**This schedule applies to: Department of Natural Resources**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Natural Resources (DNR) relating to the unique functions of DNR. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Department of Natural Resources are revoked. The Department of Natural Resources must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on February 5, 2025.

|  |  |  |  |
| --- | --- | --- | --- |
| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Al Rose** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Suzanne Becker** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Marie Davis** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Heather Hirotaka** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | December 3, 2014 | Consolidation and revision of all existing disposition authorities. | |
| 1.1 | December 2, 2015 | Addition of the Environmental Review section and minor revisions to most of the schedule, especially the Resource Protection section. | |
| 1.2 | December 6, 2017 | Minor revisions to the Agency Management, Asset Management, Enforcement, Geology and Earth Resources, Human Resource Management, Resource Protection, State Lands Management and Legacy Records sections. Essential Records designations added throughout the schedule. | |
| 1.3 | February 5, 2025 | Minor revisions throughout the schedule, in particular to Enforcement. Essential Records designations and indexes updated. | |

For assistance and advice in applying this records retention schedule,

please contact the Department of Natural Resources’ Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

**TABLE OF CONTENTS**

[1. AGENCY MANAGEMENT 5](#_Toc187319441)

[1.1 BUDGET AND ECONOMICS 5](#_Toc187319442)

[1.2 CULTURAL AND HISTORICAL 7](#_Toc187319443)

[1.3 EXECUTIVE LEVEL RECORDS 9](#_Toc187319444)

[2. ASSET MANAGEMENT 10](#_Toc187319445)

[3. ENFORCEMENT 11](#_Toc187319446)

[3.1 ADMINISTRATION 11](#_Toc187319447)

[4. ENVIRONMENTAL REVIEW 12](#_Toc187319448)

[4.1 ENVIRONMENTAL REVIEW AND COMPLIANCE 12](#_Toc187319449)

[5. FINANCIAL MANAGEMENT 13](#_Toc187319450)

[5.1 TRUST LAND ACCOUNTS 13](#_Toc187319451)

[6. FOREST PRACTICE MANAGEMENT 14](#_Toc187319452)

[6.1 FOREST PRACTICE ACTIVITIES 14](#_Toc187319453)

[7. FOREST RESOURCES 16](#_Toc187319454)

[7.1 PLANNING AND DATA 16](#_Toc187319455)

[8. GEOLOGY AND EARTH RESOURCES 18](#_Toc187319456)

[8.1 GEOLOGY COLLECTIONS 18](#_Toc187319457)

[8.2 PLANNING AND REPORTING 19](#_Toc187319458)

[8.3 REGULATORY PERMITTING ACTIVITIES 20](#_Toc187319459)

[9. HUMAN RESOURCE MANAGEMENT 21](#_Toc187319460)

[9.1 PERSONNEL 21](#_Toc187319461)

[10. RESOURCE PROTECTION 22](#_Toc187319462)

[10.1 COMMUNICATIONS/DISPATCH 22](#_Toc187319463)

[10.2 FIRE PROTECTION/PREVENTION 25](#_Toc187319464)

[11. STATE LANDS MANAGEMENT 30](#_Toc187319465)

[11.1 AQUATIC LANDS 30](#_Toc187319466)

[11.2 LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS 37](#_Toc187319467)

[11.3 UPLAND EXCHANGES & TRANSACTIONS 42](#_Toc187319468)

[11.4 UPLAND PRODUCT SALES AND LEASING 45](#_Toc187319469)

[11.5 UPLAND RIGHTS-OF-WAY/EASEMENTS 50](#_Toc187319470)

[12. LEGACY RECORDS 51](#_Toc187319471)

[Glossary 52](#_Toc187319472)

[INDEXES 54](#_Toc187319473)

1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration not currently covered by the *State Government General Records Retention Schedule.*

| * 1. BUDGET AND ECONOMICS   The activity of records relating to budget coordination and forecasting as it relates to analysis and, statistics unique to DNR not currently covered by the State Government General Records Retention Schedule. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 73-07-06397  Rev. 2 | ***Economic Analysis, Surveys, and Reports***  Records relating to economic trends, surveys, analysis and trend reporting used for research and decision making for trust land management and other long-term agency obligations.  Includes, but is not limited to:   * Washington Mill Survey; * Forest Economic Reports, etc.   Excludes records covered by *State Publications (DAN GS 15008)*. | **Retain** for 2 years after end of biennium  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 74-07-06386  Rev. 2 | ***Forecasting Documents***  Forecasting data used to estimate, monitor changes, develop reports and coordinate budgets.  Includes, but is not limited to:   * Agriculture Data; * County Income Brochures; * Geoduck Economic Study; * Hardwood Study Data; * Washington Forest Industry Data.   Excludes records covered by *State Publications (DAN GS 15008)*. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

| * 1. CULTURAL AND HISTORICAL   The activity of records relating to tribal relations and historic places that are records unique to DNR as an agency under the leadership of a separately elected official. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 14-12-68697  Rev. 0 | ***Cultural Resource Assessment – Stand Alone***  A non-regulatory assessment relating to historic sites, traditional places, cultural resources and archaeological resources of cultural value to the people of Washington state. Used for reference for research, inventory or assessment of cultural resources to provide the basis for informed, sensitive negotiation and agreements that protects unique and valued cultural resources.  Includes, but is not limited to:   * Research plan; * Resource assessment (research and inventory); * Synthesis: Assessments of conditions, hazards and vulnerability; * Management strategies process; * Field manager reports; * Maps, locations, and GIS.   Excludes records when covered *more specifically* in another record series.  *Note: Confidentiality under the Public Disclosure Act –**State law provides that certain records in the government’s possession are exempt from public inspection and copying. For example, this applies to “Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting and depredation of such sites” (RCW 42.56.430).* | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 14-12-68708  Rev. 1 | ***Tribal Relations***  Records relating to agency interaction with tribes concerning matters related to the agency’s core mission and government-to-government relations.  Includes, but is not limited to:   * Government-to-government communications; * Agreements with tribes (including related background information); * Activities of DNR’s Tribal Liaison designated by said Tribal Liaison as being of long-term significance for understanding of tribal relations. | **Retain** for 10 years after end of calendar year  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. EXECUTIVE LEVEL RECORDS   The activity of documenting the business of the Natural Resources’ decision-making at the policy and executive level. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 79-07-22870  Rev. 4 | ***Commissioner’s Orders***  Records relating to orders executed by the Commissioner of Public Lands.  *Note: This record series reflects the official approved Commissioner’s Order recorded in the DNR’s Title and Records Office (TRO).* | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |

1. ASSET MANAGEMENT

This section covers records relating to the management of the agency’s facilities, equipment, vehicles and aircraft etc. not currently covered by the *State Government General Records Retention Schedule.*

*See State Government General Records Retention Schedule for additional records relating to asset management.*

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 85-06-35821  Rev. 3 | ***Forest Roads, Bridge and Culverts – Inspection/Maintenance***  Records relating to the inspection of roads, culverts and bridge structures to support logging operations and establish program deliverables. Annual Inspection of bridges are required on active logging haul roads as described in WAC 296-54-531 and must be in accordance with the National Bridge Inspection Standards (NBIS) Inspection standards pursuant to 23 CFR § 650(C) and 23 USC 151. May include inspection diaries, field notes, etc. | **Retain** for 6 years after no longer owned by agency  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 74-12-08063  Rev. 1 | ***Usage and Dispersal Records***  Records relating to the region’s dispersal and usage of the agency’s assets used to reconcile and maintain inventory. Includes items owned, rented, leased and/or maintained by the agency.  Includes, but is not limited to:   * Fuel/oil usage and dispersal data; * Supporting documentation; * Pit and quarry material control files; * Pump/tank records; mileage data, delivery records, etc. | **Retain** for 4 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. ENFORCEMENT

This section covers the function of enforcement as a limited authority law enforcement agency (RCW 10.93.020) not otherwise covered under the *State Government General Records Retention Schedule* or the *Law Enforcement Records Retention Schedule*.

| * 1. ADMINISTRATION   The activity relating to the law enforcement management functions of the enforcement jurisdiction of the agency. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 99-11-59314  Rev. 3 | ***Officer Activity Reports***  Records relating to daily activities, any incident, investigations, written activity reports as designated by the Chief LEO that the investigative officers make written note of.  *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 6 years after action or case resolved  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. ENVIRONMENTAL REVIEW

This section covers records relating to environmental oversight and the State Environmental Policy Act which are not covered by *the State Government General Records Retention Schedule.*

| * 1. ENVIRONMENTAL REVIEW AND COMPLIANCE   The activity relating to the review and compliance in accordance with the State Environmental Policy Act. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 92-12-51713  Rev. 5 | ***SEPA (State Environmental Policy Act) Documents – Lead Agency***  Documentation of SEPA Determinations (Threshold, Final) and other SEPA Documents for which DNR is the lead agency under the State Environmental Policy Act. Records may include:   * Environmental Checklist; * Comment letters; * Determination of Non-Significance; * Mitigation Determination of Non-Significance; * Determination of Significance/scoping notices; * Environmental Impact Statements; * Amendments; * Notice of Action Taken & other related documents.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 25 years after issuance  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

2. FINANCIAL MANAGEMENT

This section covers records relating to function of managing the state government agency’s unique financial resources, obligations and monetary infrastructure not currently covered by the *State Government General Records Retention Schedule.*

| * 1. TRUST LAND ACCOUNTS   The activity of monitoring financial performance of state trust lands subject to permanent fiduciary obligations and ongoing land management. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 14-12-68709  Rev. 1 | ***Trust Land Accounts Annual Reports***  Documentation on trust management activities, revenue and expenditures of state trust funds managed by DNR, in context of overall agency functions and reporting.  *Note: Trust accounts are managed by the State Investment Board but these reports are managed by DNR.* | **Retain** for life of agency  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. FOREST PRACTICE MANAGEMENT

This section covers records relating to public resource protection, applications, notifications, small forest landowner support, stakeholder collaboration, training, compliance and enforcement (RCW 76.09) of DNR staff responsible for administering the Forest Practices Act for the Forest Practices Board that are not currently covered by the *State Government General Records Retention Schedule.*

| * 1. FOREST PRACTICE ACTIVITIES   The activity of managing forest practice activities. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 14-12-68696  Rev. 1 | ***Civil Penalties and Appeal Hearings***  Records of Brief Adjudicative Hearings (BAP) and associated reports, reviews, notes and correspondence of the Department’s rulings as they pertain to Forest Practice.  Includes, but is not limited to appeals.  *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 6 years after resolution  *and*  appeal period expired  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 76-09-17631  Rev. 6 | ***Forest Practice Activities***  Records relating to review, approval, and land reviews associated with land development applications that require forest practice permits (RCW 76.09). Many activities are managed and conducted by regional offices.  Includes, but is not limited to:   * Applications and Notifications; * Cultural Resource Assessment, FP; * SEPA document copies * Informal Conferences (ICN); * Notice of Conversion Activity; * Notices of Civil Penalty or Notices of Intent to Disapprove (NOID); * Notices to Comply (NTC); * Permit suspension and revocations; * Release of Forest Practice Bonds; * Road Maintenance and Abandonment Plan (RMAP) * Stop Work Orders (SWO); * Technical Assistance Visits; * Unpermitted activities.   Excludes citations covered by *Civil Penalty and Appeal Hearings (DAN 14-12-68696)*.  *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** 10 years after expiration or last required action  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. FOREST RESOURCES

This section covers records relating to the protection of state and private forest, brush range, and watershed lands (RCW 73).

| * 1. PLANNING AND DATA   The activity of restoring and protecting natural habitats. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 98-01-58208  Rev. 1 | ***Endangered and Threatened Wildlife Surveys***  Records documenting survey data to determine the presence or non-presence of the wildlife (such as spotted owl, Marbled Murrelet, Lynx, Wolf) used to evaluate impacts on wildlife or demonstrate compliance with habitat conservation plan.  Includes, but is not limited to:   * Analysis and reports; * Field notes and data collection; * Drawings, maps, and photos.   *Note: Confidentiality under the Public Disclosure Act RCW 42.56.430. State law provides that certain records in the government’s possession are exempt from public inspection and copying. DNR maintains agreements with Department of Fish and Wildlife limiting what we can disclose to protect sensitive wildlife. Documents must be separated and clearly labeled “confidential/ non-disclosable” prior to transferring to State Archives****.*** | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 99-06-59127  Rev. 1 | ***Forest Resources Inventory System (FRIS) Records***  Records relating to aerial survey of the Washington Forest Resources compiled and completed by the US Forest Service with the Division of Forest Resources. The photographs provide a research for a fuller understanding of the forest survey and aid in determining timberland.  Includes, but is not limited to:   * Aerial photographs of Washington forest; * Contract information; * Field data collected/source documents (forest inventory); * Forest Resources publication; * Other aspects of FRIS program data. | **Retain** until superseded and no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 14-12-68699  Rev. 1 | ***Forest Resources Plans***  Long-term plans includes all forest management plans adopted by DNR adopting state land management policies of state lands and state forest lands, but is not limited to:   * Habitat Conservation Plans; * Sustainable Harvest Plans; * Regional Forest Land Plans; * Watershed Analysis. | **Retain** for 10 years after expiration or revocation  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. GEOLOGY AND EARTH RESOURCES

This section covers records relating to the function of primary source of geological products and services in support of decision-making by Washington’s government agencies, its businesses, and the public. Records include various mining activities and geothermal, oil and gas development activities not currently covered by the *State Government General Records Retention Schedule.*

| * 1. GEOLOGY COLLECTIONS   The activity of documenting unique collections. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-05-10776  Rev. 2 | ***State Ghost Towns Collection***  Data collection on State ghost towns. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| 94-06-53746  Rev. 2 | ***Washington Coal Mine Map Collections***  1100 original blueprints, black line copies, blue line copies, linen copies, hand drawn copies of underground coal mine workings, ground coal mine workings in the state of Washington. Used to accurately locate mines and to respond to collapses in urban areas. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

| * 1. PLANNING AND REPORTING   The activity of research to identify and assess geologic hazards and subsurface conditions for land-use and planning activities. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-05-10778  Rev. 1 | ***Abandoned or Inactive Mines***  Records documenting inactive or abandoned mine lands in the state. Documentation focuses on physical characteristics and hazards and water-related issues. Accurate location, current or previous ownership, and land status information. Used to determine if remedial or reclamation activities are warranted and also serves to update information on properties. Abandoned mines can also cause extensive losses of aquatic and terrestrial habitat. | **Retain** for 6 years after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 14-12-68700  Rev. 2 | ***Geology Research and Studies***  Records relating to geology that includes, but is not limited to: soils, surficial deposits, bedrock, stratigraphy, paleontology, mineralogy, geochemistry, geochronology, structural geology, hydrology, geophysics (seismic, gravity, magnetic and other surveys), offshore mineral exploration, oil and gas studies for regulatory measures etc. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 75-05-10774  Rev. 2 | ***Local Government Land Use Plans and Amendments***  Records relating to city and county land use plans of critical areas, natural resource lands, urban growth areas for Growth Management Act and non-Growth Management Act planning.  Includes, but is not limited to:   * Geology and mineral industry planning research; * Amendments; * Background/reference records (such as maps); * Determinations. | **Retain** until superseded  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. REGULATORY PERMITTING ACTIVITIES   The activity of regulatory functions of DNR relating to coal, oil and gas, mining and minerals, and permits. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-05-10784  Rev. 2 | ***Regulatory Permits***  Records of Surface Mining Reclamation and Exploration Permits (hardrock, non-metals and coal mining) under the Surface Mining Act. RCW 78.44 and WAC 332.18. *(i.e. agency jacket prefix 70)*  Includes, but is not limited to:   * Application; * Final reclamation plan and method of operation; * Inspector's release form; * Performance Security Documents; * Regulatory and non-regulatory framework; * Topographical maps; amendments/revisions to permit.   Or records of Oil and Gas Drilling and Geothermal Exploration Permits Oil and Gas under the Conservation Act and RCW 78.52 and WAC 344-12.  Includes, but is not limited to:   * Application; * Well Record or History; * Notice of Intention; * Production & Drilling Bonds; * Drill, re-drill, or deepen a well for Geothermal Resource Bonds*.* | **Retain** for10 years after release of bond, revoked, or denied  *and*  conditions of reclaimed mine areas satisfied  *and*  violations (if any) corrected/resolved  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. HUMAN RESOURCE MANAGEMENT

This section covers records relating to managing the agency’s workforce which are not currently covered by the *State Government General Records Retention Schedule.*

*See State Government General Records Retention Schedule for additional records relating to human resource management*.

| * 1. PERSONNEL   The activity of documenting an individual’s employment with state government agency to include employment programs not currently covered in the State General Records Retention Schedules. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-04-09963  Rev. 1 | ***Washington Conservation Corps (WCC) Members and Subprograms***  Records relating to personnel enrolled in the federal Washington Conservation Corps (WCC). The program consists of three subprograms: AmeriCorps, Veteran Conservation Corps, and Puget Sound Corps. WCC is federally funded employment program that provides opportunity for young adults and military veterans returning from war to gain hands-on experience in the environmental field or other DNR stewardship project for state lands and recreation areas for 6 months to 1 year.  Includes, but is not limited to:   * Copies of sponsor contracts; * Program enrollment records; * Time accounting; * Training and development; * Member records: stewardship assignments; scholarship information; * Travel miscellaneous records etc.   *Note: WCC and Sub-programs members are not state employees. Records must be kept 6 years after employment to cover Federal Requirements to retain until employee is no longer eligible to use Federal Tuition grant.* | **Retain** for 6 years after end of employment  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. RESOURCE PROTECTION

This section covers records relating to DNR’s responsibilities for fire prevention and suppression, and overseeing forest practices not currently covered by the *State Government General Records Retention Schedule.*

| * 1. COMMUNICATIONS/DISPATCH   The activity of the regional lead units function of receiving, maintaining, and disseminating information relating to incidents. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 15-12-68847  Rev. 1 | ***Non-Statistical (Unclassified, False Alarms, Other Agency) Fire Incident Records***  Records that document the administrative and operational activities taken for non-statistical incidents.  Includes, but not limited to:   * Cost sheet; * Fire Reporting Database. | **Retain** for 2 years after incident is closed  *and*  no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 15-12-68848  Rev. 1 | ***Statistical (Classified) Fire Incident Records – Administrative Files***  Incident command system records documenting the administrative and operational actions which consist of procedures for controlling personnel, facilities, equipment and communications to address DNR’s fire incidents from beginning to end.  Includes, but is not limited to:   * Agency administrative briefings (internal briefings); * Financial copies of incident fiscal, accounting & purchasing records; * Liaison officer records (i.e. contact log/communication records); * Logistics services and supply records in support of tactical operations; * Performance evaluations; * Planning records (resources/personnel, demobilization, fire behavior, training data, assessments/inspection checklist, status summary reports – except final); * Safety officer reports/accident logs & hazard training records; * Tactical and air operation records (i.e. contingency plans, evacuation plans, air operations/helebase).   *Note: Records may contain some confidential or exempt records, (i.e. medical records, disciplinary actions) these must be labeled and protected if disclosed or used in litigation.* | **Retain** for 7 years afterincident is closed  *and*  no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 15-12-68849  Rev. 1 | ***Statistical (Classified) Fire Incident Records – History Files***  Incident command system records that document significant events, actions taken, lessons learned and other fire incident information with long-term value for managing natural resources on DNR lands.  Includes, but is not limited to:   * Analysis (Fire Situation Analyses/Incident Complexity Analysis); * DIS/WFDDS Initial & Re-certifications; * Fire Reporting Database * Final Fire Perimeter Map/Final Fire Progression Maps; * Final Fire Reports (i.e. Behavior Summary, Incident Narrative, Fire Investigation) * Fire Cost Recovery Records; * Incident Actions Plans (Original & Corrected); * Incident Complexity Analysis and Incident Briefings; * Infrared Imagery 2/Interpretation; * Logs (i.e. Key Decision Logs/WildCAD logs) * Newspaper Clippings/Press Releases/Closure Orders; * Other long-term records that may relate to joint operation &/or mutual aid; other entities reports/analyses and other significant interactions with affected communities & high-level management issues not incorporated in Fire Narrative.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 10 years after incident is closed  *and*  no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |

| * 1. FIRE PROTECTION/PREVENTION   The activity of preventing and suppressing fires and recovering fire suppression costs from responsible parties. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-06-11429  Rev. 3 | ***Annual Report – Fire Season Summary***  Report relating to state’s annual forest fire season that summarizes fire danger, forest health, suppression performance, fiscal, operations and prevention. | **Retain** for 6 years after no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 72-07-02172  Rev. 3 | ***Burning Permits – Silvicultural***  Records relating to DNR's regulating of outdoor burning on all forest lands where DNR provides wildfire protection. When burning is allowed, Region Offices may authorize a burn permit (RCW 76.04.205).  Includes, but is not limited to:   * Application; * Approval/denial; * Supporting documentation. | **Retain** for 3 years after denial, revocation, or expiration  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 75-06-11432  Rev. 3 | ***Closed Area Notices – Forest Closures/Suspensions***  Records relating to when forest land is particularly exposed to fire danger where the department designates such land as subject to closure and adopt rules for protection of during extreme fire danger (RCW 76.04.305).  Includes, but is not limited to:   * Published notices in counties; * Posters with beginning and ending dates of closure on public highways.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 3 years after closure concludes  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 75-06-11433  Rev. 2 | ***Fire Cost Recovery Records***  Documents reclamation for fire suppression activities.  Excludes records covered by:   * *Statistical (Classified) Fire Incident Records – History Files (DAN 15-12-68849)*.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 3 years after closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 75-06-11435  Rev. 2 | ***Fire Prevention and Mobilization Plans***  Records relating to regional fire prevention activities and operational plans, mobilization instructions, reports and related records concerning fire prevention.  Excludes records covered by:   * *Statistical (Classified) Fire Incident Records – Administrative Files (DAN 15-12-68848)*.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 4 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 75-06-11431  Rev. 5 | ***Forest Fire Protection Assessments (FFPA)***  Under RCW 76.04.610 the FFPA is paid by owners of private and state “forest land” annually. Landowners who have paid their forest fire protection fees are entitled to DNR wildfire suppression services. Records consist of department’s assessments on identified parcels, fee collection records, and request of cancellations.  *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 3 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 75-06-11438  Rev. 2 | ***Prescribed Burning and Hazard Reduction***  Records documenting controlled burning research used to reduce risk of wildfires and meet specific land management objections such as reduce flammable fuels, restore ecosystem health, recycle nutrients, or prepare an area for new trees or vegetation under specifically controlled conditions to help land stewards manage forest and range lands.  *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 2 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 75-06-11439  Rev. 2 | ***Pre-suppression and Prevention Measures***  Records of all actions and measures aimed at reducing the likelihood of spread of a potential fire and at facilitating the efforts of effective suppression.  Pre-suppression measures include but are not limited to:   * Fire breaks; * Forest roads management; * Forest stations; * Forest telecommunications (repeaters, radio telephones in forest lookout stations, fire engines, personnel vehicles); * Silvicultural treatments to reduce risk of ignition and spreading of fires.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 2 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 75-06-11440  Rev. 3 | ***Suppression Measures – Forest Fires***  Records documenting all actions and measures aimed at facilitating rapid intervention and effective suppression of a potential fire.  Includes, but is not limited to:   * Action plans of cooperation with other agencies and the public; * Fire equipment distribution; * Fire protection systems, * Forest fire fighting task force development; * Heliports and aerial means; * UAV (Unmanned Aerial Vehicle) data * Water tanks.   Excludes records covered by:   * *Statistical (Classified) Fire Incident Records – Administrative Files (DAN 15-12-68848)*.   *Note: As with all public records, these records must be retained until final resolution of the case if they are requested or used in litigation.* | **Retain** for 2 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. STATE LANDS MANAGEMENT

This section covers the distinctive activities relating to the managing of the agency’s various state-owned lands (aquatic lands, uplands, and natural areas).

| * 1. AQUATIC LANDS   The activity of managing state-owned aquatic lands as a public trust and directed by RCW 79.105.030. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 14-12-68694  Rev. 0 | ***Aquatic Land Use Authorizations or Other Uses – Incomplete/Withdrawn***  Records relating to applications and supporting documentation that were received but incomplete or applicant withdrawal and file numbers were never assigned. | **Retain** for 1 year after incomplete or withdrawn  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55003  Rev. 1 | ***Aquatic Materials Purchase***  Records pertaining to agreements for the sale of valuable materials to others from the beds, tidelands, and shorelands of state owned aquatic lands. These agreements include Geoduck sold as valuable materials under harvesting agreements (RCW 79.135.210), include forest products, forage, and sale of rock, gravel, sand and silt or dredge spoil sales etc. (RCW 79.140). *(i.e. jacket prefix 31).*  Includes, but is not limited to:   * Application and map, plat, or sketched area; * US Army Corps of Engineers Public Notice or a dredging permit; * Shorelines Substantial Development Permit or Exemption; * Hydraulics Project Approval Permit or any other regulatory permits issued for project; * Notice of acceptance; * SEPA document copies. | **Retain** for 10 years after termination of agreement  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55005  Rev. 4 | ***Contaminated Sediment Files***  Records relating to sediment information collected and completed by the agency relating to potentially contaminated sites from careless farming, mining, and building activities that have possibly contaminated state owned reservoirs, rivers, and harbor sites and its effects on these bodies of water within the state of Washington.  Includes, but is not limited to:   * Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology’s Hazardous Sites List (WAC 173-340-330); * Model Toxics Control Act (MTCA) investigations, abatement, remediation, cleanup action plans, etc.; * Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, etc. | **Retain** for 10 years after clean-up complete  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55007  Rev. 3 | ***Dredge Materials – Site Use Authorization***  Records relating to dredge disposal authorizations and compliance monitoring on Department of Natural Resources (DNR) state-owned aquatic land disposal sites for materials dredged by others from rivers, harbors, and shipping lanes.  Includes, but is not limited to:   * DNR Site Use Application and copies of agency permits required for dredge disposal operations (US Army Corps of Engineers Permits, WA Dept. of Ecology Water Quality Certification, WA Dept. of Fish and Wildlife Hydraulic Project Approval, Shoreline Substantial Development Permit or Exemption Letter); * Amendments, memos, or approved changes; * Plan of Operations; * Final Characterization Report; * Dredge Management Program evaluations; * Maps, photos, surveys. | **Retain** for 10 years after termination of authorization  *and*  conditions of authorization satisfied  *and*  violations (if any) corrected/resolved  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 95-06-55016  Rev. 2 | ***Easements/Rights of Way Use Agreements***  All records related to easements and rights of way through, over and across any state-owned aquatic lands (tidelands, shorelands, beds of navigable waters etc.). Records pertaining to linear projects (communication, utility, or transportation facilities, including roads, railroads, bridges, natural gas or oil pipelines, water and sewer lines, outfalls and various communications cables). *(i.e. jacket prefix 51)* | **Retain** for 10 years after termination of agreement  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 79-07-22862  Rev. 3 | ***Harbor Area Leases***  Records pertaining to leases to others of state harbor areas of navigable waters reserved for landings, wharves, streets and other conveniences for navigation, water-dependent commerce and water-oriented commerce and other interim uses. *(i.e. agency jacket prefix 22)*  Includes, but is not limited to:   * Applications; * Leases or Re-leases; * Bonds with surety; * Plans and drawings and other data concerning the proposed wharves, docks or other structures or improvements. | **Retain** for 10 years after termination/closure of lease  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-12-68704  Rev. 0 | ***Recreational, Scientific Mooring Buoy or Boatlift License or Registration***  Records relating to applications for mooring or scientific use buoy licenses or permits in accordance with regulations. Includes the approval for buoy mooring authority and the mooring areas. *(i.e. jacket prefix 23)*  Includes, but is not limited to:   * Application forms and supporting documentation; * Plans of Operations and Maintenance; * Renewal forms and supporting documentation; * Notifications of approval or refusal; * Notices of expiration, cancellation, surrender. | **Retain** for 6 years after mooring buoy or lift removed or demolished  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 14-12-68705  Rev. 0 | ***Right of Entry License/Permits***  Records relating to right of entry onto public-owned aquatic lands for a specified temporary purpose and limited term of the land use. *(i.e. agency jacket prefix 23)*  Includes, but is not limited to:   * Applications and Agreement; * Exhibit A; * Exhibit B (Plan of Operations). | **Retain** for 6 years after permit/license expires or revoked  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 79-07-22863  Rev. 3 | ***Tideland, Shoreland, and Bedland Leases – Outside of Harbor Areas***  Records relating to leases of state-owned tidelands, shorelands and beds of navigable waters outside of Harbor Areas. May also include non-water dependent use authorizations such as mineral or geothermal leases. *(i.e. agency jacket prefix 20)*  Includes, but is not limited to:   * Applications; * Leases or Re-leases; * Bonds with surety; * Plans and drawings and other data concerning the proposed wharves, docks or other structures or improvements. | **Retain** for 10 years after termination/closure of lease  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 79-07-22857  Rev. 4 | ***Tideland and Shoreland Purchases (1st & 2nd Class)***  Records relating to any person entitled to purchase under RCW 79.125.200 and claiming a preference right of purchase of any of the state-owned tidelands or shorelands of the first and second class. *(i.e. agency jacket prefix 24 or 26).*  *Note: per RCW 79.125.200 State-owned tidelands, shorelands, and waterways can only be sold to public entities. Also, since there is no inventory for unknown quantity of aquatic lands, these records are essential for review and analysis in determining current state ownership of aquatic lands that support litigation, ownership disputes and general ownership determinations.* | **Retain** for life of agency  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 95-11-56196  Rev. 3 | ***Unauthorized Use and Occupancy of Aquatic Lands – No Court Action Taken***  These records pertain to unauthorized use and occupancy of state-owned aquatic land without a lease (RCW 79.01.471) where no trespass action is taken. *(i.e. agency jacket prefix 21)*  Includes, but is not limited to:   * Notification of state ownership; * Right to occupy through execution of a lease; * Assessed monthly use and occupancy fees of trespassing party; * Correspondence, photos, maps.   Excludes records relating to trespass court actions or those resolved and transferred to a lease that are covered more specifically in another record series. | **Retain** for6 yearsafter resolved and no court action taken  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55020  Rev. 2 | ***Waterway Vacations***  Records relating to request for the DNR to vacate state waterways (RCW 79.120.060) as vacated by Commissioner’s Order. *(i.e. agency jacket prefix 51)*  Includes, but is not limited to:   * Application to vacate state waterways; * Eligibility for waterway vacation; * Supporting documentation, legal description, and exhibits; * Formal request to Commissioner of Public Lands; * DNR reviews.   Excludes the Commissioner’s Order of the Waterway Vacation decision covered by *Commissioner’s Orders (DAN 79-07-22870)*. | **Retain** for 10 years after vacation is approved  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. LANDS SURVEY, BOUNDARIES, RESOURCE MAPPING, PLATS, & REGISTERS   The activity of maintaining state land records of physical conditions that support legal descriptions and other evidentiary documentation. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 75-04-09766  Rev. 1 | ***Aerial Photographs***  Aerial photographs of ownership or section coverage properties, maintenance of state owned lands, location of timber sales and roads or other areas of interest. Photographs may exist as negatives, prints or digital images. Provide a visual documentation of changes made to lands over time. | **Retain** for life of agency  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 85-06-35827  Rev. 2 | ***Boundary Survey Maps (Original)***  Records of state land boundaries and other corner monument evidence. Originals must be retained for inspection and legal reference.  Excludes secondary records created for convenience of reference or distribution (such as digital or informational copies when made available for public inspection) covered by *Secondary (Duplicate) Copies (DAN GS 50005)*. | **Retain** for life of agency  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 75-04-09970  Rev. 1 | ***Geographic Names***  Records pertaining to the committee on geographic names as established by RCW 43.30.293. May include documentation of the process, decisions, narrative reports and recommendations to the board, research materials, correspondence, administrative notes and other documentation related to committee decisions. Also includes filings of official names for lakes, mountains, streams, places, towns and other geographic features within the state as adopted by the board and published by the Washington State Register.  *Note: Records are managed by DNR’s Survey Office, Resource Mapping section.* | **Retain** until superseded or no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 81-10-29023  Rev. 3 | ***Harbor Area Jurisdictional Boundaries***  Official documentation of the agency’s legal jurisdictional boundary, changes to its boundary and leases applied across harbor areas. | **Retain** for20 years after superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 84-11-34673  Rev. 6 | ***Monumentation Information Collections***  Records of monumentation or remonumentation collections marking horizontal and vertical control points with these permanent structures such as concrete pedestals and metal plaques. Once surveyed and marked, these monuments can be used for further surveying and for the alignment of land-parcel boundaries and infrastructures. These records must be available for public inspection.  Includes, but is not limited to:   * Cadastral Survey, Including Bureau of Land Management (BLM) Information * Monumentation records of alteration, preservation or destruction * Monuments and Surveys.   *Note: These records are required to be maintained permanently for public inspection by statute.* | **Retain** for life of agency  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-12-68702  Rev. 1 | ***Plats/Plat Books/Indexes to Plats***  Documents the legal survey and mapping of lands. Records of plats documenting location, boundaries and legal descriptions.  Includes, but is not limited to:   * Condemnation Plats; * Federal Government Land Office Survey Plats; * Right of Way Plats. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-12-68706  Rev. 1 | ***State Base Mapping System***  Records used to provide a coordinated system of state base maps to assist all levels of government agencies, the public and private sectors as well as mapping fires, roads, region boundaries, and land ownership boundaries for DNR. (Chapter 58.22 RCW)  Includes, but is not limited to:   * Base Separates (Maps); * High Altitude Photo Map; * Land Base Plats (type and topog); * Original Type Maps; * Orthophotography and Cartographic; * Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer aided design (CAD) systems; * Water Type Modification and Water Type Maps.   Excludes records when covered *more specifically* in another records series. | **Retain** until superseded or no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 85-06-35828  Rev. 1 | ***Survey Data Collections and Field Books***  Provides field analysis and inspection through documenting observations, measurements, questionnaires, or research of legal instruments, and data analysis in the support of planning, designing, and establishing of property boundaries, corner notes, ownership information etc. Maybe used to establish cadastral surveys and land boundaries, mapping and certifying surveys as required by statute or local ordinance. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 81-10-29012  Rev. 2 | ***Tideland/Shoreland (1st and 2nd Class) Harbor Area Index Plates***  Provides a record (on maps or books) of state aquatic land transactions (sales, leases, easements, etc.). Finding aids/indexes may include name, description, and plat number. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 81-10-29014  Rev. 1 | ***Tideland/Shoreland and Harbor Area Maps***  Provides a record of location of boundary lines, surveys, re-surveys of state-owned tide/shorelands and harbor areas. May include but not limited to: original hard back maps.  Excludes maps when covered by more specifically in another records series. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 81-10-29027  Rev. 2 | ***Tideland/Shoreland and Harbor Line Calculations and Surveys***  Provides a record of mathematical calculations (measurements, dimensions, descriptions, boundaries, areas and contours) of tideland/shorelands and harbor line performed for State Aquatic Lands Surveys.  Excludes records when covered more specifically in another records series. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| 79-07-22890  Rev. 3 | ***Tract Books and Registers – Aquatics and Uplands***  The activity of registering state land transactions and significant activities occurring on state managed lands. | **Retain** for until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. UPLAND EXCHANGES & TRANSACTIONS   The activity of exchanging land with other public and private parties under statutory authority. Transactions may include sales/purchases of replacement properties to satisfy trust land management fiduciary duties. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 79-07-22869  Rev. 4 | ***Land Exchange Files***  Records relating to land exchanges, approved by the Board, in order to facilitate the marketing of forest products from state lands, to maintain or increase lands determined to be in the best interest of the trust, to consolidate or block up lands, to acquire urban property with higher income generating potential, or to acquire lands having commercial recreational leasing potential. Exchange of property or property rights includes aquatic lands, exchange and purchase combined, Inter-trust, land bank, mineral exchange or trust land transfers. *(i.e. agency jacket prefix 86)*  Includes, but is not limited to:   * Baseline documentation, required habitat documentation and interim management plans; * Planning documents related to land transactions; * Critical correspondence with landowners/sellers/grantors; * Due diligence materials (surveys, appraisals, land audits, title reports, etc.) required to complete the transaction process and/or those required by law; * Key summary notes on acquisition process; * Letters of intent and landowner option agreements; * Recorded originals or copies of recorded originals; includes conservation easement, transfer return, title policy, partial release, quit claims, copies deeds etc. | **Retain** for 10 years after issuance and acceptance of deed  *then*  **Transfer** to Washington State Archives permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-12-68701  Rev. 1 | ***Land Sales – State Mineral Rights Reserved***  Records pertaining to the sale of state trust lands where the state maintains the mineral rights. Includes all title documents related to mineral rights, all records of commercial mineral activities, all documents indicating location and nature of mineral resources, and any transactional files that relate to chain of title of reserved mineral rights. *(i.e. agency jacket prefix 02)* | **Retain** 10 years after mineral rights exchanged  *then*  **Transfer** to Washington State Archives permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 79-07-22865  Rev. 5 | ***State Water Rights***  Records pertaining to water rights on state trust lands where land was sold but the Department withheld the water rights from the deed at the time of sale. *(i.e. agency jacket prefix 78)*  *Note: Specific documentation from land sales may need to be maintained with the water rights files and retained according to water rights retention period.* | **Retain** 10 years after terminated or transferred  *then*  **Transfer** to Washington State Archives permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-12-68707  Rev. 1 | ***Transactions, Road Use Permits, Land Use Licenses, Management Agreements and Easements Proposed – Unsuccessful***  Records relating to proposals made by the agency for the purchase, exchange, transfer, lease, or sale of real property or real property rights where the offer is not accepted or is withdrawn by the agency. *(i.e. agency jacket prefix 02, 50, 55, 60, and 92)*  Includes, but is not limited to:   * Applications; * Appraisals; * Correspondence; * Draft documents; * Negotiations; * Publications; * Purchase offers; * Research; * Title reports. | **Retain** for 3 years after offer declined or withdrawn  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. UPLAND PRODUCT SALES AND LEASING   The activity relating to product sales and leasing of state trust lands and related activities. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 95-06-55207  Rev. 2 | ***Agricultural or Grazing Leases***  Records that document state trust land leases for agriculture, grazing and permit range. *(i.e. agency jacket prefixes 10, 11, 12)* | **Retain** for 10 years after termination/closure of lease  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 72-07-02153  Rev. 1 | ***Bureau Scale Certification***  Records relating to ensuring that weight scales or other measurement devices are certified when used in determining accuracy of production reports for appropriate revenues. Expires annually. | **Retain** until superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-06-55208  Rev. 2 | ***Commercial, Industrial, Business, or Recreational Leases***  The records document land leased for commercial/industrial, business or recreational uses. *(i.e. agency jacket prefixes 39 and 59)* | **Retain** for 10 years after termination/closure of lease  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 97-08-57965  Rev. 2 | ***Communication Site Leases***  Records of leasing sites for communication infrastructure and technologies with the placement of buildings towers suitable for AM/FM, broadcast radio, 2-way radio, amateur radio for public safety use, television, microwave radio, cellular and wireless broadband applications for private and public entities. *(i.e. agency jacket prefix 52)*  *Note: Agency may need to retain these records longer in order to comply with additional federal regulatory requirements.* | **Retain** for 10 years after termination/closure of lease  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 72-07-02170  Rev. 2 | ***Log and Load Accountability Documents***  Records relating to scale (measuring) timber sales generated at the Region level for billing.  Includes, but is not limited to:   * Load Tickets; * Log and Load Reports; * Load Accountability Summary; * DNR/Purchaser Activity Summary. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 94-04-53635  Rev. 1 | ***Registered Marks or Brands***  Records relating to applications for brands and catch brands submitted to the Department by owners who wish to identify any of their forest products which will be stored or transported in or on the waters of the state. Registration certifications are renewed every five-year period (Chapter 76.35 RCW).  Includes, but is not limited to:   * Applications; * Applicant disputes; * Brand denials; * Renewal Correspondence; * Registrations, certifications, assignments; * Petitions of cancellations; * Notifications of expiration. | **Retain** for 6 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-06-55209  Rev. 2 | ***Special Forest Products***  Records relating to harvesting, transporting, possessing and purchasing specialized forest products (Chapter 76.48 RCW). | **Retain** for 6 years after expiration or termination  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55028  Rev. 4 | ***Timber Sales***  Records relating to timber sales on State uplands. *(i.e. agency jacket prefix 30)*  Includes, but is not limited to:   * Record Searches, Board Sales and Revisions; * Consent to Assignment, Amendments, Road Plan; * Sales Administration documents (such as Certification of Liability Insurance, correspondence, payment security bonds, reports of sale of valuable materials, final operating releases, branding hammer agreement, etc.); * Confirmation of Timber Sales; * Notice to Comply and/or other Regulatory Actions; * Finance documents (such as Performance Bonds, payment securities, rent calculations, audit reports, cash flow reports); * Pre-Sales documents (such as FPA, HCP checklist, Specialist Report, Assessment, Notice of Final determinations; cutting line agreements etc.); * SEPA document copies. | **Retain** for 50 years after termination  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 95-06-55027  Rev. 1 | ***Upland Material Purchases***  Records relating to Department’s sale of upland materials (rock, sand, clay, and gravel). *(i.e. agency jacket prefix 32)* | **Retain** for 6 years after termination  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-06-55203  Rev. 4 | ***Upland Subsurface Use Leases or Contracts***  Records granting leases for the extraction of oil and gas, mineral prospecting and mining. *(i.e. agency jacket prefixes 63, 64, 65, or 70).*  Includes, but is not limited to:   * Applications for a coal option contract on state uplands; * Applications to convert a coal option contract on state lands to a coal mining contract; * Application for a mineral prospecting lease; * Applications to conversion of a mineral prospecting lease to a mining contract; * Lease or contract specific supporting documentation required etc. | **Retain** for 10 years after expiration  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 95-06-55206  Rev. 1 | ***Various Upland Use Permits***  Records relating to recreation for vehicular and non-vehicular uses, special education permits or scientific uses, special events *(i.e. agency jacket prefix 60)*. | **Retain** for 6 years after revoked or terminated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. UPLAND RIGHTS-OF-WAY/EASEMENTS   The activity of managing rights-of-way’s on state lands and acquiring rights-of-way’s and easements on private land to facilitate access to state lands. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 99-11-59306  Rev. 2 | ***Right of Way – Temporary Use Licenses or Permits***  Department granted Licenses or Permits across department-managed lands for temporary use. Includes road use permits (RUPs jacket prefix 50, 55) and land use licenses (LUL’s jacket prefix 60), such as: timber hauling or utility use permits, restoration project permits, WDFW science permits, Washougal Rock Quarry permits, UW seismic permits, bare buns fun run permits, etc. | **Retain** for6 years after termination  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 79-07-22858  Rev. 5 | ***Upland Easements and Covenants***  Department granted easements across department-managed lands, acquired easements and covenants. *(i.e. agency jacket prefixes 50, 54, 55, 58, 60, or 67)*.  Includes, but not limited to:   * Conservation Riparian/Legacy Easement Agreements; * County Road Easements; * Easement Exchange Agreements; * State Road Easements; * Timber Reservations; * Development Rights; * Covenants.   Excludes records covered by *Right of Way – Temporary Use Licenses or Permits (DAN 99-11-59306)*.  *Note: Copy of easement files**may be transferred to another state agency if lands encumbered or benefitted by easements are acquired by that state agency.* | **Retain** for 6 years after termination  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. LEGACY RECORDS

This section covers records no longer being created or received by the Department of Natural Resources which have yet to reach their minimum retention period.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 95-06-55024  Rev. 2 | ***Court Cases – Aquatics***  Non-active or closed court cases pertaining to aquatic lands harbor cases*.*  *Note: This record series covers only those existing boxes stored at the State Records Center and microfilm copies.* | **Retain** for 6 years after closure of court case  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |

Glossary

|  |
| --- |
| ***Appraisal*** |
| The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| ***Archival (Appraisal Required)*** |
| Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| ***Archival (Permanent Retention)*** |
| Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| ***Disposition*** |
| Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction. |
| ***Disposition Authority Number (DAN)*** |
| Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| ***Essential Records*** |
| Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010) |
| ***Local Records Committee*** |
| Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee’s three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor. |
| ***Non-Archival*** |
| Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law. |
| ***Non-Essential Records*** |
| Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW. |
| ***OFM (Office Files and Memoranda)*** |
| Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| ***OPR (Official Public Records)*** |
| Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| ***Public Records*** |
| Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| ***Records Series*** |
| A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function. |
| ***State Records Committee*** |
| Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management. |

INDEXES

ARCHIVAL RECORDS INDEX

*See the State Government General Records Retention Schedule for additional “Archival” records.*

AGENCY MANAGEMENT

Budget and Economics

Economic Analysis, Surveys, and Reports 5

Forecasting Documents 6

Cultural and Historical

Cultural Resource Assessment – Stand Alone 7

Tribal Relations 8

Executive Level Records

Commissioner’s Orders 9

FOREST RESOURCES

Planning and Data

Endangered and Threatened Wildlife Surveys 16

Forest Resources Inventory System (FRIS) Records 17

GEOLOGY AND EARTH RESOURCES

Geology Collections

State Ghost Towns Collection 18

Washington Coal Mine Map Collections 18

Planning and Reporting

Abandoned or Inactive Mines 19

Geology Research and Studies 19

Regulatory Permitting activities

Regulatory Permits 20

LEGACY RECORDS

Court Cases – Aquatics 51

RESOURCE PROTECTION

Communications/Dispatch

Statistical (Classified) Fire Incident Records – History Files 24

Fire Protection/Prevention

Annual Report – Fire Season Summary 25

STATE LANDS MANAGEMENT

Aquatic Lands

Dredge Materials – Site Use Authorization 32

Easements/Rights of Way Use Agreements 32

Harbor Area Leases 33

Tideland and Shoreland Purchases 35

Tideland, Shoreland, and Bedland Leases – Outside of Harbor Areas 34

Waterway Vacations 36

Land Survey, Boundaries, Resource Mapping, Plats, & Registers

Boundary Survey Maps (Original) 37

Geographic Names 37

Harbor Area Jurisdictional Boundaries 38

Monumentation Information Collections 38

Plats/Plat Books/Indexes to Plats 39

State Base Mapping System 39

Survey Data Collections and Field Books 40

Survey Tide/Shoreland and Harbor Line Calculations and Surveys 41

Tideland/Shoreland (1st and 2nd Class) Harbor Area Index Plates 40

Tideland/Shoreland and Harbor Area Maps 40

Tract Books and Registers – Aquatics and Uplands 41

Upland Exchanges

Land Exchange Files 42

Land Sales – State Mineral Rights Reserved 43

State Water Rights 43

Upland Product Sales and Leasing

Agriculture or Grazing Leases 45

Commercial, Industrial, Business, or Recreational Leases 45

Communication Site Leases 46

Timber Sales 48

Upland Subsurface Use Leases or Contracts 49

Upland Rights of Way/Easements

Upland Easements and Covenants 50

ESSENTIAL RECORDS INDEX

*See the State Government General Records Retention Schedule for additional “Essential” records.*

AGENCY MANAGEMENT

Budget and Economics

Forecasting Documents 6

Cultural and Historical

Tribal Relations 8

ENVIRONMENTAL REVIEW

Environmental Review and Compliance

SEPA (State Environmental Policy Act) Documents – Lead Agency 12

FINANCIAL MANAGEMENT

Trust Land Accounts

Trust Land Accounts Annual Reports 13

FOREST RESOURCES

Planning and Data

Forest Resources Plans 17

GEOLOGY AND EARTH RESOURCES

Planning and Reporting

Geology Research and Studies 19

Local Government Land Use Plans and Amendments 19

Regulatory Permitting Activities

Regulatory Permits 20

STATE LANDS MANAGEMENT

Aquatic Lands

Dredge Materials – Site Use Authorization 32

Easements/Rights of Way Use Agreements 32

Harbor Area Leases 33

Tideland and Shoreland Purchases (1st & 2nd Class) 35

Tideland, Shoreland, and Bedland Leases – Outside of Harbor Areas 34

Waterway Vacations 36

Lands Survey, Boundaries, Resource Mapping, Plats, & Registers

Boundary Survey Maps (Original) 37

Harbor Area Jurisdictional Boundaries 38

Plats/Plat Books/Indexes to Plats 39

State Base Mapping System 39

Tideland/Shoreland (1st and 2nd Class) Harbor Area Index Plates 40

Tract Books and Registers – Aquatics and Uplands 41

Upland Exchanges & Transactions

Land Exchange Files 42

Land Sales – State Mineral Rights Reserved 43

State Water Rights 43

Upland Product Sales and Leasing

Agricultural or Grazing Leases 45

Commercial, Industrial, Business, or Recreational Leases 45

Communication Site Leases 46

Timber Sales 48

Upland Subsurface Use Leases or Contracts 49

Upland Rights of Way/Easements

Upland Easements and Covenants 50

DISPOSITION AUTHORITY NUMBERS (dan’S) INDEX

14-12-68694 30

14-12-68696 14

14-12-68697 7

14-12-68699 17

14-12-68700 19

14-12-68701 43

14-12-68702 39

14-12-68704 33

14-12-68705 34

14-12-68706 39

14-12-68707 44

14-12-68708 8

14-12-68709 13

15-12-68847 22

15-12-68848 23

15-12-68849 24

72-07-02153 45

72-07-02170 46

72-07-02172 25

73-07-06397 5

74-07-06386 6

74-12-08063 10

75-04-09766 37

75-04-09963 21

75-04-09970 37

75-05-10774 19

75-05-10776 18

75-05-10778 19

75-05-10784 20

75-06-11429 25

75-06-11431 27

75-06-11432 26

75-06-11433 26

75-06-11435 27

75-06-11438 27

75-06-11439 28

75-06-11440 29

76-09-17631 15

79-07-22853 2

79-07-22857 35

79-07-22858 50

79-07-22862 33

79-07-22863 34

79-07-22865 43

79-07-22869 42

79-07-22870 9

79-07-22890 41

81-10-29012 40

81-10-29014 40

81-10-29023 38

81-10-29027 41

84-11-34673 38

85-06-35821 10

85-06-35827 37

85-06-35828 40

92-12-51713 12

94-04-53635 47

95-06-55003 30

95-06-55005 31

95-06-55007 32

95-06-55016 32

95-06-55020 36

95-06-55024 51

95-06-55027 48

95-06-55028 48

95-06-55203 49

95-06-55206 49

95-06-55207 45

95-06-55208 45

95-06-55209 47

95-08-57965 46

95-11-56196 35

97-06-53746 18

98-01-58208 16

99-06-59127 17

99-11-59306 50

99-11-59314 11

Subject INDEX

*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

1

1st & 2nd Class tide/shorelands (type 24 & 26) 35

A

abandoned or inactive mines 19

aerial photographs 37

agreements *see SGGRRS*

Agricultural Leases (type 12) 45

agricultural or grazing Leases 45

Americorps 21

annual fire season summary report 25

aquatic land use authorizations or other uses - incomplete/withdrawn 30

aquatics materials purchase (type 31) 30

asset management *see SGGRRS*

audits *see SGGRRS*

B

backups *see SGGRRS*

base separates (maps) 39

boundary survey maps 37

bridge and culverts – inspection/maintenance 10

budgeting *see SGGRRS*

bureau scale certification 45

burning permits 25

C

Cadastral Survey 38

case files (criminal) *see Law Enforcement*

CERCLA documents 31

CHRI (criminal history record information) *see Law Enforcement*

citations/notices of infraction *see Law Enforcement*

city and county land use plans 19

civil penalties & appeal hearings 14

closed area notice – forest closures/suspensions 26

coal mine map collections 18

commercial leases 45

Commissioner’s orders 9

communication site leases 46

complaints *see SGGRRS*

condemnation plats 39

contaminated sediment files 31

contracts *see SGGRRS*

county and state road easements (type 50) 50

court cases – aquatic 51

court orders/warrants/writs *see Law Enforcement*

cultural resource assessment 15

cultural resource assessment – stand alone 7

D

dredge materials – site use authorization 32

E

economic analysis, surveys, and reports 5

EIRS fire reports 24

emergency incident response statistics fire reports 24

endanagered & threatened wildlife surveys 16

evidence/property files in custody *see Law Enforcement*

F

facilities *see SGGRRS*

federal government land office survey plats 39

FFPA 27

field books 40

financial records *see SGGRRS*

Fire Boxes 22, 23, 24

fire cost recovery records 24, 26

Fire Incident Records 22, 23, 24

fire prevention & mobilization plans 23, 27

fire protection assessments 27

forecasting documents 6

forest fire protection assessments 27

forest fire report - annual 25

forest practice activities 15

forest resource plans 17

forest resources inventory system 17

forest roads – inspection/maintenance 10

FPA’s applications and notifications 15

Fuel/oil usage 10

G

geographic names 37

geology research and studies 19

geophysics 19

ghost towns collection 18

grants *see SGGRRS*

grazing leases (type 10) 45

grazing permits (type 11) 45

grievances *see SGGRRS*

H

habitat conservation plans 17

harbor area jurisdictional boundaries 38

harbor area leases 20, 33

high altitude photo maps 39

human resources *see SGGRRS*

I

ICN - informal conferences 15

industrial Leases 45

information systems *see SGGRRS*

J

juvenile records *see Law Enforcement*

L

land base plats 39

Land Exchange Files 42

Land Sales – State Mineral Rights Reserved 43

leave *see SGGRRS*

legal affairs *see SGGRRS*

load accountability summary 46

load tickets 46

Local Government Land Use Plans & Amendments 19

log and load accountability documents 46

log and load reports 46

log brands 47

lynx wolf 16

M

mail services *see SGGRRS*

marbled murrelet 16

material purchase (type 32) 48

meetings *see SGGRRS*

mineral & prospecting leases (type 65) 49

mineralogy 19

mining contracts (type 64) 49

monumentation alteration, preservation or destruction records 38

monumentation and surveys 38

monumentation information collections 38

monumentation permits 38

motor vehicles *see SGGRRS*

MTCA documents 31

multiple use permits (type 60) 49

N

Non-Statistical (Unclassified, False Alarms, Other Agency) Fire Incident Records 22

notice of conversion activity 15

notices of civil penalty 15

notices of intent to disapprove 15

notices to comply 15

O

officer activity reports 11

offshore mineral exploration 19

oil & gas leases (type 63) 49

original mine maps 18

orthophotography & cartographic maps 39

P

paleontology 19

payroll *see SGGRRS*

pit and quarry material 10

Plats/Plat Books/ Indexes to Plats 39

policies/procedures *see SGGRRS*

prescribed burning and hazard reduction 27

pre-suppression & prevention measures 28

public disclosure *see SGGRRS*

public records requests *see SGGRRS*

publications *see SGGRRS*

Puget SoundCorps 21

pump/tank records 10

R

records management *see SGGRRS*

Recreational Mooring Buoy or Boatlift License or Registration 33

regional forest land plans 17

registered marks or brands 47

release of forest practice bonds 15

residential leases 45

Right of Entry License/Permits 34

right of way plats 39

right of way use permits (type 50) 50

Rights of Way Use Agreements 32

risk management *see SGGRRS*

road use permits (type 50) 50

rock, sand, & gravel (type 32) 48

RUPs (type 50) 50

S

security *see SGGRRS*

SEPA Determinations 12

SEPA Documents 12

Special Forest Products Lease 47

special use permits (type 60) 49

spotted owl 16

state base mapping system 39

state ghost towns collection 18

state road easements (type 50) 50

state water rights 43

Statistical (Classified) Fire Incident Records – Administrative Files 23

Statistical (Classified) Fire Incident Records – History Files 24

stratigraphy 19

subsurface use leases 49

suppression measures – forest fires 29

survey data collections & field books 40

survey field books 40

sustainable harvest plans 17

T

telecommunications *see SGGRRS*

tide/shoreland & harbor line calculations & surveys 41

tide/shoreland (1st & 2nd class) harbor area index plates 40

tideland and shoreland leases 34

tideland/shoreland & harbor area maps 40

timber hauling permits 50

timber sales 48

timesheets *see SGGRRS*

tract books and registers, aquatics & uplands 41

training *see SGGRRS*

transactions proposed – unsuccessful 44

transitory records *see SGGRRS*

travel *see SGGRRS*

tribal relations 8

type maps 39

U

Unauthorized Use and Occupancy of Aquatic Lands – No Action 35

upland subsurface use leases 49

usage and dispersal records 10

utility use permits (type 50) 50

V

various upland use permits 49

vehicles *see SGGRRS*

Veteran Conservation Corps 21

W

Washington Conservation Corps (WCC) members 21

water type modification & water type maps 39

watershed analysis 17

Waterway Vacations 36

weapons (agency-issued) *see Law Enforcement*

WildCad Logs 22