

Summary of Changes

Agricultural Commodity Commissions Records Retention Schedule v.1.0 (March 2025)

Note: 28 agricultural commodity commission agency schedules have been consolidated into the Agricultural Commodity Commissions Records Retention Schedule v.1.0.

New Records Series Added to Agricultural Commodity Commissions Records Retention Schedule

- Two (2) new records series have been added to this records retention schedule:
 1. **Commodity Marketing and Promotion (DAN XX-XX-XXXXX) p.5**
“6 years after end of calendar year (Archival – Appraisal Required)”
 2. **Crop Assessments and Collections (DAN XX-XX-XXXXX) p.4**
“6 years after end of fiscal year”

Apple Commission

Archival Records Series Being Revoked

- Two (2) “Archival” records series are being revoked.
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **General Documentation (DAN 92-02-49908)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- One (1) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Historical Data (DAN 84-04-33659)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)

Non-Archival Series Being Revoked

- A total of six (6) “Non-Archival” records series are being revoked.
- Five (5) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Advertising Agency Billings (DAN 84-04-33656)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Estimates of Revenue and Spending (DAN 84-04-33655)** covered by Allotment Management and Budget Development (DAN GS 01040)
 3. **Journal Voucher (DAN 84-04-33657)** covered by Financial Transactions – General (DAN GS 01001)
 4. **Monthly and Annual Statements (DAN 84-04-33654)** covered by Allotment Management and Budget Development (DAN GS 01040)
 5. **State Audit Reports (DAN 84-04-33658)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Legal and Election Data (DAN 84-04-33660)**

Barley Commission

Archival Series Being Revoked

- A total of nine (9) “Archival” records series are being revoked.
- Three (3) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 90-05-46193)** covered by Commodity Marketing and Promotion (DAN XX-XX-XXXXX)
 2. **Commission Newsletter (DAN 90-05-46182)** covered by State Publications (DAN GS 15008)
 3. **Meeting Minutes (DAN 90-05-47602)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Six (6) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Annual Reports (DAN 90-05-46187)** covered by State Publications (DAN GS 15008)
 2. **General Correspondence (DAN 90-05-46188)** covered by Provision of Advice, Assistance, or Information (DAN GS 09022)
 2. **History, Washington Barley Commission (DAN 90-05-46189)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Legislation File (DAN 90-05-46191)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 4. **Litigation and Legal Matters (DAN 90-05-46192)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 5. **Research Records (DAN 90-05-46194)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

- A total of ten (10) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessment and Collection (DAN 90-05-46179)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Nine (9) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 90-05-46180)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 90-05-46185)** covered by Contracts and Agreements – General (DAN GS 01050)
 3. **Audit Records (DAN 90-05-46183)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 90-05-46178)** covered by Banking – Accounts and Transactions (DAN GS 01013)

5. **Budget Workpapers (DAN 90-05-46182)** covered by Allotment Management and Budget Development (DAN GS 01040)
6. **Elections (DAN 90-05-46186)** covered by Commodity Commission Election, Advisory and Referendum Ballots (DAN 15-09-68826), Commodity Commission Nominations, Elections and Advisory Votes (DAN 15-09-68827) in the *Department of Agriculture Records Retention Schedule*
7. **Financial Reports (DAN 90-05-46181)** covered by Financial Transactions – General (DAN GS 01001)
8. **Payroll Records (DAN 90-05-46195)** covered by Payroll Processing, Distribution, and Reporting (DAN GS 03033)
9. **State Audit Reports (DAN 90-05-46184)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006)

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Beef Commission

Non-Archival Series Being Revoked

- A total of one (1) “Non-Archival” records series is being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessment Records (DAN 84-10-34512)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)

Archival Series Being Revoked

None

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Blueberry Commission

Archival Series Being Revoked

- A total of eight (8) “Archival” records series are being revoked.
- Five (5) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 88-02-41666)** covered by Commodity Marketing and Promotion (DAN XX-XX-XXXXX)
 2. **Annual Reports (DAN 88-02-41662)** covered by State Publications (DAN GS 15008)
 3. **Commission Newsletters (DAN 88-02-41664)** covered by State Publications (DAN GS 15008)
 4. **History, Blueberry Commission (DAN 88-02-41663)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 5. **Meeting Minutes (DAN 88-02-41661)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Three (3) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Legislation Files (DAN 88-02-41665)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 2. **Production Reports (DAN 88-02-41670)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 3. **Research Records (DAN 88-02-41667)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

- A total of eleven (11) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Agreements & Collections (DAN 88-02-41653)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Nine (9) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 88-02-41654)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 88-02-41659)** covered by Contracts and Agreements – General (DAN GS 01050)
 3. **Audit Records (DAN 88-02-41657)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 88-02-41652)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 5. **Budget Workpapers (DAN 88-02-41656)** covered by Allotment Management and Budget Development (DAN GS 01040)
 6. **Financial Reports (DAN 88-02-41655)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Grower Reports (DAN 88-02-41668)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 8. **Processor Reports (DAN 88-02-41669)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)

- 9. **State Audit Reports (DAN 88-02-41658)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 - 1. **Elections (DAN 88-02-41660)**

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Cranberry Commission

Archival Series Being Revoked

- A total of eight (8) “Archival” records series are being revoked.
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Meeting Minutes of the WA State Cranberry Commission (DAN 87-07-40469)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Five (5) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Commission Newsletters (DAN 87-04-40475)** covered by State Publications (DAN GS 15008)
 2. **History, Washington State Cranberry Commission (DAN 87-07-40470)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Legislation File (DAN 87-07-40471)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 4. **Litigation & Legal Matters (DAN 87-07-40472)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 5. **Research Records (DAN 87-07-40473)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)
- Two (2) “Archival” records series are being revoked as they are no longer being created/received by the agency and all records have met their retention and been transferred to Washington State Archives:
 1. **Chemicals & Pesticides (DAN 87-07-40476)**
 2. **Elections (DAN 87-07-40468)**

Non-Archival Series Being Revoked

- A total of seven (7) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessments & Collections (DAN 87-07-40463)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Six (6) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 87-07-40464)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 87-07-40467)** covered by Contracts and Agreements – General (DAN GS 01050)
 3. **Audit Reports (DAN 87-07-40466)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 87-07-40462)** covered by Banking – Accounts and Transactions (DAN GS 01013)

5. **Financial Reports (DAN 87-07-40465)** covered by Financial Transactions – General (DAN GS 01001)
6. **Processor Reports (DAN 87-07-40474)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)

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Dairy Products Commission

Archival Series Being Revoked

- A total of four (4) “Archival” records series are being revoked.
- Two (2) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 90-08-46657)** covered by Commodity Marketing and Promotion (DAN 25-02-69810)
 2. **Minutes of the WA State Dairy Products Commission (DAN 80-06-25066)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Two (2) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Legislation File (90-08-46655)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 2. **Litigation & Legal Matters (90-08-46656)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)

Non-Archival Series Being Revoked

- A total of eight (8) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessment Receipts (DAN 80-05-24922)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Six (6) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Agreements and Contracts (DAN 90-08-46653)** covered by Contracts and Agreements – General (DAN GS 01050)
 2. **Employee Retirement Information (DAN 90-08-46658)** covered by Retirement Verification (DAN GS 03032)
 3. **Payroll Records (DAN 90-08-46651)** covered by Payroll Processing, Distribution, and Reporting (DAN GS 03033)
 4. **Personnel Payroll Transmittal and Transaction (DAN 90-08-46652)** covered by Payroll Processing, Distribution, and Reporting (DAN GS 03033)
 5. **Travel Expense Voucher (DAN 90-08-46659)** covered by Travel (DAN GS 07001)
 6. **Vendor Payment Files (DAN 80-05-24921)** covered by Financial Transactions – General (DAN GS 01001)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Elections (DAN 90-08-46654)**

Dry Pea & Lentil (Pulse Crops) Products Commission

Archival Series Being Revoked

- A total of eighteen (18) “Archival” records series are being revoked.
- Ten (10) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 89-10-45057)** covered by Commodity Marketing and Promotion (DAN XX-XX-XXXXX)
 2. **Advertising and Promotion (DAN 90-01-45674)** covered by Commodity Marketing and Promotion (DAN XX-XX-XXXXX)
 3. **Annual Reports (DAN 90-01-45668)** covered by State Publications (DAN GS 15008)
 4. **Annual Reports (DAN 89-10-45051)** covered by State Publications (DAN GS 15008)
 5. **Commission Newsletters (DAN 89-10-45059)** covered by State Publications (DAN GS 15008)
 6. **Commission Newsletters (DAN 90-01-45676)** covered by State Publications (DAN GS 15008)
 7. **Meeting Minutes (DAN 90-01-45667)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 8. **Meeting Minutes (DAN 89-10-45050)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 9. **Publications & Bulletins (DAN 89-10-45060)** covered by State Publications (DAN GS 15008)
 10. **Publications & Bulletins (DAN 90-01-45677)** covered by State Publications (DAN GS 15008)
- Eight (8) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **History, WA State Dry Pea & Lentil Commission (DAN 90-01-45675)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 2. **History, WA State Dry Pea & Lentil Commission (DAN 89-10-45058)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Legislation File (DAN 90-01-45669)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 4. **Legislation File (DAN 89-10-45052)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 5. **Litigation & Legal Matter (DAN 89-10-45053)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 6. **Litigation & Legal Matter (90-01-45670)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 7. **Research Records (DAN 90-01-45671)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)
 8. **Research Records (DAN 89-10-45054)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

- A total of twenty-two (22) “Non-Archival” records series are being revoked.
- Two (2) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Assessments & Collections (DAN 89-10-45042)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 2. **Assessments & Collections (DAN 90-01-45660)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Eighteen (18) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 89-10-45043)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Accounts Payable (DAN 90-01-45661)** covered by Financial Transactions – General (DAN GS 01001)
 3. **Agreements and Contracts (DAN 89-10-45048)** covered by Contracts and Agreements – General (DAN GS 01050)
 4. **Agreements and Contracts (DAN 90-01-45665)** covered by Contracts and Agreements – General (DAN GS 01050)
 5. **Banking Records (DAN 89-10-45040)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 6. **Banking Records (90-01-45658)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 7. **Budget Workpapers (DAN 89-10-45046)** covered by Allotment Management and Budget Development (DAN GS 01040)
 8. **Budget Workpapers (DAN 90-01-45663)** covered by Allotment Management and Budget Development (DAN GS 01040)
 9. **Financial Reports (DAN 90-01-45662)** covered by Financial Transactions – General (DAN GS 01001)
 10. **Financial Reports (DAN 89-10-45044)** covered by Financial Transactions – General (DAN GS 01001)
 11. **Payroll Records (DAN 90-01-45659)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 12. **Payroll Records (DAN 89-10-45041)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 13. **Purchasing Records (DAN 89-10-45056)** covered by Financial Transactions – General (DAN GS 01001)
 14. **Purchasing Records (DAN 90-01-45673)** covered by Financial Transactions – General (DAN GS 01001)
 15. **State Audit Reports (DAN 89-10-45047)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 16. **State Audit Reports (DAN 90-01-45664)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 17. **Travel Expenses (DAN 90-01-45672)** covered by Travel (DAN GS 07001)
 18. **Travel Expenses (DAN 89-10-45055)** covered by Travel (DAN GS 07001)

- Two (2) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Elections (DAN 89-10-45049)**
 2. **Elections (DAN 90-01-45666)**

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Fruit Commission

Archival Series Being Revoked

- A total of eight (8) “Archival” records series are being revoked.
- Four (4) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 87-09-40751)** covered by Commodity Marketing and Promotion (DAN XX-XX-XXXXX)
 2. **Committee Reports (DAN 87-09-40752)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 3. **Meeting Minutes (DAN 87-09-40739)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 4. **Publications and Bulletins (DAN 87-09-40741)** covered by State Publications (DAN GS 15008)
- Four (4) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **History, Washington Fruit Commission (DAN 87-09-40740)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 2. **Legislation File (DAN 87-09-40749)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 3. **Litigation and Legal Matters (DAN 87-9-40750)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 4. **Production Reports (DAN 87-09-40753)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)

Non-Archival Series Being Revoked

- A total of eleven (11) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessments and Collections (87-09-40743)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Nine (9) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 87-09-40744)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 87-09-40737)** covered by Contracts and Agreements – General (DAN GS 01050)
 3. **Audit Records (DAN 87-09-40747)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 87-09-40742)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 5. **Budget Workpapers (DAN 87-09-40746)** covered by Allotment Management and Budget Development (DAN GS 01040)

6. **Financial Reports (DAN 87-09-40745)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Payroll Records (DAN 87-09-40755)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 8. **State Audit Reports (DAN 87-09-40748)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 9. **Statistical Reports (DAN 87-09-40754)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Elections (DAN 87-09-40738)**

Grain Commission

Archival Series Being Revoked

- A total of two (2) “Archival” records series are being revoked.
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 90-05-46176)** covered by Commodity Marketing and Promotion (DAN 25-02-69810)
- One (1) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Research Records (DAN 90-05-46177)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

None

Hop Commission

Archival Series Being Revoked

- A total of fourteen (14) “Archival” records series are being revoked.
- Six (6) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Annual Reports (DAN 89-10-45031)** covered by State Publications (DAN GS 15008)
 2. **Annual Reports (DAN 90-01-45649)** covered by State Publications (DAN GS 15008)
 3. **Meeting Minutes (DAN 90-01-45648)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 4. **Meeting Minutes (DAN 89-10-45030)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 5. **Publications and Bulletins (DAN 89-10-45039)** covered by State Publications (DAN GS 15008)
 6. **Publications and Bulletins (DAN 90-01-45657)** covered by State Publications (DAN GS 15008)
- Eight (8) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **History, WA Hop Commission (DAN 89-10-45038)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 2. **History, WA Hop Commission (DAN 90-01-45656)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Legislation File (DAN 89-10-45032)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 4. **Legislation File (DAN 90-01-45650)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 5. **Litigation and Legal Matters (DAN 90-01-45651)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 6. **Litigation and Legal Matters (DAN 89-10-45033)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 7. **Research Records (DAN 89-10-45034)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)
 8. **Research Records (DAN 90-01-45652)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

- A total of twenty-four (24) “Non-Archival” records series are being revoked.
- Two (2) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Assessments and Collections (DAN 90-01-45641)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 2. **Assessments and Collections (DAN 89-10-45023)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)

- Twenty (20) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 89-10-45024)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Accounts Payable (DAN 90-01-45642)** covered by Financial Transactions – General (DAN GS 01001)
 3. **Agreements and Contacts (DAN 89-10-45028)** covered by Contracts and Agreements – General (DAN GS 01050)
 4. **Agreements and Contacts (DAN 90-01-45646)** covered by Contracts and Agreements – General (DAN GS 01050)
 5. **Banking Records (DAN 90-01-45639)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 6. **Banking Records (DAN 89-10-45021)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 7. **Budget Workpapers (DAN 89-10-45026)** covered by Allotment Management and Budget Development (DAN GS 01040)
 8. **Budget Workpapers (DAN 90-01-45644)** covered by Allotment Management and Budget Development (DAN GS 01040)
 9. **Financial Reports (DAN 89-10-45025)** covered by Financial Transactions – General (DAN GS 01001)
 10. **Financial Reports (DAN 90-01-45643)** covered by Financial Transactions – General (DAN GS 01001)
 11. **Lease/Rental Agreements (DAN 90-01-45654)** covered by Contracts and Agreements – General (DAN GS 01050)
 12. **Lease/Rental Agreements (DAN 89-10-45036)** covered by Contracts and Agreements – General (DAN GS 01050)
 13. **Payroll Records (DAN 89-10-45022)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 14. **Payroll Records (DAN 90-01-45640)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 15. **Purchasing Records (DAN 90-01-45655)** covered by Financial Transactions – General (DAN GS 01001)
 16. **Purchasing Records (DAN 89-10-45037)** covered by Financial Transactions – General (DAN GS 01001)
 17. **State Audit Reports (DAN 90-01-45645)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 18. **State Audit Reports (DAN 89-10-45027)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 19. **Travel Expenses (DAN 89-10-45035)** covered by Travel (DAN GS 07001)
 20. **Travel Expenses (DAN 90-01-45653)** covered by Travel (DAN GS 07001)
- Two (2) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Elections (DAN 89-10-45029)**
 2. **Elections (DAN 90-01-45647)**

Potato Commission

Archival Series Being Revoked

None

Non-Archival Series Being Revoked

- A total of ten (10) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Minutes – Commission and/or Committees (DAN 77-10-20062)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Nine (9) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Agreements/Contracts (DAN 77-10-20065)** covered by Contracts and Agreements – General (DAN GS 01050)
 2. **Annual Report (DAN 77-10-20063)** covered by State Publications (DAN GS 15008)
 3. **Budget Preparation Data (DAN 77-10-20064)** covered by Allotment Management and Budget Development (DAN GS 01040)
 4. **Financial Statements (DAN 77-10-20071)** covered by Financial Transactions – General (DAN GS 01001)
 5. **General Ledger (DAN 77-10-20066)** covered by Financial Transactions – General (DAN GS 01001)
 6. **Insurance Folders (DAN 77-10-20069)** covered by Benefits Enrollment and Participation (DAN GS 03048)
 7. **Payroll Records (DAN 77-10-20070)** covered by Payroll Files – Employee Pay History (DAN GS 03031), Retirement Verification (DAN GS 03032)
 8. **Purchasing Data (DAN 77-10-20068)** covered by Financial Transactions – General (DAN GS 01001)
 9. **Subsidiary Ledgers (DAN 77-10-20067)** covered by Financial Transactions – General (DAN GS 01001)

Red Raspberry Commission

Archival Series Being Revoked

- A total of eleven (11) “Archival” records series are being revoked.
- Three (3) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Advertising and Promotion (DAN 87-05-40002)** covered by Commodity Marketing and Promotion (DAN 25-02-69810)
 2. **Board Meeting Minutes (DAN 87-05-39995)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
 3. **Commission Newsletters (DAN 87-05-39997)** covered by State Publications (DAN GS 15008)
- Six (6) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Grower Reports (DAN 87-05-40004)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 2. **History, Washington Red Raspberry Commission (DAN 87-05-39996)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Legislation File (DAN 87-05-40000)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 4. **Litigation & Legal Matter (DAN 87-05-40001)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 5. **Production Reports (DAN 87-05-40007)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
 6. **Research Records (DAN 87-05-40003)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)
- Two (2) “Archival” records series are being revoked as they are no longer being created/received by the agency and all records have met their retention and been transferred to Washington State Archives:
 1. **Chemicals and Pesticides (DAN 87-05-39998)**
 2. **Elections (DAN 87-05-39994)**

Non-Archival Series Being Revoked

- A total of ten (10) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Assessments & Collections (DAN 87-05-39988)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Seven (7) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 87-05-39989)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 87-05-39993)** covered by Contracts and Agreements – General (DAN GS 01050)

3. **Audit Reports (DAN 87-05-39992)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 87-05-39987)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 5. **Budget Workpapers (DAN 87-05-39991)** covered by Allotment Management and Budget Development (DAN GS 01040)
 6. **Financial Reports (DAN 87-05-39990)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Processor Reports (DAN 87-05-40005)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Two (2) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Canadian Berry Imports (DAN 87-05-40006)**
 2. **Certification of Caneberry Plants (DAN 87-05-39999)**

Tree Fruit Commission

Archival Series Being Revoked

- A total of five (5) “Archival” records series are being revoked.
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Meeting Minutes (DAN 87-09-40724)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004), Advisory Body Records (DAN GS 10015)
- Four (4) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **History, Washington Tree Fruit Commission (DAN 87-09-40725)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 2. **Legislation Files (DAN 87-09-40733)** covered by Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)
 3. **Litigation and Legal Matters (DAN 87-09-40734)** covered by Litigation Case Files – Routine (DAN GS 18004), Litigation Case Files – Significant (DAN GS 18009)
 4. **Research Records (DAN 87-09-40735)** covered by Grants Issued by Agency – Program Administration (DAN GS 23003)

Non-Archival Series Being Revoked

- A total of ten (10) Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Assessments and Collections (DAN 87-09-40727)** covered by Crop Assessments and Collections (DAN XX-XX-XXXXX)
- Eight (8) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN 87-09-40728)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Agreements and Contracts (DAN 87-09-40722)** covered by Contracts and Agreements – General (DAN GS 01050)
 3. **Audit Records (DAN 87-09-40731)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 4. **Banking Records (DAN 87-09-40726)** covered by Banking – Accounts and Transactions (DAN GS 01013)
 5. **Budget Workpapers (DAN 87-09-40730)** covered by Allotment Management and Budget Development (DAN GS 01040)
 6. **Financial Reports (DAN 87-09-40729)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Industry Service Program Records (DAN 87-09-40736)** covered by Financial Transactions – General (DAN GS 01001), Grants Issued by Agency – Program Administration (DAN GS 23003)
 8. **State Audit Reports (DAN 87-09-40732)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006)

- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Elections (DAN 87-09-40723)**

Net Reduction in Records Series: 217 (from 220 series down to 3 series)

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