



REVISION GUIDE

SUMMARY OF CHANGES

- Several records series covering accidents/incidents, guardian permission for minors to travel, and claims for damages have been revised.
- The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added.
- GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc.
- Two new series covering agency strategic plans have been added.
- A new series covering Superior Court source records (which have been reproduced) has been added.
- An obsolete records series relating to public disclosure requests has been discontinued.

TABLE OF CONTENTS

NEW RECORDS SERIES	2
DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)	4
REVISED RECORDS SERIES	5



NEW RECORDS SERIES

Function: Activity	Title and Description	CORE 2.1 DAN	Minimum Retention	Designations	Rationale
Agency Mgmt.: Planning, Mission and Charter	Strategic Plans – Development	GS2010-079 p. 24	Retain until no longer need for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	CORE 2.0 Work Plans has a minimum retention of “Destroy when obsolete or superseded”. However, four sector schedules (Auditor, Treasurer, District & Municipal Courts, Law Enforcement) have a Work Plans series with a “Potential archival value” designation. State Archivist determined that WSA wants all agency <i>strategic</i> plans, and so these two new series were added to CORE , and the four sector Work Plans series will be discontinued (when the sector schedules are next updated).
Agency Mgmt.: Planning, Mission and Charter	Strategic Plans – Final Version	GS2010-080 p. 25	Retain until no longer need for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM	
Asset Mgmt.: Risk Mgmt./ Insurance	Accidents/Incidents – No Claim Filed (Age 18 And Older)	GS2010-081 p. 27	Retain for 3 years after date of incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Corrected multiple retention cut-offs in CORE 2.0 records series GS50-06C-03 Ver. 0 (p. 132).
Human Resource Mgmt.: Industrial Insurance	Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims	GS2010-082 p. 116	Retain for 6 years after death of individual.	NON-ARCHIVAL NON-ESSENTIAL OPR	No records series existed to cover LEOFF 1 records.
Human Resource Mgmt.: Industrial Insurance	Volunteer Fire Fighters’ and Reserve Officers’ Relief Claims	GS2010-083 p. 117	Retain for 6 years after claim closed.	NON-ARCHIVAL NON-ESSENTIAL OPR	New series created from two LGRRS series in order to unite all industrial insurance records series in CORE 2.1 . (LGRRS series are found on pages 58 and 59, and are titled, Injury and Disability Claim Invoices – Volunteer Firefighter GS50-03A-05 , and Injury and Disability Claim Files – Volunteer Firefighter GS58-04A-03 ; both will be discontinued from LGRRS in September 2010. GS50-03A-05 has a minimum retention of “6 years”, and GS58-04A-03 has a minimum retention of “Settlement plus 6 years”.)



NEW RECORDS SERIES

Function: Activity	Title and Description	CORE 2.1 DAN	Minimum Retention	Designations	Rationale
Human Resource Mgmt.: Industrial Insurance	<i>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries</i>	GS2010-084 p. 118	Retain for 10 years after claim closed	NON-ARCHIVAL NON-ESSENTIAL OPR	New series to cover eye injury claims, which can be reopened for 10 years in accordance with RCW 51.32.160(1)(c).
Information Mgmt.: Records Conversion	<i>Source Records – Reproduced (Superior Court Records)</i>	GS2010-085 p. 153	Retain until verification of successful conversion.	NON-ARCHIVAL NON-ESSENTIAL OFM	New series that covers Superior Court source records which have been reproduced. (RCW 36.23.065 allows destruction of Superior Court records that are reproduced in accordance with specific guidelines.)



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *CORE 2.0* series listed on the left have been discontinued. The *CORE 2.1* DANs are that now cover the affected records series are listed on the right.

Discontinued DAN	CORE 2.0 Function: Activity	CORE 2.0 Title	CORE 2.0 Retention	CORE 2.1 DAN	CORE 2.1 Function: Activity	CORE 2.1 Title	CORE 2.1 Retention
GS50-06C-12 CORE 2.0 p.22	Agency Mgmt.: Legal	<i>Accident Claims for Damages Filed Either Against the Agency by Other Parties, or by the Agency Against Other Parties</i>	Claim closed plus 6 years	GS50-01-10 CORE 2.1 p. 22	Agency Mgmt.: Legal	<i>Claims For Damages</i>	Retain for 6 years after claim closed.
GS50-06C-13 CORE 2.0 p.29	Agency Mgmt.: Risk Mgmt. / Insurance	<i>Hold Harmless Agreements</i>	Termination plus 6 years	GS50-01-11 CORE 2.1 p. 20	Agency Mgmt.: Contracts/ Agreements	<i>Contracts and Agreements</i>	Retain for 6 years after termination or expiration of instrument.
GS50-06C-17 CORE 2.0 p.30	Agency Mgmt.: Risk Mgmt. / Insurance	<i>Insurance Waivers</i>	6 years	GS50-01-11 CORE 2.1 p. 20	Agency Mgmt.: Contracts/ Agreements	<i>Contracts and Agreements</i>	Retain for 6 years after termination or expiration of instrument.
GS50-06C-34 CORE 2.0 p.31	Agency Mgmt.: Risk Mgmt. / Insurance	<i>Minors Travel Notices</i>	End of participation in event or activity plus 1 year - See Remarks. (Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.)	GS50-06C-35 CORE 2.1 p. 29	Agency Mgmt.: Risk Mgmt. / Insurance	<i>Travel Permission (Under Age 18)</i>	Retain for 3 years after individual reaches age 18.
GS50-09-04 CORE 2.0 p.152	Information Mgmt.: Public Disclosure	<i>Public Disclosure/Records Requests – Before July 24, 2005</i>	Retain for 5 years after public records request fulfilled.	GS2010-014 CORE 2.1 p. 149	Information Mgmt.: Public Disclosure	<i>Public Disclosure/Records Requests</i>	Retain for 1 year after public records request fulfilled.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *CORE 2.1* page order.)

DAN	CORE 2.0 Title	CORE 2.0 Retention (If affected)	CORE 2.1 Title	CORE 2.1 Retention (If different)	Change and/or rationale
GS2010-001 CORE 2.0 p. 7 CORE 2.1 p. 7	Communications – Non-Executive		Communications – Non-Executive (unchanged)		Corrected typographical error in description. (DAN referencing Executive communications was corrected from GS2010-001 to GS50-01-12.)
GS50-01-11 CORE 2.0 p. 20 CORE 2.1 p. 20	Contracts, Agreements and Warrantees	Termination plus 6 years.	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument.	Consolidation of eight records series (Contracts, Agreements and Warrantees; Hold Harmless Agreement; Insurance Waivers ; and five sector instances of Liability Waivers).
GS53-02-01 CORE 2.0 p. 22 CORE 2.1 p. 22	Attorney General Opinions		Attorney General Opinions (unchanged)		Reference to Attorney General retention in “Primary Record” field moved to description. Agency retention moved from “Secondary Record” field to “Primary Record” field.
GS50-01-10 CORE 2.0 p. 22 CORE 2.1 p. 22	Claims For Damages	Settlement plus 6 years	Claims For Damages (unchanged)	Retain for 6 years after claim closed.	Consolidation of eight records series: <ol style="list-style-type: none"> 1. Claims for Damages (CORE); 2. Accident Claims for Damages Filed Either Against the Agency by Other Parties, or by the Agency Against Other Parties (CORE); 3-7. 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) (AU, LE, DM, HO, & HE); 8. Accident Claims/Incident Reports - Student (SD). Description provided; exclusions detailed.
GS53-02-04 CORE 2.0 p. 23 CORE 2.1 p. 23	Litigation Case Files		Litigation Case Files (unchanged)		Information in “Primary Record”, “Secondary Record”, “Remarks”, and “Description of Records” fields moved around for clarity, but no changes in retention requirements.
GS50-01-37 CORE 2.0 p. 24 CORE 2.1 p. 24	Census Records from the State Office of Financial Management		Census Records from the State Office of Financial Management (unchanged)		Information in “Primary Record”, “Secondary Record”, “Remarks”, and “Description of Records” fields moved around for clarity, but no changes in retention requirements.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *CORE 2.1* page order.)

DAN	CORE 2.0 Title	CORE 2.0 Retention (If affected)	CORE 2.1 Title	CORE 2.1 Retention (If different)	Change and/or rationale
GS50-01-38 CORE 2.0 p. 26 CORE 2.1 p. 26	Work Plans	Destroy when obsolete or superseded	Work Plans (unchanged)	Retain until no longer needed for agency business.	Provided description differentiating Work Plans from two new series Strategic Plans- Development , and Strategic Plans – Final Version (p. 24/25).
GS50-06C-03 CORE 2.0 p. 132 CORE 2.1 p. 27	Incident Reports Filed by Employees or Students	Incidents involving adults only - 3 years. Incidents involving minors - 3 years after subject minors turn 18 years of age.	Accidents/Incidents – No Claim Filed (Under Age 18) GS50-06C-03 CORE 2.1 p. 27 OR	Retain for 3 years after individual reaches age 18.	Consolidation of eight records series: 1. Incident Reports Filed by Employees or Students (CORE); 2. Approval for Use of Private Vehicles for Student Transportation – With Accident/Incident (SD); 3. Accident/Incident Reports – Volunteer Firefighter (LGRRS); 4 & 5. Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to L&I (AU & DM); 6 & 7. Accident/Incident Reports – Employees – Insured Through L&I (AU & DM). 8. Accident/Injury Reports (Hosp). Corrected multiple retention cut-offs in CORE 2.0 series. Expanded series to include general public (non-employee/student); provided detailed description and exclusions.
			Accidents/Incidents – No Claim Filed (Age 18 and Older) NEW SERIES: GS2010-081 CORE 2.1 p. 27	Retain for 3 years after date of incident.	
GS50-06C-16 CORE 2.0 p. 30 CORE 2.1 p. 28	Insurance Policies Purchased		Insurance Policies Purchased (unchanged)		Remarks moved to description.
GS50-06C-35 CORE 2.0 p. 31 CORE 2.1 p. 29	Minors Travel Permission Slips	End of participation in event or activity plus 1 year. (Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.)	Travel Permission (Under Age 18)	Retain for 3 years after individual reaches age 18.	Corrected multiple retention cut-offs. Consolidation of four records series: 1. Minors Travel Permission Slips (CORE); 2. Minors Travel Notices (CORE); 3. Field Trip Authorization by Parent/Legal Guardian (SD); 4. Approval for Use of Private Vehicle for Student Transportation – Without Accident/Incident (SD).



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *CORE 2.1* page order.)

DAN	CORE 2.0 Title	CORE 2.0 Retention (If affected)	CORE 2.1 Title	CORE 2.1 Retention (If different)	Change and/or rationale
GS53-06C-06 CORE 2.0 p. 118 CORE 2.1 p. 116	Employer's Quarterly Report for Industrial Insurance (Workers' Compensation)		Employer's Quarterly Report for Industrial Insurance (Workers' Compensation) (unchanged)		Information in "Primary Record", "Secondary Record", "Remarks", and "Description of Records" fields moved around for clarity, but no changes in retention requirements.
GS53-06C-05 CORE 2.0 p. 120 CORE 2.1 p. 117	Self-Insured Employer Certification		Self-Insured Employer Certification (unchanged)		Information in "Primary Record", "Secondary Record", "Remarks", and "Description of Records" fields moved around for clarity, but no changes in retention requirements.
GS50-06C-02 CORE 2.0 p. 119 CORE 2.1 p. 117/118	Report Of Industrial Injury Or Occupational Disease Accident claim reports for employees of agencies either insured by Labor & Industries or self-insured. For non-compensable claims, claim closed plus 10 years.	For 1 copy, retain as follows: For compensable claims - claim closed plus 10 years. For non-compensable claims - claim closed plus 5 years.	Workers' Compensation Claims (Department Of Labor and Industries) – General GS50-06C-02 CORE 2.1 p. 117	Retain for 7 years after claim closed	Minimum retention reduced for general claims (from 10 to 7 years) and increased for eye injury claims (from 5 to 10 years) to reflect the time limitations on reopening claims as specified in RCW 51.32.160(1)(c). Corrected multiple retention cut-offs and conflicting retention periods. Removed reference to self-insured to minimize confusion. (Self-insured agencies use GS50-06C-27 or GS50-06C-31.) Primary Record column notation (re: L&I's retention requirement) was moved to the description. (Retention and Disposition Action contains <i>local government agency's</i> minimum retention requirements.)
			Workers' Compensation Claims (Department Of Labor and Industries) – Eye Injuries NEW SERIES: GS2010-084 CORE 2.1 – p. 118	Retain for 10 years after claim closed	
GS50-06C-27 CORE 2.0 p. 120 CORE 2.1 p. 118	Self-Insured Agency Workers' Compensation Claims - Compensable	Self-Insured employer retains 75 years after close of claim	Workers' Compensation Claims (Self-Insured) – Compensable	Retain for 75 years after close of claim	Clarified title and description. Moved note about L&I to description.



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DAN	CORE 2.0 Title	CORE 2.0 Retention (If affected)	CORE 2.1 Title	CORE 2.1 Retention (If different)	Change and/or rationale
GS50-06C-31 CORE 2.0 p. 121 CORE 2.1 p. 119	Self-Insured Agency Workers' Compensation Claims - Non-Compensable	Self-Insured employer retains 10 years after close of claim	Workers' Compensation Claims (Self-Insured) – Non-Compensable	Retain for 40 years after close of claim.	Minimum retention increased from 10 to 40 years to match L&I's retention requirements for non-compensable claims. (RCW 51.32.160, 51.36.010, and WAC 296-14-400 authorize the L&I director to reopen claims at any time.) Clarified title and description. Moved note about L&I to description.
GS50-04B-30 CORE 2.0 p. 130 CORE 2.1 p. 128	Employee Medical and Exposure Records		Employee Medical and Exposure Records		Corrected errors in WAC references. (Correct WACs are 296-802-2005, and 296-802-20010.)
GS50-09-13 CORE 2.0 p. 151 CORE 2.1 p. 149	Public Disclosure/Records Request Logs		Public Disclosure/Records Request Logs (unchanged)		Removed reference to discontinued DAN GS50-09-04.
GS2010-014 CORE 2.0 p. 151 CORE 2.1 p. 149	Public Disclosure/Records Requests – After July 23, 2005		Public Disclosure/Records Requests		All records relating to public disclosure requests fulfilled before July 24, 2005 have met their minimum retention as of July 25, 2010, and so the need to specific before or after July 23, 2005 has ceased.
GS2010-017 CORE 2.0 p. 155 CORE 2.1 p. 152	Source Records – Imaged (Archival)		Source Records – Imaged (Archival) (unchanged)		Exclusion added to note that Superior Court records are covered by new series Source Records – Reproduced (Superior Court Records) .