

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Blueberry Commission - Office# 100	Accounts Payable Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.	88-02-41654 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Blueberry Commission - Office# 100	Advertising and Promotion Provides a record of planned and executed promotional efforts of the commission.	88-02-41666 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Blueberry Commission - Office# 100	Agreements & Collections Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.	88-02-41653 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Blueberry Commission - Office# 100	Agreements and Contracts Documentation providing a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.	88-02-41659 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Blueberry Commission - Office# 100	Annual Reports Provides a yearly record of commission activities.	88-02-41662 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Blueberry Commission - Office# 100	Audit Records Documentation providing a record of annual audit reports which are subject to procedures and methods lawfully prescribed by the state auditor.	88-02-41657 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Blueberry Commission - Office# 100	Banking Records Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the commission.	88-02-41652 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Blueberry Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	88-02-41656 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Blueberry Commission - Office# 100	Commission Newsletters Historical record containing copies of all commission newsletters sent to producers, commission members and others.	88-02-41664 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM

Blueberry Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	88-02-41660 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Blueberry Commission - Office# 100	Financial Reports Provides an annual summary of cash receipts and expenditures.	88-02-41655 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Blueberry Commission - Office# 100	Grower Reports Annual production reports of growers on which commission assessments are based.	88-02-41668 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Blueberry Commission - Office# 100	History, Blueberry Commission Historical documentation of the formation and organization of the commission.	88-02-41663 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Blueberry Commission - Office# 100	Legislation Files To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the commission.	88-02-41665 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Blueberry Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the commission.	88-02-41661 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Blueberry Commission - Office# 100	Processor Reports To provide a record of assessment data. Includes statistical information of product delivered to processing facilities each year.	88-02-41669 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Blueberry Commission - Office# 100	Production Reports Statistical summary record of blueberry production in the state.	88-02-41670 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Blueberry Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	88-02-41667 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Blueberry Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	88-02-41658 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM