Office of the Secretary of State
WASHINGTON STATE ARCHIVES

Local Government Agencies of Washington State

RECORDS MANAGEMENT GUIDELINES

http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc

and

GENERAL RECORDS RETENTION SCHEDULES

Approved and Issued by the
Washington State Local Records Committee
SUMMER 2001

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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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - P.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.

ACCOUNTING - 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**

RECORDS CATEGORY: ACCOUNTING

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	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	
2	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
3	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.
4	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.
5	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
6	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	
7	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
8	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
9	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	
10	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
12	BILLING STATEMENTS (CARDS) – UTILITIES ACCOUNTING Statements of money due for utility services, including amount due, balance, account number and customer's name.	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-01	
13	BILLING STUBS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-02	
14	BILLING SUMMARIES (REGISTERS) - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-03	
15	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
16	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	
17	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
18	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
19	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	
20	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
21	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	
22	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
23	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	

RECORDS CATEGORY: ACCOUNTING

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
24	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
25	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
26	COLLECTION AGENCY REPORTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-04	
27	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	
28	CUSTOMER ACCOUNT ADJUSTMENT FILES - UTILITIES ACCOUNTING Includes applications for low income/senior discount/rate reduction.	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-05	
29	CUSTOMER ACCOUNT INDEX - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-06	
30	CUSTOMER CREDIT FILES - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-07	
31	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
32	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS/ TIMESHEETS) 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.
33	DELINQUENT ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-08	
34	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
35	DEPOSIT RECEIPTS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-09	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
36	DEPOSIT REGISTER - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
37	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
38	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
39	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	
40	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
41	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
42	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
43	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
44	DISABILITY, HEALTH AND WELFARE CLAIMS - PAYROLL	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
45	DISCONNECTION NOTICES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-11	
46	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
47	ELECTRIC UTILITIES GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years - **See remarks**	Destroy when obsolete or superseded	GS55-05B-12	Reference Code of Federal Regulations 18CFR125.3 10(a)(2), 18CFR125.3.11, National Association of Regulatory Utility Commissioners NARUC 10(a)(1), NARUC 10(b)(1) and NARUC 11. 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 standards.
48	ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group.	OPR	6 years - **See remarks**	Destroy when obsolete or superseded	GS55-05B-13	Reference Code of Federal Regulations 18CFR125.3 66(a), National Association of Regulatory Utility Commissioners NARUC 66 (a).

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
49	ELECTRIC UTILITY COST OF SERVICE REPORT Filed under section 133 of the Public Utilities Regulatory Policies Act (PURPA).	OPR	5 years - **See remarks**	Destroy when obsolete or superseded	GS55-05B-14	Reference Code of Federal Regulations 18CFR125.33 65(d).
50	EMPLOYEE EARNINGS QUARTERLY REPORTS	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-12	
51	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-13	
52	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-14	
53	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
54	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.
55	FINAL CLOSURE OF ACCOUNT SCHEDULES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-15	
56	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.
57	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
58	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.
59	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.
60	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.
61	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	
62	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	
63	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	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
64	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.
65	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.
66	GRANT APPLICATIONS - NOT APPROVED	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
67	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.

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
68	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.
69	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	
70	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.
71	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.

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
72	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
73	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
74	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	
75	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	
76	JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years - **See remarks**	Destroy when obsolete or superseded	GS55-05B-17	Reference Code of Federal Regulations 18CFR125.3 12(a), National Association of Regulatory Utility Commissioners NARUC 12(a). 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 standards.
77	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
78	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
79	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
80	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	
81	LOW INCOME/SENIOR CITIZEN DISCOUNT/TAX EXEMPTION APPLICATIONS - UTILITIES ACCOUNTING	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05B-27	
82	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
83	METER BOOKS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-18	
84	METER READING CARDS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-19	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
85	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	
86	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	
87	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.
88	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
89	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	
90	RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION - UTILITIES ACCOUNTING Service rate calculations and documentation on billing and collection systems.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-20	
91	RATE AND COLLECTION SYSTEM REVISION NOTICES - UTILITIES ACCOUNTING Notices to customers of changes in billing rates and collection policies and procedures.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-21	
92	RATE SCHEDULES - UTILITIES ACCOUNTING	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS55-05B-22	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
93	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
94	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	

RECORDS CATEGORY: ACCOUNTING

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		
95	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
96	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
97	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
98	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
99	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
100	SERVICE APPLICATIONS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-24	
101	SERVICE ORDERS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-25	
102	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	
103	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
104	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
105	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	
106	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	
107	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	
108	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	

RECORDS CATEGORY: ACCOUNTING

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		
109	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
110	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
111	UNCOLLECTABLE ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-26	
112	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
113	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	
114	WARRANT / CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
115	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	

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 (*see Documenting Records Destruction.* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - 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

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:

ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

ITEM 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

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS - 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**

RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

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	

RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

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	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.
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	GS50-03A-27	*Corrected from GS50-3D-06 12/01*
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	

RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

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		
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 PERMANENT - **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.
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.

RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

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		
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	
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.

RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

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		
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.
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-28	*Corrected from GS50-04B-30 12/01*
38	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	

ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, 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

Note to User: An Advisory Council, Commission, Committee, or Board is defined as a group that ADVISES the governing body of the agency. Advisory groups have no legal authority and their actions have no legal force or effect. They submit information to the governing body for consideration and approval

Records Category: ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS

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.

ANIMAL CONTROL

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.* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

ANIMAL CONTROL - 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

Records Category: ANIMAL CONTROL

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	BITE REPORTS – ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	LG50-10B-01	
2	BOOKING CARDS – ANIMAL CONTROL	OFM	Release, placement, or disposal, plus 1 year	Destroy when obsolete or superseded	LG50-10B-02	
3	CITATIONS – ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	LG50-10B-07	
4	COMPLAINTS – ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	LG50-10B-08	
5	DISPOSAL NOTICE – ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	LG50-10B-04	
6	INVESTIGATION REPORTS NOT RESULTING IN CITATIONS - ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	LG50-10B-10	
7	INVESTIGATION REPORTS RESULTING IN CITATIONS – ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	LG50-10B-09	
8	KENNEL LICENSES – ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	LG50-10B-11	
9	LICENSE APPLICATIONS – ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	LG50-10B-12	
10	OFFICER DAILY REPORT – ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	LG50-10B-03	
11	PATROL AND PICKUP REQUESTS OR CALL BOOKS – ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	LG50-10B-13	
12	PET LICENSES – ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	LG50-10B-14	
13	PET OWNER INDEX – ANIMAL CONTROL	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	LG50-10B-15	
14	PLACEMENT NOTICE – ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	LG50-10B-05	
15	RELEASE CERTIFICATE – ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	LG50-10B-06	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: ANIMAL CONTROL

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	STATISTICAL REPORTS – ANIMAL CONTROL	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	LG50-10B-16	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.
17	VETERINARIAN SERVICE BILLS – ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	LG50-10B-17	

ASSIGNED COUNSEL – PUBLIC DEFENDER

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.* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

ASSIGNED COUNSEL – PUBLIC DEFENDER - 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**

Records Category: ASSIGNED COUNSEL – PUBLIC DEFENDER

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	DEFENDANT INTERVIEW CARDS & SHEETS Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	OFM	3 years	Destroy when obsolete or superseded	GS50-30-01	
2	INDIGENT CLIENT DEFENSE FILES ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. CLASS "A" FELONIES / MAJOR CASES-CONVICTIONS Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 20 years after sentencing	GS50-30-02A	
	B. CLASS "B" FELONIES	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 10 years after case dismissed or acquittal	GS50-30-02B	
	C. CLASS "C" FELONIES AND DUI	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 5 years after sentencing	GS50-30-02C	
	D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 3 years after sentencing	GS50-30-02D	
3	INDIGENT CLIENT DEFENSE FILES JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up.		Continued on following page			

Records Category: ASSIGNED COUNSEL – PUBLIC DEFENDER

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		
	CLASS "A" FELONIES / MAJOR CASES-CONVICTIONS Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 20 years after sentencing	GS50-30-03A	
	B. CLASS "B" FELONIES	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 10 years after case dismissed or acquittal	GS50-30-03B	
	C. CLASS "C" FELONIES AND DUI	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 5 years after sentencing	GS50-30-03C	
	D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 3 years after sentencing	GS50-30-03D	
4	PROMISSORY NOTES – PUBLIC DEFENDER Agreements by defendants to reimburse county for cost of appointed counsel.	OPR	Payment in full or breach plus 6 years	Destroy when obsolete or superseded	GS50-30-04	
5	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS – PUBLIC DEFENDER	OPR	6 years	Destroy when obsolete or superseded	GS50-30-05	

CEMETERY RECORDS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

CEMETERY RECORDS- 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

RECORDS CATEGORY: CEMETERY RECORDS

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	BURIAL PERMITS	OFM	Health District or Department retains primary copy	Destroy when obsolete or superseded	GS50-35-01	
2	INDEX OF INTERMENTS – CEMETERY RECORDS **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-35-02	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3	RECORDS OF BURIAL OR INTERMENT – CEMETERY RECORDS	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-35-03	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	SECTION BOOKS – CEMETERY RECORDS **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-35-04	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	SECTION MAPS – CEMETERY RECORDS Maps indicating sold and available grave lots and occupied grave lots. **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OFM	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-35-05	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved by the Local Records Committee: **JUNE, 2001**

CITY AND TOWN CLERKS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

CITY/TOWN CLERKS - 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**

Records Category: CITY AND TOWN CLERKS

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	ADOPTED AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES – CITY AND TOWN CLERKS **ESSENTIAL RECORD** - **Needs** security microfilm backup - **See remarks.**	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.
2	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
3	AGENCY CHARTERS – CITY AND TOWN CLERKS 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
5	AGENDAS/PACKETS– CITY AND TOWN CLERKS 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 disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	ANNEXATION AND BOUNDARY REVIEW FILES – CITY AND TOWN CLERKS	OFM	Either the County Assessor or the Boundary Review Board retains PERMANENT - **See remarks**	Destroy when maps and reference files are updated	AS52-03A-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.

Records Category: CITY AND TOWN CLERKS

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	ANNEXATION HISTORY FILES – CITY AND TOWN CLERKS Core documentation of the process of annexation. **ESSENTIAL RECORD** - **Needs** security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-16-09	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. 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.
8	ANNUAL REPORTS ADOPTED BY CITY/TOWN COUNCIL, BOARD OR COMMISSION Includes annual reports submitted by chief fiscal officer and department heads. May also include annual messages of chief executive officer. These reports should be attached or referenced to the approved Minutes of the proceedings in which they were adopted. See GS50-05A-13.	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.
9	APPOINTMENT CALENDARS – CITY AND TOWN CLERKS	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.
10	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS – CITY AND TOWN CLERKS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
11	AUDIO/VIDEO TAPE RECORDINGS OF ADVISORY COMMITTEE MEETINGS – CITY AND TOWN CLERKS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	

Records Category: CITY AND TOWN CLERKS

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		
12	AUDIO/VIDEO TAPE RECORDINGS OF OFFICIAL CITY/TOWN COUNCIL, BOARD AND COMMISSION PROCEEDINGS Although this series cannot serve as the permanent record of proceedings, it may be used to satisfy court requirements for verbatim accounts of the process and intent behind approved ordinances and resolutions.	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.
13	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) – CITY AND TOWN CLERKS Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications and the chosen bid or proposal.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
14	BILLS OF SALE – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
15	BIOGRAPHICAL FILES (OFFICIALS) – CITY AND TOWN CLERKS	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.
16	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-01	
17	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS – CITY AND TOWN CLERKS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-02	
18	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES – CITY AND TOWN CLERKS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-03	
19	BUSINESS AND OCCUPATION TAX STATEMENTS AND RETURNS – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-04	

Records Category: CITY AND TOWN CLERKS

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	BUSINESS AND OCCUPATION TAX TRANSMITTALS – CITY AND TOWN CLERKS Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-05	
21	BUSINESS LICENSES AND PERMITS – CITY AND TOWN CLERKS Application, stub, and/or copy of licenses to own and operate businesses within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-06	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.
22	CHARTER HISTORY FILES – CITY AND TOWN CLERKS 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.
23	CHRONOLOGICAL REFERENCE FILE – CITY AND TOWN CLERKS 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	
24	CITIZENS' COMPLAINTS/REQUESTS – CITY AND TOWN CLERKS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
25	CITY/TOWN HISTORY FILES – CITY AND TOWN CLERKS	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.
26	CLAIMS FOR DAMAGES – CITY AND TOWN CLERKS	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
27	CONTRACTS AND AGREEMENTS – CITY AND TOWN CLERKS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	

Records Category: CITY AND TOWN CLERKS

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		
28	CORRESPONDENCE – CITY AND TOWN CLERKS 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 elected official, executive, or department head files. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
29	DEEDS/TITLES – CITY AND TOWN CLERKS Legal documents of ownership.	OPR	County Auditor or recorder keeps PERMANENT	Sale or disposal of land plus 10 years - **See remarks**	GS55-05A-02	Additional copies may be disposed of when obsolete or superseded.
30	EASEMENTS – CITY AND TOWN CLERKS Granted by and to agency.	OPR	County auditor or recorder keeps PERMANENT	Reassignment or vacation of easement plus 10 years - **See remarks**	GS55-05A-03	Additional copies may be disposed of when obsolete or superseded.
31	ENCROACHMENTS – CITY AND TOWN CLERKS Documentation of conflicts on land or water rights and obligations. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Closure of dispute plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05A-04	Reference RCW 4.16.020 for retention period. 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 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.
32	FRANCHISES – CITY AND TOWN CLERKS **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.

Records Category: CITY AND TOWN CLERKS

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		
33	GRANT PROJECT REPORTS – CITY AND TOWN CLERKS Statement on progress, problems, and success in the complete of the grant project, including periodic, annual, special, and final reports	OPR	3 years from 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 24CFR84.85(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.
34	INDEXES TO MINUTES AND RESOLUTIONS – CITY AND TOWN CLERKS **ESSENTIAL RECORD** – Needs security microfilm backup - **See remarks.**	OFM	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-12	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.
35	LEASES – CITY AND TOWN CLERKS Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07	
36	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS – CITY AND TOWN CLERKS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-07	
37	LOCAL IMPROVEMENT DISTRICT FILES – CITY AND TOWN CLERKS Including petition, funding and expenditure approval documentation.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
38	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS – CITY AND TOWN CLERKS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-08	

Records Category: CITY AND TOWN CLERKS

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		
39	MAILING LISTS – CITY AND TOWN CLERKS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
40	MASTER FILE OF PUBLICATIONS – CITY AND TOWN CLERKS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	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.
41	MINUTES OF ADVISORY COMMITTEE AND BOARD PROCEEDINGS – CITY AND TOWN CLERKS Includes all reference 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.
42	MINUTES OF OFFICIAL CITY/TOWN COUNCIL, BOARD AND COMMISSION PROCEEDINGS APPROVED AND SIGNED – CITY AND TOWN CLERKS 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	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.
43	MONTHLY REPORT OF FEE AND TAX COLLECTIONS – CITY AND TOWN CLERKS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	
44	NEWSPAPER CLIPPINGS – CITY AND TOWN CLERKS	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.

Records Category: CITY AND TOWN CLERKS

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		
45	NON-BUSINESS LICENSES AND PERMITS – CITY AND TOWN CLERKS Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-12D-10	
46	OATHS OF OFFICE – CITY AND TOWN CLERKS **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.
47	OCCUPATIONAL LICENSES AND PERMITS – CITY AND TOWN CLERKS Application, stub or copy of license or permit for individuals pursuing professions and vocations, or rendering services to the public within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-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.
48	ORDINANCE AND RESOLUTION DEVELOPMENT FILES – CITY AND TOWN CLERKS 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 to be transferred to and preserved at a Regional Archives branch.
49	ORDINANCES AND RESOLUTIONS – CITY AND TOWN CLERKS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-16	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 Wash. State Archives technical standards.
50	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD – CITY AND	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	

Records Category: CITY AND TOWN CLERKS

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		
	TOWN CLERKS					
51	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL – CITY AND TOWN CLERKS 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. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
52	PRESS RELEASES – CITY AND TOWN CLERKS	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.
53	PUBLIC DISCLOSURE REQUEST FILES – CITY AND TOWN CLERKS Formal request submitted by individuals for access to agency records.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-04	
54	PUBLIC DISCLOSURE REQUEST LOGS – CITY AND TOWN CLERKS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
55	RECORDS OF PUBLIC HEARINGS – CITY AND TOWN CLERKS 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.
56	REGISTERS OF LICENSES OR PERMITS ISSUED – CITY AND TOWN CLERKS	OFM	Expiration of last entry plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-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.
57	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE,	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

Records Category: CITY AND TOWN CLERKS

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		
	BOARD, OR EXECUTIVE BY ADVISORY COMMITTEES – CITY AND TOWN CLERKS					from this series may be selected to be transferred to and preserved at a Regional Archives branch.
58	REVENUE BOND AND COUPON REGISTER – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
59	REVENUE BONDS AND COUPONS – CITY AND TOWN CLERKS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
60	SCRAPBOOKS AND ALBUMS – CITY AND TOWN CLERKS	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.
61	SPEECHES – CITY AND TOWN CLERKS	OFM	Public Information Office - 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.
62	STATE AUDITOR'S EXAMINATION REPORT – CITY AND TOWN CLERKS	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
63	TRANSCRIPTIONS OF OFFICIAL COUNCIL, BOARD AND COMMISSION PROCEEDINGS – CITY AND TOWN CLERKS	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-22	
64	UNSUCCESSFUL BIDS AND PROPOSALS – CITY AND TOWN CLERKS	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
65	VIDEO TAPE RECORDS OF OFFICIAL PROCEEDINGS – CITY AND TOWN CLERKS Although this series cannot serve as the permanent record of proceedings, it may be used to satisfy court requirements for verbatim accounts of the process and intent behind approved ordinances and resolutions.	OPR	6 years – **See remarks**	Destroy when obsolete or superseded	GS50-05A-06	Once transcribed and approved, the videotape becomes a secondary copy that can be taped over or destroyed when obsolete or superseded.
66	VOTER REGISTRATION DOCUMENTATION – CITY AND TOWN CLERKS Official record of individual voters.	OPR	County Auditor keeps primary copy - 22 months	Destroy when obsolete or superseded- Potential archival value - **See remarks**	AU52-03C-63	Please contact your Regional Archivist before disposing of older records, particularly Voter Registration Cards. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

COMMUNICATIONS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

COMMUNICATIONS - 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

Records Category: COMMUNICATIONS

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	911 CONVERSATIONS MASTER RECORDINGS	OFM	90 days	Destroy when obsolete or superseded	GS50-29-01	
2	911 ELECTRONIC PRINTOUTS	OPR	6 years	Destroy when obsolete or superseded	GS50-29-02	
3	COMPUTER AUTOMATED DISPATCH BACKUP TAPES **ESSENTIAL RECORD** – Backup MUST BE stored off-site – **See remarks.**	OPR	6 years	Destroy when obsolete or superseded	GS50-29-03	In order to protect the physical security and accessibility of tape-recorded information for the duration of its retention period requirement, backup tapes must be stored off-site in a temperature and humidity-controlled environment.
4	FIRE LOGS – COMMUNICATIONS	OFM	6 years	Destroy when obsolete or superseded	GS50-29-04	
5	MASTER ADDRESS STREET LOGS - COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-05	
6	NATIONAL CRIMINAL INFORMATION CENTER LOGS – COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-06	
7	RADIO LOGS – COMMUNICATIONS	OFM	6 years	Destroy when obsolete or superseded	GS50-29-07	
8	SUPERVISOR SHIFT REPORTS – COMMUNICATIONS	OFM	2 years	Destroy when obsolete or superseded	GS50-29-08	
9	TAPE REQUESTS – COMMUNICATIONS	OFM	6 years	Destroy when obsolete or superseded	GS50-29-09	
10	TELETYPES (INCOMING AND OUTGOING) -COMMUNICATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-29-10	

COMMUTE TRIP REDUCTION

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

COMMUTE TRIP REDUCTION - 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

GENERAL RECORDS RETENTION SCHEDULE
FOR ALL LOCAL GOVERNMENT AGENCIES

Records Category: Commute Trip Reduction

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	COMMUTE TRIP REDUCTION ADMINISTRATION (CTRA) ANNUAL PROGRESS REPORT Describes progress in attaining the applicable commute trip reduction goals for each commute trip reduction zone, any problems being encountered in achieving those goals. Submitted to the CTR task force annually through July 1, 2006.	OFM	State Department of Transportation CTR Task Force holds primary copy	Destroy when obsolete or superseded – Potential archival value – **See remarks**	GS59-01-01	Please reference RCW 70.94.527 (7), (8). 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	COMMUTE TRIP REDUCTION PARTICIPANT FILES Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	OFM	3 years	Destroy when obsolete or superseded	GS59-01-02	
3	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES Program administration documentation.	OFM	2 years	Destroy when obsolete or superseded	GS59-01-03	
4	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES – COMMUTE TRIP REDUCTION	OFM	3 years	Destroy when obsolete or superseded	GS59-01-04	

CONSERVATION DISTRICTS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

CONSERVATION DISTRICTS- 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

Records Category: CONSERVATION DISTRICTS

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	AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY **ESSENTIAL RECORD** - Needs security backup - **See remarks.** All agreements with individual landowners in which the Conservation District is a signing party. Includes Cooperative Plans, Farm Management Plans, Resource Management System Plans, Inventory and Evaluation Plans, Water Quality Cost Sharing and Implementation Agreements, and U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements.	OPR	Expiration of agreement plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-11	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. This record should be protected from damage or loss by off-site security storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2	AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY – *OFFICE REFERENCE COPIES* Copies of agreements with individual landowners and various branches of the U.S. Department of the Interior and the Washington State Department of Ecology in which the Conservation District is **not** a signing party.	OFM	Washington State Department of Ecology and/or U.S. Department of the Interior keep primary copy.	***Conservation Districts***: Destroy when obsolete or superseded - Potential archival value - **See remarks**	GS50-01-11	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.
3	ANNUAL PLANS – CONSERVATION DISTRICTS	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS59-02-01	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.
4	LONG RANGE PLANS – CONSERVATION DISTRICTS ESSENTIAL RECORD - Needs security backup **- See remarks.**	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS59-02-02	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. This record should be protected from damage or loss by off-site security storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Approved by the Local Records Committee: **JULY, 2001**

COUNTY CORONERS AND MEDICAL EXAMINERS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

COUNTY CORONERS AND MEDICAL EXAMINERS- 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

Records Category: COUNTY CORONERS AND MEDICAL EXAMINERS

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	CARD FILE INDEX Index used as cross-reference tool to case files. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-01	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.
2	CORONER/MEDICAL EXAMINER LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-02	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.
3	CORONER/MEDICAL EXAMINER INVESTIGATION FILES Reports, transmittals and other documentation of laboratory and investigative work. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-03	If suspicion of foul play and case is unsolved after 7 years, file may be microfilmed in lieu of retaining 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.
4	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	OPR	6 years	Destroy when obsolete or superseded	GS50-34-04	
5	INQUESTS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-05	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.
6	MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.	OFM	6 years	Destroy when obsolete or superseded	GS50-34-06	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: COUNTY CORONERS AND MEDICAL EXAMINERS

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	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS	OFM	3 years	Destroy when obsolete or superseded	GS50-34-07	
8	PHOTOGRAPHIC AND VIDEO DOCUMENTATION OF DEATH INVESTIGATIONS	OFM	Close of investigation plus 3 years	Destroy when obsolete or superseded	GS50-34-08	

ELECTION RECORDS HELD BY AGENCIES RUNNING THEIR OWN ELECTIONS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

ELECTION RECORDS HELD BY AGENCIES RUNNING THEIR OWN ELECTIONS - 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

Records Category: ELECTION RECORDS HELD BY AGENCIES RUNNING THEIR OWN ELECTIONS

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 OF NOTICES OF ELECTIONS	OPR	6 years	Destroy when obsolete or superseded	AU52-03C-06	
2	CHALLENGES TO VOTER	OFM	Election plus 60 days	Destroy when obsolete or superseded	AU52-03C-11	Reference *42 USC 74.
3	NOTICES OF ELECTIONS	OPR	6 years	Destroy when obsolete or superseded	AU52-03C-29	
4	POLL BOOK / TALLY BOOK (OFFICIAL) - ELECTIONS	OPR	22 months	Destroy when obsolete or superseded	AU52-03C-36	Reference *42 USC 74.
5	TALLY SHEETS AND CANVASS SHEETS - ELECTIONS	OFM	Election plus 60 days	Destroy when obsolete or superseded	AU52-03C-57	Reference *42 USC 1974, RCW 29.64, RCW 29.65.
6	VOTED BALLOTS -ELECTIONS Including absentee, special, and vote by mail.	OPR	Election plus 60 Days	Destroy when obsolete or superseded	AU52-03C-61	Reference *42 USC 1974, RCW 29.54.075, WAC 434-62-200, RCW 29.64, RCW 29.65
7	WORKING FILES -ELECTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	AU52-03C-23	

ELECTRIC UTILITY OPERATIONS

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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:

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ELECTRIC UTILITY OPERATIONS- 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

Records Category: ELECTRIC UTILITY OPERATIONS

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	APPARATUS FAILURE REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OPR	6 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-01	Reference Code of Federal Regulations 18CFR125.3 23.1(f), National Association of Regulatory Utility Commissioners NARUC 23.1(f).
2	BOILER TUBE FAILURE REPORT – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-01	Reference Code of Federal Regulations 18CFR125.3 22.1(c), National Association of Regulatory Utility Commissioners NARUC 22.1(c).
3	COAL LOGS – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years- **See remarks**	Destroy when obsolete or superseded	GS55-05D-02	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h).
4	CONSTRUCTION COST ANALYSIS STUDIES – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	OFM	10 years after clearance to plant account - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05G-01	Reference Code of Federal Regulations 18CFR125.3 31(f), National Association of Regulatory Utility Commissioners NARUC 31(f). 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	CONSTRUCTION PROJECT FILES – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	OPR	Completion of project plus 10 years - **See remarks**	Destroy when obsolete or superseded	GS55-05G-02	Reference Code of Federal Regulations 18CFR125.3 31(e), 18CFR125.3(g), National Association of Regulatory Utility Commissioners NARUC 31(e), NARUC 31(g).
6	ELECTRICAL WORK PERMITS (HARD CARDS) – ELECTRIC POWER DISTRIBUTION SYSTEM Permits for individuals to install residential alarms, communications, etc.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05E-25	
7	EQUIPMENT LOGS – ELECTRIC POWER GENERATION SYSTEM Records of use and performance, including in and out times.	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-03	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).
8	EXPENDITURE REQUISITION AND AUTHORIZATION FILES – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	OPR	10 years - **See remarks**	Destroy when obsolete or superseded	GS55-05G-03	Reference Code of Federal Regulations 18CFR125.3 31(c), National Association of Regulatory Utility Commissioners NARUC 31(c).
9	FACILITY INSPECTION AND MAINTENANCE REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OPR	6 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-14	Reference Code of Federal Regulations 18CFR125.3 23.1(k), National Association of Regulatory

Approved by the Local Records Committee: **JULY, 2001**

Records Category: ELECTRIC UTILITY OPERATIONS

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
	Periodic reports on the condition of substations, underground vaults, and other distribution system facilities.					Utility Commissioners NARUC 23.1(k).
10	FACILITY RETIREMENT AUTHORIZATION – ELECTRIC POWER DISTRIBUTION SYSTEM	OPR	10 years after facility retired - **See remarks**	Destroy when obsolete or superseded	GS55-05E-02	Reference Code of Federal Regulations 18CFR125.3 32(b), National Association of Regulatory Utility Commissioners NARUC 32(b). If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
11	FACILITY RETIREMENT WORK ORDER – ELECTRIC POWER DISTRIBUTION SYSTEM Basic record of facility removal and/or replacement.	OPR	10 years after facility retired - **See remarks**	Destroy when obsolete or superseded	GS55-05E-03	Reference Code of Federal Regulations 18CFR125.3 32(a), National Association of Regulatory Utility Commissioners NARUC 32(a). If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
12	FISH COUNT REPORTS – ELECTRIC POWER GENERATION SYSTEM Periodic reports on fish population, including charts, summaries, and accounts of population increase and decrease.	OFM	10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05D-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.
13	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) – ELECTRIC POWER GENERATION SYSTEM	OFM	2 years- **See remarks**	Destroy when obsolete or superseded	GS55-05D-05	Reference Code of Federal Regulations 18CFR125.3 22(i), National Association of Regulatory Utility Commissioners NARUC 22(i).
14	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA – ELECTRIC POWER GENERATION SYSTEM	OPR	6 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-06	Reference Code of Federal Regulations 18CFR.3 22.1(d), National Association of Regulatory Utility Commissioners NARUC 22.1(d).
15	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-07	Reference Code of Federal Regulations 18CFR125.3 22.1(f), National Association of Regulatory Utility Commissioners NARUC 22.1(f).

Records Category: ELECTRIC UTILITY OPERATIONS

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS – ELECTRIC POWER GENERATION SYSTEM Includes daily and hourly logs, shift records, supervisors and plant operations daily diaries. May be needed for documentation of issues in litigation.	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-08	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(a).
17	INSULATOR TEST RECORDS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Destroy when obsolete or superseded - **See remarks**	Destroy when obsolete or superseded	GS55-05E-04	Reference Code of Federal Regulations 18CFR125.3 23.1(i), National Association of Regulatory Utility Commissioners NARUC 23.1(i).
18	LIGHTNING AND STORM DATA – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Destroy when obsolete or superseded – Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05E-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. Reference Code of Federal Regulations 18CFR125.3(h), National Association of Regulatory Utility Commissioners NARUC 23.1(h).
19	LINE INSPECTION REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OPR	6 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-06	Reference Code of Federal Regulations 18CFR125.3 23.1(g), National Association of Regulatory Utility Commissioners NARUC 23.1(g).
20	LINE TROUBLE REPORTS AND RECORDS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-07	Reference Code of Federal Regulations 18CFR125.3 21.1(g), National Association of Regulatory Utility Commissioners NARUC 23.1(g).
21	LOAD CURVES – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years- **See remarks**	Destroy when obsolete or superseded	GS55-05D-09	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h).
22	LOAD DISPATCHER PERMITS – ELECTRIC POWER GENERATION SYSTEM	OFM	Destroy when obsolete or superseded - **See remarks**	Destroy when obsolete or superseded	GS55-05D-10	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
23	MAINTENANCE REPORTS – ELECTRIC POWER GENERATION SYSTEM For hydroelectric equipment and facilities performance and repairs.	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-11	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).

Records Category: ELECTRIC UTILITY OPERATIONS

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
24	MAPS AND AREA PLATS – ELECTRIC POWER DISTRIBUTION SYSTEM Shows distribution lines, facilities, and service area. **ESSENTIAL RECORD** – Needs security microfilm backup - **See remarks.**	OFM	Until superseded OR 6 years after system retired. Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05E-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. 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	METER HISTORY DATA – ELECTRIC POWER DISTRIBUTION SYSTEM Historical data on each meter, including specification, serial number, location, and maintenance history.	OFM	Life of equipment - **See remarks**	Destroy when obsolete or superseded	GS55-05E-08	Reference Code of Federal Regulations 18CFR125.3 23.1(m), National Association of Regulatory Utility Commissioners NARUC 23.1(m).
26	METER SHOP REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM Monthly/periodic reports summarizing test, repairs, and other work done on meters.	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-09	Reference Code of Federal Regulations 18CFR125.3 23.1(l), National Association of Regulatory Utility Commissioners NARUC 23.1(l).
27	OPERATIONS LOGS – ELECTRIC POWER DISTRIBUTION SYSTEM Including, but not limited to, equipment, operator, storage battery, substation, and transmission.	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-10	Reference Code of Federal Regulations 18CFR125 23.1(a), 18CFR125.3 23.1(b), 18CFR125.3 23.1(c), National Association of Regulatory Utility Commissioners NARUC 23.1(a), NARUC 23.1(b), NARUC 23.1(c).
28	OUTAGE LOG – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-11	Reference Code of Federal Regulations 18CFR125.3 23.1(d), National Association of Regulatory Utility Commissioners NARUC 23.1(d).
29	POLE LIST – ELECTRIC POWER DISTRIBUTION SYSTEM Record of utility pole type, description, location, ancillary equipment, etc. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OFM	Life of equipment - **See remarks**	Destroy when obsolete or superseded	GS55-05E-12	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: ELECTRIC UTILITY OPERATIONS

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	POLLUTION REPORTS/STUDIES – ELECTRIC POWER GENERATION SYSTEM Related to waste accumulation and water, chemical, oil, noise, and radioactive pollution.	OFM	10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05D-12	Reference Code of Federal Regulations CRF125.3 22(g), National Association of Regulatory Utility Commissioners NARUC 22.1(g). 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2	POWER DEMAND CHARTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05E-13	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	RECORDING INSTRUMENT CHARTS – ELECTRIC POWER GENERATION SYSTEM	OFM	1 year - **See remarks**	Destroy when obsolete or superseded	GS55-05D-13	Reference Code of Federal Regulations 18CFR125.3 22.1(l), National Association of Regulatory Utility Commissioners NARUC 22.1(l).
4	STAKING SHEETS – ELECTRIC POWER DISTRIBUTION SYSTEM Form describing power line construction or extension. **ESSENTIAL RECORD** – Needs security microfilm backup - **See remarks**	OFM	Life of equipment - **See remarks**	Destroy when obsolete or superseded	GS55-05E-16	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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.

Records Category: ELECTRIC UTILITY OPERATIONS

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
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5	STANDARDS AND SPECIFICATIONS MANUAL – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	10 years after superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05G-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. 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	STATION AND SYSTEM GENERATION REPORTS – ELECTRIC POWER GENERATION SYSTEM Periodic reports on the amount of power being generated.	OPR	25 years - **See remarks**	Destroy when obsolete or superseded	GS55-05D-14	Reference Code of Federal Regulations 18CFR125.3 22.1(e), National Association of Regulatory Utility Commissioners NARUC 22.1(e).
7	STATION LOAD PERMITS – ELECTRIC POWER GENERATION SYSTEM	OPR	Destroy when obsolete or superseded - **See remarks**	Destroy when obsolete or superseded	GS55-05D-15	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
8	STREET LIGHT HISTORY RECORDS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-17	
9	STREET OPENING INSPECTION AND REPAIR REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Destroy when obsolete or superseded - **See remarks**	Destroy when obsolete or superseded	GS55-05E-18	Reference Code of Federal Regulations 18CFR125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).
10	SURPLUSED TRANSFORMER FILES – ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of transformers taken out of service and sold to other parties or disposed of as scrap.	OFM	Sale or disposal plus 10 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-19	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
11	TECHNICAL DATA FILES – ELECTRIC POWER GENERATION SYSTEM Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05D-16	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.

Records Category: ELECTRIC UTILITY OPERATIONS

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12	TEMPERATURE LOGS – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05D-17	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h). 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.
13	TRANSFORMER HISTORY DATA - – ELECTRIC POWER DISTRIBUTION SYSTEM Includes specifications, location, and maintenance history. **ESSENTIAL RECORD** - Needs security microfilm backup- **See remarks.**	OFM	Life of equipment - **See remarks**	Destroy when obsolete or superseded	GS55-05E-20	Reference Code of Federal Regulations 18CFR125.3 23.1(n), National Association of Regulatory Utility Commissioners NARUC 23.1(n). 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 State Archives standards.
14	TRANSFORMER INSPECTION REPORTS – ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	3 years - **See remarks**	Destroy when obsolete or superseded	GS55-05E-21	Reference Code of Federal Regulations 18CFR125.3 23.1(o), National Association of Regulatory Utility Commissioners NARUC 23.1(o). If equipment of facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
15	TURBINE HISTORY FILES – ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of installation, operation, and maintenance logs, etc.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-26	
16	UNDERGROUND LINE FILES – ELECTRIC POWER DISTRIBUTION SYSTEM Data on underground lines, including location and specification. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OFM	Life of equipment - **See remarks**	Destroy when obsolete or superseded	GS55-05E-23	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: ELECTRIC UTILITY OPERATIONS

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
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17	VOLTAGE CHARTS – ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of voltage delivered to the power distribution system.	OFM	3 years	Destroy when obsolete or superseded	GS55-05E-24	
18	WATER LOGS – ELECTRIC POWER GENERATION SYSTEM	OFM	3 years- **See remarks**	Destroy when obsolete or superseded	GS55-05D-18	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22(h).
19	WATER/RIVER FLOW REPORTS – ELECTRIC POWER GENERATION SYSTEM **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05D-19	Reference Code of Federal Regulations 18CFR125.3 22(i), National Association of Regulatory Utility Commissioners NARUC 22(i). 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
	WORK IN PROGRESS LEDGERS OR REPORTS – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	OPR	10 years after clearance to plant account - **See remarks**	Destroy when obsolete or superseded	GS55-05G-05	Reference Code of Federal Regulations 18CFR125.3 31(a), National Association of Regulatory Utility Commissioners NARUC 31(a).
	WORK ORDERS – ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION	OPR	10 years after clearance to plant account - **See remarks**	Destroy when obsolete or superseded	GS50-06B-13	Reference Code of Federal Regulations 18CFR125.3 31(b), National Association of Regulatory Utility Commissioners NARUC 31(b).

ELECTRONIC INFORMATION

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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

Records Category: 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:

- Policy and Procedure Directives
- Correspondence or memoranda related to official public business
- Agendas and minutes of meetings
- Documents relating to legal or audit issues
- Messages which document agency actions, decisions, operations and responsibilities
- Documents that initiate, authorize or complete a business transaction
- Drafts of documents that are circulated for comment or approval
- Final reports or recommendations
- Appointment calendars
- E-mail distribution lists
- Routine information requests
- 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:

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

See e-mail guidelines in the records management quidelines
http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc -

Records Category: ELECTRONIC INFORMATION – SYSTEM DOCUMENTATION

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR /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	
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specification 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.

Records Category: ELECTRONIC INFORMATION – SYSTEM DOCUMENTATION

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR /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	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	

EMERGENCY 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

EMERGENCY 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

Records Category: EMERGENCY SERVICES

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	*OPR* /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	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-14-01	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	DISASTER DAMAGE DECLARATION STATEMENTS	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-14-02	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	DISASTER PREPAREDNESS AND RECOVERY PLANS ESSENTIAL RECORD **- Needs security backup -** See remarks.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-14-03	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	FALLOUT SHELTER MANAGEMENT FILE	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-04	
5	PROJECT FILES – EMERGENCY SERVICES	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-14-05	
6	RADIOLOGICAL FACILITIES INSPECTION REPORTS – EMERGENCY SERVICES	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-06	
7	SEARCH AND RESCUE MISSION FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-14-07	
8	SEARCH AND RESCUE TRAINING MISSION FILES – EMERGENCY SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS50-14-08	

FACILITY AND PROPERTY 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

FACILITY AND PROPERTY MANAGEMENT - 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

Records Category: FACILITY AND PROPERTY MANAGEMENT

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	DEEDS/TITLES Legal documents of ownership.	OPR	County Auditor or recorder keeps PERMANENT	Sale or disposal of land plus 10 years - **See remarks**	GS55-05A-02	Additional copies may be disposed of when obsolete or superseded.
3	EASEMENTS Granted by and to agency.	OPR	County Auditor or recorder keeps PERMANENT	Reassignment or vacation of easement plus 10 years - **See remarks**	GS55-05A-03	Additional copies may be disposed of when obsolete or superseded.
4	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	Closure of dispute plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05A-04	Reference RCW 4.16.020 for retention period. 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 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	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: FACILITY AND PROPERTY MANAGEMENT

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	EVICTION RECORDS - FACILITY AND PROPERTY MANAGEMENT Eviction records, legal eviction files.	OPR	6 years after judgment or final decision	Destroy when obsolete or superseded	GS55-05A-09	
7	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	
8	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
9	INTRUSION ALARM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
10	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 supers eded	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.
11	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OFM	Disposition of land plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05A-06	Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. 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 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	LEASES – FACILITY AND PROPERTY MANAGEMENT Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07	

Records Category: FACILITY AND PROPERTY MANAGEMENT

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	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	
14	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
15	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
16	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.
17	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
18	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05H-01	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. 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.
19	SECURITY ANNUAL REPORT - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	
20	SECURITY PATROL LOG - FACILITY AND PROPERTY MANAGEMENT	OFM	2 years	Destroy when obsolete or superseded	GS50-06B-16	
21	STAFF ACCESS/ENTRY LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20	

Records Category: FACILITY AND PROPERTY MANAGEMENT

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	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - **See remarks**	Destroy when obsolete or superseded	GS55-05H-02	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
23	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - **See remarks**	Destroy when obsolete or superseded	GS55-05H-03	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
24	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05H-04	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. 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.
25	STATEMENT FOR RESTITUTION - FACILITY AND PROPERTY MANAGEMENT Source document backup for billing.	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	
26	SURVEILLANCE VIDEOS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
27	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
28	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
29	WEAPONS CONFISCATION LOG - FACILITY AND PROPERTY MANAGEMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	
30	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	

FAIRS - COUNTY

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

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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.

FAIRS - COUNTY- 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

Records Category: FAIRS - COUNTY

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	EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	OFM	2 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS57-01-01	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	EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-02	
3	RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	OFM	2 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS57-01-03	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	TICKET SUMMARY RECORD - FAIRS A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-04	

FIRE AND EMERGENCY MEDICAL 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

FIRE AND EMERGENCY MEDICAL 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

Records Category: FIRE AND EMERGENCY MEDICAL SERVICES

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 REPORTS - VOLUNTEER FIREFIGHTER Used as documentation for evaluating firefighter disability claims.	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.
2	ALARM INSPECTION LOG – FIRE AND EMERENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-01	
3	ALARM LOCATION RECORD – FIRE AND EMERENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-02	
4	ALARM SYSTEMS TEST AND MAINTENANCE RECORD – FIRE AND EMERENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-03	
5	ANNUAL REPORT ADOPTED – FIRE FIGHTER BOARD OF TRUSTEES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **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. 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.

Records Category: FIRE AND EMERGENCY MEDICAL SERVICES

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	BUILDING INFORMATION HISTORY CARD – FIRE AND EMERENCY MEDICAL SERVICES	OFM	Life of building - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS53-04-04	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.
7	BUILDING INSPECTION REPORTS – FIRE AND EMERENCY MEDICAL SERVICES	OFM	6 years	Destroy when obsolete or superseded	GS53-04-05	
8	BURNING PERMITS A record of temporary permits authorizing the recipient to burn on a specific site for a specific period.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-06	
9	BURNING REQUEST LOG Listings of burning permit applications.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-07	
10	CAPITAL EQUIPMENT INVENTORY – FIRE AND EMERENCY MEDICAL OPERATIONS	OFM	Destroy when superseded plus 3 years OR completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-08	
11	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-09	
12	FIRE ALARM RESPONSE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS53-04-10	
13	FIRE ALARM SYSTEMS DRAWINGS	OFM	Life of facility	Destroy when obsolete or superseded	GS53-04-11	
14	FIRE CODE VIOLATION NOTIFICATION Official notice of violation and statement of required corrective action.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-21	
15	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	GS53-04-12	
16	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-13	

Records Category: FIRE AND EMERGENCY MEDICAL SERVICES

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		
17	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-14	
18	FIRE INVESTIGATION REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS53-04-15	
19	FIRE ORDINANCES Local and state requirements, rules, guidelines, authority, etc.	OFM	Clerk of governing council, commission or board - PERMANENT	Destroy when obsolete or superseded	GS53-04-16	
20	INDIVIDUAL FIRE ALARM BOX HISTORY	OFM	Life of box	Destroy when obsolete or superseded	GS53-04-17	
21	INJURY AND DISABILITY CLAIM FILES - VOLUNTEER FIREFIGHTER Documentation of claims for injury and disability relief filed by volunteer fire fighters.	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS58-04A-03	
22	INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
23	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	OFM	Life of equipment	Destroy when obsolete or superseded	GS53-04-18	
24	INVENTORY OF PERSONAL EQUIPMENT ISSUED TO FIREFIGHTERS	ORM	Until superseded plus 3 years OR completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-19	
25	MEDICAL INCIDENT REPORTS – FIRE AND EMERENCY MEDICAL SERVICES	OPR	Retained by hospital/care provider* - **See remarks**	Fire protection agency - 8 years * - **See remarks**	GS53-04-20	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: FIRE AND EMERGENCY MEDICAL SERVICES

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	MINUTES OF FIRE FIGHTER BOARD OF TRUSTEES 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
27	PERSONNEL ASSIGNMENT ROSTER - – FIRE AND EMERENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-22	
28	RADIO LOGS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	90 days	Destroy when obsolete or superseded	GS53-04-23	
29	REMITTANCE FILES – VOLUNTEER FIRE FIGHTER	OPR	Retirement of last item plus 6 years - **See remarks**	Destroy when obsolete or superseded	GS50-03A-24	The County Auditor, Treasurer, or Finance Officer may hold the primary copy.
30	TAPE RECORDS OF FIRE ALARM CIRCUITS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-24	
31	TRANSMITTAL OF FEES – VOLUNTEER FIREFIGHTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
32	VEHICLE SERVICE RECORDS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	Life of vehicle	Destroy when obsolete or superseded	GS53-04-25	

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: GOVERNING COUNCILS, COMMISSIONS, AND BOARDS

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.
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.

Approved by the Local Records Committee: **JUNE, 2001**

Records Category: GOVERNING COUNCILS, COMMISSIONS, AND BOARDS

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	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.
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.

Records Category: GOVERNING COUNCILS, COMMISSIONS, AND BOARDS

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	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.

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

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 ADMININISTRATION (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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

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	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.
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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

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	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	
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.

Approved by the Local Records Committee: **JULY, 2001**

HOUSING AUTHORITIES

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

HOUSING AUTHORITIES - 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

Records Category: HOUSING AUTHORITIES

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	ACCESS CARD CARDEX – HOUSING AUTHORITIES Record of entry cards issued. Includes completed access forms and shows level of access issued.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-01	
2	ALLOCATIONS – HOUSING AUTHORITIES Allocation plans for each fiscal year, overhead and distributed costs for funds.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-02	
3	APARTMENT INVENTORY AND INSPECTION REPORT – HOUSING AUTHORITIES	OFM	3 years after vacation	Destroy when obsolete or superseded	GS60-01-03	
4	ASSET MANAGEMENT FILES – HOUSING AUTHORITIES Real property records. A centralized location for various real estate functions of Housing Authorities.	OPR	Sale of property plus 10 years. Potential archival value – **See remarks**.	Destroy when obsolete or superseded	GS60-01-04	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	BILLING FILES REQUESTS FOR PAYMENT – HOUSING AUTHORITIES Includes backup paperwork to track vendor, (temporary employees) requests for payment.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-05	
6	BOND PROJECT FILES – HOUSING AUTHORITIES 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	GS60-01-06	
7	COLLECTION LOSS REPORT – HOUSING AUTHORITIES Delinquent tenant account report	OPR	6 years	Destroy when obsolete or superseded	GS60-01-07	
8	COMMUNITY FILES – HOUSING AUTHORITIES Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	OFM	3 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-09	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.

Records Category: HOUSING AUTHORITIES

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	DETAILED CONSTRUCTION ANALYSIS FILES – HOUSING AUTHORITIES	OFM	Completion of project plus 10 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-09	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.
10	DEVELOPMENT CONTRACT REGISTER – HOUSING AUTHORITIES	OFM	2 years after audit of development costs	Destroy when obsolete or superseded	GS60-01-10	
11	DISPOSITION RECORDS OF PERSONAL PROPERTY – HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-11	
12	ENTRY / EXIT VIDEOS – HOUSING AUTHORITIES Video tapes of entrances / exits monitoring who arrives and leaves	OFM	30 days	Destroy when obsolete or superseded	GS60-01-12	
13	EQUIPMENT LOAN AGREEMENTS – HOUSING AUTHORITIES Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	OFM	1 year	Destroy when obsolete or superseded	GS60-01-13	
14	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES – HOUSING AUTHORITIES Arbitration files/grievance hearings.	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-14	
15	HUD – 52267 Computation of payments in lieu of taxes.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-15	
16	HUD – 52295 Delinquency report statement of tenants accounts receivable.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-16	
17	HUD – 52598 Analysis of non-routine expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-17	
18	HUD – 52599 Statement of operating receipts and expenditures	OPR	6 years	Destroy when obsolete or superseded	GS60-01-18	
19	HUD – 52601 Balance sheet preliminary loan period.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-19	
20	HUD – 52602 Statement of preliminary planning cost.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-20	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: HOUSING AUTHORITIES

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		
21	HUD – 52603 Statement of initial operating income and expenses.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-21	
22	HUD – 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	OPR	6 years	Destroy when obsolete or superseded	GS60-01-22	
23	HUD – 52682 Operating statement – Housing assistance payments program.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-23	
24	HUD – 52981 Statement and voucher for basic annual contributions.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-24	
25	HUD – 52982 Statement and voucher for contributions for special subsidy families leased housing.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-25	
26	HUD – 52993 Statement of modernization cost.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-26	
27	HUD 50058 – PUBLIC HOUSING REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-27	
28	HUD 50059 – SECTION 8 REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-28	
29	HUD COMPLAINT LOG	OFM	6 years	Destroy when obsolete or superseded	GS60-01-29	
30	HUD SUBSIDIES LOG & SPREADSHEETS Cash worksheets, master control worksheets, and supporting documents.	OPR	10 years after expiration of grant	Destroy when obsolete or superseded	GS60-01-30	
31	HUD-51245 REPORT Regular reexamination of families in low-income public housing.	OFM	4 years after completion of audit.	Destroy when obsolete or superseded	GS60-01-31	
32	MASTER PLANNING FILES FOR RE-DEVELOPMENT – HOUSING AUTHORITIES Annual plan concept documents, materials work-up, financial reports, and working papers.	OFM	Destroy when obsolete or superseded – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-32	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: HOUSING AUTHORITIES

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		
33	PESTICIDE APPLICATION PERMITS – HOUSING AUTHORITIES Application permits from the State Department of Agriculture for the application of pesticides (kept in maintenance offices).	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS60-01-33	
34	PFS OPERATING SUBSIDY REQUEST – HOUSING AUTHORITIES Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-34	
35	POLICE REPORTS – HOUSING AUTHORITIES Police department incident reports, evidence for evictions.	OFM	Law enforcement agency keeps primary copy 6 years past statute of limitations period	Destroy when obsolete or superseded	GS60-01-35	
36	POPULATION REPORT STATISTICS – HOUSING AUTHORITIES	OFM	PERMANENT. 1 copy archival – **See remarks**	Destroy when obsolete or superseded	GS60-01-36	Please contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
37	PRELIMINARY LOAN NOTES – HOUSING AUTHORITIES Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	OPR	6 years after audit and payment of note	Destroy when obsolete or superseded	GS60-01-37	
38	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT – HOUSING AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS60-01-38	

Records Category: HOUSING AUTHORITIES

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		
39	PROPERTY HISTORY FILES – HOUSING AUTHORITIES Includes: Miscellaneous information that includes site maps; racial composition maps; Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements; Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions; CDBG (funding of purchase documents); Survey information. Note these files are transferred to legal counsel). Real property file containing copy of warranty dead, copy of title reports, site maps and related documents and correspondence; Survey files containing copy of survey and related information; Risk assessment and lead file containing copy of original lead based paint test results and copy of abatement and enclosure summary, and related correspondence; Needs assessment files, continuing needs assessment surveys and related information; Property miscellaneous information file. **ESSENTIAL RECORD** – Needs security backup– **See remarks.**	OPR	Sale of property plus 6 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-39	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.
40	PUBLIC HOUSING ASSESSMENT PROGRAMS – HOUSING AUTHORITIES Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment	OPR	6 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-40	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.

Records Category: HOUSING AUTHORITIES

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		
41	PUBLIC HOUSING REDEVELOPMENT FILES – HOUSING AUTHORITIES Working files for redevelopment projects.	OFM	10 years. Potential archival value – **See remarks**.	Destroy when obsolete or superseded	GS60-01-41	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.
42	REHABILITATION PROGRAM BLOCK GRANT FILES – HOUSING AUTHORITIES	OPR	6 years after end of grant year	Destroy when obsolete or superseded	GS60-01-42	
43	RELOCATION CHECK REQUEST COPIES – HOUSING AUTHORITIES	OPR	10 years after grant expiration	Destroy when obsolete or superseded	GS60-01-43	
44	RENT ROLL CONTROL AND ANALYSIS FILE – HOUSING AUTHORITIES Rent roll control and analysis of dwelling rent charges (filed in tenant files).	OPR	6 years after completion of audit. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-44	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.
45	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT – HOUSING AUTHORITIES Filed with tenant files.	OPR	6 years after vacation If delinquent, 7 years after vacation	Destroy when obsolete or superseded	GS60-01-45	
46	SALE OF PROPERTY DOCUMENTS – HOUSING AUTHORITIES Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) $1,000 or less, 2) $1,001 to $25,000, 3) $25,000 plus; includes surplus property inventory.	OPR	6 years after final payment	Destroy when obsolete or superseded	GS60-01-46	
47	SCHEDULES OF MAXIMUM INCOME LIMITS – HOUSING AUTHORITIES Includes related materials (filed in tenant files).	OFM	1 year after schedule suspended. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-47	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.
48	TAX EXEMPT OBLIGATION – HOUSING AUTHORITIES Records of bonds issued for a non-profit such as a neighborhood association.	OPR	6 years after satisfaction of obligation.	Destroy when obsolete or superseded	GS60-01-48	

Records Category: HOUSING AUTHORITIES

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		
49	TENANT APPLICATION CRIMINAL RECORD CHECKS – HOUSING AUTHORITIES Includes criminal conviction records removed from approved file.	OFM	5 years	Destroy when obsolete or superseded	GS60-09-49	
50	TENANT APPLICATION FILES (ELIGIBLE) – HOUSING AUTHORITIES	OFM	Until placed	Destroy when obsolete or superseded	GS60-01-50	
51	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) – HOUSING AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS60-01-51	
52	TENANT FILES – HOUSING AUTHORITIES	OPR	6 years after vacation If delinquent, 7 years after vacation	Destroy when obsolete or superseded	GS60-01-52	
53	TENANT FILES SECTION 8 – HOUSING AUTHORITIES Damage claim files, money owing, no money owing.	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-53	
54	TENANT GRIEVANCE FILES – HOUSING AUTHORITIES	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-54	
55	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS – HOUSING AUTHORITIES	OFM	Destroy when obsolete or superseded. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-55	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.
56	TENANT LEASED HOUSING – OWNER'S RECORDS Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-56	
57	UTILITIES REVIEW FILES – HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-57	
58	UTILIZATION REPORTS – HOUSING AUTHORITIES	OFM	3 years. Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS60-01-58	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: HOUSING AUTHORITIES

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		
59	VAN LOADERS MANIFESTS – HOUSING AUTHORITIES Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-59	

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

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).

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

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	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.
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	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	
10	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	
11	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
12	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obs olete or superseded	GS50-06C-10	
13	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
14	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

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	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	
16	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
17	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	
18	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.
19	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
20	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

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
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21	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
22	NOISE EXPOSURE REPORTS	OFM	2 years– **See remarks**	Destroy when obsolete or superseded	GS50-06D-04	Please reference WAC 296-62-09041 (4a).
23	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
24	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
25	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	
26	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	
27	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).
28	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).
29	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	
30	SAFETY COMMITTEE MINUTES	OFM	1 year– **See remarks**	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
31	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	
32	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.
33	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Approved by the Local Records Committee: **JULY, 2001**

IRRIGATION UTILITIES

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

IRRIGATION UTILITIES- 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

Records Category: IRRIGATION UTILITIES

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	DELINQUENT ACCOUNT FORECLOSURE FILES – IRRIGATION UTILITIES	OPR	Foreclosure of account plus 6 years	Destroy when obsolete or superseded	GS50-32-01	
2	HERBICIDE AND PESTICIDE SPRAY DOCUMENTATION – IRRIGATION UTILITIES **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	50 years - **See remarks**	Destroy when obsolete or superseded	GS50-32-02	Herbicides and pesticides are hazardous materials. Liability is open-ended for personal damages resulting from exposure to hazardous materials. 50 years is the standard retention period established for hazardous materials documentation. See GS50-19 - Hazardous Materials Administration. 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.
3	LAND OWNER WATER QUALITY VIOLATION FILES – IRRIGATION UTILITIES Includes landowner water quality plans submitted to resolve violations.	OPR	Resolution plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-32-03	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	LAND USE HISTORY FILES – IRRIGATION UTILITIES Includes water right contracts, permits, easements, reclassification, water allotment and other land use documentation for district service area organized by section, township and range. **ESSENTIAL RECORD** – Needs security backup - **See remarks**.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-32-04	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. 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.
5	LINE LOCATION REQUESTS – IRRIGATION UTILITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-32-05	

Records Category: IRRIGATION UTILITIES

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	WATER DIVERSION REPORTS – IRRIGATION UTILITIES	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-32-06	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.
7	WATER QUALITY MONITORING DATA – IRRIGATION UTILITIES	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-32-07	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.
8	WATER USE REPORTS – IRRIGATION UTILITIES	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-32-08	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.

JUVENILE 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

JUVENILE 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

Records Category: JUVENILE SERVICES

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	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	OFM	Until expiration of appeal period	Destroy when obsolete or superseded	GS50-28-01	
2	CUSTODY INVESTIGATIONS – JUVENILE SERVICES Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-02	Reference RCW 26.09.220.
3	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS Microfilm copies of individual documents filed in Juvenile Court proceedings. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements – **See remarks**	Permanent security backup may be held at the State Archives in Olympia – **See remarks**	GS50-28-03	Reference RCW 13.50.050, Subsections 16 and 17. 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.
4	DETENTION LOG – JUVENILE SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	6 years	Destroy when obsolete or superseded	GS50-28-04	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 location of other copies inside and outside the agency.
5	DETENTION ROSTER– JUVENILE SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	1 year	Destroy when obsolete or superseded	GS50-28-05	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 location of other copies inside and outside the agency.
6	DOCKETS – JUVENILE COURT **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements – **See remarks**	Destroy when obsolete or superseded	GS50-28-06	Reference RCW 13.50.050, Subsections 16 and 17. 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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: JUVENILE SERVICES

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	FOSTER CARE FILES – JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-07	Reference RCW 13.34.136, and 13.34.231.
8	GUARDIAN AD-LITUM REPORTS – JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-08	Reference RCW 13.34.105, and 26.09.220.
9	JUVENILE COURT CASE FILE INDEXES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OFM	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements – **See remarks**	Destroy when obsolete or superseded	GS50-28-09	Reference RCW 13.50.050, Subsections 16 and 17. 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	JUVENILE COURT CASE FILES Official documentation of Juvenile Court hearings and actions. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements – **See remarks**	Destroy when obsolete or superseded	GS50-28-10	Reference RCW 13.50.050, Subsections 16 and 17. 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.
11	MARRIAGE WAIVER – JUVENILE SERVICES Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations.	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-11	Reference RCW 26.04.010. Original is given to party and must be presented to County Auditor when applying for the marriage license.
12	MEDICAL HISTORY FILES – JUVENILE SERVICES **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-12	Reference RCW 13.50.050. Original is given to party and must be presented to County Auditor when applying for the marriage license.
13	SOCIAL FILES – JUVENILE SERVICES Department working files containing copies of Court Orders, medical/psychological reports, pre-sentence reports, probation officers working reports and dependency documentation. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-13	Reference RCWs 13.34, 13.50.050.22 and 13.50.100. 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.

Approved by the Local Records Committee: **JULY, 2001**

LAND USE PLANNING, PERMITS, AND APPEALS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

LAND USE PLANNING, PERMITS, AND APPEALS - 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

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 APPEALS CASE FILES – LAND USE PLANNING, PERMITS, AND APPEALS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-16B-01	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. 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.
2	ANNEXATION AND BOUNDARY REVIEW FILES	OFM	Either the County Assessor or the Boundary Review Board retains - PERMANENT - **See remarks**	Destroy when maps and reference files are updated	AS52-03A-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.
3	ANNEXATION HISTORY FILES Core documentation of the process of annexation. **ESSENTIAL RECORD** - **Needs** security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-16-09	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. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
4	APPEAL HEARINGS CASE FILES – LAND USE PLANNING, PERMITS, AND APPEALS	OPR	6 years after settlement of case	Destroy when obsolete or superseded	GS50-16B-02	
5	APPEAL HEARINGS AUDIO/VIDEO RECORDINGS AND TRANSCRIPTIONS – LAND USE PLANNING, PERMITS, AND APPEALS	OPR	6 years after settlement of case	Destroy when obsolete or superseded	GS50-16B-03	
6	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS	OFM	Completion of project and/or certificate of occupancy	Destroy when obsolete or superseded	GS50-11-01	

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		
7	APPROVED (BINDING) SITE PLANS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Life of building plus 6 years OR until subsequent permits changing the site plan is issued.	Destroy when obsolete or superseded	GS50-11-02	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 standards.
8	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS	OFM	Completion of project plus 90 days* - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-11-03	*Uniform Building Code (State Archives suggests that drawings and specifications for all industrial, commercial, and high-density housing structures be kept for the life of the structure plus 6 years). 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	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Life of building plus 6 years	Destroy when obsolete or superseded	GS50-11-05	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 standards.
10	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OFM	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-11-06	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. 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 State Archives standards.
11	BUILDING INSPECTION REPORTS – EXISTING BUILDINGS	OPR	6 years	Destroy when obsolete or superseded	GS50-11-07	

Approved by the Local Records Committee: **JULY, 2001**

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		
12	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.	OFM	3 years	Destroy when obsolete or superseded	GS50-11-08	
13	BURNING PERMITS	OPR	3 years	Destroy when obsdete or superseded	GS53-04-06	
14	CODE COMPLAINT & VIOLATION CASE FILES – LAND USE PLANNING, PERMITS, AND APPEALS Includes complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.	OPR	6 years after final action on violation	Destroy when obsolete or superseded	GS50-11-04	
15	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT - Potential archival value -**See remarks**	Until obsolete or superseded	GS50-16-01	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. 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	COMPREHENSIVE LAND USE PLAN HISTORY FILES	OFM	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-16-08	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.
17	CONDITIONAL USE PERMITS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-04	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.

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		
18	CRITICAL MATERIALS LIST – LAND USE PLANNING, PERMITS, AND APPEALS A list of chemical types and quantities for critical (hazardous) materials stored on a site as per regulations. **ESSENTIAL RECORD** – Needs security microfilm backup - **See remarks.**	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-10	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.
19	LONG TERM RIGHT-OF-WAY USE PERMITS	OPR	Termination of use plus 6 years	Destroy when obsolete or superseded	GS50-11-22	
20	MAJOR LAND DEVELOPMENT CASE FILES Includes major land use developments such as planned unit developments, planned development districts, and major platted subdivisions.	OFM	5 years after completion of development - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-11-11	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.
21	MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) – LAND USE PLANNING, PERMITS, AND APPEALS Official representation of comprehensive plan, shoreline management and zoning boundaries established and/or enforced by the agency. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Until obsolete or superseded	GS50-16-02	Photographic negatives may be held in Regional Archives for permanent preservation and security backup. 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22	MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) – LAND USE PLANNING, PERMITS, AND APPEALS Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information. Photographic negatives may be held in Regional Archives for permanent preservation and security backup - **See remarks**.	OFM	Until obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-16-03	Please contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved by the Local Records Committee: **JULY, 2001**

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		
23	OPEN SPACE CLASSIFICATION CASE FILES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Change of use plus 6 years	Destroy when obsolete or superseded	AS01-03B-03	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.
24	PLAT CASE FILES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-12	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	REFERRED PROJECT FILES – LAND USE PLANNING, PERMITS, AND APPEALS Project plans and statements referred from other agencies for land use planning review.	OFM	3 years	Destroy when obsolete or superseded	GS50-16-04	
26	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE – LAND USE PLANNING, PERMI TS, AND APPEALS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-13	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.
27	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-14	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.
28	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Life of approved activity - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-11-17	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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		
29	SHORELINE MANAGEMENT PERMITS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Life of approved activity - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-11-15	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
30	SHORELINE MANAGEMENT PROGRAM PLAN AND AMENDMENTS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-16-05	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
31	SHORT PLAT CASE FILES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-16	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.
32	SURVEYS, STUDIES AND REPORTS – LAND USE PLANNING, PERMITS, AND APPEALS Includes Growth Management Act Comprehensive Plan drafts.	OFM	5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-32	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.
33	TEMPORARY PERMITS – LAND USE PLANNING, PERMITS, AND APPEALS Moving, log hauling, demolition, blasting, right of way use, et al.	OFM	3 years	Destroy when obsolete or superseded	GS50-11-18	
34	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS	OFM	Until permit issued	Destroy when obsolete or superseded	GS50-11-19	
35	VARIANCES **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-06	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.

Approved by the Local Records Committee: **JULY, 2001**

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	WATER AVAILABILITY VERIFICATION – LAND USE PLANNING, PERMITS, AND APPEALS	OFM	2 years	Destroy when obsolete or superseded	GS50-11-21	
37	WITHDRAWN OR EXPIRED LAND USE, BUILDING CONSTRUCTION, AND MODIFICATION PERMIT APPLICATIONS, APPEALS, AND SUPPORT DOCUMENTATION	OFM	3 years	Destroy when obsolete or superseded	GS50-11-23	
38	ZONING ENFORCEMENT CASE FILES	OFM	2 years	Destroy when obsolete or superseded	GS50-11-20	
39	ZONING EXCEPTIONS/WAIVERS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-21	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.

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: LEGAL COUNSEL

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.

LIBRARY

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

LIBRARY- 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

Records Category: LIBRARY

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	CATALOG - LIBRARY **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-01	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	CIRCULATION DOCUMENTATION - LIBRARY	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-02	
3	CIRCULATION STATISTICAL REPORTS - LIBRARY	OFM	5 years	Destroy when obsolete or superseded	GS50-12A-03	
4	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE	OFM	Action taken plus 1 year	Destroy when obsolete or superseded	GS50-12A-04	
5	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-05	
6	INTERLIBRARY LOAN DOCUMENTATION For materials lent or borrowed through agency's library. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Return of loaned material plus 6 years	Destroy when obsolete or superseded	GS50-12A-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	PETTY CASH RECORD - LIBRARY	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-07	
8	SHELF LIST / INVENTORY OF HOLDINGS - LIBRARY **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-12A-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.

LICENSES, PERMITS, FEES, AND TAXES

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

LICENSES, PERMITS, FEES, AND TAXES - 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

Records Category: LICENSES, PERMITS, FEES, AND TAXES

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 AND OCCUPATION TAX ACCOUNT LEDGERS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-01	
2	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-02	
3	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-03	
4	BUSINESS AND OCCUPATION TAX STATEMENTS AND RETURNS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-04	
5	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-05	
6	BUSINESS LICENSES AND PERMITS Application, stub, correspondence, and/or copy of licenses and permits to own and operate businesses within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-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.
7	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-07	
8	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-08	
9	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	
10	NON-BUSINESS LICENSES AND PERMITS Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	OPR	Expiration plus 3 years	Destroy when obsolete or superseded	GS50-12D-10	
11	OCCUPATIONAL LICENSES AND PERMITS Application, stub or copy of license or permit for individuals pursuing professions and vocations, or rendering services to the public within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: LICENSES, PERMITS, FEES, AND TAXES

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		
12	REGISTERS OF LICENSES OR PERMITS ISSUED	OFM	Expiration of last entry plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-12D-13	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.

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: MAIL SERVICES

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	

MOTORPOOL, 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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

Records Category: MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE

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	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE

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	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	
19	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	

NOXIOUS WEED CONTROL

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

NOXIOUS WEED CONTROL - 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

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	APPEAL OF ENFORCEMENT ACTION - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-01	Reference RCW 17.10.180.
2	APPEAL OF INFRACTION PENALTY - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-02	Reference RCW 17.10.330.
3	CONTROL ACTIONS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-03	Reference RCW 17.10.170.
4	FIELD INSPECTION RECORDS - NOXIOUS WEED CONTROL Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.	OPR	6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS58-05-04	Reference RCW 17.10.160 and 17.10.170. 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	INFRACTION REPORTS - ASSESSMENT OF PENALTY - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	3 years	GS58-05-05	Reference RCW 17.10.350.
6	INFRACTION REPORTS - DETERMINATION HEARING - NOXIOUS WEED CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS58-05-06	Reference RCW 17.10.330.
7	INFRACTION REPORTS - NOTICE OF INFRACTION - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	6 years	GS58-05-07	Reference RCW 17.10.310 and RCW 17.10.320.
8	LANDOWNER PAYMENT RECEIPTS - NOXIOUS WEED CONTROL	OFM	County Treasurer has primary copy	6 years	GS58-05-08	Reference RCW 17.10.170.
9	SEARCH WARRANTS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-09	Reference RCW 17.10.160.

Approved by the Local Records Committee: **JULY, 2001**

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	WEED CONTROL NOTIFICATION Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-10	Reference RCW 17.10.170.

PARKS AND RECREATION

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

PARKS AND RECREATION - 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

Records Category: PARKS AND RECREATION

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	CONSTRUCTION & PLANNING PROJECT FILES – PARKS AND RECREATION	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-13C-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	DESIGN STANDARDS REFERENCE FILE – PARKS AND RECREATION **ESSENTIAL RECORD** - Needs security backup **- See remarks**.	OFM	Keep until revised or superseded	Destroy when obsolete or superseded	GS50-13C-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 locations of other copies inside and outside the agency.
3	FACILITIES USE PERMITS – PARKS AND RECREATION	OFM	3 years	Destroy when obsolete or superseded	GS50-13C-04	
4	GIFTS AND DONATIONS INFORMATION FILES – PARKS AND RECREATION	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-13C-05	
5	HORTICULTURE ACTIVITY AND PROJECT FILE – PARKS AND RECREATION	OFM	Completion of project plus 5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-13C-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	PARK MAPS May include park boundaries, facilities, landscaping, topography, and other pertinent information**. ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-13C-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. 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.
7	PROGRAM SCHEDULES – PARKS AND RECREATION	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-13C-09	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PARKS AND RECREATION

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	PROJECT PLANS, AND DRAWINGS – PARKS AND RECREATION **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-13C-10	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
9	RECREATION PROGRAM FILES	OFM	Until obsolete or superseded -Potential archival value -**See remarks**	Destroy when obsolete or superseded	GS50-13C-13	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.
10	RECREATION SCHOLARSHIP APPLICATIONS – APPROVED	OPR	6 years	Destroy when obsolete or superseded	GS50-13C-17	
11	RECREATION SCHOLARSHIP APPLICATIONS – NOT APPROVED	OFM	Until completion of approval process plus 30 days	Destroy when obsolete or superseded	GS50-13C-18	
12	SPORTS LEAGUES PERMITS	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-13C-16	

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: PERSONNEL

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	GS50-04C-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 *Corrected from GS50-01-32 12/01*
5	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
6	AUDIO/VIDEO TAPE RECORDINGS OF COMMISSION MEETINGS Magnetic sound or video recordings of commission proceedings, which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved by Commission – **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 commission proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
7	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	
8	CIVIL SERVICE COMMISSION JOURNAL Account of activity pertaining to certain civil service job openings. Contains names, test scores, and an indication of whether or not the persons involved are on an eligibility list, etc.	OFM	Expiration plus 1 year	Destroy when obsolete or superseded	GS50-04A-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.

Records Category: PERSONNEL

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	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) Examinations of those applicants that are on eligibility list, but have not been hired.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-03	
10	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.
11	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.
12	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
13	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
14	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04	
15	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	
16	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	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PERSONNEL

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		
17	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
18	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.
19	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.
20	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
21	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	
22	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	
23	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.
24	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	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PERSONNEL

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
25	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.
26	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	
27	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	
28	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05	
29	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
30	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	

Records Category: PERSONNEL

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		
31	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.
32	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	
33	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
34	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.
35	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	
36	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
37	JOB DESCRIPTIONS Statement of qualifications, responsibilities, and duties of each position.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS 50-04B-05	
38	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	

Records Category: PERSONNEL

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		
39	MINUTES OF CIVIL SERVICE COMMISSION PROCEEDINGS, APPROVED AND SIGNED Official account of civil service commission meetings. Includes agendas and all referenced and attached documents. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-13	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.
40	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
41	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.
42	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	
43	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
44	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	
45	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
46	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PERSONNEL

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		
47	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	
48	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	ORM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
49	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	
50	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years after minutes approved by commission	Destroy when obsolete or superseded	GS50-05A-21	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
51	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	
52	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	
53	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	
54	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
55	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.
56	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	
57	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	

Approved by the Local Records Committee: **JULY, 2001**

PORT DISTRICTS

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

PORT DISTRICTS - 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

Records Category: PORT DISTRICTS

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	AIRLINE STATISTICS	OFM	3 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-04-01	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	AIRPORT CERTIFICATION FILES **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-04-02	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	CARGO HANDLING AND STORAGE DOCUMENTATION Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-03	
4	CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES	OFM	5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-04-04	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	COLD STORAGE TIME AND TEMPERATURE RECORDS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-05	
6	CUSTOMER BILLINGS – PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-06	
7	CUSTOMER FILES – PORT DISTRICTS Includes applications and contracts.	OPR	6 years after termination of agreement - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-04-07	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8	F.A.A. REGULATORY FILES	OFM	5 years	Destroy when obsolete or superseded	GS55-04-08	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PORT DISTRICTS

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	FOREIGN TRADE ZONE APPLICATION	OFM	Department of Commerce keeps PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-04-09	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	INTERNATIONAL CUSTOMS REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS55-04-10	
11	LANDING FEE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-11	
12	LONGSHORE WORK REPORTS AND PAYROLL	OFM	Pacific Maritime Association retains primary copy	Destroy when obsolete or superseded	GS55-04-12	
13	PASSENGER FACILITIES CHARGES – PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-13	
14	TARIFF MEMORANDUM Documentation of tariffs and history of tariff changes.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-04-14	
15	TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-15	
16	VESSEL FILES Cargo manifests, bills of lading discharge list, dockage report.	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-04-16	Please contact your Regional Archivist before destroying the original records of passenger manifests and dockage reports. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	VESSEL LOGS Record of each visit by vessel.	OPR	Retain 6 years after last entry in log - Potential archival value - **See remarks**		GS55-04-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved by the Local Records Committee: **JULY, 2001**

PROSECUTING ATTORNEY - COUNTY

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

PROSECUTING ATTORNEY – COUNTY - 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**

Records Category: PROSECUTING ATTORNEY - COUNTY

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 REPORT TO STATE LIQUOR CONTROL BOARD	OFM	Liquor Control Board – PERMANENT	Prosecutor – 2 years	GS52-07-01	
2	CIVIL LITIGATION FILES Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff.	OFM	Official court of record – PERMANENT	Prosecutor – 10 years after case closed - Potential archival value – **See remarks**	GS53-02-04	Limitation of Action RCW 4.16.020(2). Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
3	CIVIL TOPICAL AND WORKING FILES Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.	OFM	Destroy when obsolete or superseded. Potential archival value – **see remarks**	Destroy when obsolete or superseded	GS52-07-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
4	CRIMINAL CASE FILES - ADULTS – PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases					
	A. CLASS "A" FELONIES / MAJOR CASES-CONVICTIONS Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 20 years after sentencing*	GS52-07-04A	*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCW40.14.070.2.
	B. CLASS "B" FELONIES	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 10 years after case dismissed or acquittal*	GS52-07-04B	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PROSECUTING ATTORNEY - COUNTY

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		
	C. CLASS "C" FELONIES AND DUI	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 5 years after sentencing	GS52-07-04C	
	D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 3 years after sentencing	GS52-07-04D	
	E. CASES DECLINED	OFM	Law enforcement agency – varies	Prosecutor – 3 years	GS52-07-04E	
5	CRIMINAL CASE FILES - JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.					
	CLASS "A" FELONIES / MAJOR CASES-CONVICTIONS Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 20 years after sentencing*	GS52-07-05A	*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCW40.14.070.2
	B. CLASS "B" FELONIES	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 10 years after case dismissed or acquittal*	GS52-07-05B	
	C. CLASS "C" FELONIES AND DUI	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 5 years after sentencing	GS52-07-05C	
	D. CASES DISMISSED AND ACQUITTALS *Continued on next page*	OFM	Official court of record – PERMANENT. (Police reports held by law enforcement agency)	Prosecutor – 3 years after sentencing	GS52-07-05D	

Records Category: PROSECUTING ATTORNEY - COUNTY

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		
	E. CASES DECLINED	OFM	Law enforcement agency – varies	Prosecutor – 3 years	GS52-07-05E	
6	DAMAGE AND LOSS CLAIMS – PROSECUTING ATTORNEY	OFM	County fiscal agent – until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Prosecutor - destroy when obsolete or superseded	GS50-08A-03	
7	DISTRICT COURT CASE FILES CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED (Physical control deferred prosecution, assault, anti-harassment, domestic violence)	OFM	District court/DISCIS – PERMANENT	Prosecutor – 3 years after case sentencing, dismissed, or declined	GS52-07-07A	
	B. DUI	OFM	District court/DISCIS – PERMANENT	Prosecutor – 5 years	GS52-07-07B	
	C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED (Physical control deferred prosecution, assault, anti-harassment, domestic violence)	OFM	District court/DISCIS – PERMANENT	Prosecutor – 30 days after case sentencing, dismissed, or declined	GS52-07-07C	
	INFRACTIONS AND MISDEMEANORS *Continued on next page*	OFM	***District court/DISCIS – 3 years after final disposition***	Prosecutor – 30 days after case sentencing, dismissed, or declined	GS52-07-07D	
	E. CIVIL CASE FILES	OFM	District court/DISCIS – 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied	Prosecutor – 30 days after case sentencing, dismissed, or declined	GS52-07-07E	
8	EXTRADITIONS	OFM	1 year	Destroy when obsolete or superseded	GS52-07-08	Cases for fugitives from other jurisdictions become regular case files; apply retention based on type.

Records Category: PROSECUTING ATTORNEY - COUNTY

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	FAMILY LAW FILES					
	A. PATERNITY CASE FILES	OFM	Superior Court Clerk – PERMANENT	Prosecutor – Until child is age 19	GS52-07-09A	
	B. IV-D PROGRAM FILES	OFM	State D.S.H.S.	Prosecutor – 6 years	GS52-07-09B	
	C. SUPPORT ENFORCEMENT FILES	OFM	Superior Court Clerk – PERMANENT	Prosecutor – 3 years after entry of last order, or until youngest child is 18	GS52-07-09C	
	D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES	OFM	Superior Court Clerk – PERMANENT	Prosecutor – 3 years after entry of last order, or until youngest child is 18	GS52-07-09D	
	E. DEPENDENCY CASE FILES	OFM	Superior Court Clerk – PERMANENT	Prosecutor – 6 years	GS52-07-09E	
10	INVOLUNTARY (MENTAL) COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports.	OFM	Superior Court Clerk – PERMANENT	Prosecutor – 3 years after case closed	GS52-07-10	
11	LEGAL OPINIONS – PROSECUTING ATTORNEY 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 the original record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
12	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	OFM	6 years	Destroy when obsolete or superseded	GS52-07-13	
13	PRE-PROSECUTION DIVERSION CASE FILES	OFM	State Office of the Administrator for the Courts	Prosecutor – 1 year after completion of diversion contract	GS52-07-12	
14	VICTIM / WITNESS CASE FILES Includes interview notes and case-related documents used for client reference and statistical reports.	OFM	6 years	Destroy when obsolete or superseded	GS52-07-14	

Approved by the Local Records Committee: **JULY, 2001**

PUBLIC INFORMATION/RELATIONS

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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

Records Category: Public Information and Relations

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.
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.

PUBLIC WORKS - ENGINEERING

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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 WORKS – ENGINEERING - 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

Records Category: PUBLIC WORKS - ENGINEERING

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	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS PUBLIC WORKS-ENGINEERING	OFM	Destroy	Destroy	GS50-18-01	
2	AERIAL SURVEY PHOTOGRAPH PRINTS, NEGATIVES, AND FLIGHT MAP - PUBLIC WORKS-ENGINEERING Recording physical features of areas within agency's jurisdiction at specific points of time. **ESSENTIAL RECORD** - Negatives may be held at regional archives for permanent preservation and security backup.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-02	Please contact your Regional Archivist before disposing of this record or to discus transfer of negatives for permanent preservation and security backup. This record should be protected from damage or loss by offsite storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.
3	ANNUAL BRIDGE REPORTS Annual report by bridge engineer on the condition of bridges within the agency's jurisdiction and the status of the agency's bridge maintenance program.	OPR	10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-03	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	ANNUAL CONSTRUCTION PROGRAM (ACP) Identifies the planned transportation construction projects for each year as approved by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-18-04	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	ANNUAL CONSTRUCTION PROGRAM (ACP) AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT FILES Background documentation and data used in developing each year's ACP and TIP.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-05	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PUBLIC WORKS - ENGINEERING

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	AS-BUILT CONSTRUCTION PROJECT PLANS Documentation of the actual physical product of each construction project. Documents both the as-approved design and changes made during construction. **ESSENTIAL RECORD**- Needs security microfilm backup - **See remarks**.	OPR	Life or sale of facility plus 3 years– Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-06	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. 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.
7	AS-DESIGNED DRAWINGS Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (i.e., project traffic, erosion control, etc). May be posted with changes during construction and become as-builts (see 6).	OFM	Completion of project plus 6 years- **See remarks**	Destroy when obsolete or superseded	GS50-18-07	If as-built is not produced, then the as-designed becomes primary copy and needs to be kept for life of structure plus 3 years
8	BRIDGE INSPECTION FILES Documentation of periodic inspections, including bridge condition, testing, and load rating data. **ESSENTIAL RECORD**- Needs security microfilm backup - **See remarks**	OPR	Life of structure plus 10 years	Destroy when obsolete or superseded	GS50-18-08	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.
9	BRIDGE MAINTENANCE HISTORY FILES Documentation of routine maintenance performed on bridges over time. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OFM	Life of bridge	Destroy when obsolete or superseded	GS50-18-37	Reference RCW 36.80.040. 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.

Records Category: PUBLIC WORKS - ENGINEERING

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	CITIZEN SERVICE REQUESTS / COMPLAINTS - PUBLIC WORKS-ENGINEERING Documentation of citizen's request to agency regarding maintenance and repair issues such as potholes, ditch cleaning, brush cutting, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-09	
11	CONSTRUCTION PROJECT FILES Case file documentation on the progress and completion of each agency public works or engineering construction project.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10	
12	CONSTRUCTION PROJECTS: PRELIMINARY PLANS AND WORKSHEETS Drawings, specifications, and other documentation used for review and comment prior to preparation of design plans for proposed construction of roads, bridges, buildings, and public facilities.	OFM	Completion of project	Destroy when obsolete or superseded	GS50-18-11	
13	CREW CHIEF/FOREMAN'S PRODUCTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-12	
14	DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS - PUBLIC WORKS-ENGINEERING Documentation of activities and locations of work performed.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	
15	EMERGENCY RESPONSE LOGS - PUBLIC WORKS-ENGINEERING	OPR	6 years	Destroy when obsolete or superseded	GS50-18-14	
16	FRANCHISE HISTORY FILES Core documentation of awards of franchises. **ESSENTIAL RECORD** – Needs security microfilm backup – **See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-36	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PUBLIC WORKS - ENGINEERING

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		
17	FRANCHISE WORKING FILES Agreements allowing activities within specified jurisdictions. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-05	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.
18	GEOLOGICAL DATA Reports relating to slides, borings, drainage, subsurface ground conditions, and other geodetic data.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-15	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.
19	LAND SURVEY FIELD BOOKS Field notes documenting locations and physical features within agency's jurisdiction. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-16	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
20	LOCAL IMPROVEMENT DISTRICT FILES Including petition, funding and expenditure approval documentation.	OPR	Clerk of governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded - Potential archival value - **See remarks**	GS50-18-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
21	PIT AND QUARRY MATERIAL CONTROL FILES Documentation of quantities of material mined, crushed, stockpiled, loaded, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-19	
22	PLAT REVIEW WORKING FILES Documentation of review of recorded land subdivisions.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-20	
23	REFERENCE MAPS AND DRAWINGS	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-38	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PUBLIC WORKS - ENGINEERING

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		
24	RIGHT-OF-WAY CASE FILES Documentation of land acquisitions through purchase, condemnation, etc., and disposal through sale, vacation, and related right of way issues. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OFM	Life of right of way - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-21	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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25	RIGHT-OF-WAY VACATION FILES Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks**.	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05A-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. 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.
26	ROAD AND BRIDGE CLOSURE NOTICES Public notice of road and bridge closure due to construction or hazardous conditions.	OFM	Reopening plus 6 years	Destroy when obsolete or superseded	GS50-18-23	
27	ROAD ESTABLISHMENT CASE FILES Document process of statutory road establishment. **ESSENTIAL RECORD** - Needs security backup - **See remarks**.	OPR	Life of road plus 10 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-25	Reference RCW 36.80.040. 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 loss or damage by storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
28	ROAD IMPROVEMENT DISTRICT (RID) CASE FILES Document the process of establishing a road improvement district.	OFM	Close out of funding plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-26	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.
29	ROAD MAINTENANCE HISTORY FILES Documentation of routine maintenance performed over time on roads, ditches, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks**.	OFM	10 years	Destroy when obsolete or superseded	GS50-18-24	Reference RCW 36.80.040. 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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PUBLIC WORKS - ENGINEERING

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		
30	ROAD MAINTENANCE PROJECT FILES Documentation of non-routine maintenance projects such as enclosing ditches, installing walkways, drainage projects, road re-channelization, etc.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-27	
31	STORM/DISASTER RESPONSE ACTION FILES Documentation of agency's activities and locations of work performed on storms, floods, and other emergencies.	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-29	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.
32	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	GS50-18-30	
33	SURVEY MAPS FILED FOR RECORD Includes section and quarter section maps. **ESSENTIAL RECORD** - needs security microfilm backup - **See remarks**.	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-31	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
34	TRAFFIC ACCIDENT REPORTS - PUBLIC WORKS-ENGINEERING Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction.	OFM	Washington State Patrol keeps 6 years	Destroy when obsolete or superseded	GS50-18-32	
35	TRAFFIC COUNT DATA Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	GS50-18-33	
36	TRAFFIC COUNT REPORTS Compilations of traffic count data on summary reports, printouts, and/or maps showing traffic volume on individual roads and streets.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-18-34	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.
37	TRAFFIC SIGN INVENTORY Documents location, installation, and repair of individual traffic control signs.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-35	
38	TRAFFIC SIGNAL HISTORY RECORD	OFM	Life of equipment plus 3 years	Destroy when obsolete or superseded	GS50-18-39	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PUBLIC WORKS - ENGINEERING

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		
39	TRAFFIC SIGNAL OPERATIONS REPORTS AND LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-40	
40	TRAFFIC SIGNAL TESTING AND INSTALLATION RECORDS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-41	
41	TRANSPORTATION IMPROVEMENT PROGRAMS Identifies planned transportation construction projects for the ensuing six years as adopted by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-18-28	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.
42	UNDERGROUND UTILITIES LOCATION REPORTS Information regarding the location of underground utility pipes and lines provided upon request to parties excavating on specific sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-42	

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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

Records Category: PURCHASING

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	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
7	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
8	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
9	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
10	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
11	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
12	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
13	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	
14	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: PURCHASING

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	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	
16	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	
17	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	
18	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	
19	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
20	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
21	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.

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

RECORDS MANAGEMENT- INCLUSIVE
Approved as revised by the Washington State Local Records Committee – August 2001

For the Attorney General: Brian Buccholz	For the State Auditor: George Geyer	For the State Archivist: Steve Excell

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	

Approved by the Local Records Committee: August**, 2001 (revised)**

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	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	
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	

SEWER AND WATER SYSTEM DOCUMENTATION

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

SEWER AND WATER SYSTEM DOCUMENTATION - 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

Records Category: SEWER AND WATER SYSTEM DOCUMENTATION

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	BACK-FLOW DEVICE INSPECTION NOTICES	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-01	
2	BACK-FLOW DEVICE LIST List of addresses for which back-flow devices are required, including names and addresses of owners.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-06A-02	
3	BACK-FLOW VIOLATION CASE FILES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS55-06A-03	
4	CAPACITY STUDIES – SEWAGE TREATMENT PLANTS Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-01	
5	DISCHARGE MONITORING REPORTS– SEWAGE TREATMENT PLANTS Daily reports required by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-02	
6	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS – SEWAGE TREATMENT PLANTS Annual report on volume of customers served by treatment plant.	OFM	6 years	Destroy when obsolete or superseded	GS55-06B-03	
7	FACILITY RETIREMENT AUTHORIZATION – SEWER AND WATER SYSTEM DOCUMENTATION Official authorization for facility retirement, including basis of determination and estimates of cost.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-04	
8	FACILITY RETIREMENT WORK ORDER – SEWER AND WATER SYSTEM DOCUMENTATION Basic record of facility removal and replacement.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-05	
9	FLOW RECORD– WATER SYSTEM DOCUMENTATION Documentation of volume in distribution system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-06	

Records Category: SEWER AND WATER SYSTEM DOCUMENTATION

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	FLOW REPORTS – SEWAGE TREATMENT PLANTS Daily reports of influent and effluent flow.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-04	
11	FLUORIDE CHARTS –WATER SYSTEM DOCUMENTATION Test reports showing water usage and amount of fluoride in water system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-07	
12	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS– SEWER AND WATER SYSTEM DOCUMENTATION **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-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.
13	HISTORY FILES – SEWAGE TREATMENT PLANTS Documentation of plant operations and compliance with state and federal permit requirements. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Life of the facility plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-06B-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. 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.
14	HYDRANT RECORDS – WATER SYSTEM DOCUMENTATION Documentation of hydrant location, specifications, maintenance history, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
15	INDUSTRIAL WASTE PERMITS – SEWER SYSTEM DOCUMENTATION Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	Expiration plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-06A-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. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: SEWER AND WATER SYSTEM DOCUMENTATION

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	INSPECTION AND MONITORING REPORTS – SEWER AND WATER SYSTEM DOCUMENTATION Reports on the system operating conditions such as chlorine test, laboratory reports, television surveillance tapes, telemetry, etc.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-17	
17	LABORATORY PERFORMANCE EVALUATIONS – SEWAGE TREATMENT PLANTS Periodic blind test performed by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-05	
18	MANHOLE RECORDS– SEWER AND WATER SYSTEM DOCUMENTATION Documentation of location, installation, size, flow direction, maintenance, materials, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06A-11	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
19	MAPS AND GEOGRAPHIC DATA – SEWER AND WATER SYSTEM DOCUMENTATION **ESSENTIAL RECORD** - Needs security microfilm backup -**See remarks.**	OPR	PERMANENT - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-06A-18	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 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.
20	METER RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Account of water meter installation, serial number, location, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-12	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
21	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT – SEWER SYSTEM DOCUMENTATION	OPR	Expiration plus 6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-06A-24	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: SEWER AND WATER SYSTEM DOCUMENTATION

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	OPERATIONS AND MAINTENANCE MANUALS – SEWAGE TREATMENT PLANTS **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-06	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.
23	**OPERATORS LOG – SEWAGE TREATMENT PLANTS** **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-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.
24	PIPE RECORDS– SEWER AND WATER SYSTEM DOCUMENTATION Records of pipe installation, location, specifications, maintenance history, etc. **ESSENTIAL RECORD** - Needs security backup – **See remarks.**	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-13	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
25	POLLUTION AND POLLUTION CONTROL STUDIES– SEWER AND WATER SYSTEM DOCUMENTATION Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.	OFM	5 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-05H-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. Corrected from *GS55-06A-14 12/01*
26	POLLUTION CONTROL INSPECTION REPORTS– SEWER AND WATER SYSTEM DOCUMENTATION Reports on levels of pollutants being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.	OFM	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS55-06A-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.
27	PROJECT FILES – SEWER AND WATER SYSTEM DOCUMENTATION Official account of various water system construction projects, including work orders, ledgers, studies, etc.	OPR	Life of facility plus 6 years	Destroy when obsolete or superseded	GS55-06A-19	
28	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-16	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: SEWER AND WATER SYSTEM DOCUMENTATION

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		
29	VALVE RECORDS– SEWER AND WATER SYSTEM DOCUMENTATION Account of valve location, specifications, maintenance history, etc. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-20	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.
30	VIBRATION ANALYSIS DATA– SEWAGE TREATMENT PLANTS Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-10	
31	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-06A-22	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.
32	WATER AVAILABILITY REQUEST FORMS May be required for building permit for properties hooked up to a provider's water supply.	OFM	2 years	Destroy when obsolete or superseded	GS50-11-21	
33	WATER CONSUMPTION REPORTS– SEWAGE TREATMENT PLANTS	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-11	
34	WATER TEST REPORTS Tests and correspondence related to Health Department or District requirements.	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-21	
35	WILDLIFE HABITAT MANAGEMENT PLAN– SEWER AND WATER SYSTEM DOCUMENTATION	OPR	PERMANENT – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-06A-23	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.

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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

SOCIAL 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

Records Category: SOCIAL SERVICES

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.

SOLID WASTE 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 (*see Documenting Records Destruction* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

SOLID WASTE MANAGEMENT - 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

Records Category: SOLID WASTE MANAGEMENT

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	CERTIFICATE OF DISPOSAL AND DESTRUCTION OF HAZARDOUS WASTE **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	50 years	Destroy when obsolete or superseded	GS50-26-01	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.
2	COMPREHENSIVE SOLID WASTE PLANS	OPR	Destroy when superseded plus 6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-26-16	Please contact your Regional Archivist before destroying this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	CONSTRUCTION SITE INSPECTIONS – SOLID WASTE MANAGEMENT Inspection of construction projects to verify proper waste disposal.	OPR	6 years	Destroy when obsolete or superseded	GS50-26-02	
4	DAILY TRIP STATUS REPORT/LOG – SOLID WASTE MANAGEMENT Documentation of the number of loads dumped by each hauler for the day.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-04	
5	LANDFILL / TRANSFER STATION HISTORY FILES Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-05	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.
6	LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-06	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.

Records Category: SOLID WASTE MANAGEMENT

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	LANDFILL SITE CLOSURE AND CUSTODIAL FILES Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-07	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.
8	LANDFILL/TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	6 years	Destroy when obsolete or superseded	GS50-26-08	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	OUTSIDE WASTE GENERATOR CLEARANCE DOCUMENTATION Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-26-09	
10	SCALE HOUSE VIDEO MONITORING TAPES Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-10	
11	SOLID WASTE LOAD CHECK LOGS Document checking of solid waste loads for unacceptable waste.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-11	
12	SOLID WASTE LOAD TRIP TICKETS Documentation of number and content of loads dumped by each hauler.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-12	
13	UNACCEPTABLE WASTE STATEMENTS Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	OFM	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-14	
14	WASTE DISPOSAL VIOLATION FILES – SOLID WASTE MANAGEMENT	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-15	

SURFACE WATER DRAINAGE AND FLOOD CONTROL

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *. 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.

SURFACE WATER DRAINAGE AND FLOOD CONTROL - 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**

Records Category: SURFACE WATER DRAINAGE AND FLOOD CONTROL

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	DIKING AND DRAINAGE DISTRICT HISTORY FILES Documentation on the formation, location, and activities in each district.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-01	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	DIKING AND DRAINAGE FACILITY MAINTENANCE HISTORY FILES Documentation of ongoing inspection and maintenance.	OPR	Life of facility	Destroy when obsolete or superseded	GS50-27-02	
3	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES Documentation of requests for funding and execution of non-routine maintenance projects.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-27-03	
4	DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.	OPR	Resolution of complaint plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-04	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	DRAINAGE BASIN AND WATERSHED HISTORY FILES Background documentation for planning and capital improvement projects as well as lawsuits.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-05	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	FLOOD CONTROL PLAN Comprehensive management plans for flood control within the agency's jurisdiction. **ESSENTIAL RECORD** - Needs security microfilm backup - **See remarks.**	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - **See remarks**	Until obsolete or superseded	GS50-27-06	Please contact your Regional Archivist before destroying the 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 offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7	FLOOD CONTROL PLAN DEVELOPMENT FILES Documentation of the development of the agency's current flood control plan.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-07	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.

Records Category: SURFACE WATER DRAINAGE AND FLOOD CONTROL

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	FLOOD DAMAGE SURVEY REPORTS Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-08	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. 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	FLOOD FILES Documentation of significant individual floods and flooding issues.	OFM	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-09	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.
10	MONITORING, TEST AND SAMPLE DATA – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Surface water, flood, and drainage related data collected by the agency, including stream flow, rainfall, and water samples.	OFM	6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-10	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.
11	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	OPR	Expiration plus 6 years – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-06A-24	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.
12	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	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.
13	RIVER MANAGEMENT PROJECT FILES Document requests for funding and execution of river improvement projects.	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-12	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.
14	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	OFM	Destroy when obsolete or superseded - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-13	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.

Approved by the Local Records Committee: **JULY, 2001**

Records Category: SURFACE WATER DRAINAGE AND FLOOD CONTROL

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	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS **ESSENTIAL RECORD** - Needs security microfilm backup – **See remarks.**	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-14	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. 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	SURFACE WATER/DRAINAGE CAPITAL IMPROVEMENT PROJECTS Documentation of design and development work done on construction projects intended to relieve drainage and other surface water management problems (For construction project files, plans, and specifications retention requirements, see public works/engineering).	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-15	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.
17	WATER QUALITY PROJECT FILES– SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Documentation of planning projects for improvement of surface water quality.	OPR	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-16	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.
18	WATERSHED MANAGEMENT POLICY FILES Background documentation for agency surface water management policy development projects.	OFM	Completion of project plus 6 years - Potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-27-17	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.

SURPLUS PROPERTY

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

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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.

SURPLUS PROPERTY - 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

Records Category: SURPLUS PROPERTY

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	

TRANSIT AUTHORITIES

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* http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - *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.

TRANSIT AUTHORITIES - 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

Records Category: TRANSIT AUTHORITIES

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	ACCESSIBLE BOARDINGS REPORTS – TRANSIT AUTHORITIES	OFM	5 years	Destroy when obsolete or superseded	GS50-31-01	
2	AMERICANS WITH DISABILITIES ACT (ADA) CUSTOMER ELIGIBILITY FILES	OFM	6 years after termination of service or participation by customer	Destroy when obsolete or superseded	GS50-31-02	
3	BUS (COACH) ASSIGNMENT SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-03	
4	BUS (COACH) CHANGE SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-04	
5	BUS (COACH) CLEANER CHECK SHEETS	OFM	30 days	Destroy when obsolete or superseded	GS50-31-05	
6	BUS (COACH) MAINTENANCE HISTORY FILES	OFM	Until sale or disposal of vehicle	Destroy when obsolete or superseded	GS50-06E-06	
7	BUS ROUTE SCHEDULES/TIMETABLES	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	GS50-31-07	
8	BUS SHELTER HISTORY FILES Correspondence with Public Works and contractors about new shelter locations. Includes site permission for rights of way and easements.	OFM	Keep until site vacation	Destroy when obsolete or superseded	GS50-31-08	
9	BUS SHELTER LISTINGS Listing of shelter sights. Adopt a shelter program.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-09	
10	CUSTOMER COMMENT FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-10	
11	DISPATCH FILES - TRANSIT AUTHORITIES Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, bid mark-ups.	OFM	6 years	Destroy when obsolete or superseded	GS50-31-11	
12	DISPATCH CHANGE SHEETS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-12	
13	DISPATCH LOGS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-13	
14	EMPLOYEE WORK SCHEDULES – TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-14	
15	FARE INFORMATION REFERENCE AND BACKGROUND FILES – TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-15	

Approved by the Local Records Committee: **JULY, 2001**

Records Category: TRANSIT AUTHORITIES

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	FEDERAL TRANSIT ADMINISTRATION (FTA) NATIONAL TRANSIT DATABASE REPORT (Also known as SECTION 15 REPORT) Operating and financial data reported annually to the FTA and used as the basis for calculating FTA funding provided to each transit district or authority.	OPR	3 years after submittal of quarterly, annual or final expenditure report – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-31-16	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. 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.
17	LOST AND FOUND REPORTS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-17	
18	MARKETING AND PROMOTION PROJECT FILES– TRANSIT AUTHORITIES Reference materials relating to transit promotion.	OFM	Completion of project plus 3 years	Destroy when obsolete or superseded	GS50-31-18	
19	MISSED TRIP LOGS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-19	
20	ON-TIME PERFORMANCE REPORTS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-20	
21	OPERATIONS REPORTS – TRANSIT AUTHORITIES Daily, weekly or other periodic reports summarizing transit system operations.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-21	
22	OPERATOR ASSIGNMENT AND SHAKE-UP RECORDS – TRANSIT AUTHORITIES Documentation of assignment of individual operators to routes and shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-22	
23	OPERATOR INCIDENT REPORTS – TRANSIT AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-23	

Records Category: TRANSIT AUTHORITIES

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		
24	OPERATOR PRE/POST-SHIFT INSPECTION REPORTS – TRANSIT AUTHORITIES Reports of operators' inspections of buses at the beginning and end of their shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-24	
25	PARATRANSIT MANIFESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-25	
26	PARATRANSIT SERVICE HISTORY FILES OR DATABASE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-26	
27	PROPERTY APPRAISAL FILES – TRANSIT AUTHORITIES	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-31-27	
28	RADIO LOGS – TRANSIT AUTHORITIES	OFM	90 days	Destroy when obsolete or superseded	GS50-31-28	
29	RIDEMATCHING PARTICIPANT INFORMATION Information maintained for each participant.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-29	
30	RIDERSHIP REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-30	
31	ROAD CALL REPORTS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-31	
32	ROUTE CHANGE FILES Correspondence and working papers regarding route changes.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-32	
33	**ROUTE HISTORY DOCUMENTATION**	OFM	Life of the route	Destroy when obsolete or superseded	GS50-31-33	
34	**ROUTE MAINTENANCE FILES** Check sheets used to record needed improvements in the route (actual physical improvements).	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-34	
35	SALES REPORTS – TRANSIT AUTHORITIES Periodic (daily, weekly, etc) reports of tickets, passes and other items sold.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-35	
36	SERVICE AREA ANNEXATION PLANS – TRANSIT AUTHORITIES	OFM	6 years	Destroy when obsolete or superseded	GS50-31-36	
37	SERVICE PERFORMANCE EVALUATIONS – TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-37	

Records Category: TRANSIT AUTHORITIES

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		
38	SERVICE PLANNING AND DEVELOPMENT FILES – TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-38	
39	TAXI SCRIP RECEIPTS Verifies receipt of taxi scrip for sales to public.	OPR	6 years	Destroy when obsolete or superseded	GS50-31-39	
40	TRANSIT PLANNING REFERENCE FILES Files containing surveys, statistics, and correspondence used for future planning in transit.	OFM	Destroy when obsolete or superseded – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-31-40	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.
41	TRIENNIAL REVIEW AUDITS – TRANSIT AUTHORITIES	OPR	3 years after submittal of quarterly, annual or final expenditure report – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-31-41	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. 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.
42	VANPOOL MONTHLY REPORTS – TRANSIT AUTHORITIES	OPR	Termination of pool plus 6 years	Destroy when obsolete or superseded	GS50-31-42	
43	WORK ORDERS – TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

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