



SUMMARY OF CHANGES

- **Reorganization** of entire retention schedule into a function/activity-based structure in which records series are grouped together based on business purposes and activities. Regardless of changes to the agency’s organizational structure (including changes to offices/numbers), functions and activities remain the same.

Functions include:

- ✓ **Agency Management** - The function of managing the agency and its general administration.
 - ✓ **Asset Management** - The function of managing the agency’s physical assets (facilities, land, equipment, vehicles, supplies, etc.).
 - ✓ **Financial Management** - The function of managing the agency’s financial resources, obligations and monetary infrastructure.
 - ✓ **Human Resource Management** - The function of managing the agency’s workforce.
 - ✓ **Information Management** - The function of managing the agency’s information (forms, publishing, mail and library services, public disclosure, records management, etc.).
 - ✓ **Records With Minimal Retention Value** - This section covers records created or received by the agency which are typically of short-term, temporary informational use.
- **Addition** of new activities within the functions including Banking, Community Relations, Library Services, Public Disclosure, Publishing, Records Conversion, Risk Management and Security. Additional activities will be introduced during future revisions.
 - **Changes** to records series in the *State General Records Retention Schedule* are detailed in the following tables.

TABLE OF CONTENTS

COMBINED/CONSOLIDATED RECORDS SERIES	2
REVISED RECORDS SERIES.....	5
NEW RECORDS SERIES	9
DISCONTINUED RECORDS SERIES.....	12

Note: Washington State Archives has been abbreviated as WSA throughout this guide.



COMBINED/CONSOLIDATED RECORDS SERIES

This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

Version 5.0 DANs			Version 5.1 DANs
DAN	Series Title	Retention Period	
GS 01050 p. 40	<i>Contracts for Purchases, Purchased Services, Leases or Rental</i>	Retain for 6 years after termination of contract then destroy.	Contracts and Agreements GS 01050 p. 8 Retain for 6 years after termination or expiration of instrument then destroy.
GS 01051 p. 40	<i>Contracts, Personal Service</i>	Retain for 6 years after termination of contract then destroy.	
GS 01052 p. 40	<i>Escrow Agreements</i>	Retain for 6 years after termination of contract then destroy.	
GS 21004 p. 78	<i>Leases</i>	Retain for 6 years after termination of agreement then destroy.	
GS 06006 p. 41	<i>Vendor Bonds</i>	Retain for 6 years after expiration of bond then destroy.	
GS 06008 p. 39	<i>Agreements, Inter-Agency, Intra-Agency and Inter-Governmental</i>	Retain for 6 years after expiration of agreement then destroy.	
GS 06009 p. 39	<i>Contracts, Client Services</i>	Retain for 6 years after termination of contract then destroy.	
GS 11009 p. 53	<i>Essential Records Lists</i>	Retain for 1 year after superseded then destroy.	Records Control GS 11009 p. 93 Retain until no longer needed for agency business then destroy.
GS 11006 p. 55	<i>Requests for Return of Records from the State Records Center</i>	Retain until completion of the transaction then destroy.	
GS 11010 p. 55	<i>Records Inventory Documentation</i>	Retain for 1 year after superseded then destroy.	



COMBINED/CONSOLIDATED RECORDS SERIES

This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

Version 5.0 DANs			Version 5.1 DANs
GS 11003 p. 55	<i>Unique Records Retention Schedules, Agency Copy</i>	Retain for 1 year after superseded then destroy.	Retention and Disposition Authorization GS 11003 p. 94 Retain until no longer needed for agency business then destroy.
GS 11004 p. 53	<i>General Records Retention Schedules</i>	Retain until superseded.	
GS 13003 p. 58	<i>Postage Meter Records</i>	Retain for 6 years after date of document then destroy.	Mail Delivery and Receipt GS 13003 p. 84 Retain for 6 years after end of fiscal year then destroy.
GS 13004 p. 59	<i>Postal Charges, Record of</i>	Retain for 6 years after date of document then destroy.	
GS 13006 p. 59	<i>Statement of Mailing Second Class Publications</i>	Retain for 6 years after date of document then destroy.	
GS 13007 p. 59	<i>Statement of Ownership, Management and Circulation</i>	Retain for 6 years after date of document then destroy.	
GS 13008 p. 59	<i>Statement of Bulk Rate Mailings</i>	Retain for 6 years after date of document then destroy.	
GS 13009 p. 59	<i>Statement of Mailing with Permit Imprints</i>	Retain for 6 years after date of document then destroy.	
GS 13010 p. 58	<i>Firm Mailing Book (Commercial Mailing Services)</i>	Retain for 6 years after date of document then destroy.	
GS 13001 p. 58	<i>Mail Pickup and Delivery Records</i>	Retain for 3 years after date of document then destroy.	



COMBINED/CONSOLIDATED RECORDS SERIES

This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

Version 5.0 DANs			Version 5.1 DANs
GS 15007 p. 68	<i>Photographs, Graphics and Visual Resources</i>	Retain until administrative purpose served then transfer to WSA for appraisal and selective retention.	<i>Photographs, Graphics and Visual Resources</i> GS 15007 p. 86 Retain until administrative purpose served then transfer to WSA for appraisal and selective retention.
GS 15004 p. 68	<i>Camera-Ready Copies and Printing Masters</i>	Retain for 2 years after date of document then destroy.	
GS 15008 p. 69	<i>Publications, State Government, Agency Copy</i>	Retain for 6 years after date of publication then transfer to WSA for appraisal and selective retention.	<i>Publications</i> GS 15008 p. 88 Upon publication, transfer one copy to WSA for permanent retention.
GS 10010 p. 50	<i>Reports, Annual and Biennial</i>	Retain for 4 years after date of document then transfer to WSA for appraisal and selective retention.	
GS 05004 p. 37	<i>Newsletters and Bulletins, Internal and External</i>	Internal: Retain for 2 years after date of document then transfer to WSA for appraisal and selective retention. External: Use <i>General Information - External</i> (GS 50004).	
GS 07001 p. 10	<i>Travel Authorizations</i>	Retain for 6 years after date of document then destroy.	<i>Travel</i> GS 07001 p. 55 Retain for 6 years after end of fiscal year then destroy.
GS 07002 p. 10	<i>Travel Expense Vouchers</i>	Retain for 6 years after date of document then destroy.	



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

Version 5.0 DANs			Version 5.1 DANs			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Fiscal and Accounting Records	Banking	GS 01013 p.6	Financial Mgmt.: Banking	Banking – Accounts and Transactions	GS 01013 p. 48	Detailed description provided. Retention changed from “6 years after date of document” to “6 years after end of fiscal year.
Fiscal and Accounting Records	Travel Expense Vouchers	GS 07001 p. 10	Financial Mgmt.: Fiscal and Accounting Records	Travel	GS 07001 p. 55	Title and description revised to cover all records relating to travel authorization, arrangement, and reimbursement of expenses. Now covers records from GS 07002.
Human Resources Mgmt.	Industrial Insurance	GS 03015 p. 17	Human Resource Mgmt.: Industrial Insurance	Injury Claims	GS 03015 p. 64	Added “includes volunteers” to description.
Human Resources Mgmt.	Grievance Files	GS 03003 p. 19	Human Resource Mgmt.: Misconduct/Discipline/Grievances	Grievance Files	GS 03003 p. 66	Retention reduced from 7 years to 6 years. (The retention was inadvertently increased to 7 years in the last revision.)
Human Resources Mgmt.	Volunteer Files	GS 03017 p. 27	Human Resource Mgmt.: Personnel	Volunteer Files	GS 03017 p. 76	Removed “L&I forms” from description, and added note to exclude L&I claims covered by GS 03015.
Public Affairs and Public Disclosure	Public Disclosure Act, Requests and Appeals	GS 05001 p. 37	Information Mgmt.: Public Disclosure	Public Disclosure/Records Requests	GS 05001 p. 85	Title changed; description updated and enhanced. Minimum retention language revised.
Contracts and Purchasing Records	Contracts for Purchases, Purchased Services, Leases or Rental	GS 01050 p. 40	Agency Mgmt.: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Description enhanced. Now covers records from GS 01051, 01052, 21004, 06006, 06008 and 06009.
General Office Operations (Non-Executive)	Combined Fund Drive	GS 09021 p. 44	Agency Mgmt.: Community Relations	Charity Fundraising	GS 09021 p. 5	Description enhanced to include records relating to charity fundraising of all types. Minimum retention increased from 3 years to 6 years.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

Version 5.0 DANs			Version 5.1 DANs			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
General Office Operations (Non-Executive)	Correspondence, General	GS 09005 p. 44	Agency Mgmt.: General Office Operations (Non-Executive)	Correspondence, General	GS 09005 p. 17	Description (note) updated.
General Office Operations (Non-Executive)	Materials Safety Data Sheets (MSDS) or Allowed Substitute Record	GS 09017 p. 45	General Office Operations (Non-Executive)	Materials Safety Data Sheets (MSDS) or Allowed Substitute Record	GS 09017 p. 19	Minimum retention language clarified.
General Office Operations (Non-Executive)	Reference Files	GS 09002 p. 46	Agency Mgmt.: General Office Operations (Non-Executive)	Reference Files (Convenience Copies)	GS 09002 p. 20	Description enhanced to better represent what a reference file actually is. New records series created for non-executive calendars (GS 09023).
				Calendars, Non-Executive	GS 09023 p. 16	
			Records with Minimal Retention Value	Secondary (Duplicate) Copies	GS 50005 p. 96	
				Transitory Records	GS 50001 p. 97	
			Agency Information – Routine	GS 50002 p. 95		
Executive Level Records	Correspondence, Official	GS 10007 p. 48	Agency Mgmt.: Executive Level Records	Communications – Executive/Official	GS 10007 p. 11	Title and description updated. Cut-off changed.
Records Mgmt. Records	Essential Records Lists	GS 11009 p. 53	Information Mgmt.: Records Mgmt.	Records Control	GS 11009 p. 93	Title and description expanded to include records from discontinued DANs GS 11006 and 11010. Minimum retention reduced from 1 year to “Retain until no longer needed”.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

Version 5.0 DANs			Version 5.1 DANs			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Records Mgmt. Records	Microfilm/ Imaging Documentation File	GS 11011 p. 53	Information Mgmt.: Records Conversion	Conversion Process – Archival Records	GS 11011 p. 89	This records series was divided into Archival (transfer to WSA) and Non-Archival (retain until converted records have been destroyed).
				Conversion Process – Non-Archival Records	GS 11013 p. 90	
Records Mgmt. Records	Records Disposition Notices, Agency	GS 11005 p. 54	Information Mgmt.: Records Mgmt.	Destruction of Public Records	GS 11005 p. 92	Title and description updated. Minimum retention increased from 6 years to “Retain for life of agency”.
				Records Control	GS 11009 p. 93	This series covers records center transmittals.
				Transfer of Legal Custody	GS 11001 p. 94	This series covers transfer of legal custody to Washington State Archives.
Records Mgmt. Records	Records Transmittal Form	GS 11001 p. 54	Information Mgmt.: Records Mgmt.	Transfer of Legal Custody	GS 11001 p. 94	Changed title and revised description to include transfer of legal custody ONLY. Increased minimum retention from 6 years to “Retain for life of agency”.
				Records Control	GS 11009 p. 93	This series covers records center transmittals.
Records Mgmt. Records	Unique Records Retention Schedules, Agency Copy	GS 11003 p. 55	Information Mgmt.: Records Mgmt.	Retention and Disposition Authorization	GS 11003 p. 94	Title, description and cut-off updated.
Records Mgmt. Records	Source Documents Digitized by Approved EIS Application	GS 11012 p. 56	Information Mgmt.: Records Conversion	Source Records – Imaged (Archival)	GS 11014 p. 90	This records series was divided into Archival (transfer to WSA) and Non-Archival (retain until converted records have been destroyed). Also, description updated.
				Source Records – Imaged (Non-Archival)	GS 11012 p. 91	
Forms Mgmt.	Form History Files	GS 12001 p. 57	Information Mgmt.: Forms Mgmt.	Forms – Development	GS 12001 p. 81	Description updated. Minimum retention reduced from “2 years after life of form” to “no longer needed for agency business”.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

Version 5.0 DANs			Version 5.1 DANs			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Mail Services	Postage Meter Records	GS 13003 p. 58	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Title and cutoff changed; description enhanced. Now covers records from GS 13004, 13006, 13007, 13008, 13009, 13010 and 13001.
Information Services	Disaster Preparedness and Recovery Plans	GS 14010 p. 61	Agency Mgmt.: Risk Mgmt.	Disaster Preparedness and Recovery Plans	GS 14010 p. 24	Modified description to cover plans for entire agency.
Publications & Duplication Svcs.	Publication & Duplication Service Job Files	GS 15005 p. 68	Information Mgmt.: Publishing	Publication and Duplication Service Job Files	GS 15005 p. 87	Added note to exclude printing masters and source materials covered by GS 15007.
Publications & Duplication Svcs.	Photographs, Graphics and Visual Resources	GS 15007 p. 68	Information Mgmt.: Publishing	Photographs, Graphics and Visual Resources	GS 15007 p. 86	Added "camera-ready masters and all source materials" (from GS 15004) and updated terminology.
Publications & Duplication Svcs.	Publications, State Govt, Agency Copy	GS 15008 p. 69	Information Mgmt.: Publishing	Publications	GS 15008 p. 88	Title shortened, description clarified, retention cut-off changed. Now covers records from GS 10010 and 05004.
Supply, Equipment Vehicle Mgmt.	Capital Assets Mgmt. System, Statewide or Agency	GS 16008 p. 70	Asset Mgmt.: Supply, Equipment and Vehicle Mgmt.	Capital Assets Management System, Statewide or Agency	GS 16008 p. 42	Description clarified.
Facilities Mgmt.	Construction Documentation, GA Capital Projects	GS 21010 p. 76	Asset Mgmt.: Facilities Mgmt.	Construction Documentation, General Administration Capital Projects	GS 21010 p. 27	Correction made to disposition action language to reflect correct designation (NON-ARCHIVAL).
Administrative Materials With No Retention Value		GS 50001 p. 88	Records With Minimal Retention Value	Agency Information - Routine	GS 50002 p. 95	Description refined and records series divided into five user-friendly series. Minimum retention remains the same.
				Agency-Generated Forms and Publications – Copies	GS 50003 p. 95	
				General Information – External	GS 50004 p. 96	
				Secondary (Duplicate) Copies	GS 50005 p. 96	
				Transitory Records	GS 50001 p. 97	



NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Agency Mgmt.	Community Relations	GS 05006 p. 5	Advertising and Promotion	Retain for 6 years after end of fiscal year then destroy.
Agency Mgmt.	General Office Operations – Non-Executive	GS 09023 p. 16	Calendars, Non-Executive	Retain for 1 year after end of calendar year then destroy.
Agency Mgmt.	General Office Operations – Non-Executive	GS 09022 p. 18	Correspondence – Program	Retain for 2 years after communication received or provided, whichever is later then destroy.
Agency Mgmt.	Legal Files	GS 18006 p. 22	Court Orders Served on the Agency (Not Party to Litigation)	Retain until no longer needed for agency business then destroy.
Agency Mgmt.	Risk Mgmt.	GS 18007 p. 24	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.
Agency Mgmt.	Risk Mgmt.	GS 18008 p. 24	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.
Financial Mgmt.	Banking	GS 01068 p. 48	Banking – Deposited Items	Retain for 14 days after date of deposit then destroy.
Financial Mgmt.	Fiscal and Accounting Records	GS 01069 p. 55	Tax-Exempt Bonds	Retain for 6 years after final bond payment then destroy.
Information Mgmt.	Forms Mgmt.	GS 12004 p. 81	Forms – Accountable	Retain for 6 years after end of the fiscal year then destroy.
Information Mgmt.	Forms Mgmt.	GS 12005 p. 81	Forms – Master Set	Retain until use of form ceases then destroy. ESSENTIAL.
Information Mgmt.	Library Services	GS 15021 p. 82	Catalog	Retain until no longer needed for agency business then destroy. ESSENTIAL.



NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Information Mgmt.	Library Services	GS 15022 p. 82	<i>Circulation</i>	Retain until no longer needed for agency business then destroy.
Information Mgmt.	Library Services	GS 15023 p. 82	<i>Collection Control – General</i>	Retain for 6 years after end of the fiscal year then destroy. ESSENTIAL.
Information Mgmt.	Library Services	GS 15024 p. 83	<i>Collection Control – Special Collections</i>	Retain until special collection items no longer needed for agency business then arrange for appraisal by WSA. ESSENTIAL
Information Mgmt.	Library Services	GS 15025 p. 83	<i>Special Collections</i>	Retain until no longer needed for agency business then arrange for appraisal by WSA.
Information Mgmt.	Publishing	GS 15010 p. 86	<i>Online Content Management</i>	Retain for 1 year after online content removed then destroy.
Information Mgmt.	Publishing	GS 15009 p. 87	<i>Publications – Development</i>	Retain until no longer needed for agency business then destroy.
Information Mgmt.	Records Conversion	GS 11013 p. 90	<i>Conversion Process – Non-Archival Records</i>	Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule then destroy.
Information Mgmt.	Records Conversion	GS 11014 p. 90	<i>Source Records – Imaged (Archival)</i>	Retain until verification of successful conversion then transfer to WSA for appraisal and selective retention.
Information Mgmt.	Records Conversion	GS 11015 p. 91	<i>Source Records – Migrated</i>	Retain until verification of successful conversion then destroy.
Information Mgmt.	Records Mgmt.	GS 11016 p. 92	<i>Conservation (Archival)</i>	Retain until the Archival records are transferred to WSA then Transfer to WSA for appraisal and selective retention.
Information Mgmt.	Records Mgmt.	GS 11017 p. 92	<i>Conservation (Non-Archival)</i>	Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule then destroy.



NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Records with Minimal Retention Value	-----	GS 50002 p. 95	<i>Agency Information - Routine</i>	Retain until no longer needed for agency business then destroy.
Records with Minimal Retention Value	-----	GS 50003 p. 95	<i>Agency-Generated Forms and Publications – Copies</i>	Retain until no longer needed for agency business then destroy.
Records with Minimal Retention Value	-----	GS 50004 p. 96	<i>General Information – External</i>	Retain until no longer needed for agency business then destroy.
Records with Minimal Retention Value	-----	GS 50005 p. 96	<i>Secondary (Duplicate) Copies</i>	Retain until no longer needed for agency business then destroy.



DISCONTINUED RECORDS SERIES

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records. Please read carefully; some minimum retention periods have increased or decreased.

Version 5.0 DANs (Discontinued)				Version 5.1 DANs (Current)				
Function: Activity	Title	DAN	Retention	Function: Activity	Title	DAN(s)	Retention	Rationale
Financial and Accounting Records	Travel Expense Authorization	GS 07002 p. 10	Retain for 6 years after date of document then destroy.	Financial Mgmt.: Fiscal and Accounting Records	Travel	GS 07001 p. 55	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Information Services	Newsletters and Bulletins, Internal and External	GS 05004 p. 37	Retain for 2 years after date of document then transfer to WSA for Appraisal and selective retention.	Information Mgmt.: Publishing	Publications	GS15008 p. 88	Upon publication, transfer one copy to WSA for appraisal and selective retention.	Consolidation.
Information Services	Newsletters and Bulletins, Internal and External	GS 05004 p. 37	Retain for 2 years after date of document then transfer to WSA for Appraisal and selective retention.	Records With Minimal Retention value	General Information – External	GS 50004 p. 96	Retain until no longer needed for agency business then destroy.	Consolidation.
Contracts and Purchasing Records	Contracts, Client Services	GS 06009 p. 39	Retain for 6 years after termination of contract then destroy.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument then destroy.	Consolidation.
Contracts and Purchasing Records	Agreements, Inter-Agency, Intra-Agency and Inter-Governmental	GS 06008 p. 39	Retain for 6 years after expiration of agreement then destroy.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument then destroy.	Consolidation.
Contracts and Purchasing Records	Contracts, Personal Service	GS 01051 p. 40	Retain for 6 years after termination of contract then destroy.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument then destroy.	Consolidation.
Contracts and Purchasing Records	Escrow Agreements	GS 01052 p. 40	Retain for 6 years after termination of contract then destroy.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument then destroy.	Consolidation.



DISCONTINUED RECORDS SERIES

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records.
Please read carefully; some minimum retention periods have increased or decreased.

Version 5.0 DANs (Discontinued)				Version 5.1 DANs (Current)				
Contracts and Purchasing Records	Vendor Bonds	GS 06006 p. 41	Retain for 6 years after expiration of bond then destroy.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument then destroy.	Consolidation.
Executive Level Records	Reports, Annual and Biennial	GS 10010 p. 50	Retain for 4 years after date of document then transfer to WSA for appraisal and selective retention.	Information Mgmt.: Publishing	Publications	GS 15008 p. 88	Upon publication, transfer one copy to WSA for appraisal and selective retention.	Consolidation.
Records Mgmt. Records	General Records Retention Schedules	GS 11004 p. 53	Retain until superseded.	Information Mgmt.: Records Mgmt.	Retention and Disposition Authorization	GS 11003 p. 94	Retain until no longer needed for agency business.	Consolidation.
Records Mgmt. Records	Records Disposition Notices, Agency	GS 11005 p. 54	Retain for 6 years after destruction of records or transferred to archives then destroy.	Information Mgmt.: Records Mgmt.	Destruction of Public Records	GS 11005 p. 92	Retain for the life of the agency.	Destruction documentation should be retained in perpetuity.
Records Mgmt. Records	Records Inventory Documentation	GS 11010 p. 55	Retain until completion of the transaction then destroy.	Information Mgmt.: Records Mgmt.	Records Control	GS 11009 p. 93	Retain until no longer needed for agency business then destroy.	Consolidation.
Records Mgmt. Records	Requests for Return of Records from the State Records Center	GS 11006 p. 55	Retain until completion of the transaction then destroy.	Information Mgmt.: Records Mgmt.	Records Control	GS 11009 p. 93	Retain until no longer needed for agency business then destroy.	Consolidation.
Forms Management	Form Order Requests	GS 12002 p. 57	Retain for 6 years after date ordered then destroy.	Financial Mgmt: Fiscal and Accounting Records	Vendor Payment Files	GS 01004 p. 56	Retain for 6 years after date of document then destroy.	Consolidation.



DISCONTINUED RECORDS SERIES

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records.
Please read carefully; some minimum retention periods have increased or decreased.

Version 5.0 DANs (Discontinued)				Version 5.1 DANs (Current)				
Mail Services	Postal Charges, Record of	GS 13004 p. 59	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Statement of Mailing 2nd Class Publications	GS 13006 p. 59	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Statement of Ownership, Mgmt, Circulation	GS 13007 p. 59	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Statement of Bulk Rate Mailings	GS 13008 p. 59	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Statement of Mailing with Permit Imprints	GS 13009 p. 59	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Firm Mailing Book (Commercial Mailing Svcs.)	GS 13010 p. 58	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Mail Services	Mail Pickup and Delivery Records	GS 13001 p. 58	Retain for 6 years after date of document then destroy.	Information Mgmt.: Mail Services	Mail Delivery and Receipt	GS 13003 p. 84	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
Information Services	Data Extracts, Information-Only	GS 14019 p. 61	Retain until no longer needed then destroy.	Records with Minimal Retention value	Secondary (Duplicate) Copies	GS 50005 p. 96	Retain until no longer needed for agency business then destroy.	Consolidation.



DISCONTINUED RECORDS SERIES

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records.
Please read carefully; some minimum retention periods have increased or decreased.

Version 5.0 DANs (Discontinued)				Version 5.1 DANs (Current)				
Publication and Duplication Services	Camera-Ready Copies and Printing Masters	GS 15004 p. 68	Retain for 2 years after date of document then destroy.	Information Mgmt.: Publishing	Photographs, Graphics and Visual Resources	GS 15007 p. 86	Retain until administrative purpose served then transfer to WSA.	Printing masters now designated as "Archival".
Facilities Mgmt.	Leases	GS 21004 p. 78	Retain for 6 years after expiration of agreement.	Agency Mgmt: Contracts and Agreements	Contracts and Agreements	GS 01050 p. 8	Retain for 6 years after termination or expiration of instrument.	Consolidation.



For records management advice and assistance,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov