



**This schedule applies to: Land Use Planning and Permitting**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records relating to the function of planning and development of land use and growth, and the authorization, development and regulating of building and construction projects. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

**Disposition of public records**

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

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

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on June 5, 2024.

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**For the State Auditor:**  
**Al Rose**

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**For the Attorney General:**  
**Matt Kernutt**

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**The State Archivist:**  
**Heather Hirota**



**REVISION HISTORY**

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. A series has been added to cover SEPA applications that are lapsed/withdrawn (LU2012-075), and another to cover the assignment of street addresses (LU2012-076). All disposition authority numbers (DANs) have been assigned a prefix of “LU” and a revision number of “0” (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	December 7, 2022	Major revision of entire schedule.
2.1	June 5, 2024	Updates to the Planning section.

For assistance and advice in applying this records retention schedule,  
please contact your agency’s Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. APPLICATION REVIEW AND PROJECT DETERMINATION

This section covers records relating to the review and approval/denial of construction, land use, and other projects applied for by contractors and other members of the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-01 Rev. 1	<p><b>Construction and Site Development Projects – Permit Application Review</b></p> <p>Records relating to the review of applications for building and infrastructure construction, site development, and modification permits for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications, checklists, and supporting documentation;</li> <li>• Certificate or letter of utility availability;</li> <li>• Compliance reviews;</li> <li>• Lot status verification;</li> <li>• Plans, drawings, and specifications;</li> <li>• Pre-inspections;</li> <li>• Studies and reports;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Pre-application records/advice provided to prospective applicants covered by <i>Communications – Non-Executive (DAN GS2010-001)</i>;</li> <li>• Records covered by <i>Permits Issued – Construction Permitting (DAN LU50-11-05)</i> and <i>Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)</i>;</li> <li>• Projects abandoned before construction/development started covered by <i>Construction and Site Development Projects – Withdrawn or Abandoned (DAN LU50-11-23)</i>.</li> </ul>	<p><b>Retain</b> for 90 days after final inspection/Certificate of Occupancy issued, project abandoned, or permit denied <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-016 Rev. 0	<p><b>Construction and Site Development Projects – Verification of Completion</b></p> <p>Records relating to verifying that completed structure/infrastructure is safe/ready for occupancy/use, or verifying that the demolition of structure/infrastructure is completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certificate of Occupancy;</li> <li>• Final inspection;</li> <li>• Final Site Plan.</li> </ul>	<p><b>Retain</b> for 6 years after life of the structure/infrastructure</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-11-23 Rev. 1	<p><b>Construction and Site Development Projects - Withdrawn or Abandoned</b></p> <p>Records relating to the review and approval of construction and site development projects which were withdrawn or abandoned prior to or after permit issued, but before construction/development started.</p>	<p><b>Retain</b> until project abandoned or permit withdrawn</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-11-25 Rev. 1	<p><b>Critical (Sensitive) Area Designation</b></p> <p>Documentation of designation of <b>individual parcels</b> of real property that have critical areas.</p> <p>Excludes designations on the local government agency’s assets, which are covered by <i>Designations (Assets) (DAN GS2012-034)</i>.</p>	<p><b>Retain</b> for 6 years after termination of designation</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-29 Rev. 0	<b>Historic Site Files – Designation Granted</b> Files track, monitor, and document all designated historic buildings, landmarks, and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.	<b>Retain</b> for 6 years after termination of designation <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR
LU50-11-30 Rev. 0	<b>Historic Site Files – Nomination Denied</b> Nominations for landmark designation, which have been denied by the Landmarks Board.	<b>Retain</b> for 6 years after denial of nomination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-24 Rev. 1	<p><b>Land Use Projects – Application Review</b></p> <p>Records relating to the review of applications for land use projects for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications, checklists, and supporting documentation;</li> <li>• Compliance reviews;</li> <li>• Lot status verification;</li> <li>• Plans, drawings, and specifications;</li> <li>• Pre-inspections;</li> <li>• Preliminary feasibility review;</li> <li>• Recommendations from staff and other stakeholders;</li> <li>• Studies and reports;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records documenting decision to approve or deny projects covered by <i>Land Use Projects – Project Approval/Denial (DAN LU50-11-11)</i>;</li> <li>• Cases (including pre-approvals) and appeals heard by the Hearing Examiner in a quasi-judicial capacity/role covered by <i>Land Use Projects – Hearing Examiner Case Files (DAN LU2022-017)</i>;</li> <li>• Pre-application advice provided to prospective applicants covered by <i>Communications – Non-Executive (DAN GS2010-001)</i>;</li> <li>• Applications withdrawn/abandoned prior to approval/denial covered by <i>Land Use Projects – Withdrawn or Abandoned (DAN LU202-018)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after denial or conditions of approval met <i>and</i> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-017 Rev. 0	<p><b><i>Land Use Projects – Hearing Examiner Case Files</i></b></p> <p>Records related to land use cases and appeals heard by the Hearing Examiner in a quasi-judicial capacity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Affidavits;</li> <li>• Application;</li> <li>• Departmental staff reports;</li> <li>• Evidence and exhibits;</li> <li>• Hearing agendas;</li> <li>• Recordings of proceedings;</li> <li>• Site inspection;</li> <li>• Transcripts;</li> <li>• Recommendation/final decision.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records related to administrative review and approval/denial of land use applications done by the Hearing Examiner, covered by <i>Land Use Projects – Application Review (DAN LU50-11-24)</i> and <i>Land Use Projects – Project Approval/Denial (DAN LU50-11-11)</i>;</li> <li>• All non-land use related cases and appeals heard by Hearing Examiners covered by <i>Meetings – Governing and Executive (DAN GS50-05A-13)</i> and <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after final disposition of case</p> <p><i>and</i></p> <p>until exhaustion of appeals process</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-11 Rev. 1	<p><b>Land Use Projects – Project Approval/Denial</b> Records documenting decisions to approve or deny land use/development projects. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Approved plats and subdivisions;</li> <li>• Binding site plan;</li> <li>• Boundary Line Adjustments;</li> <li>• Decision to deny application;</li> <li>• Final inspection/verification of conditions met.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Critical (Sensitive) Area Designation (DAN LU50-11-25)</i>;</li> <li>• Land use decisions made by the Hearing Examiner in a quasi-judicial capacity covered by <i>Land Use Projects – Hearing Examiner Case Files (DAN LU2022-017)</i>.</li> </ul>	<p><b>Retain</b> for life of agency <i>or</i> until recorded with County Auditor, <i>whichever is sooner then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
LU2022-018 Rev. 0	<p><b>Land Use Projects – Withdrawn or Abandoned</b> Records relating to the review of land use project applications which were withdrawn or abandoned prior to approval or denial of project.</p>	<p><b>Retain</b> until application abandoned or withdrawn <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LU2022-019 Rev. 0	<p><b>Property No Longer within Agency’s Jurisdiction</b> Records relating to construction/development and/or land use projects for property that is no longer within the agency’s jurisdiction due to annexation or incorporation, <i>provided a copy of the records has been given to the acquiring agency.</i></p>	<p><b>Retain</b> for 3 years after annexation/incorporation <i>and</i> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-04 Rev. 1	<p><b>Referred Project Review</b> Records relating to the review of projects referred from other agencies for land use planning review. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Project plans and statements;</li> <li>• Reviews and recommendations;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes non-reviewed referrals covered by <i>General Information – External (DAN GS50-02-03)</i>.</p>	<p><b>Retain</b> for 3 years after conclusion of review <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LU2012-076 Rev. 0	<p><b>Street Address Assignment</b> Records relating to the assignment of street addresses to parcels within the agency’s jurisdiction. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for new addresses;</li> <li>• Requests for name modifications;</li> <li>• Documentation of street/number assignments.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



## 2. INSPECTION AND MONITORING

This section covers records relating to the inspection and monitoring of construction and land use projects applied for by contractors and other members of the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-020 Rev. 0	<p><b><i>Bond Monitoring</i></b></p> <p>Records relating to the monitoring of contractor bond requirements and related construction or maintenance to ensure that all public and private site improvements are completed per the conditions of the bond.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copy of bond (such as performance or maintenance bonds);</li> <li>• Inspections;</li> <li>• Violation/correction notices;</li> <li>• Release of bond;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 6 years after conditions of bond met <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-021 Rev. 0	<p><b><i>Construction and Site Development Projects – Inspection and Monitoring</i></b></p> <p>Records relating to monitoring and inspection done during land/site development and infrastructure and building construction/demolition, for residential, commercial, and other projects to ensure code and permit specifications are followed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Inspections;</li> <li>• Violation notices/correction notices;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Final Inspections covered by <i>Construction and Site Development Projects – Verification of Completion (DAN LU2022-016)</i> and <i>Land Use Projects – Project Approval/Denial (DAN LU50-11-11)</i>;</li> <li>• Records covered by <i>Bond Monitoring (DAN LU2022-020)</i>;</li> <li>• Records covered by <i>Environmental Monitoring Review of Completed Site Development/Construction Projects (DAN LU2022-022)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after final inspection/Certificate of Occupancy issued or project abandoned</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-022 Rev. 0	<p><b><i>Environmental Monitoring Review of Completed Site Development/Construction Projects</i></b></p> <p>Records relating to the review of environmental monitoring reports submitted to the agency per the conditions of the permit, after the construction/development project has been completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Correction notices and corrections;</li> <li>• Environmental monitoring reports submitted to the agency;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Construction and Site Development Projects – Inspection and Monitoring (DAN LU2022-021);</i></li> <li>• <i>Final inspection/approval covered by Construction and Site Development Projects – Verification of Completion (DAN LU2022-016);</i></li> <li>• <i>Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10).</i></li> </ul>	<p><b>Retain</b> 6 years after agency determines that environmental monitoring is no longer necessary</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



### 3. PERMITTING

This section covers records relating to the issuance of construction and land use permits applied for by contractors and other members of the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-05 Rev. 1	<p><b>Permits Issued – Construction Permitting</b></p> <p>Records documenting the issuance of permits for the construction, modification, and demolition of buildings, structures, and infrastructure for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Permits issued (construction, utility, fire, road approach, etc.);</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Records related to the review and/or denial of permit applications covered by <i>Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01)</i>;</li> <li><i>Permits Issued in Error (DAN LU2022-024)</i>;</li> <li>Projects abandoned before construction/development started covered by <i>Construction and Site Development Projects – Withdrawn or Abandoned (DAN LU50-11-23)</i>.</li> </ul>	<p><b>Retain</b> for 6 years after final inspection/Certificate of Occupancy issued or project abandoned</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-18 Rev. 1	<p><b><i>Permits Issued/Denied – Short-Term Activity/Temporary Use Permits</i></b></p> <p>Records related to the issuance of temporary use and short-term land use activity permits where not applied for as part of a construction or land use project.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Permits issued (short-term right-of-way, special events, moving, log-hauling, agricultural, home business, etc.);</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes <i>Permits Issued in Error (DAN LU2022-024)</i>.</p>	<p><b>Retain</b> for 3 years after expiration/denial of permit <i>or</i> until application withdrawn <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-023 REV. 0	<p><b><i>Permits Issued – Environmental, Land Development, and Zoning</i></b></p> <p>Records relating to the issuance of permits for construction, site development, and land use projects with environmental and zoning concerns for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• All SEPA documentation including Environmental Impact Statements;</li> <li>• Environmental permits (SEPA, flood hazards, etc.);</li> <li>• Forest practices permits (timber harvest, etc.);</li> <li>• Land division/subdivision permits (plat alterations, lot subdivisions, etc.);</li> <li>• Shoreline development permits;</li> <li>• Site development activity permits (grading, right-of-way improvements, etc.);</li> <li>• Zoning permits (conditional use, variances, rezoning, etc.).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records related to the review and/or denial of permit applications covered by <i>Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01)</i>;</li> <li>• <i>Permits Issued in Error (DAN LU2022-024)</i>;</li> <li>• Projects abandoned before construction/development started covered by <i>Construction and Site Development Projects – Withdrawn or Abandoned (DAN LU50-11-23)</i>.</li> </ul>	<p><b>Retain</b> for life of the agency.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
LU2022-024 Rev. 0	<p><b><i>Permits Issued in Error</i></b></p> <p>Records documenting construction and land development permits issued in error in relation to code or jurisdiction.</p>	<p><b>Retain</b> for 3 years after correction of error <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>





## 4. PLANNING

This section covers records relating to the development and approval of the agency’s land use plans.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-01 Rev. 2	<p><b><i>Comprehensive Land Use Plans and Amendments (Adopted)</i></b>            Adopted Comprehensive Land Use Plans including amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations (including critical areas, natural resource lands, urban growth areas, etc.) for Growth Management Act and non-Growth Management Act planning entities.            Excludes:</p> <ul style="list-style-type: none"> <li>Plans/amendments that are included in the agency’s governing body’s meeting records and covered by <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i>;</li> <li>Unadopted plans and amendments covered by <i>Comprehensive Land Use Plan Proposals (Unadopted) (DAN LU2022-025)</i>;</li> <li>Designations on the local government agency’s assets covered by <i>Designations (Assets) (DAN GS2012-034)</i>.</li> </ul>	<p><b>Retain</b> until repealed or superseded  <i>then</i>  <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b>            (Permanent Retention)  <b>ESSENTIAL</b>            (for Disaster Recovery)            OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-08 Rev. 1	<p><b><i>Comprehensive Land Use Plans (Development)</i></b> Records relating to developing, reviewing, and updating Comprehensive Land Use Plans in accordance with the Growth Management Act (chapter 36.70A RCW). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Drafts and working notes;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Adopted plans and amendments covered by either <i>Comprehensive Land Use Plan and Amendments (DAN LU50-16-01)</i> or <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i>;</li> <li>• Records covered by <i>Comprehensive Land Use Plan Proposals (Unadopted) (DAN LU2022-025)</i>.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LU2022-025 Rev. 1	<p><b><i>Comprehensive Land Use Plan Proposals (Unadopted)</i></b> Records relating to the development of land use plans and amendments that are not adopted. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Drafts and working notes;</li> <li>• Unadopted plans and amendments;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Comprehensive Land Use Plan and Amendments (Adopted) (DAN LU50-16-01)</i>;</li> <li>• <i>Comprehensive Land Use Plans (Development) (DAN LU50-16-08)</i>;</li> <li>• <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i>.</li> </ul>	<p><b>Retain</b> until proposal is abandoned or declined <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-05 Rev. 1	<b><i>Shoreline Management Master Plan and Amendments</i></b> Shoreline management master plans, including amendments.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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