HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ACCOUNTING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ACCOUNTING - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING –BANKING **DISPOSITION AUTHORITY GS50-03B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
2	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
3	DEPOSIT REGISTER - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
4	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
5	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
6	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
7	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
8	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
9	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	
10	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND 1. Authority to issue duplicated check or warrant in case of loss or destruction. 2. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
11	SIGNATURE RECORDS List of employees and their signatures who are authorized to sign checks/warrants.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	

Schedule Title: ACCOUNTING – BUDGET **DISPOSITION AUTHORITY GS50-03D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
2	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – BUDGET **DISPOSITION AUTHORITY GS50-03D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
4	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
5	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
6	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
7	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
8	FINAL BUDGET	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-03D-08	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
9	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
10	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	

Schedule Title: ACCOUNTING – GENERAL **DISPOSITION AUTHORITY GS50-03A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
2	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
3	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL **DISPOSITION AUTHORITY GS50-03A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
5	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
6	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
7	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
8	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
9	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
10	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
11	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year-end) as well as documentation of current status, and updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
12	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
13	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	
14	GENERAL LEDGER **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	6 years Pre-1900 general ledgers have potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03A-15	Please contact your Regional Archivist before disposing of this record**.** Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency should be kept.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL **DISPOSITION AUTHORITY GS50-03A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
16	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
17	INVENTORY OF FIXED ASSETS Year-end report.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
18	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	
19	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
20	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
21	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
22	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
23	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
24	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
25	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
26	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
27	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
28	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
29	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
30	WARRANT/CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
31	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
32	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING -GRANTS **DISPOSITION AUTHORITY GS50-03C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
2	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years or retain for period required by grant or program – Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
4	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
5	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING -GRANTS **DISPOSITION AUTHORITY GS50-03C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	GRANT APPLICATIONS - APPROVED Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
7	GRANT APPLICATIONS - NOT APPROVED	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
8	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	
9	GRANT PROJECT REPORTS Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program – Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
10	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
11	WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – INTERNAL AUDIT **DISPOSITION AUTHORITY GS50-03F**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03	

Schedule Title: ACCOUNTING – PAYROLL **DISPOSITION AUTHORITY GS50-03E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
2	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
3	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03	
4	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – **See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
6	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – PAYROLL **DISPOSITION AUTHORITY GS50-03E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
8	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
9	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
10	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
11	DISABILITY, HEALTH AND WELFARE CLAIMS - PAYROLL	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
12	EMPLOYEE EARNINGS QUARTERLY REPORTS	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-12	
13	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-13	
14	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-14	
15	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits. **ESSENTIAL RECORD** if used for retirement verification – Needs security microfilm backup – **See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	Destroy when obsolete or superseded	GS50-03E-15	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
17	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
18	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
19	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19	
20	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
21	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – PAYROLL **DISPOSITION AUTHORITY GS50-03E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
22	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits. **ESSENTIAL RECORD** if used for retirement verification – Needs security microfilm backup – **See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	Destroy when obsolete or superseded	GS50-03E-22	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
24	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
25	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL Documentation of status of and adjustments to payroll accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-25	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE - BUSINESS OFFICE

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE - BUSINESS OFFICE - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	For the State Auditor: Cliff Whipple	For the State Archivist: David Owens

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: ADMINISTRATIVE - BUSINESS OFFICE **DISPOSITION AUTHORITY GS55-01A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AFFIDAVITS OF PUBLICATION Record of publication of public health notices in newspapers or other media.	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	ANNUAL REPORTS Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs.	OPR	6 years - unless specified by a contract or agreement for a longer retention. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01A-02	Contact your Regional Archivist before disposing of this record.
3	CLIENT/PATIENT FINANCIAL ASSESSMENTS	OPR	6 years	Destroy when obsolete or superseded	GS55-01A-03	
4	COUNTY AUDITORS REPORTS Reports received from the County Auditor detailing current financial status (may be monthly or annual).	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
5	DAILY REPORTS/STATISTICAL SHEETS Report of daily activities used for monthly and annual reports, or grant reporting. Also used for State and Federal audits.	OPR	6 years	Destroy when obsolete or superseded	GS55-01A-05	
6	DSHS BILLING RECORDS Medical Assistance Remittance and Status Reports, and claim documents. Record of claims paid or denied by DSHS.	OFM	3 years after audit or expiration of contract, whichever is longer	Destroy when obsolete or superseded	GS55-01A-06	
7	EMERGENCY PRESCRIPTION FUND	OPR	6 years	Destroy when obsolete or superseded	GS55-01A-07	
8	FEE SCHEDULES Schedule of fees charged for services.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-01A-08	
9	HEALTH EDUCATION PROGRAM RECORDS Records of specific health educational and prevention programs offered by the agency to the public.	OFM	3 years	Destroy when obsolete or superseded	GS55-01A-09	
10	LICENSES ISSUED REGISTER Register of licenses issued by the agency.	OFM	Until expiration of last license listed	Destroy when obsolete or superseded	GS55-01A-10	
11	MONTHLY REPORTS Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs. Also used for state and federal audits.	OPR	6 years	Destroy when obsolete or superseded	GS55-01A-11	
12	PROVIDER AGREEMENTS Agreements between the Health District/Department and Program Providers.	OPR	6 years – after termination of agreement	Destroy when obsolete or superseded	GS50-01-11	
13	STAFF DEVELOPMENT PROGRAM FILES Reports and other records documenting the implementation of educational programs for staff education and development.	OFM	3 years	Destroy when obsolete or superseded	GS55-01A-13	
14	STATISTICAL REPORTS Agency statistical studies and reports.	OPR	6 years – Potential archival value- **See remarks**	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE - BUSINESS OFFICE **DISPOSITION AUTHORITY GS55-01A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	SUBSTANCE ABUSE PROGRAM REPORT TO DOH Reports submitted to management monitoring the Substance Abuse Program.	OPR	6 years	Destroy when obsolete or superseded	GS55-01A-15	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE **DISPOSITION AUTHORITY GS50-02**

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:

Series NO.	TITLE AND DESCRIPTION
1	AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.
5	MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
8	ROUTING SLIPS Routing slips used to direct the distribution of documents.
9	SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.
10	TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	USED / CANCELLED EVENT TICKETS AND PASSES

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS **DISPOSITION AUTHORITY GS 50-01**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - **See remarks**	Destroy when obsolete or superseded	GS50-01-02	Please contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	ANNUAL REPORTS – OFFICE REFERENCE COPIES Copies of reports of activities submitted yearly to the governing council, commission, or board.	OFM	Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
4	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – *OFFICE REFERENCE COPIES* Copies of employment applications submitted by applicants who were not hired.	OFM	Personnel office keeps primary copy 3 years	**Office references copies** - Destroy when obsolete or superseded	GS50-04B-01	
5	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded – **See remarks**	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
6	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – *OFFICE REFERENCE COPIES*	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
7	BUDGET AND BUDGET DEVELOPMENT FILES – *OFFICE REFERENCE COPIES* The final budgets are retained permanently as reference attachments to the ordinances or resolutions that adopt them.	OFM	Final budget is kept by clerk of governing council, commission, or board PERMANENT Budget development and request files are retained 2 years by the finance or budget office	**Office references copies** - Destroy when obsolete or superseded	GS50-03D-03	
8	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - **See remarks**	GS50-01-37	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS **DISPOSITION AUTHORITY GS 50-01**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
10	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
11	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
12	CONTRACTS, AGREEMENTS, AND WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
13	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - **See remarks**	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
14	FINANCIAL REPORTS – OFFICE REFERENCE COPIES Copies of financial reports made to and/or by the department regarding its, expenditures and the status of its budget.	OFM	3 years or until completion of State Auditor's examination report	**Office references copies** - Destroy when obsolete or superseded	GS50-3D-06	
15	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
16	GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – *OFFICE REFERENCE COPIES*	OFM	Clerk of governing council, commission or board keeps primary copy 3 years	**Office references copies** - Destroy when obsolete or superseded	GS50-05A-03	
17	GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES – *OFFICE REFERENCE COPIES*	OFM	Clerk of governing council, commission or board keeps primary copy PERMANENT	**Office references copies** - Destroy when obsolete or superseded	GS50-05A-13	
18	HISTORICAL FILES OF THE AGENCY – *OFFICE REFERENCE COPIES*	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
19	LEGAL OPINIONS – OFFICE REFERENCE COPIES	OFM	Agency attorney keeps primary copy PERMA NENT - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS53-02-03	If the agency contracts for outside legal representation, the primary record copy will probably be held by agency's executive administration.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS **DISPOSITION AUTHORITY GS 50-01**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
20	LITIGATION FILES – OFFICE REFERENCE COPIES	OFM	Legal office or executive administration keeps until case closed plus 10 years - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
21	MAILING LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
22	MASTER FILE OF AGENCY PUBLICATIONS – *OFFICE REFERENCE COPIES*	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
23	NEWSPAPER CLIPPINGS – *OFFICE REFERENCE COPIES*	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
24	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - **See remarks.** (See item #1 for administrative procedures and instructions).	OPR	PERMANENT as adopted - One copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-01-24	Please contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission, or board.	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-25	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
26	ORDINANCES AND RESOLUTIONS – *OFFICE REFERENCE COPIES*	OFM	Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT	**Office references copies** - Destroy when obsolete or superseded	GS50-05A-16	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS **DISPOSITION AUTHORITY GS 50-01**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
27	PAYROLL REPORTS – OFFICE REFERENCE COPIES	OFM	Payroll office keeps primary copy- 3 years, OR 60 years if needed for retirement audit	**Office references copies** - Destroy when obsolete or superseded	GS50-03E-25	
28	PERSONNEL FILES – OFFICE REFERENCE COPIES	OFM	Personnel office keeps primary copy until termination of employment plus 6 years	**Office references copies** - Destroy when obsolete or superseded	GS50-04B-06	
29	PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – *OFFICE REFERENCE COPIES* Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - **See remarks.**	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
30	PRESS RELEASES – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
31	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-30	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
32	RECEIPTS FOR CASH RECEIVED – *OFFICE REFERENCE COPIES*	OFM	Finance office keeps primary copy 6 years	**Office references copies** - Keep 3 years	GS50-03A-21	
33	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
34	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
35	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS **DISPOSITION AUTHORITY GS 50-01**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
36	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – *OFFICE REFERENCE COPIES*	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	**Office references copies** - Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
37	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-30	
38	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADVISORY COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADVISORY COUNCILS, COMMISSIONS AND BOARDS - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADVISORY COUNCILS, COMMISSIONS AND BOARDS **DISPOSITION AUTHORITY GS50-05B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AGENDA PACKETS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all referenced and attached documents.	OFM	3 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	
3	CORRESPONDENCE – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	2 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MINUTES – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all references and attached documents.	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05B-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05B-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: CLIENT/PATIENT HEALTH CARE

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

CLIENT/PATIENT HEALTH CARE - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: CLIENT/PATIENT HEALTH CARE **DISPOSITION AUTHORITY GS55-01B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CLIENT/PATIENT HEALTH CARE INFORMATION RECORD All client medical records for examinations, interviews, diagnosis, treatments, prescriptions and medications, laboratory reports, referrals, correspondence, consent forms, requests for patient files by physicians or institutions outside the agency, and all other records pertaining to a client/patients medical history. For all programs including, but not limited to: Alcohol Treatment Child Care Child Neglect or Abuse Children with Special Health Care Needs Dental Health Dental Sealant Treatment Diabetes Treatment Family Planning Family Practice General Clinic HIV Immunizations Maternal/Parent – Child Health Maternity Mental Health Treatment Methadone Treatment Phenylketonuria Physical Exams Rheumatic Fever Sexually Transmitted Diseases (STD) Tuberculosis Well Child Women, Infant & Children	OPR	Clients/Patients 18 or older; 8 years after last treatment – **see remarks** Patients younger than 18; 3 years after patient's 18th birthday or 8 years after last treatment, whichever is longer – **see remarks**	Destroy when obsolete or superseded	GS55-01B-01	Reference RCW 4.16.350. **The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after a patient's death, whichever is longest.**

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (*see Documenting Records Destruction. page 13)*. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

ELECTRONIC INFORMATION - INCLUSIVE
Approved by the Washington State Local Records Committee - July, 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
Schedule Title: ELECTRONIC INFORMATION - GENERAL

DATA AND INPUT DOCUMENTATION	
DATABASE AND SPREADSHEET DATA **FINDING AIDS AND INDEXES (USER WORKING COPY)** **INPUT DOCUMENTS** **WORD PROCESSING FILES**	Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.

ELECTRONIC MAIL

Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats.

Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.

E-mail messages which are usually public records and must meet records retention requirements before being destroyed:

1. Policy and Procedure Directives
2. Correspondence or memoranda related to official public business
3. Agendas and minutes of meetings
4. Documents relating to legal or audit issues
5. Messages which document agency actions, decisions, operations and responsibilities
6. Documents that initiate, authorize or complete a business transaction
7. Drafts of documents that are circulated for comment or approval
8. Final reports or recommendations
9. Appointment calendars
10. E-mail distribution lists
11. Routine information requests
12. Other messages sent or received that relate to the transaction of local government business

E-mail Messages Which Are Usually Administrative Materials with No Retention Value:

1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins
2. Phone message slips that do not contain information that may constitute a public record
3. Copies of published materials
4. Informational copies
5. Preliminary drafts
6. Routing slips
7. Transmittals (Letters/memos)

See e-mail guidelines in the records management section of this manual.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION **DISPOSITION AUTHORITY: GS50-06A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle**. ESSENTIAL RECORD** - Backup should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION **DISPOSITION AUTHORITY: GS50-06A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specifications, and system acceptance criteria. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ENVIRONMENTAL HEALTH - BUILDINGS AND PROPERTY

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ENVIRONMENTAL HEALTH - BUILDINGS AND PROPERTY - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	For the State Auditor: Cliff Whipple	For the State Archivist: David Owens

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH - BUILDINGS AND PROPERTY **DISPOSITION AUTHORITY GS55-01J**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BUILDING PLAN APPROVALS Approvals of plans for new buildings and homes, and of plans for additions or alterations.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-01	
2	CLOSED SOLID WASTE LANDFILL FILES Records for closed sites.	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01J-02	Contact your Regional Archivist.
3	CONDEMNATION ORDERS Records of buildings condemned as being unsafe or otherwise not in compliance with local ordinances.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-03	
4	DEMOLITION ORDERS Orders for the demolition of unsafe structures.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-04	
5	ESTABLISHMENT REGISTER List of business establishments within agency jurisdiction subject to periodic inspections.	OFM	Destroy when obsolete or superseded – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01J-05	Contact your Regional Archivist before destroying this record.
6	FEDERAL HOUSING AUTHORITY INSPECTIONS Inspections of houses conducted by the FHA.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-06	
7	GAS PIPING PERMITS Permits to install gas piping. Includes piping diagrams.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-07	
8	INSPECTION REPORTS Includes dumps, recycling, landfills, incinerators, sludge, and other types of solid waste disposal sites.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-08	
9	LIVING ENVIRONMENT INSPECTIONS Campsites, swimming pools (public or semi-public), spas, swimming beaches, farm worker housing, recreational facilities, etc.	OPR	6 years after the close of the facility or site	Destroy when obsolete or superseded	GS55-01J-09	
10	ORDINANCES IN EFFECT City, county, state, and federal ordinances regarding buildings and property standards.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-01J-10	
11	PARKS AND RECREATION FACILITY INSPECTIONS Public facilities inspections.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-11	
12	PERK TESTS Perk tests for public and private land to determine suitability for septic tank installation.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-12	
13	PERMIT AND APPROVAL SUMMARIES Summary record of permits and approvals issued.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-13	

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH - BUILDINGS AND PROPERTY **DISPOSITION AUTHORITY GS55-01J**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
14	PERMITS AND APPROVALS All other permits and approvals pertaining to buildings and property including but not limited to: Animal shelters, stables, stockyards, camps (summer, labor, penal, church, etc.), boarding homes, dairies, food processing plants, hospitals, schools, nursing homes, homes for the aged, hotels, dormitories, resorts, schools, etc.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-14	
15	PLANNING DEPARTMENT RECOMMENDATIONS Reports, criteria, and recommendations from the agency to the Planning Department on health related issues.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-15	
16	PLUMBING PERMITS Permits to install plumbing.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-16	
17	SCHOOL BUILDING INSPECTIONS	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-17	
18	SEPTIC SYSTEM APPROVALS AND PERMITS For the installation of septic systems.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-18	
19	SEPTIC SYSTEM LAPSED PERMITS Files pertaining to permits issued but not used.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-19	
20	SEPTIC SYSTEM PERMITS DISAPPROVED Files pertaining to permit applications that were disapproved.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-20	
21	SEWAGE TREATMENT SITE INSPECTIONS Includes public and private sewage treatment sites.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-21	
22	SEWER INSPECTIONS PUBLIC AND PRIVATE	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-22	
23	SOLID WASTE LANDFILL PERMITS Includes permit applications, variance requests, plans, monitoring records, test results, and related correspondence.	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01J-23	Contact your Regional Archivist.
24	SOLID WASTE TRANSFER STATION FILES Files pertaining to the approval of transfer stations. Includes drop box plans, copies of permits, and correspondence and related records.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-24	
25	WATER SUPPLY SYSTEM APPROVALS PUBLIC AND PRIVATE Approvals and ongoing inspections private and public water supply systems, including sources, distribution systems, filtering, treatment installations, and water quality analysis.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01J-25	
26	WATER WELL LOGS Water well reports submitted to the State.	OPR	6 years	Destroy when obsolete or superseded	GS55-01J-26	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ENVIRONMENTAL HEALTH - COMPLAINTS, INVESTIGATIONS, AND REPORTS

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

ENVIRONMENTAL HEALTH - COMPLAINTS, INVESTIGATIONS, AND REPORTS - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH - COMPLAINTS, INVESTIGATIONS, & REPORTS **DISPOSITION AUTHORITY GS55-01K**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AIR POLLUTION REPORTS Record of readings of air pollution levels.	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01K-01	Department of Ecology holds primary copy. Contact your Regional Archivist before disposing of this record.
2	COMPLAINTS FILED Files of complaints submitted to the environmental health division. Includes nature of report, record of investigations, and results.	OPR	6 years	Destroy when obsolete or superseded	GS55-01K-02	
3	COMPLAINTS RESULTING IN COURT ACTION Files of complaints resulting in court action or used as evidence in court cases.	OPR	6 years after completion of legal action - Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01K-03	Contact your Regional Archivist before disposing of this record.
4	NUISANCE REPORT LOG Record of nuisance reports logged.	OFM	2 years	Destroy when obsolete or superseded	GS55-01K-04	
5	VECTOR CONTROL RECORDS Inspections for rodent and other types of pest infestations.	OPR	6 years	Destroy when obsolete or superseded	GS55-01K-05	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ENVIRONMENTAL HEALTH - FOOD AND DAIRY

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

ENVIRONMENTAL HEALTH - FOOD AND DAIRY - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH - FOOD AND DAIRY **DISPOSITION AUTHORITY GS55-01L**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DAIRY INSPECTIONS Includes sanitation, disease control, bacteria counts, animal infections, radioactivity levels in products, and records of disease.	OPR	6 years	Destroy when obsolete or superseded	GS55-02L-01	
2	FOOD AND BEVERAGE SERVICE PERMITS Includes permits and other files related to premises.	OPR	6 years after the close of the establishment	Destroy when obsolete or superseded	GS55-02L-02	
3	FOOD AND BEVERAGE SERVICE PERMITS – TEMPORARY	OFM	6 years after expiration of temporary permit	Destroy when obsolete or superseded	GS55-02L-03	
4	FOOD AND BEVERAGE SERVICE PERMITS DENIED Related applications, correspondence, etc.	OFM	1 year	Destroy when obsolete or superseded	GS55-02L-04	
5	FOOD BORNE ILLNESS COMPLAINTS AND INVESTIGATION FILES Records of investigations and actions.	OPR	6 years after resolution	Destroy when obsolete or superseded	GS55-02L-05	
6	FOOD HANDLER LICENSES	OFM	Until license expires or is superseded	Destroy when obsolete or superseded	GS55-02L-06	
7	FOOD INSPECTIONS Inspections and lab analysis of food in processing plants retail establishments, restaurants, etc.	OPR	6 years	Destroy when obsolete or superseded	GS55-02L-07	
8	MEAT INSPECTIONS Includes carcass inspection reports, meat plant inspection reports, and meat vehicle inspection reports.	OPR	6 years	Destroy when obsolete or superseded	GS55-02L-08	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ENVIRONMENTAL HEALTH - HAZARDOUS WASTE

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ENVIRONMENTAL HEALTH - HAZARDOUS WASTE - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH - HAZARDOUS WASTE **DISPOSITION AUTHORITY GS55-01M**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BUSINESS AUDITS Documentation of visits to businesses responsible for creating hazardous waste.	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01M-01	Contact your Regional Archivist before disposing of this record.
2	CHEMICAL SITE INSPECTIONS Inspections of sites, which may be potential environmental or health hazards.	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01M-02	Contact your Regional Archivist.
3	WASTE COLLECTORS AUDIT Documentation of inspections of hazardous waste collectors.	OPR	6 years	Destroy when obsolete or superseded	GS55-01M-03	
4	WASTE PERMITS Public and private agencies applications, approvals, correspondence, etc., for disposal of contaminated soils and other industrial waste. Used to verify materials being disposed of.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-01M-04	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: FACILITIES MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

FACILITIES MANAGEMENT - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
Schedule Title: FACILITIES MANAGEMENT **DISPOSITION AUTHORITY GS50-06B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
2	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Disposal or sale of property plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record**.** Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
3	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
4	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
5	KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
6	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	
7	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
8	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
9	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: FACILITIES MANAGEMENT **DISPOSITION AUTHORITY GS50-06B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
10	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
11	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
12	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
13	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS **DISPOSITION AUTHORITY GS50-05A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	AGENCY CHARTERS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
3	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
4	AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
7	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved – **See remarks**	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS **DISPOSITION AUTHORITY GS50-05A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county charter review.	OFM	Agency option - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-07	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	FRANCHISES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Termination or withdrawal plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
10	GOALS & OBJECTIVES WORKING FILE	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	
11	INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS **ESSENTIAL RECORD** – Needs security microfilm backup - **See remarks**.	OFM	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-12	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
12	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED Includes all referenced and attached documents. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-13	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS **DISPOSITION AUTHORITY GS50-05A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	OATHS OF OFFICE **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
14	ORDINANCES AND RESOLUTIONS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-16	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	
16	RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-18	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
17	SUB-COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-08	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
18	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05A-21	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (*see Documenting Records Destruction. page 13)*. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

HAZARDOUS MATERIALS ADMINISTRATION- INCLUSIVE
Approved by the Washington State Local Records Committee - July, 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION **DISPOSITION AUTHORITY GS50-19**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal. **ESSENTIAL RECORD**- Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
3	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
5	HAZARDOUS MATERIALS DISPOSAL RECORDS Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc. **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
6	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION **DISPOSITION AUTHORITY GS50-19**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
8	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
9	HAZARDOUS MATERIALS MANAGEMENT PLAN **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
10	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
11	MATERIALS SAFETY DATA SHEET (MSDS). **ESSENTIAL RECORD** - Needs security microfilm backup -**See remarks.**	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
12	NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION.	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION **DISPOSITION AUTHORITY GS50-19**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

INSURANCE/RISK MANAGEMENT SAFETY- INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT **DISPOSITION AUTHORITY GS50-06C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-02	***The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.*** Consult your risk manager.
3	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor, and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	For accidents/ incidents involving adults NOT resulting in claims – 3 years For accidents/ incidents involving adults resulting in claims – closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/ incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.
4	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5	CERTIFICATES OF INSURANCE **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT **DISPOSITION AUTHORITY GS50-06C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	
7	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8	DISASTER/EMERGENCY MANAGEMENT PLAN **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
9	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
10	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
11	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
12	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
13	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	
14	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
15	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT **DISPOSITION AUTHORITY GS50-06C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
17	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
18	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
19	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
20	NOISE EXPOSURE REPORTS	OFM	2 years– **See remarks**	Destroy when obsolete or superseded	GS50-06D-04	Please reference WAC 296-62-09041 (4a).
21	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
22	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
23	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered– **See remarks**	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).
24	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded– **See remarks**	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).
25	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
26	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - **See remarks**	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
27	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: SAFETY **DISPOSITION AUTHORITY GS51-05D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS50-06C-08	
2	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	GS51-05D-01	
3	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
4	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notice.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
5	SAFETY COMMITTEE MINUTES	OFM	1 year– **See remarks**	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
6	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LABORATORY

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

LABORATORY - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	For the State Auditor: Cliff Whipple	For the State Archivist: David Owens

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: LABORATORY **DISPOSITION AUTHORITY GS55-01H**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CLINICAL INSTRUMENT/METHOD VALIDATION STUDIES	OFM	Life of instrument/method plus 2 years	Destroy when obsolete or superseded	GS55-02H-01	Reference WAC 246-338-070 and Table 070(1), published in 2000.
2	CLINICAL LAB RECORDS: Test requisitions or equivalent; Test records; Test reports; Quality control records; Quality assurance records; Hard copy of report, or ability to reproduce a copy, for all specimens referred for testing, and; Discontinued procedures for all specialty areas.	OFM	2 years	Destroy when obsolete or superseded	GS55-02H-02	Clinical Lab records must be maintained as described in WAC 246-338-070 "Medical Test Site Rules - Records, and Table 070(1), published in 2000.
3	WATER REPORTS Analytical records including all raw data, calculations, quality control data, instrument logs and maintenance.	OFM	5 years	Destroy when obsolete or superseded	GS55-02H-03	Reference EPA Manual for the Certification of Laboratories Analyzing Drinking Water, 4th edition, section 8 of Chapters IV (Chemistry) and V (Microbiology).

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

LEGAL COUNSEL- INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LEGAL COUNSEL **DISPOSITION AUTHORITY GS53-02**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS53-02-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - **See remarks**	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MAIL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MAIL SERVICES- INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MAIL SERVICES **DISPOSITION AUTHORITY GS50-06D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE **DISPOSITION AUTHORITY GS50-06E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT LOGS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
3	CERTIFICATES OF VEHICLE TITLE - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
4	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
5	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
6	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
7	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
8	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
9	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
10	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
11	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
12	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
13	FUEL PUMP/TANK AUDIT REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
14	FUEL STORAGE FACILITY RECORDS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years – Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	
15	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
16	PARTS CONTROL FILES - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Record of vehicle parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
17	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
18	PARTS MASTER LISTING REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE **DISPOSITION AUTHORITY GS50-06E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
19	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING ADMINISTRATION - CLINIC

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

NURSING ADMINISTRATION - CLINIC - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	For the State Auditor: Cliff Whipple	For the State Archivist: David Owens

Schedule Applicable to: HEALTH DISTRICTS AND DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION - CLINIC **DISPOSITION AUTHORITY GS55-01C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADVICE NURSE & TRIAGE LOGS Phone logs documenting questions and actions taken.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-01	
2	ALCOHOLISM SCREENING FILES Logs of screening programs including test results, diagnosis, and recommendations.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-02	
3	ALCOHOLISM TREATMENT SUMMARY Summary sent to DOH documenting Health District/Department activity.	OFM	1 year	Destroy when obsolete or superseded	GS55-01C-03	
4	APPOINTMENT BOOKS AND REGISTERS Record of patients seen, health providers, and programs or services.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-04	
5	CANCER PATIENT SCREENING RECORDS Logs of x-ray, cytology, sputum cytology, and other screening programs, including test results, diagnosis, and recommendations.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-05	
6	CANCER TREATMENT SUMMARY Summary sent to DSHS documenting Health District/Department activity.	OFM	1 year	Destroy when obsolete or superseded	GS55-01C-06	
7	CARDIAC SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-07	
8	DIABETES SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-08	
9	GLAUCOMA SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-09	
10	HOME NURSING REGISTER Register of home nursing visits and level of care.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-10	
11	HYPERTENSION SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-11	
12	MEDICATION LOGS Records of drugs dispensed in clinic operations.	OPR	6 years	Destroy when obsolete or superseded	GS55-01C-12	
13	PARTICIPANT SURVEYS Client surveys for assessment and research or operational evaluations.	OFM	1 year; or as per contract	Destroy when obsolete or superseded	GS55-01C-13	
14	PATIENT ELIGIBILITY RECORDS Records used for determining patients' eligibility for State funded services.	OFM	3 years after audit	Destroy when obsolete or superseded	GS55-01C-14	Original copy held by DOH/DSHS

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	PREGNANCY TEST LOG Statistical information pertinent to pregnancy testing.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-15	
16	REFERRALS All types from private practices or other agencies unable to locate or refuse services.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-16	
17	VACCINE ACCOUNTABILITY RECORD Record of the disposition of vaccines.	OPR	6 years	Destroy when obsolete or superseded	GS55-01C-17	
18	VACCINE INFORMATION STATEMENTS Distributed by Department of Health for further distribution to local private providers. Shown to parents of children being immunized. Form changes frequently and was previously known as the Important Information Statement	OFM	Until superceded	Destroy when obsolete or superseded	GS55-01C-18	Original at DOH
19	VACCINE REACTION REPORT Form completed if a patient has a severe reaction to a vaccine.	OPR	Patients 18 years or older; 8 years after last treatment. Patients younger than 18 years of age; 8 years after patients 18th birthday.	Destroy when obsolete or superseded	GS55-01C-19	Center for Disease Control, Atlanta receives a copy. DOH receives a copy. **The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Vaccine Reaction Reports. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after a patient's death, whichever is longest.**
20	VACCINE SIGN OUT RECORD Documentation of transfer of vaccines from agency to private physicians. Record includes form by which physician certifies that certain procedures will be followed.	OPR	6 years	Destroy when obsolete or superseded	GS55-01C-20	
21	YOUTH VIOLENCE NETWORK REPORTS Files documenting community based programs.	OFM	2 years	Destroy when obsolete or superseded	GS55-01C-21	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING ADMINISTRATION - COMMUNICABLE AND INFECTIOUS DISEASES

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

NURSING ADMINISTRATION - COMMUNICABLE AND INFECTIOUS DISEASES - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	For the State Auditor: Cliff Whipple	For the State Archivist: David Owens

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANIMAL BITE REPORTS Reports to health officers regarding all animal bites.	OPR	6 years	Destroy when obsolete or superseded	GS55-01D-01	
2	ANIMAL TREATMENT RECORDS Treatment of diseased animals.	OPR	6 years	Destroy when obsolete or superseded	GS55-01D-02	
3	BIOLOGICS INVENTORY AND DISTRIBUTION RECORD Distribution and inventory record of drugs used in disease control	OPR	6 years	Destroy when obsolete or superseded	GS55-01D-03	
4	CASE LOGS List of diseases reported.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-04	
5	EPIDEMIOLOGIC RECORDS AND REPORTS Records and reports of disease outbreak, response, treatment methods used, demographic and diagnostic data, and other pertinent information.	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01D-05	Contact your Regional Archivist before disposing of this record. DOH may receive a copy of this report.
6	FOOD BORNE ILLNESS COMPLAINTS AND INVESTIGATIONS Files of food poisoning complaints, results of investigations and action taken.	OPR	6 years	Destroy when obsolete or superseded	GS55-01D-06	
7	HIV TEST REPORTS Anonymous testing reports from the State Lab. Contains no patient identification information.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-07	
8	HIV TESTING AND REFERRAL Screening and referrals. If patient receives services other than screening and referral, record becomes part of the Client/Patient Health Care Information Record.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-08	
9	INVESTIGATION REPORTS Reports of investigations such as Communicable Diseases and Outbreaks.	OPR	6 years	Destroy when obsolete or superseded	GS55-01D-09	
10	OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE Includes records of evaluation of exposure to blood borne pathogens, tuberculosis, and other communicable diseases.	OPR	Duration of employment plus 30 years	Destroy when obsolete or superseded	GS55-01D-10	Reference WAC 296-62-05207
11	SEXUALLY TRANSMITTED DISEASE (STD) SCREENING AND SUSPECT REGISTERS Record of screening programs including test results. If patient receives services other than screening and referral, record becomes part of the Client/Patient Information Record.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-11	
12	STD CASE AND CONTACT REGISTER Register of infected patients and lists of contacts.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-12	

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	STD CASE REPORTS Includes diagnosis, disease stage, demographic data, location of infected patient, and other pertinent information.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-13	DOH receives a copy.
14	SYPHILIS POSITIVE SEROLOGY REPORTS Reports initiated or received by Local Health Jurisdiction.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-14	DOH receives a copy and maintains registry.
15	TUBERCULOSIS CASES AND CONTACT REGISTER Register of active and inactive cases with lists of contacts.	OPR	10 years	Destroy when obsolete or superseded	GS55-01D-15	Reference RCW 70.28.020.
16	TUBERCULOSIS SCREENING AND SUSPECT REGISTERS Register of screening programs including x-rays, test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	GS55-01D-16	
17	TUBERCULOSIS TREATMENT SUMMARY Reports to DOH on active and inactive TB cases in each county.	OFM	2 year	Destroy when obsolete or superseded	GS55-01D-17	DOH receives a copy.
18	TYPHOID FEVER CARRIER RECORDS AND AGREEMENTS Records of carriers of typhoid fever and agreements signed by them in regard to disease control.	OPR	Death plus 6 years	Destroy when obsolete or superseded	GS55-01D-18	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING ADMINISTRATION - DENTAL HEALTH

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

NURSING ADMINISTRATION - DENTAL HEALTH - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DENTAL HEALTH SCREENING FILES Records of screening programs conducted in the health clinic, local schools, and for other agencies. Includes diagnosis, records of consultations, and referrals. If patient receives services other than screening and referral, file becomes part of the Client/Patient Health Care Information Record.	OFM	2 years	Destroy when obsolete or superseded	GS55-01E-01	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING ADMINISTRATION - MATERNAL/PARENT CHILD HEALTH

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

NURSING ADMINISTRATION - MATERNAL/PARENT CHILD HEALTH - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CHILD NEGLECT OR ABUSE REPORTS Report documenting abuse or neglect of child or mentally retarded adult.	OPR	8 years after close of file For minors 3 years after the 18th birthday or 8 years after the close of file, whichever is longer	Destroy when obsolete or superseded	GS55-01G-01	
2	HIGH PRIORITY INFANT TRACKING SHEETS	OPR	8 years after close of file	Destroy when obsolete or superseded	GS55-01G-02	Program closed. Records to be kept until retention requirements are satisfied.
3	MATERNAL REFERRAL RECORDS Patients referred to or referred from a local health jurisdiction without patient contact.	OFM	2 years	Destroy when obsolete or superseded	GS55-01G-03	
4	PASSPORT PROGRAM INTERAGENCY WORK ORDERS For DSHS foster care for children - assessments of healthcare needs.	OFM	Expiration of work order plus 5 years	Destroy when obsolete or superseded	GS55-01G-04	
5	REGISTER OF CASES AND TREATMENTS For all Maternal and Child Health Care programs including special needs children.	OFM	2 years	Destroy when obsolete or superseded	GS55-01G-05	
6	SCREENING AND REFERRAL RECORDS Screening, consultation, and referral programs conducted for schools, childcare facilities, and for individual children.	OFM	2 years	Destroy when obsolete or superseded	GS55-01G-06	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: NURSING ADMINISTRATION - WOMEN, INFANT AND CHILDREN

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

NURSING ADMINISTRATION - WOMEN, INFANT AND CHILDREN - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPOINTMENT REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS55-01F-01	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
2	CONTRACT ADMINISTRATION FILES May include billing requests, expenditure reports, check registers and transmittals, time studies, and any other financial and contractual documentation.	OFM	4 years	Destroy when obsolete or superseded	GS55-01F-02	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
3	ENDORSER CROSS REFERENCING REPORTS, BREASTFEEDING REPORTS, OUTSTANDING FOOD INSTRUMENT REPORTS, PARTICIPANT SUMMARY REPORTS	OFM	Until superseded*	Destroy when obsolete or superseded	GS55-01F-03	*The contractor has the option to discard or retain these files.
4	INELIGIBLE PATIENT CLIENT FILES	OFM	4 years	Destroy when obsolete or superseded	GS55-01F-04	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
5	PARAPROFESSIONAL COMPETENCY CERTIFICATION DOCUMENTS	OPR	4 years after termination	Destroy when obsolete or superseded	GS55-01F-05	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
6	QUESTIONABLE FOOD INSTRUMENT REPORTS	OFM	4 years	Destroy when obsolete or superseded	GS55-01F-06	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7	STATISTICAL SUMMARIES	OFM	3 years - Potential Archival Value – **See remarks**	Destroy when obsolete or superseded	GS55-01F-07	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a). Contact your Regional Archivist before disposing of this record.
8	TRANSFER/VOC TRANSMITTALS AND REGISTER	OFM	4 years	Destroy when obsolete or superseded	GS55-01F-08	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
9	VOTER REGISTRATION STATUS FORMS	OFM	2 years	Destroy when obsolete or superseded	GS55-01F-09	
10	WAITING LISTS	OFM	3 years	Destroy when obsolete or superseded	GS55-01F-10	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PERSONNEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PERSONNEL - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - AFFIRMATIVE ACTION **DISPOSITION AUTHORITY GS50-04C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADA (AMERICANS WITH DISABILITIES ACT) - REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3	AFFIRMATIVE ACTION PLANS **ESSENTIAL RECORD** - Needs security backup - **See remarks**	OPR	Keep until superseded plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04C-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04C-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
6	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - BENEFITS **DISPOSITION AUTHORITY GS50-04D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	
2	EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS Includes insurance, deferred compensation, health care, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
3	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURA NCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
5	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
6	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	

Schedule Title: PERSONNEL - EMPLOYEE RELATIONS **DISPOSITION AUTHORITY GS50-04E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	COLLECTIVE BARGAINING AGREEMENTS **ESSENTIAL RECORD** - Needs security backup -- **See remarks**.	OPR	Termination plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-11	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - EMPLOYEE RELATIONS **DISPOSITION AUTHORITY GS50-04E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
2	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04E-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
3	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
4	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
5	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	

Schedule Title: PERSONNEL - GENERAL **DISPOSITION AUTHORITY GS50-04B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
2	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
3	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
4	EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	
5	EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
6	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
7	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
8	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	
10	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-04B-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	EMPLOYEE HEALTH HISTORY FILES Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
12	EMPLOYEE HISTORY This record may be kept as part of item #37. May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Termination plus 6 years – **See remarks**	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
13	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
14	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
15	EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
17	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
18	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
19	PERSONNEL FILE May include application for employment when applicant is hired; identification, criminal background checks; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; investigation reports; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards. **ESSENTIAL RECORD** – Needs security backup – **See remarks.**	OFM	Termination plus 6 years- **See remarks**	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
20	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
21	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
22	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	2 years	Destroy when obsolete or superseded	GS50-04B-22	
23	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
24	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	
25	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL **DISPOSITION AUTHORITY GS50-04B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
26	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
27	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. **ESSENTIAL RECORD** - Needs security backup - **See remarks**.	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
28	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
29	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

Schedule Title: PERSONNEL - TRAINING AND STAFF DEVELOPMENT **DISPOSITION AUTHORITY GS50-04G**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	6 years after termination of employment	Destroy when obsolete or superseded	GS50-04G-01	
2	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
3	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PUBLIC INFORMATION/RELATIONS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PUBLIC INFORMATION/RELATIONS - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS **DISPOSITION AUTHORITY GS50-06F**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remark**	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - **See remarks.**	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS **DISPOSITION AUTHORITY GS50-06F**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: PURCHASING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

PURCHASING - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PURCHASING - CENTRAL STORES **DISPOSITION AUTHORITY GS50-08B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
2	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
3	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
4	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
5	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
6	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
7	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
8	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	

Schedule Title: PURCHASING - PROCUREMENT **DISPOSITION AUTHORITY GS50-08A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, the chosen bid or proposal, and statements of qualification.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
2	CONSULTANT AND CONTRACTOR ROSTERS	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
3	DAMAGE AND LOSS CLAIMS – PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
4	DEBIT/CREDIT CHARGES – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
5	DELIVERY RECEIPT-INTERNAL – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
6	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PURCHASING - PROCUREMENT **DISPOSITION AUTHORITY GS50-08A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
8	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods, or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
9	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
10	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
11	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
12	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
13	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

Schedule Title: PURCHASING - SURPLUS PROPERTY **DISPOSITION AUTHORITY GS50-08C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADVANCE NOTIFICATIONS OF AUCTION – SURPLUS PROPERTY	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	
3	BILL OF SALE – SURPLUS PROPERTY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
5	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: RECORDS MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

RECORDS MANAGEMENT- INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
Schedule Title: RECORDS MANAGEMENT **DISPOSITION AUTHORITY GS50-09**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year **-See remarks**	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6	PUBLIC RECORDS DESTRUCTION LOG **ESSENTIAL RECORD** – Needs security backup – **See remarks**.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES **ESSENTIAL RECORD** - Needs security backup - **See remarks**.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT **DISPOSITION AUTHORITY GS50-09**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: SOCIAL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

SOCIAL SERVICES- INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz	**For the State Auditor: George Geyer**	**The State Archivist: Phillip Coombs**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: SOCIAL SERVICES **DISPOSITION AUTHORITY GS50-25**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) – SOCIAL SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Adults: 8 years Minors: 8 years, or 3 years past age of majority, whichever is longer	Destroy when obsolete or superseded	GS50-25-02	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) – SOCIAL SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	10 years	Destroy when obsolete or superseded	GS50-25-03	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
3	FACILITIES INSPECTIONS AND CERTIFICATIONS – SOCIAL SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-25-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	INVOLUNTARY COMMITMENT CASE FILES – SOCIAL SERVICES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	Superior Court retains the primary copy	10 years	GS50-25-05	Reference RCW 4.16.350.
5	PROJECT FILES – SOCIAL SERVICES	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-25-06	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES – SOCIAL SERVICES	OFM	2 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-25-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

HEALTH DISTRICTS AND DEPARTMENTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: VITAL STATISTICS/RECORDS

The following general records retention schedule sets minimum retention requirements and provides health districts and departments with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to health districts and departments. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals**.**

VITAL STATISTICS/RECORDS - INCLUSIVE
Approved by the Washington State Local Records Committee – December 1999

For the Attorney General: Brian Buccholz	**For the State Auditor: Cliff Whipple**	**For the State Archivist: David Owens**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AFFIDAVIT OF CORRECTION AUTHORIZATION	OPR	PERMANENT – may be attached to the original certificate copy		GS55-01F-01	DOH retains official copy.
2	APPLICATION OR REQUEST FOR CERTIFIED COPY OF BIRTH OR DEATH CERTIFICATE	OFM	2 years	Destroy when obsolete or superseded	GS55-01F-02	
3	BIRTH CERTIFICATES	OPR	PERMANENT Copy - now filed electronically with the DEPARTMENT OF HEALTH. Potential archival value – **See remarks**	See remarks	GS55-01F-03	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to State Archives after filing with DOH – contact your Regional Archivist.
4	BURIAL/CREMATION/TRANSIT PERMITS - FIRST CLASS CITY/COUNTY HEALTH DISTRICTS	OFM	1 year. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01F-04	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.
5	BURIAL/CREMATION/TRANSIT PERMITS - NON FIRST CLASS HEALTH DISTRICTS	OFM	2 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-01F-05	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.
6	DEATH CERTIFICATES	OPR	PERMANENT. Potential archival value – **See remarks**	See remarks	GS55-01F-06	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to the State Archives after filing with DOH – contact your Regional Archivist.
7	FETAL DEATH CERTIFICATES	OPR	PERMANENT		GS55-01F-07	DOH retains official copy.
8	INDEXES TO VITAL STATISTICS CERTIFICATES	OPR	PERMANENT. Potential archival value – **See remarks**		GS55-01F-08	Contact your Regional Archivist before destroying this record.
9	INTER AND DISINTER PERMITS	OPR	6 years. Potential archival value – **See remarks**	See remarks	GS55-01F-09	Contact your Regional Archivist before destroying this record.

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