asset tracking and depreciation schedules. May be used as input into the statewide asset report. Maintained as a central database by the Office of Financial Management.	Until Superseded	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 17 Electronic Mail
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

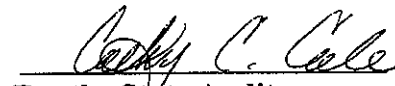
GS 17 ELECTRONIC MAIL (E-MAIL)

Electronic mail is primarily a communication system. E-mail messages may constitute public record material with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. E-mail which has valuable informational content may also be a public record. E-mail messages which are public records must be identified, scheduled and retained just like records in other formats.

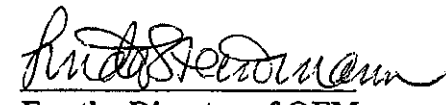
Currently few e-mail systems are designed to categorize and retain information. Public records should be retained in e-mail format only as long as they are being worked on or distributed. To assure appropriate management of public records with assigned retention periods generated or received through an e-mail system, transfer messages to paper, disk, or PC harddrive and file and retain according to the legal retention required for the informational content of each message. For public records with retentions of more than three years, producing a paper copy for filing purposes is recommended to eliminate possible migration problems.
(Revision #1, Approved November 1999)

GS 17001 - GS 17002, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS GS 17 Electronic Mail**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 17001

**ELECTRONIC MAIL (E-MAIL) MESSAGES WHICH ARE
USUALLY PUBLIC RECORDS**

- Policy and Procedure Directives
- Correspondence or memoranda related to official public business
- Agenda and minutes of meetings
- Documents related to legal or audit issues
- Messages which document agency actions, decisions, operations and responsibilities
- Documents that initiate, authorize or complete a business transaction
- Drafts of documents that are circulated for comment or approval
- Final reports or recommendations
- Appointment calendars
- E-Mail distribution lists
- Other messages sent or received that relate to the transaction of state government business

**Must Meet State Records
Retention Requirements**

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS GS 17 Electronic Mail**

Date Approved by the State Records Committee: **November, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 17002

**ELECTRONIC MAIL (E-MAIL) MESSAGES WHICH ARE NOT
USUALLY PUBLIC RECORDS**

- **Personal messages and announcements not related to official business**
- **Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins**
- **Phone message slips that do not contain information that may constitute a public record**
- **Copies of published materials**
- **Extra copies**
- **Preliminary drafts**
- **Request for information (but not Public Disclosure Requests)**
- **Routing Slips**
- **Transmittal memos**

**May be Destroyed When No
Longer Needed**

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 18 - Legal Files**
 (Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 18

Legal Files

Legal actions involving state agencies are handled by the Office of the Attorney General, primarily by Assistant Attorneys General assigned to each agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many state agencies maintain separate files of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the agency.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 18001 - GS 18003, Inclusive, Approved by the State Records Committee

Mary Jo Diaz

 For the Attorney General

Cathy C. Cole

 For the State Auditor

Philip Coombs

 For the State Archivist

Rudolf J. ...

 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 18 Legal Files**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 18001	ATTORNEY GENERAL OPINIONS A record of published, formal opinions on legal matters directly relating to the activities of a state agency. Does not include the Attorney General's copy.	6 Years	Yes
GS 18002	ATTORNEY GENERAL LETTERS State agency copies of correspondence with the Office of the Attorney General. Includes "Informal Attorney General Opinions." Does not include the Attorney General's copy of this correspondence.	6 Years	Yes
GS 18003	LEGAL ISSUE FILES Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents, and other materials pertaining to specific issues. Does not include litigation files or other legal files.	6 Years	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 19 Legislative Relations**
(Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 19

Legislative Relations

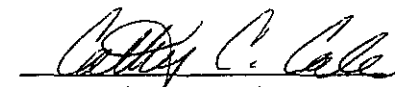
Records documenting the relations of a state agency with the Legislature. Includes files on requested legislation, legislation affecting the agency, contacts with legislators, and other related material. May include records of contacts with legislative bodies at both the state and federal levels.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed

GS 19001 - GS 19005, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 19 – Legislative Relations**

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 19001	AGENCY REQUEST LEGISLATION Documentation of legislation requested by an agency. Includes bill drafts, correspondence, fiscal notes, memos, meeting minutes, bill analysis reports, legislative committee reports, monitoring reports, and related records.	End of Legislative Session Plus 2 Years	Yes
GS 19002	LEGISLATIVE BILL FILES Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.	End of Legislative Session Plus 2 Years	Yes
GS 19003	LEGISLATIVE CORRESPONDENCE Correspondence relating to legislative issues, agency policies, or the agency's position on issues. May include constituent correspondence and correspondence with other agencies.	End of Legislative Session Plus 2 Years	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 19 Legislative Relations**

Date Approved by the State Records Committee: June 13, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 19004	PUBLIC DISCLOSURE REPORT Report to the Public Disclosure Commission on lobbying by agency personnel. May be the L-5 Report or a similar document serving the same purpose.	End of Legislative Session Plus 4 Years	No
GS 19005	LEGISLATIVE CONTACT REPORTS A record of contacts between agency personnel and legislators, legislative staff, lobbyists, or the staff of the Governor's office in regard to pending legislation or other legislative issues.	End of Legislative Session Plus 4 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 20 Affirmative Action**
 (Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

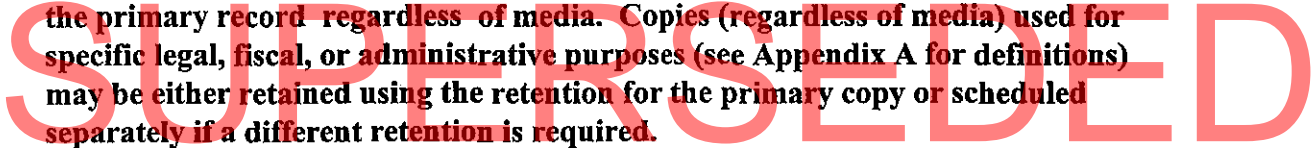
GS 20

Affirmative Action

Records documenting state agency affirmative action programs designed to ensure equal employment opportunities in state government.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.



GS 20001 - GS 20004, Inclusive, Approved by the State Records Committee

Mary Jo Diaz
 For the Attorney General

Cathy C. Cole
 For the State Auditor

Philip Combs
 For the State Archivist

Rudy Steinman
 For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 20 Affirmative Action**

Date Approved by the State Records Committee: May 15, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 20001	AGENCY-WIDE AFFIRMATIVE ACTION PLANS, POLICIES AND PROCEDURES Plans developed by state agencies to fulfill affirmative action goals. Includes policy statements and agency procedures.	Superseded Plus 6 Years. Transfer to Archives	Yes
GS 20002	AFFIRMATIVE ACTION ANNUAL REPORTS Annual workforce reports and personnel utilization analysis reports showing progress on affirmative action goals.	Calendar Year Plus 6 Years. Transfer to Archives	Yes
GS 20003	AFFIRMATIVE ACTION SUBJECT FILES Correspondence, memoranda, copies of reports, articles, copies of publications and related documentation, generally organized by subject and used in the administration of an affirmative action program.	Administrative Purpose Served Plus 2 Years	No
GS 20004	AFFIRMATIVE ACTION GRIEVANCE FILES Agency copies of grievances submitted by job applicants and agency employees, and the resolution of grievances related to affirmative action issues. May include complaints, agency responses and decisions. May also include related correspondence, filings and records of appeals. Also see GS 03 (Personnel/Payroll).	Resolution of Case Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: GS 21 Facilities Management
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 21 FACILITIES MANAGEMENT

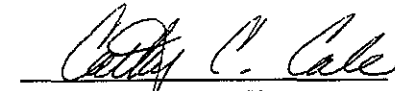
Facilities management encompasses the operation and maintenance of buildings and other facilities owned or leased by agencies of the state of Washington. Includes documentation related to capitol projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

SUPERSEDED
The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 21001 - GS 21010, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 21 Facilities Management**

Date Approved by the State Records Committee: **July 24, 1999**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 21001	FIXED ASSETS INVENTORY FILES Agency copies of records documenting the purchase and ownership of major items of equipment. May include purchase orders for fixed assets, vouchers, inventory documents, surplus property disposition records, and other records relating to the purchase, ownership and disposition of fixed assets. Does not apply to land ownership records. See GS 24 – Real Property Records.	Disposition of Asset Plus 6 Years	No
GS 21002	FACILITY MAINTENANCE WORK ORDER FILES AND LOGS Agency records documenting maintenance and repair work, work requests, and records of work completed.	Completion of Work Plus 6 Years	No
GS 21003	PHYSICAL PLANT MAINTENANCE AND OPERATIONS, REFERENCE DRAWINGS AND FILES Agency copies of architectural drawings, engineering plans and fixed equipment manuals used for reference in building maintenance and operation.	Superseded Plus 3 Years Transfer to Archives for Review	Yes

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 21 Facilities Management**

Date Approved by the State Records Committee: July 24, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 21004	TENANT RECORDS Agency records documenting negotiations and completion of arrangements for leasing or renting office space and other facilities for the use of state agencies. Records may include copies of leases or other agreements, correspondence, lease approvals from control agencies, copies of fiscal documents, requests for maintenance and repairs, and other documents related to a rented or leased facility.	Expiration of Agreement Plus 6 Years	No
GS 21005	LEASE FILES Records documenting the lease of state owned property or other facilities to public or private organizations or individuals. Records may include copies of lease documents, related correspondence, copies of fiscal documents, and requests for maintenance and repairs.	Expiration of Agreement Plus 6 Years	No
GS 21006	SPACE ALLOCATION PLANNING FILES Agency space allocation plans and related documentation, including copies of requests, space and cost estimates, justifications, specifications, building and floor plan layout drawings, and supporting documentation.	Completion of Action Plus 4 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 21 Facilities Management**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 21007	PHYSICAL PLANT SYSTEMS MONITORING AND INSPECTION RECORDS Records documenting the operation and inspection of facility heating, ventilation, air conditioning, water, electrical and mechanical systems, including but not limited to meter readings, fixed equipment inspection reports, and equipment fuel consumption records.	Disposition of Equipment Plus 6 Years	No
GS 21008	BUILDING AND EQUIPMENT REPAIR AND REPLACEMENT RECORDS Records documenting repairs and/or replacement of structural or major equipment items. May include such things as repair or replacement of HVAC systems, electrical or plumbing systems, roofs, walls, floors and other structural elements. Documents may include architectural or engineering drawings, equipment documentation, work orders, fiscal documents, inspection reports, final acceptance documents, and related records. (Revision #1, Approved November 1999)	Disposition of Building Plus 6 Years	No
GS 21009	FACILITY MANAGEMENT SUBJECT FILES Records used to support agency facility management programs, generally organized by subject. May include correspondence, memoranda, reports, manuals, copies of policies and procedures, and other records relating to the maintenance and use of facilities.	Administrative Purpose Plus 2 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 21 Facilities Management**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 21010

CAPITAL PROJECTS – CONSTRUCTION DOCUMENTATION

Documents new construction or additions/remodels to existing facilities. May include correspondence, project meeting minutes, approval, program review/comments, plans, drawings, permits, EIS, specs, contracts, test results, reports, modification proposals, change orders, allotment and payment records, etc. (New series, November 1999)

**Completed and
Accepted Plus 6 Years**

No

NOTE: Does not include General Administration, Engineering and Architecture Services original documents.

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 22 State Employee Training**
(Revision 1)

Date Approved by the State Records Committee: November 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 22 STATE EMPLOYEE TRAINING

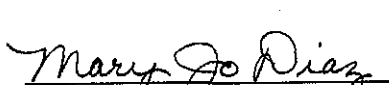
Records documenting training development and state employee training, designed to ensure the development of a state work force with the skills and knowledge necessary to accomplish state agency goals, and to offer state employees opportunities for professional and technical skill development.

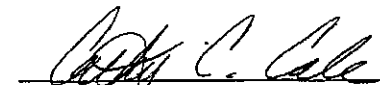
SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 22001 - GS 22004, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 22 State Employee Training** Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 22001	COURSE INFORMATION RECORDS Memoranda, flyers, announcements, catalogs, and other records related to specific training courses including information on course content, program registration, instructor, credits and hours.	Destroy When Superseded or Obsolete	No
GS 22002	COURSE REGISTRATION PROCESSING RECORDS Employee applications and enrollment records. Includes employee data forms, course applications, supervisor and training officer authorizations and rosters of registrants.	Application for Course Plus 3 Years	No
GS 22003	EMPLOYEE TRAINING HISTORY FILES Records of an employee's training history, including employee's name and identifying information, courses registered for and completed, and course completion dates. May be maintained as a separate record in the agency personnel office or within the individual employee personnel files (see GS 03007).	Termination of Employment Plus 7 Years	No
GS 22004	PRESENTATION/TRAINING DEVELOPMENT FILES A record of presentation or course material developed and gathered for use in training. May include reference material, outlines, handouts, notes, evaluations, overheads, videos, computerized presentations, etc. (New series, November 1999)	Administrative Purpose Served Plus 1 Year	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 23 Grants Management**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 23

GRANTS MANAGEMENT

Records generated in the administration of grants either issued by the state or received by state agencies. Records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products, and related records.

SUPERSEDED

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 23001 - GS 23004, Inclusive, Approved by the State Records Committee

Mary Jo Diaz

For the Attorney General

Cathy C. Cole

For the State Auditor

Philip Combs

For the State Archivist

Andreas Steinmann

For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 23 Grants Management**

Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 23001	GRANTS ISSUED BY THE STATE - SUCCESSFUL APPLICATION ADMINISTRATION FILES Documentation of granting agency grants and grant programs. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.	End of Grant Period Plus 6 Years	No
GS 23002	GRANTS ISSUED BY THE STATE - APPLICATIONS DENIED Documentation of grants issued by the state, in which the application has been denied. Includes applications, grant evaluation summaries, letters of denial, and other related documentation.	Grant Application Denied Plus 1 Year	No
GS 23003	GRANTS ISSUED BY THE STATE - PROGRAM FILES Documentation of granting agency grant programs. Includes fiscal reports, correspondence, audit reports, and related documentation.	Administrative Purpose Served Plus 6 Years	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 23 Grants Management**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 23004

GRANTS RECEIVED BY STATE AGENCIES

Documentation of grant projects and funds received and expended by state agencies. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grant modifications requests, progress reports, and final reports.
(Revision #1, Approved November 1999)

End of Grant Period Plus
6 Years

No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 24 Real Property Management**
(Revision #1 – Only Coversheet Revised)

Date Approved by the State Records Committee: November 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 24

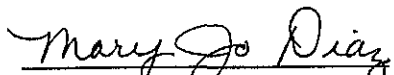
Real Property Management

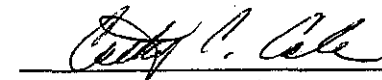
Records pertaining to the acquisition, management and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies (regardless of media) used for specific legal, fiscal, or administrative purposes (see Appendix A for definitions) may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for convenience of reference or informational purposes may be discarded when no longer needed.

GS 24001 - GS 24008, Inclusive, Approved by the State Records Committee


For the Attorney General


For the State Auditor


For the State Archivist


For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 24 Real Property Management** Date Approved by the State Records Committee: **August 21, 1997**

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 24001	LAND APPRAISALS		
	Contracts and reports on the appraisal of land for monetary value.	6 Years	No
GS 24002	LAND ADMINISTRATION FILES		
	Documentation of the planning process for the acquisition of land.	6 Years	Yes
GS 24003	LANDS INVENTORY		
	Inventories of land owned by state agencies. Includes summary information on each parcel.	Superseded Plus 6 Years	No
GS 24004	LAND ACQUISITION DOCUMENTATION		
	Documentation of the process for acquiring particular parcels of land. May include planning reports, boundary descriptions and adjustments, photographs, studies, correspondence, and other related documentation.	Disposition of Parcel Plus 6 Years	Yes
GS 24005	LAND ESCHEATED TO THE STATE		
	Records pertaining to the conveyance of lands escheated to the state for management or disposal.	75 Years*	No

SUPERSEDED

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 24 Real Property Management** Date Approved by the State Records Committee: August 21, 1997

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
GS 24006	CONDEMNATIONS OF LAND Documentation of condemnation actions either by state agencies or affecting state agencies.	75 Years*	No
GS 24007	WATER RIGHTS ACQUIRED BY THE STATE Records of actions documenting the acquisition of water rights on state land.	50 Years*	Yes
GS 24008	DEEDS, PATENTS, CLEAR LISTS Documentation of the conveyance of land titles to the state. Included all supporting documentation.	50 Years*	Yes

SUPERSEDED

*At the close of the retention period, the agency may review the records and renew the retention period for another term. However paper documents must be converted to a more durable medium than paper at that time.

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 50 Non-Records**
(Revision 1)

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 50 **Non-Records**

Non-Records are materials which have no administrative, legal, fiscal or archival requirement for their retention. They may be discarded when no longer needed.

SUPERSEDED

No Records Center

GS 50001 Approved by the State Records Committee

Mary Jo Diaz
For the Attorney General

Colby C. Cole
For the State Auditor

Philip Coombs
For the State Archivist

Irving Steinman
For the Director of OFM

GENERAL RECORDS RETENTION SCHEDULE

Schedule Title: **GS 50 Non-Records**

Date Approved by the State Records Committee: November, 1999

GENERAL SCHEDULE AUTHORITY NUMBER	RECORD SERIES TITLE AND FUNCTION	RETENTION PERIOD OFFICIAL COPY	ARCHIVAL
--------------------------------------	----------------------------------	-----------------------------------	----------

GS 50001

NON-RECORDS

- Personal messages and announcements not related to official business
- Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins
- Phone message slips that do not contain information
- Copies of published materials
- Undistributed or extra copies
- Blank, unnumbered forms
- Preliminary drafts
- Requests for information (but not Public Disclosure Requests)
- Routing slips
- Transmittal memos
- Published reference materials
- Stocks of publications
- Reservations and confirmations
- Copies of inter- or intra-agency memoranda, bulletins or directives of a general information and non-continuing nature
(Revision #1, Approved November 1999)

**May Be Destroyed When
No Longer Needed**

No

SUPERSEDED

INDEX

Access Files, System Users.....	GS 14012
Accident Reports (Injury Claims).....	GS 03015
Accounts Payable, Distribution of.....	GS 01007
Accounts Receivable.....	GS 01016
Activity and Status Reports, Budget.....	GS 01045
Administrative Files, Fiscal Office.....	GS 01015
Administrative Planning and Project Working Files.....	GS 09006
Administrative Policies and Procedures.....	GS 10002
Administrative Records, Executive.....	GS 10
Administrative Studies and Operational Plans.....	GS 10001
Administrative Subject Files and General Documentation.....	GS 10003
Affirmative Action Annual Reports.....	GS 20002
Affirmative Action Grievance Files.....	GS 20004
Affirmative Action Plans, Policies, Procedures, Agency-Wide.....	GS 20001
Affirmative Action Subject Files.....	GS 20003
Affirmative Action.....	GS 20
AFRS.....	GS 02
AFRS, Posted to - , Journal Vouchers.....	GS 02007
Agency Financial Reporting System.....	GS 02
Agency Fiscal Policies and Procedures.....	GS 01014
Agency Reduction in Force Files.....	GS 03019
Agency Reduction in Force Plan.....	GS 03018
Agency Request Legislation.....	GS 19001
Agency Rules and Regulations for Employees.....	GS 03020
Agency-Wide Affirmative Action Plans, Policies and Procedures.....	GS 20001
Aggregate Data (Summary of Extracted Data Files).....	GS 14022
Allocation Planning Files, Space.....	GS 21006
Allotment and Expenditure Ledger.....	GS 01043
Allotment Preparation System, The (TAPRPT).....	GS 02011
Allotment Reports, Monthly (MCP).....	GS 02005
Allotments.....	GS 01042
Amendments (Legislative Bill Files).....	GS 19002
Annual and Biennial Reports.....	GS 10010
Annual Leave (Attendance Records).....	GS 03030
Annual Reports, CAFR.....	GS 02021
Appeals to the Personnel Appeals Board.....	GS 03004
Application (Personnel Record Folder).....	GS 03001
Application (Volunteer Files).....	GS 03017
Applications and Permits – Periodical Mail (2 nd Class).....	GS 13005
Applications Development, Systems and.....	GS 14001
Applications/Resumes Received – Not Interviewed.....	GS 03022

Appointment Books - See Calendars	
Appointment Calendars, E-Mail - See Calendars	
Appointment Records, Official	GS 10012
Architectural Drawings (Building & Equipment Repair/Replacement, etc) ..	GS 21008
Architectural Drawings (Physical Plant Maintenance and Operation, etc.)...	GS 21003
Archival Records (Record Transmittal Forms).....	GS 11001
Asset Depreciation Report	GS 16002
Assets Inventory Files, Fixed.....	GS 21001
Assets, Capital (Management System (CAMS))	GS 16008
Attendance (Personnel Record Folder)	GS 03001
Attendance Records	GS 03030
Attorney General Letters.....	GS 18002
Attorney General Opinions	GS 18001
Attorney General Records.....	GS 18
Audit Reports of Examination-Agency Copy, State Auditor	GS 04003
Audit Trail Files.....	GS 14020
Audits and Examinations	GS 04
Audits, Internal, Working Papers and Reports	GS 04001
Audits, Management (Reports of Routine Planning and Studies)	GS 09007
Audits, Non-Fiscal (Administrative Planning and Project Working Files) ..	GS 09006
Automated Logs (Computer Usage Files)	GS 14013
Award, Employee Appreciation/Recognition Ceremonies or.....	GS 03021
Awards (Employee Suggestion Program).....	GS 09013
Bank Statements (Banking Records)	GS 01013
Banking Records.....	GS 01013
Bid Bonds (Vendor Bonds).....	GS 06006
Bid, Invitation To.....	GS 06004
Bids, (Network Implementation Project Files)	GS 14034
Biennial Budget Proposal (Budget Preparation Working Files).....	GS 01040
Biennial Reports, Annual and	GS 10010
Bill Analysis Reports (Agency Request Legislation)	GS 19001
Bill Drafts (Legislative Bill Files)	GS 19002
Billing Statements (Accounts Receivable)	GS 01016
Billings Made/Payments Received (Revenue Reports)	GS 01011
Blank, Unnumbered Forms (Non-Records).....	GS 50001
Bonds, Vendor	GS 06006
Brainstorm/Team Incentive Program Documentation	GS 09012
Budget Activity and Status Reports.....	GS 01045
Budget Planing Process (Budget Preparation Working Files).....	GS 01040
Budget Preparation Working Files.....	GS 01040
Budget Proposals (Budget Preparation Working Files).....	GS 01040
Budgets, (Capital and Operating Budgets)	GS 01041
Budgets, Operating (Capital and Operating Budgets)	GS 01041
Building and Equipment Repair and Replacement Records.....	GS 21008
Bulk Rate Mailing, Statement of	GS 13008
Bulletins (Agency Fiscal Policies and Procedures)	GS 01012
Bulletins, Internal and External, Newsletters and.....	GS 05004

SUPERSEDED

CAF – Financial Balances and Other Information.....	GS 02020
CAFR Annual Reports.....	GS 02021
CAFR Reports.....	GS 02020
CAFR.....	GS 02
Calendars (Calendars, Appointment Books, Routine Telephone Logs)	GS 09011
Calendars, Executive.....	GS 10008
Camera-Ready Copies and Printing Masters	GS 15004
CAMS Capital Assets Management System.....	GS 16008
Capital and Operating Budgets	GS 01041
Capital Assets Management System (CAMS).....	GS 16008
Capital Projects – Construction Documentation.....	GS 21010
Cash Receipts (Revenue Ledger).....	GS 01010
Cash Receipts Journal Summary	GS 01008
Certificate of Mailing (Mail Pickup and Delivery Records).....	GS 13001
Certified Mail (Mail Pickup and Delivery Records).....	GS 13001
Change Orders (Capital Projects – Construction Documentation	GS 21010
Charge-Back Files (Computer Usage Files)	GS 14013
Charts (Administrative Planning and Project Working Files).....	GS 09006
Check Registers (Banking Records)	GS 01013
Circuit Installation and Service Files, Network or.....	GS 14031
Circuit Inventories, Network	GS 14030
Claims Warrant Register.....	GS 01003
Claims, Eye Injuries.....	GS 03016
Claims, Injury	GS 03015
Classification Questionnaires (Position Files).....	GS 03010
Clear Lists, Deeds, Patents.....	GS 24008
Clock Hour Credits, Employee Training/	GS 03007
COD Mail (Firm Mailing Book).....	GS 13010
Code Books (Data Documentation).....	GS 14003
Combined Annual Financial Reports.....	GS 02
Commodities and Parts Inventories, Supplies,	GS 16004
Commodities, Parts Disbursement Records, Supplies,.....	GS 16005
Compensatory Time (Attendance Records).....	GS 03030
Complaints (Grievance Files)	GS 03003
Complaints, Personnel - Upheld	GS 03005
Complaints, Personnel, Exonerated	GS 03006
Complaints, Policy or Procedural	GS 09016
Compliance Reports (Grants Received by State Agencies).....	GS 23004
Computer Audits (Audit Trail Files).....	GS 14020
Computer (Data Documentation).....	GS 14003
Computer Data Files Extracts (Summary of Extracted Data Files)	GS 14022
Computer Data (Input Documents).....	GS 14016
Computer Dictionary Reports (Data or Database Dictionary Reports)	GS 14025
Computer Help Desk Logs and Reports	GS 14029
Computer Job Run Files	GS 14017
Computer (Network Circuit Inventories).....	GS 14030
Computer Network Installation and Service Files	GS 14031

SUPERSEDED

Computer Print Files.....	GS 14019
Computer Program Documentation.....	GS 14005
Computer (Program Listings and Source Codes).....	GS 14004
Computer Run Scheduling Records.....	GS 14015
Computer Scratch Reports.....	GS 14024
Computer Services (Information Services).....	GS 14
Computer (Site and Equipment Support Files).....	GS 14026
Computer (Software Review Files).....	GS 14028
Computer (System and Database Backup Files).....	GS 14011
Computer Conversion (Operating System Hardware Conversion Plan).....	GS 14009
Computer System Disaster Plans(Disaster Preparedness & Recovery Plans)	GS 14010
Computer (System Documentation).....	GS 14008
Computer (System Specifications).....	GS 14002
Computer Usage Files.....	GS 14014
Computer (System Usage Files).....	GS 14013
Computer (System User Access Files).....	GS 14012
Computer (Systems and Applications Development).....	GS 14001
Computer (Test Data Files).....	GS 14006
Computer (Training Course Information).....	GS 14027
Computer Usage Report, Summary.....	GS 14014
Computer Valid Transaction Files	
Computers - Also See Data Processing, Information Services	
Condemnations of Land.....	GS 24006
Constituent Correspondence (Legislative Correspondence).....	GS 19003
Construction Documentation, Capital Projects.....	GS 21010
Contingency Plans (Year 2000 Project File).....	GS 14034
Contract Documents, Purchasing.....	GS 06005
Contracts for Purchase, Purchased Services, Leases or Rentals.....	GS 01050
Contracts, Escrow.....	GS 01052
Contracts, Microfilm Services.....	GS 11002
Contracts, Personal Service.....	GS 01051
Contracts, Pre-signed (Contracts for Purchases, Services, Leases or Rentals)	GS 01050
Conversion Documentation (Year 2000 Project Files).....	GS 14035
Conversion Planning (Year 2000 Project File).....	GS 14034
Copies of Reports, Studies, Articles, Minutes, etc (Office Reference Files).	GS 09002
Copies, Undistributed or Extra (Non-Records).....	GS 50001
Copy Center Requests (Vendor Payment Files).....	GS 01004
Copy Machine Activity Logs (Duplicating Service Job Logs).....	GS 15005
Correspondence Files, General.....	GS 09
Correspondence, E-Mail - See Correspondence	
Correspondence, General.....	GS 09005
Correspondence, Legislative.....	GS 19003
Correspondence, Official.....	GS 10007
Course Information Records.....	GS 22001
Course Registration Processing Records.....	GS 22002
Credit Cards, Reports for Individual Employee Travel.....	GS 01017
Customer Service Agreement.....	GS 08003

SUPERSEDED

Daily Cash Listings (Revenue Ledger).....	GS 01010
Daily Reports (DWP, DZOTHER).....	GS 02003
Data Base Files, Test.....	GS 14006
Data Circuit Service (Telecommunications Service and Order Request).....	GS 08001
Data Documentation	GS 14003
Data Element Attribute Reports (Data or Database Dictionary Reports)	GS 14025
Data Element Dictionaries (Data Documentation)	GS 14003
Data Entry Logs (Computer Usage Files).....	GS 14013
Data or Database Dictionary Reports.....	GS 14025
Data Processing - Also See Computers (Information Services)	
Data Processing Operating Procedures	GS 14007
Data Processing Output Reports	GS 14021
Data Processing Unit's Copies of Output Reports.....	GS 14021
Database Backup Files, System and	GS 14011
Database Dictionary Reports, Data or.....	GS 14025
Day Files, Reading or	GS 09004
DBMS Files (Valid Transaction Files)	GS 14018
Deeds, Patents, Clear Lists	GS 24008
Delivery Slips (Mail Pickup and Delivery Records)	GS 13001
Deposit Slips (Banking Records).....	GS 01014
Depreciation Ledger (Asset Depreciation Reports)	GS 16002
Depreciation Reports, Asset.....	GS 16002
Destruction (Scratch) Reports.....	GS 14024
Destruction Lists (Record Disposal Notices).....	GS 11005
Dictionary Reports, Data or Database.....	GS 14025
Directive (Agency Fiscal Policies and Procedures).....	GS 01014
Directives, Formal (Administrative Policies and Procedures).....	GS 10002
Disaster Preparedness and Recovery Plans.....	GS 14010
Disbursement Records, Supplies, Commodities and Parts	GS 16005
Disbursement Vouchers (Warrant Register Summary)	GS 01001
Disposal Notices, Record (Record Disposition Notice).....	GS 11005
Disposed Property Reports (Surplus Property Disposition Records)	GS 16003
Distribution Lists (Office Reference Files).....	GS 09002
Distribution Lists, E-Mail, (See Electronic Mail)	
Distribution of Accounts Payable	GS 01007
Distribution of Payroll and Related Costs	GS 01062
Doctors' Reports (Injury Claims)	GS 03015
Drafts (Administrative Planning and Project Working Files).....	GS 09006
Drafts (Non-Records).....	GS 50
Drafts, Preliminary (Non-Records).....	GS 50001
DRS - Disbursement Reporting System Reports	GS 02009
DTR9 -In-Process Reports	GS 02002
DTR-TAS Reports	GS 02001
Duplication Service Job Files	GS 15005
Electronic Mail.....	GS 17
E-Mail	GS 17
E-Mail, Appointment Calendars - See Calendars	

E-Mail, Correspondence - See Correspondence	
E-Mail, Informational Copies	GS 17002
E-Mail, Meeting Minutes - See Meeting Minutes	
E-Mail, Message Slips	GS 17002
E-Mail, Non-Public Records.....	GS 17002
E-Mail, Personal Messages.....	GS 17002
E-Mail, Policies and Procedures - See Policies and Procedures	
E-Mail, Preliminary Drafts	GS 17002
E-Mail, Public Records	GS 17001
E-Mail, Published Information	GS 17002
E-Mail, Reports - See Reports	
E-Mail, Requests for Information.....	GS 17002
Employee Appreciation/Recognition Ceremonies or Awards	GS 03021
Employee Attendance Records	GS 03030
Employee Files (Personnel Record Folders).....	GS 03001
Employee Pay Status (Payroll Files).....	GS 03031
Employee Performance Evaluations	GS 03002
Employee Position Files	GS 03010
Employee Recognition/Appreciation Ceremonies or Awards	GS 03021
Employee Recruitment.....	GS 03012
Employee Rules and Regulations, Agency.....	GS 03020
Employee Suggestion Program.....	GS 09013
Employee Training Course Records (Course Information Records)	GS 22001
Employee Training Course Registration (Course Reg. Processing Records)	GS 22002
Employee Training History Files.....	GS 22003
Employee Training/Clock Hour Credits	GS 03007
Employee Travel Credit Cards (Individual), Reports of.....	GS 01017
Employment Dates (Payroll Files – Retirement Verification).....	GS 03032
Encumbrance and Liquidation Records	GS 01005
Engineering Drawings (Building & Equipment Repair/Replacement, etc).....	GS 21008
Engineering Plans (Physical Plant Maintenance and Operation, etc.).....	GS 21003
Equipment and Furniture Inventories	GS 16001
Equipment Depreciation Reports (Asset Depreciation Reports)	GS 16002
Equipment Fuel Consumption Report (Physical Plant Systems Monitoring And Inspection Records).....	GS 21007
Equipment Maintenance and Repair Records.....	GS 16006
Equipment Repair and Replacement Records, Building and.....	GS 21008
Equipment Requests, Supply and	GS 06001
Equipment Service Histories (Site and Equipment Support Files).....	GS 14026
Equipment Support Files, Site and	GS 14026
Escrow Agreements	GS 01052
Essential (Records Schedules -).....	GS 11008
Essential Records (Record Transmittal Forms)	GS 11001
Evaluations (Presentation/Training Development Files)	GS 22004
Examination Report, Internal Audit, Final Audit	GS 04002
Examinations, Agency Copy, State Auditor's Report of.....	GS 04003
Examinations, Audits and	GS 04

Executive Calendars.....	GS 10008
Executive Direction, Papers of.....	GS 10005
Executive Level Administration Files	GS 10
Executive Order (Major Administrative Studies and Operational Plans).....	GS 10001
Expenditure Registers, Allotment and	GS 01043
Expenditures (General Ledger).....	GS 01009
Extracted Data Files, Summary of.....	GS 14022
Eye Injuries, Injury Claims	GS 03016
Facilities Management	GS 21
Facility Maintenance Work Orders, Files and Logs	GS 21002
Facility Management Subject Files.....	GS 21009
Federal Expenditures (Time Keeping/Time and Effort).....	GS 03035
Federal Revenues and Expenditures – FED.....	GS 02020
Field Orders (Vendor Payment Files).....	GS 01004
Final Examination Reports (St. Auditor’s Reports of Exam., Agency Copy).....	GS 04003
Financial Reports, Daily	GS 02003
Financial Reports, Monthly	GS 02005
Financial Reports, Weekly.....	GS 02004
Finding Aids, Indexes and Tracking Systems.....	GS 14023
Firm Mailing Book	GS 13010
Fiscal and Accounting Operations	GS 01
Fiscal Instructions (Agency Fiscal Policies & Procedures).....	GS 01014
Fiscal Notes (Legislative Bill Files)	GS 19002
Fiscal Office Administration Files.....	GS 01015
Fiscal Policies and Procedures, Agency	GS 01014
Fixed Assets Inventory Files.....	GS 21001
Fixed Equipment Inspections Reports (Physical Plant Systems Monitoring And Inspection Records).....	GS 21007
Floor Plan Layout (Space Allocation Planning Files)	GS 21006
Flowchart (Technical Program Documentation).....	GS 14005
Form History Files	GS 12001
Form Inventory Files.....	GS 12003
Form Order Requests	GS 12002
Formal Directives (Administrative Policies and Procedures).....	GS 10002
Formal Opinions (Attorney General Opinions)	GS 18001
Forms Management Program Subject Files.....	GS 12004
Forms Management	GS 12
Furniture Inventories, Equipment and	GS 16001
Garnishments (Payroll Reports).....	GS 03033
General Correspondence	GS 09005
General Documentation, Administrative Subject Files and	GS 10003
General Ledger Accounts (DTR9 – In-Process Reports).....	GS 02002
General Ledger Interface.....	GS 16002
General Ledger.....	GS 01009
General Office Operations	GS 09
General Records Retention Schedules	GS 11004
General Requests for Information.....	GS 05002

SUPERSEDED

Goods and Services (Contracts for Purchases, Purchased Services, etc).....	GS 01050
Governing Body Meeting Files and Minutes.....	GS 10004
Grant Awards (Grants Received by State Agencies).....	GS 23004
Grants Issued by the State – Applications Denied.....	GS 23002
Grants Issued by the State – Program Files.....	GS 23003
Grants Issued by the State, Successful Application Admin. Files.....	GS 23001
Grants Management.....	GS 23
Grants Received by State Agencies.....	GS 23004
Graphics and Visual Resources.....	GS 15007
Grievance Files.....	GS 03003
Grievances Files, Affirmative Action.....	GS 20004
Handicapped (Reasonable Accommodation Files).....	GS 03011
Hardware Conversion Plans, Operating Systems.....	GS 14009
Help Desk Telephone Logs and Reports.....	GS 14029
Imprints, Statement of Mailing with Permit.....	GS 13009
Indexes and Tracking Systems, Finding Aids,.....	GS 14023
Individually Employee Travel Credit Cards, Reports of.....	GS 01017
Informal Attorney General Opinions (Attorney General Letters).....	GS 18002
Information, General Requests for.....	GS 05002
Information Services.....	GS 14
Information Services - Also See Computers, Data Processing	
Injury Claims.....	GS 03015
Injury Claims, Eye.....	GS 03016
In-Process Reports, DTR9.....	GS 02002
Input Documents.....	GS 14016
Insurance Plans (Payroll Files).....	GS 03031
Interagency Agreements (Microfilm Services).....	GS 11002
Interagency Agreements and contracts (Revenue Reports).....	GS 01011
Interagency Billing (Vendor Payment Files).....	GS 01004
Intermediate Files, Work or.....	GS 14017
Internal Audits, Final Audit or Examination Report.....	GS 04002
Internal Audits, Working Papers and Reports.....	GS 04001
Internal Revenue Reports (Payroll Reports).....	GS 03033
Inventories, Equipment and Furniture.....	GS 16001
Inventories, Supplies, Commodities and Parts.....	GS 16004
Inventory Files, Fixed Assets.....	GS 21001
Inventory, Land.....	GS 24003
Invitation to Bid.....	GS 06004
Invoice Vouchers (Vendor Payment Files).....	GS 01004
IRS – IRS 100-IRS 110Reports.....	GS 02010
IRS 1099 (DRS – Disbursement Reporting System Reports).....	GS 02009
IRS 1099 (Vendor Payment Files).....	GS 01004
IRS Information (Payroll Files).....	GS 03031
IRS Reports (Payroll Reports).....	GS 03033
Job Files, Publication.....	GS 15003
Job Specifications.....	GS 03008
Journal Vouchers – Posted to AFRS.....	GS 02007

SUPERSEDED

Journal Vouchers	GS 01006
L & I Injury Claims (Injury Claims).....	GS 03015
L & I Quarterly Reports (Payroll Reports)	GS 03033
L & I forms (Volunteer Files).....	GS 03017
L & I Quarterly Reports (Payroll Reports)	GS 03033
Labor Union Relations File.....	GS 09014
Labor, Union, Contracts.....	GS 09015
Land Acquisition Documentation	GS 24004
Land Administration Files	GS 24002
Land Appraisals	GS 24001
Land Inventory.....	GS 24003
Land Patents (Deeds, Patents, Clear Lists).....	GS 24008
Land Titles (Deeds, Patens, Clear Lists).....	GS 24008
Land, Condemnations of.....	GS 24006
Lands Escheated. to the State.....	GS 24005
Lease Files	GS 21005
Leases (Contracts for Purchases/Purchased Services, Leases or Rentals).....	GS 01050
Leases (Tenant Records).....	GS 21004
Leave (Personnel Record Folder)	GS 03001
Ledger, Allotments and Expenditure	GS 01043
Ledger, General	GS 01009
Ledger, Program Expenditure.....	GS 01044
Ledger, Revenue	GS 01010
Legal Files.....	GS 18
Legal Issues Files.....	GS 18003
Legislation, Agency Request	GS 19001
Legislative Bill Files.....	GS 19002
Legislative Committee Reports.....	GS 19001
Legislative Contact Reports.....	GS 19005
Legislative Correspondence.....	GS 19003
Legislative Relations.....	GS 19
Liquidation and Encumbrance Records	GS 01005
Lobbying Reports (Public Disclosure Report).....	GS 19004
Machine Language Instructions (Program Listing and Source Code).....	GS 14004
Mail Pickup and Delivery Records	GS 13001
Mail Services Subject Files.....	GS 13002
Mail Services	GS 13
Mailing Book, Firm	GS 13010
Mailing Permits (Applications and Permits – Periodical Mail (2 nd Class))...GS 13005	
Mailing Permits (Statement of Mailing Second Class Publications).....	GS 13006
Mailing Permits (Statement of Mailing with Permit Imprints).....	GS 13009
Mailing Second Class Publications, Statement of	GS 13006
Mailings, Statement of Bulk Rate.....	GS 13008
Maintenance Log (Technical Program Documentation).....	GS 14005
Major Administrative Studies and Operational Plans.....	GS 10001
Management Reporting System (MRS).....	GS 02008
Manuals (Equipment Maintenance and Repair Records.....	GS 16006

SUPERSEDED

Master Job Cards.....	GS 15002
Master Job Log	GS 15001
Meeting Files And Minutes, Governing Body.....	GS 10004
Meeting Files and Minutes, Governing Body.....	GS 10004
Meeting Minutes (Minutes and Files of General Office Meetings).....	GS 09009
Meter Reading (Physical Plant Systems Monitoring & Inspection Records)	GS 21007
Meter Readings (Mail Pickup and Delivery Records).....	GS 13004
Meter Readings (Physical Plant Systems Monitoring/Inspection Records) ..	GS 21007
Microfilm Records (Record Transmittal Forms)	GS 11001
Microfilm Services.....	GS 11002
Minority and Women's Business Enterprise Reports (QWP).....	GS 02006
Minutes and Files of General Office Meetings.....	GS 09009
Minutes and Files of Policy-Setting Meetings.....	GS 09010
Miscellaneous Payroll Deductions (Payroll Files).....	GS 03031
Monitoring and Inspection Records, Physical Plant.....	GS 21007
Monitoring Reports (Legislative Bill Files).....	GS 19002
Monthly Approved Allotment and Revenue Reports – MAP.....	GS 02005
Monthly Combined Approved and Adjusted Allotment Reports - MCP	GS 02005
Monthly Financial Statement Reports – MFS	GS 02005
Monthly General Ledger Trial Balances – SWM.....	GS 02005
Monthly Reports (MAP, MFS, MCP, MTR, SWM)	GS 02005
Monthly Treasurer Accounting System Reports - MTR.....	GS 02005
Monthly Working Paper Reports- MWP.....	GS 02005
Motor Vehicle Maintenance and Repair Records.....	GS 16007
MRS – Management Reporting System	GS 02008
Negatives (Graphics and Visual Resources).....	GS 15007
Negotiation Files (Union Labor Contracts)	GS 09014
Network Circuit Inventories	GS 14030
Network Implementation Project Files	GS 14034
Network or Circuit Installation and Service Files.....	GS 14031
Network Services (Telecommunications Service and Order Requests)	GS 08001
Network Usage Files.....	GS 14032
Network Usage Reports	GS 14033
Network Working Diagrams (Network Implementation Project Files).....	GS 14034
News Releases (Administrative Subject Files and General Documentation)	GS 10003
Newsletters and Bulletins, Internal and External.....	GS 05004
Newspaper Clippings (Admin. Subject Files & General Documentation)	GS 10003
Non-Appropriated Items (Distribution of Accounts Payable)	GS 01007
Non-Records	GS 50
Notices (Agency Fiscal Policies and Procedures).....	GS 01014
Office Meetings, Minutes and Files of, General.....	GS 09009
Office Policies And Procedures, Routine General.....	GS 09001
Office Reference Files	GS 09002
Official Appointment Records.....	GS 10012
Official Correspondence	GS 10007
On-The-Job Trainee Files	GS 03023
Operating Budgets, Capital and	GS 01041

SUPERSEDED

Operating Procedures, Data Processing	GS 14007
Operating System Hardware Conversion Plans	GS 14009
Operational Plans, Routine	GS 09008
Orders (Agency Fiscal Policies and Procedures).....	GS 01014
Organization Charts (Admin. Subject Files and General Documentation)....	GS 10003
Output Reports, Data Processing Unit's Copies of.....	GS 14021
Ownership, Management and Circulation, Statement of	GS 13007
Papers of Executive Direction.....	GS 10005
Parts Disbursement Records, Supplies, Commodities and	GS 16005
Parts Inventories, Supplies, Commodities and	GS 16004
Password Files (System Users Access Files).....	GS 14012
Patents, Clear Lists, Deeds.....	GS 24008
Payable/Receivable Relationship – PAY.....	GS 02020
Payment and Performance Bonds	GS 06006
Payroll Certification (Payroll Reports).....	GS 03033
Payroll Deduction Registers	GS 01061
Payroll Distribution and Related Costs.....	GS 01062
Payroll Files – Retirement Verification	GS 03032
Payroll Files	GS 03031
Payroll Records.....	GS 03
Payroll Registers	GS 01060
Payroll Reports.....	GS 03033
Payroll Registers, Year-to-Date	GS 01063
Performance Evaluations, Employee	GS 03002
Periodical Mail, Applications and Permits –	GS 13005
Personal Holidays (Attendance Records)	GS 03030
Personal Messages (Non-Records)	GS 50001
Personal Service Contracts	GS 01051
Personnel Activities Summary (Personnel Reports).....	GS 03009
Personnel Board, Appeals to the	GS 03004
Personnel Complaints - Upheld	GS 03005
Personnel Complaints, Exonerated	GS 03006
Personnel New Hire (Personnel Reports)	GS 03009
Personnel Non-Permanent Tracking (Personnel Reports)	GS 03009
Personnel Position Changes (Personnel Reports).....	GS 03009
Personnel Position Costs (Personnel Reports).....	GS 03009
Personnel Record Folders	GS 03001
Personnel Records.....	GS 03
Personnel Reports	GS 03009
Personnel Under-fill/Over-fill/Multi-fill (Personnel Reports).....	GS 03009
Photographs (Graphics and Visual Resources).....	GS 15007
Physical Plant Maintenance and Operations, Reference Drawings & Files ..	GS 21003
Physical Plant Systems Monitoring and Inspection Files	GS 21007
Pickup Slips (Mail Pickup and Delivery Records)	GS 13001
Planning and Project Working Files, Administrative	GS 09006
Planning and Studies, Reports of Routine	GS 09007
Plans, Major Administrative Studies and Operational.....	GS 10001

SUPERSEDED

Policies and Procedures, Administrative	GS 10002
Policies and Procedures, Agency Fiscal	GS 01014
Policies and Procedures, Routine General Office	GS 09001
Policy or Procedural, Complaints	GS 09016
Policy-Setting Meetings, Minutes and Files of.....	GS 09010
Position Files.....	GS 03010
Postage Due Bill (Record of Postal Charges)	GS 13004
Postage Meter Records	GS 13003
Postal Charges, Record of	GS 13004
Presentation/Training Development Files.....	GS 21004
Pre-signed Contracts(Contracts for Purchases, Services, Leases or Rentals)	GS 01050
Press Releases	GS 05003
Print Files Not Used to Document a Transaction	GS 14019
Printing (Master Job Cards).....	GS 15002
Printing (Master Job Logs)	GS 15001
Printing Graphics and Visuals Resource Files.....	GS 15007
Printing (Publication Job Files.....	GS 15003
Printing Masters, Camera-Ready Copies and	GS 15004
Printing Requisitions (Vendor Payment Files)	GS 01004
Printing Services Subject Files (Publication and Duplication Subject Files)	GS 15006
Printing Services (Publication and Duplication Services)	GS 15
Printouts (Print Files Not Used to Document a Transaction)	GS 14019
Procedural, Complaints, Policy or	GS 09016
Procedural Instructions (Agency Fiscal Policies and Procedures).....	GS 01014
Procedures Manuals (Administrative Policies and Procedures)	GS 10002
Production Activity Logs (Duplicating Service Job Files).....	GS 15005
Program Code (Technical Program Documentation).....	GS 14005
Program Expenditure Ledgers	GS 01044
Program Listing and Source Code	GS 14004
Program Meetings, Minutes and Files of.....	GS 09009
Project Design Plans (Administrative Planning and Project Working Files)	GS 09006
Project Working Files, Administrative Planning and	GS 09006
Proofs (Publication Job Files).....	GS 15003
Property Disposal Requests	GS 06003
Property Disposition Record, Surplus.....	GS 16003
Property Management Records.....	GS 16
Public Affairs and Public Disclosure	GS 05
Public Disclosure Act, Requests and Appeals	GS 05001
Public Disclosure Reports.....	GS 19004
Public Disclosure, Public Affairs and.....	GS 05
Public Information Office, Administrative Files	GS 05006
Public Information Office, Subject Files	GS 05005
Public Works Projects (Public Works Requisitions)	GS 01012
Public Works Requisitions.....	GS 01012
Publication and Duplication Subject Files.....	GS 15006
Publication and Duplication Services	GS 15
Publication Graphics (Graphics and Visuals Resources).....	GS 15007

Publication Job Files	GS 15003
Publications, Mailing	GS 13007
Publications, Stocks of (Non-Records).....	GS 50001
Published Materials (Non-Records).....	GS 50001
Purchase Authority	GS 06002
Purchase Contracts (Contracts for Purchases/Purchased Services. Leases) ..	GS 01050
Purchase Orders (Vendor Payment Files).....	GS 01004
Purchase Requisitions (Vendor Payment Files).....	GS 01004
Purchased Services, Contracts for Purchase, Leases or Rentals	Gs 01050
Purchasing Contract Documents.....	GS 06005
Purchasing Records.....	GS 06
Quality Improvement Documentation	GS 10011
Quarterly Report of Wages	GS 01064
QWP – Quarterly Reports	GS 02006
Reading or Day Files	GS 09004
Real Property Management.....	GS 24
Reallocation Documentation (Position Files)	GS 03010
Reallocations (Position Files).....	GS 03010
Reasonable Accommodation Files.....	GS 03011
Receipts (General Ledger)	GS 01009
Receivable/Payable Relationship – REC	GS 02020
Reconciliation Statements (Banking Records)	GS 01013
Record of Postal Charges.....	GS 13004
Record Transmittal Forms	GS 11001
Records Center Requests (Requests for Return of Records From the State Records Center)	GS 11006
Records Disposition Notices.....	GS 11005
Records Management Policies and Procedures	GS 11008
Records Management Program Subject Files	GS 11007
Records Management Records.....	GS 11
Records Retention Schedules – Agency Specific	GS 11003
Records Retention Schedules – General	GS 11004
Records Schedules – Essential	GS 11008
Recruitment, Employee.....	GS 03012
Reduction in Force (RIF) Files, Agency.....	GS 03019
Reduction in Force (RIF) Plan, Agency	GS 03018
Reference Files, Office	GS 09002
Refunds (Claims Warrant Register).....	GS 01003
Registrants’ Roster (Course Registration Processing Records).....	GS 22002
Registration (Course Information Records).....	GS 22001
Regulations (Agency Fiscal Policies and Procedures).....	GS 01014
Regulations (Washington Administrative Code), Rules and	GS 10009
Rentals (Contracts for Purchases, Purchased Services, Leases or Rentals) ...	GS 01050
Rented Facility (Tenant Record).....	GS 21004
Re-organizational Plans (Major Admin. Studies & Operational Plans)	GS 10001
Repair Records, Equipment Maintenance and.....	GS 16006
Reports of Routine Planning and Studies	GS 09007

SUPERSEDED

Reports, Annual and Biennial	GS 10010
Requests for Return of Record from State Records Center	GS 11006
Requisition, Public Works	GS 01012
Requisitions, Purchase (Vendor Payment Files).....	GS 01004
Research Materials (Administrative Planning and Project Working Files)...GS	09006
Resume (Personnel Record Folder)	GS 03001
Resumes Received – Not Interviewed, Applications/.....	GS 03022
Retirement Verification, Payroll Files –	GS 03032
Return of Records From State Records Center, Requests For.....	GS 11006
Revenue Allotments (Budget Activity and Status Reports)	GS 01045
Revenue Ledger	GS 01010
Revenue Reports	GS 01011
RFP's (Grants Received by State Agencies).....	GS 23004
Routine General Office Policies and Procedures	GS 09001
Routine Operational Plans	GS 09008
Routine Planning and Studies, Reports of	GS 09007
Routine Requests for Information (Transitory Administrative Files).....	GS 09003
Rules (Agency Fiscal Policies and Procedures).....	GS 01014
Rules and Regulations (Washington Administrative Code)	GS 10009
Salary Dates (Payroll Files – Retirement Verification)	GS 03032
Samples (Publication Job Files).....	GS 15003
Savings Bond Sign-ups/Deposits (Payroll Reports).....	GS 03033
Savings Bonds (Payroll Reports).....	GS 03033
SCAN Account Detail Report.....	GS 08004
SCAN System Authorization Requests	GS 08002
Scratch Reports, Destruction	GS 14024
Sealed Bids (Invitation to Bid)	GS 06004
Second Class Applications and Permits – Periodical Mail.....	GS 13005
Second Class Publications, Statement of Mailing	GS 13006
Security Logs (System Users Access Files).....	GS 14012
Selective Certification Documentation (Position Files)	GS 03010
Service Files, Network or Circuit Installation and.....	GS 14031
Shared Leave.....	GS 03034
Sick Leave (Attendance Records).....	GS 03030
Site and Equipment Support Files	GS 14026
Slides (Graphics and Visual Resources).....	GS 15007
Software Review Files	GS 14028
Source Code, Program Listing and	GS 14004
Space Allocation Planning Files	GS 21006
Specifications, Systems.....	GS 14002
Speeches and Writings.....	GS 10006
State Auditor's Report of Examinations, Agency Copy	GS 04003
State Employee Training.....	GS 22
State Vehicle Usage Reports.....	GS 07003
Statement of Bulk Rate Mailing	GS 13008
Statement of Mailing Second Class Publications	GS 13006
Statement of Mailing with Permit Imprints	GS 13009

SUPERSEDED

Subject Files

Statement of Ownership, Management and Circulation	GS 13007
Statistics (Quality Improvement Documentation)	GS 10011
Status Reports, Budget Activity and	GS 01045
Strategic Plans (Major Administrative Studies and Operational Plans)	GS 10001
Studies, Reports of Routine Planning and	GS 09007
Studies and Operational Plans, Major Administrative.....	GS 10001
Summary Computer Usage Report	GS 14014
Summary of Extracted Data Files	GS 14022
Supplies, Commodities and Parts Disbursements Records.....	GS 16005
Supplies, Commodities and Parts Inventories	GS 16004
Supply and Equipment Requests	GS 06001
Supply Requests (Fiscal Office Administrative Files).....	GS 01015
Surplus Property (Fixed Assets Inventory Files)	GS 21001
Surplus Property Disposition Records	GS 16003
Survey Forms (Administrative Planning and Project Working Files)	GS 09006
Surveys (Administrative Planning and Project Working Files).....	GS 09006
Surveys (Reports of Routine Planning and Studies).....	GS 09007
System and Database Backup Files	GS 14011
System Backup (Data Processing Operating Procedures)	GS 14007
System Change Notices (Technical Program Documentation).....	GS 14005
System Documentation	GS 14008
System User Access Files	GS 14012
Systems and Applications Development	GS 14001
Systems Specifications.....	GS 14002
Tape Library (Data Processing Operating Procedures)	GS 14007
TAPRPT – The Allotment Preparation System	GS 02011
TAS Reported, DTR	GS 02001
Team Incentive Program (TIP) Documentation, Brainstorm/	GS 09012
Technical Program Documentation	GS 14005
Telecommunications Customer Service Agreements	GS 08003
Telecommunications Service and Order Requests.....	GS 08001
Telecommunications	GS 08
Telecommuting Agreements (Personnel Record Folder).....	GS 03001
Telephone Logs (General Requests for Information)	GS 05002
Telephone Logs and Report, Help Desk	GS 14029
Telephone Logs, Routine, Calendars, Appointment Books,.....	GS 09011
Telephone Message Slips (Transitory Administrative Files).....	GS 09003
Telephone Messages (Non-Records)	GS 50001
Telephone Service (Telecommunications Service and Order Requests)	GS 08001
Tenant Records	GS 21004
Test Database Files	GS 14006
Test Planning (Year 2000 Project File)	GS 14034
Time Keeping/Time and Effort.....	GS 03035
TIP (Team Incentive Program (TIP) Documentation, Brainstorm/)	GS 09012
To-Do Lists (Executive Calendars).....	GS 10008
Tracking Systems, Finding Aids, Indexes and.....	GS 14023
Trainee Files, On-The-Job	GS 03022

SUPERSEDED

Training Course Information	GS 14027
Training Development Files, Presentation/.....	GS 22004
Training History Files, Employee.....	GS 22003
Training Materials (Presentation/Training Development Files).....	GS 22004
Training Materials (Quality Improvement Documentation).....	GS 10011
Training Plan (Position Files).....	GS 03010
Training, State Employee (Course Information Records)	GS 22001
Transitory Administrative Files	GS 09003
Transitory Administrative Files	GS 09003
Transmittal Forms, Record	GS 11001
Transmittal Memos (Non-Records)	GS 50001
Travel Authorizations	GS 07002
Travel Expense Payment (Vendor Payment Files)	GS 01004
Travel Expense Vouchers	GS 07001
Travel Records	GS 07
Treasury Accounting System Reports (MTR)	GS 02005
Treasury Accounting System Reports (TAS)	GS 01001
Tuition Reimbursement	GS 03013
Union Labor Contracts.....	GS 09015
Union Relations Files, Labor	GS 09014
Unsubstantiated Complaints, (Personnel Complaints, Exonerated)	GS 03006
Usage Files, Network.....	GS 14032
User Access Files, System.....	GS 14012
User Manuals (System Documentation).....	GS 14008
Vacancies (Position Files).....	GS 03010
Valid Transaction Files	GS 14018
Vehicle Maintenance and Repair Records, Motor	GS 16007
Vehicle Rentals (Contracts for Purchases, Services, Leases or Rentals).....	GS 01050
Vehicle Usage Report, State	GS 07003
Vendor Bonds	GS 06006
Vendor Payment Files.....	GS 01004
Vendor Remittance Advisories (Vendor Payment Files).....	GS 01004
Visual Resources, Graphics and.....	GS 15007
Voice Mail (Telecommunications Service & Order Requests)	GS 08001
Volunteer Files.....	GS 03017
Voucher Distribution Registers (Vendor Payment Files)	GS 01004
Vouchers (Warrant Register Summary).....	GS 01001
WACs (Rules & Regulations, WA. Administrative Code).....	GS 10009
Wages, Quarterly Report of	GS 01064
Warrant Register	GS 01002
Warrant Register Summary.....	GS 01001
Warrant Register, Claims.....	GS 01003
Warrant Registers (Vendor Payment Files)	GS 01004
Warranties (Equipment Maintenance and Repair Records).....	GS 16006
Water Rights Acquired by the State.....	GS 24007
Weekly Reports (WWP, WZOTHER).....	GS 02004
Whistleblower Investigative Reports	GS 04004

SUPERSEDED

Wiring Schematics (Network Implementation Project Files).....	GS 14034
Work or Intermediate Files	GS 14017
Work Order Files and Logs, Facility Maintenance.....	GS 21002
Working Files, Budget Preparation.....	GS 01040
Working Papers and Reports, Internal Audits	GS 04001
Writings, Speeches and.....	GS 10006
Year 2000 Project Files.....	GS 14035
Year-To-Date Payroll Register	GS 01063

SUPERSEDED

SUPERSEDED

MEETING MINUTES

Stenographic notes or tapes do not constitute the official minutes of a public meeting. They must be transcribed, recorded and adopted by the governing body at the next public meeting to become official minutes.¹ Once transcribed, the stenographic notes and tapes become the preliminary drafts and can be destroyed per the State General Schedule, Section 50. **NOTE:** The State Records Committee recommends that transcribed stenographic notes and tapes of open public meetings be retained for three months following adoption of the official meeting minutes. This time frame allows them to serve as backup documentation for any challenges that might be received regarding the minutes.

If a challenge does occur, the stenographic notes or tapes become part of the documentation regarding the challenge and will need to be maintained for the retention of the entire file.

Media recordings other than hard copy, may be adopted as the official meeting minutes. Appropriate handling and storage of these media must occur to assure the retention of the information for the duration of the records series retention. If the meeting minutes are designated as "archival," contact David Hastings (753-1801) at the Division of Archives and Records Management for an analysis of the specific situation.

¹ Based on AGLO 1972 No. 19

SUPERSEDED

GLOSSARY

ACCESSION

1. The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency.
2. The materials involved in such a transfer of custody.

ACTIVE RECORDS

Records that are referred to more than once per month per file drawer. Active records should be maintained in the office.

ADMINISTRATIVE FILES

Records documenting the operation, management, and administration of an office. Usually distinguished from program records that relate to the office's primary function.

ADMINISTRATIVE VALUE

The Record or document has value for as long as the information it holds is necessary for program operations or for the continued administration of the program or the agency. If a record possessing administrative value were accidentally disposed of, it would directly affect a state government agency's ability to carry out its duties.

AGENCY LEVEL

Indicates information generated or utilized by agency management.

AGENCY-WIDE

Information used or dispersed throughout an entire agency.

ALPHABETICAL FILING SYSTEMS

Arrangement of records according to the alphabet; used mainly for files referred to by last names or topic.

ALPHANUMERICAL FILING SYSTEMS

Arrangement of records that combine alphabetical and numerical systems using codes such as HWY-01.

ARCHIVES

1. The non-current records of an organization or institution preserved because of their permanent, continuing value.

2. The agency responsible for selecting, preserving, and making available archival materials.
3. The building where such materials are located.

CASE FILES - see Project Files

CD-ROM - see Compact Disk, or read-only Memory

CENTRALIZED FILES

The files of several offices of organizational units physically and/or functionally centralized and supervised in one location.

CHRONOLOGICAL FILING

The filing of documents in sequence by date.

CODING

Marking a file code on the document to be filed.

COMPACT DISK

A machine-readable medium used to reproduce records for rapid retrieval.

CONVENIENCE FILES

Extra copies of records created and kept for quick reference and can be destroyed when no longer needed. Also, see non-records.

CORRESPONDENCE

Any format of information that is an addressed, written communication to or from an agency or its employees.

CUSTODY (OF RECORDS)

The guardianship of records that includes both physical possession and legal title.

CUT-OFF

An event or date that establishes when a record becomes inactive and the retention can begin. Under this process, a file is terminated regularly at the end of a specified event or date, and a new file of the same record series is established.

DECENTRALIZED FILES

Files that are created, used, maintained and controlled in or near the office of record.

DISPOSITION

Any manner or method of changing the custody, location, or physical state of records. Includes transfer, microfilming, duplication or destruction.

DISPOSITION AUTHORITY NUMBER (DAN)

The control number assigned to the record retention schedule by the State Records Committee.

DUPLICATE COPY CLASSIFICATION

The second most general class of filing category under which records can be sorted or arranged for filing; subsidiary to primary classification. There are two types of duplicate copies 1) those produced for informational purposes can be destroyed when no longer needed; or 2) those having an administrative, legal, fiscal, or historical value indicating the need to schedule.

ELECTRONIC RECORDS

Records created and/or stored by electronic means, usually on computer systems.

ESSENTIAL (VITAL) RECORDS

A classification designated by RCW 40.10.010, which identifies records that are essential to provide continuity and preservation of government records.

FISCAL VALUE

Identifies records that document money received, managed, spent, and establishes an audit trail. Records with fiscal value include, for example, audit reports, bills of sale, receipts, and accounting registers.

GEOGRAPHICAL FILING SYSTEMS

Arrangement of records according to geographical area, alphabetically.

GUIDE

A card or tab divider used in files to identify sections and/or sub-sections of the file. Guides provide physical support and aid in filing and finding individual records.

HISTORICAL/RESEARCH VALUE

Records that are valuable for the information they contain about a state government agency, its activities, and the citizens it serves. These are records that document the history of a community and its citizens, or that have value for future program and policy analysis by the government. Typically, 1% to 5% of an agency's total records have historical value. Examples include minutes, taxrolls, deeds,

mortgages, building permits, census records, maps, and architectural drawings.

IMAGING

The act of reproducing records in digital format, on optical or magnetic media.

INACTIVE RECORDS

Records with a reference rate of less than one search per file drawer per month. Such records may be transferred to a records center or the State Archives, or may be destroyed as provided by a records retention schedule approved by the State Records Committee.

INVENTORY

A descriptive list of each record series in a government office includes such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content. Vital in designing a records management program and in the development of a record retention schedule.

LEGAL VALUE

Records series that document the rights or responsibility of a government and its citizens. In court cases, a record of legal value can support a state government agency, whether it is the plaintiff or the defendant. Records having legal value include, for example: maps and plans, permits and approvals, logs, indexes, and contracts.

LIBRARY – Also known as Learning Resource Center

MACHINE-READABLE RECORDS - See Electronic Records & Optical Disc

MEDIA CENTER – Learning Resource Center

MICROFILM

1. A high-resolution photographic film used to record reduced-size images from original records.
2. The act of recording microphotographs on film.

NON-RECORDS-

Materials with no retention value with no filing need. These records can be destroyed when no longer needed. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications, and extra copies of documents created for convenience or

public distribution (see Non-Records General Schedule 50).

NUMERICAL FILING SYSTEM

Arrangements of records in sequence according to document numbering system.

OFM (Office Files and Memoranda)

A public records classification provided by RCW 40.14.010 which identifies records not defined and classified as Official Public Records (OPR).

OPR (Official Public Record)

A public record classification provided by RCW 40.14.010, which identifies record types that identify and classify Official Public Records.

OPTICAL DISK

A machine-readable medium used to reproduce records for rapid retrieval.

OUT-CARD

A guide card used to indicate that records have been taken from the file. The out-card should identify the specific item/file, date, and name of the person temporarily holding the record.

PERMANENT RECORDS

Records which have sufficient legal, fiscal, and/or historical value, that will be retained indefinitely.

PRIMARY RECORD CLASSIFICATION

The most important or original document that may contain original signatures, certifications etc. record regardless of media.

PROGRAM LEVEL¹

Any of the major activities of an agency expressed as a primary function or organizational unit and mandated by legislation or as required by regulatory activities.

PROJECT (CASE) FILES

Groups of documents that pertain to a particular action, event, person, or place. May consist of correspondence, form records, memoranda, or a combination of such records.

PROPRIETARY RECORDS

Records containing information of a confidential or highly sensitive nature, requiring destruction

¹ Program Level Records are those records, which are compiled as direct documentation of the program, as opposed to records created during the course of administering the program. Example: correspondence, subject files, policy statements and planning records documenting the operation.

by shredding, to eliminate the possibility of illegal or undesirable disclosure.

PUBLIC RECORDS

All documents regardless of physical form or characteristics created or received by an institution in the course of business.

PURGING - See Screening

READ-ONLY MEMORY (ROM)

Electronic record storage systems that allow for research or "reading" access but protect the record from additional entries or alterations.

READING (DAY) FILE

A file of extra copies of outgoing correspondence arranged in chronological order.

RECORDS CENTER

A low-cost facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive records.

RECORDS COORDINATOR - Part of an agency's records management hierarchy.

RECORDS MANAGEMENT

The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.

RECORDS OFFICER

The individual appointed to manage an agency's records management program as defined in RCW 40.14.040.

RECORDS RETENTION SCHEDULE

A disposition schedule ensures government records have been retained for as long as they are needed and establishes a method of prompt and legal disposition of record series. It also facilitates the identification and preservation of archival records.

RECORDS SERIES

A set of related records, which is used and filed as a unit rather than at the item or folder level. This record series is stored or destroyed as a unit.

REFERENCE FILES

Publications, books, periodicals, catalogs, bulletins, reports, maps, theses, tapes, films, photographs, and other materials that are needed as informational resources but are not part of the main body of files.

RETENTION PERIOD

The period of time from when the record is created to the time it is disposed of.

ROM - see Read-Only Memory

SCREENING

Removal of individual papers or folders from a group of records, usually to permit disposal of parts of the file, and retention or transfer of the rest. Also known as purging or weeding.

SECONDARY COPY CLASSIFICATION

See Duplicate Copy Classification

STATE RECORDS COMMITTEE

The body established by the Public Records Act, RCW 40.14.070, to review and approve schedules for the retention and disposition of all state government records. It includes the State Archivist and one representative each from the Offices of the State Attorney General, State Auditor, and Financial Management.

SUBJECT FILE

A file in which documents are arranged alphabetically by general subject or topic.

SUSPENSE FILE

A file in which documents are arranged chronologically by a future date of recall, to

remind the user of future tasks and events. Also known as a tickler file.

TERTIARY FILING CLASSIFICATION

See Duplicate Copy Classification

TICKLER FILE: see Suspense File

TRANSACTIONAL FILES

Records documenting the unique daily transactions or activities of an office which distinguish its primary functions.

TRANSITORY FILE

A file of routine correspondence and other records with short-term value. Its retention period is limited to the interval required for completion of specific actions covered by individual pieces of correspondence.

TRANSMITTAL

Documentation authorizing the disposal transfers to inactive storage, or transfer to archival storage of public records.

VITAL RECORDS -see Essential Records

WORKING FILE

A file of rough notes, calculations, or preliminary drafts that are assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project completion.

SUPERSEDED

MEETING MINUTES

Stenographic notes or tapes do not constitute the official minutes of a public meeting. They must be transcribed, recorded and adopted by the governing body at the next public meeting to become official minutes.¹ Once transcribed, the stenographic notes and tapes become the preliminary drafts and can be destroyed per the State General Schedule, Section 50. **NOTE:** The State Records Committee recommends that transcribed stenographic notes and tapes of open public meetings be retained for three months following adoption of the official meeting minutes. This time frame allows them to serve as backup documentation for any challenges that might be received regarding the minutes.

If a challenge does occur, the stenographic notes or tapes become part of the documentation regarding the challenge and will need to be maintained for the retention of the entire file.

Media recordings other than hard copy, may be adopted as the official meeting minutes. Appropriate handling and storage of these media must occur to assure the retention of the information for the duration of the records series retention. If the meeting minutes are designated as "archival," contact David Hastings (753-1801) at the Division of Archives and Records Management for an analysis of the specific situation.

¹ Based on AGLO 1972 No. 19