



REVISION GUIDE

SUMMARY OF CHANGES

- **CORE Version 2.2 takes effect on January 1, 2012; CORE Version 2.1 remains in effect until December 31, 2011.**
- CORE was reduced by 36 pages while providing clear and specific disposition authority for 28 new records series. In addition, 77 records series have been discontinued, and 34 revised. (All changes are listed in the tables, below.)
- 31 existing records series relating to financial transactions have been consolidated into two series:
 - **Financial Transactions – General**
 - **Financial Transactions – Bond, Grant and Levy Projects**
- 19 existing records series relating to meetings and hearings have been consolidated into two existing and four new series:
 - **Appeals Hearings – Local Decision-Making Bodies (General)**
 - **Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)**
 - **Meetings – Governing/Executive/Advisory**
 - **Meetings – Inter-Agency**
 - **Meetings – Staff**
 - **Meetings – Arrangements**
- 6 existing records series relating to banking have been consolidated into one existing series, **Banking – Accounts and Transactions**, and one new series: **Banking – Deposited Items** (for negotiable instruments that are deposited in a different format).
- A new column has been added, and four columns have been removed, as follows:
 - New “Designation” column, which specifies the archival, essential, and OPR/OFM designations for each records series.
 - “Item numbers” removed. Each series should be referred to by its disposition authority number (DAN).
 - “OPR or OFM” removed. This information is incorporated into the new “Designation” column.
 - “Secondary (All Other) Record Copies” removed. Duplicate copies are covered by GS50-02-04, *Secondary (Duplicate) Copies*.
 - “Remarks” removed. (Some remarks were added to the descriptions as “Notes”.)
- The following adjustments were made, but are NOT considered “revisions” (and are not itemized in the Revision table, below):
 - Some series were moved to more accurate functions and/or activities;
 - Retention language “Destroy when obsolete or superseded – Potential archival value” was replaced with “Retain until no longer need for agency business then Transfer to WSA for appraisal and selective retention”. (All series will eventually have consistent language.)
 - Some remarks were added to descriptions as “notes”; statute citations have been hyperlinked.



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Note: The following abbreviations are used throughout this guide:

WSA = Washington State Archives

SAO = Office of the State Auditor

CORE = *Local Government Common Records Retention Schedule*

DWOS = *Destroy when obsolete or superseded.*



FINANCIAL TRANSACTIONS

**31 Disposition authority numbers (DANs) covering financial transactions records have been discontinued.
The records are now covered by one of these two new series:**

Financial Transactions – Bond, Grant And Levy Projects
(GS2011-183, page 66)

Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects.

RETENTION AND DISPOSITION:

Retain for 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then **Destroy**.

Financial Transactions – General
(GS2011-184, page 67)

Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects.***

RETENTION AND DISPOSITION:

Retain for 6 years after end of fiscal year then **Destroy**.

Discontinued DAN	Version 2.1 – Discontinued Title	Version 2.1 – Retention
GS50-03A-02 p. 76	<i>Accounts Payable & Receivable Supporting Documents & Reports</i>	3 years
GS50-03A-04 p. 77	<i>Bills of Sale</i>	6 years
GS50-03A-07 p. 77	<i>Cash Receipts Transmittals</i>	6 years
GS50-03A-08 p. 77	<i>Cash Receipts Transmittals – Internal</i>	6 years
GS0-08A-04 p. 78	<i>Credit/Debit Purchase Charge Receipts – Purchaser’s Copy</i>	3 years
GS50-03A-09 p. 79	<i>Daily Cash Report or Summary</i>	6 years
GS50-03A-11 p. 79	<i>Expenditure Transaction Reports</i>	6 years
GS50-03D-09 p. 79	<i>Financial Statements</i>	6 years
GS50-01-17 p. 79	<i>Fiscal, Purchase and Receiving Documents</i>	6 years
GS50-03A-13 p. 80	<i>Fund Accounts Supporting Documents and Reports</i>	3 years
GS50-03A-14 p. 80	<i>General and Subsidiary Journals</i>	6 years
GS50-03A-20 p. 81	<i>Petty Cash Record</i>	6 years
GS50-08A-08 p. 82	<i>Purchase/Field Orders</i>	6 years
GS50-03A-21 p. 82	<i>Receipts</i>	6 years
GS50-03A-34 p. 82	<i>Receipts for Cash Received – Office Reference Copies</i>	Finance office keeps primary copy 6 years/Office references keep 3 years. (Use GS50-02-04)
GS50-03A-23 p. 82	<i>Register for Funds Remitted to Fiscal Officer</i>	6 years



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RETENTION AND DISPOSITION:

Retain for 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then **Destroy**.

Financial Transactions – General
(GS2011-184, page 67)

Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects.***

RETENTION AND DISPOSITION:

Retain for 6 years after end of fiscal year then **Destroy**.

Discontinued DAN	Version 2.1 – Discontinued Title	Version 2.1 – Retention
GS50-03A-24 p. 82	<i>Remittance Advices</i>	6 years
GS50-03A-05 p. 82	<i>Revenue Bond and Coupon Register</i>	6 years
GS50-03A-25 p. 83	<i>Revenue Bonds and Coupons</i>	6 years after redemption
GS50-03A-27 p. 84	<i>Treasurer/Finance Officer Financial Reports</i>	6 years
GS50-03A-29 p. 86	<i>Voucher Register</i>	6 years
GS50-03A-30 p. 86	<i>Vouchers</i>	6 years
GS50-03A-31 p. 86	<i>Warrant/Check Registers</i>	6 years
GS50-03A-06 p. 90	<i>Cash Accounts Supporting Documents and Reports</i>	3 years
GS50-03B-05 p. 91	<i>Cash Book</i>	6 years
GS50-03C-03 p. 95	<i>Financial Support Documents – Continuing Grants</i>	3 years or retain for period required by grant or program
GS50-03C-04 p. 95	<i>Financial Support Documents – Non-Continuing Grants</i>	3 years from the date of submission of the final expenditure report or retain for period required by grant or program
GS50-03C-05 p. 96	<i>Grant Agreement</i>	
GS50-03C-06 p. 96	<i>Grant Application – Approved</i>	
GS50-03C-08 p. 97	<i>Grant Project Warrants, Checks and Vouchers</i>	6 years or until satisfaction of grant audit requirements, whichever is longer
GS50-03C-11 p. 98	<i>Warrant, Check or Voucher Registers - Grant Funds</i>	6 years or until satisfaction of grant audit requirements, whichever is longer



MEETINGS AND HEARINGS

19 Disposition authority numbers (DANs) covering records relating to meetings and hearings have been consolidated into six series.
The records are now covered by one of the following:

Version 2.2 Title	Version 2.2 DAN	Retention and Disposition
Appeals Hearings – Local Decision-Making Bodies (General)	GS2011-173 (p.21)	Retain for 6 years after final disposition of case then transfer to WSA for appraisal and selective retention.
Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)	GS2011-174 (p.22)	Retain for 6 years after final disposition of case then transfer to WSA for permanent retention.
Meetings – Governing/Executive/Advisory	GS50-05A-13 (p.23) Formerly : <i>Minutes of Official Proceedings Approved and Signed</i>	Retain for 6 years after end of calendar year then transfer to WSA for permanent retention.
Meetings – Inter-Agency	GS2011-175 (p.24)	Retain for 6 years after end of calendar year or 6 years after completion of project, whichever is later, then transfer to WSA for appraisal and selective retention.
Meetings – Staff	GS50-01-43 (p.24) Formerly : <i>Minutes and Files of General Office Meetings</i>	Retain for 2 years after end of calendar year then destroy.
Meetings/Hearings – Arrangements	GS2011-176 (p.25)	Retain until no longer needed for agency business <i>then</i> destroy.

Discontinued DAN	Version 2.1 – Discontinued Title	Version 2.1 – Retention
GS50-05A-20 p. 9	Affidavit of Mailing, Posting and Publication of Public Notices	6 years
GS50-05B-02 p. 9	Agenda Packets – Advisory Councils, Commissions, Committees and Boards	3 years Potential Archival Value
GS50-05A-02 p. 9	Agenda Requests	3 years
GS50-05A-03 p. 9	Agendas/Briefs/Packets (Council, Commission or Board Member)	3 years Potential Archival Value
GS50-05A-05 p. 10	Appointments of Council Members, Commissioners, Board Members, Department Heads or other Agency Officials	PERMANENT (in council, commission or board minutes)
GS50-05A-06 p. 10	Audio/Video Recordings of Official Proceedings	6 years or 1 year if transcribed & transcription is approved.
GS50-05B-05 p. 10	Audio/Video Tape Recordings of Meetings Advisory Councils, Commissions, Committees, & Boards	Keep until approval of written minutes
GS50-01-53 p. 11	Correspondence – Advisory Councils, Commissions, Committees and Boards (If correspondence is <u>not</u> included in the agenda packet, use GS50-01-12.)	2 years Potential archival value



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Meetings – Governing/Executive/Advisory	GS50-05A-13 (p.23) Formerly : <i>Minutes of Official Proceedings Approved and Signed</i>	Retain for 6 years after end of calendar year then transfer to WSA for permanent retention.
Meetings – Inter-Agency	GS2011-175 (p.24)	Retain for 6 years after end of calendar year or 6 years after completion of project, whichever is later, then transfer to WSA for appraisal and selective retention.
Meetings – Staff	GS50-01-43 (p.24) Formerly : <i>Minutes and Files of General Office Meetings</i>	Retain for 2 years after end of calendar year then destroy.
Meetings/Hearings – Arrangements	GS2011-176 (p.25)	Retain until no longer needed for agency business <i>then</i> destroy.

Discontinued DAN	Version 2.1 – Discontinued Title	Version 2.1 – Retention
GS50-05A-12 p. 11	Indexes to Minutes, Ordinances and Resolutions	PERMANENT Potential Archival Value
GS50-05B-04 p. 12	Minutes – Advisory Councils, Commissions, Committees and Boards	6 years - Potential Archival Value
GS50-05A-17 p. 14	Petitions to the Council, Commission or Board (If petitions are <u>not</u> included in the agenda packet, use GS50-01-12.)	6 years
GS50-05A-18 p. 15	Records of Public Hearings	PERMANENT Potential Archival Value
GS50-05B-03 p. 15	Reports Submitted to Governing Council, Commission, Committee, Board or Executive by the Advisory Councils, Commissions, Committees and Boards	6 years - Potential Archival Value
GS50-05A-08 p. 16	Sub-Committee Minutes/Reports	6 years - Potential Archival Value
GS50-05A-21 p. 16	Transcriptions of Audio-Video Tapes of Official Proceedings	6 years - Potential Archival Value
GS55-05B-30 p. 78	Customer Billing Dispute Cases	Resolution plus 6 years
GS51-05D-09 p. 131	Safety Committee Minutes	1 year



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Community Relations	Advertising and Promotion	GS2011-165 p. 10	Retain for 6 years after end of fiscal year then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Agency Mgmt: Community Relations	Awards and Recognitions	GS2011-166 p. 10	Retain until no longer needed for agency business then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Agency Mgmt: Community Relations	Charity Fundraising	GS2011-167 p. 11	Retain for 6 years after end of fiscal year then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Agency Mgmt: Community Relations	Proclamations	GS2011-168 p. 12	Retain until no longer needed for agency business then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	To provide clear and specific disposition authority for proclamations that are NOT included in the meeting packet of the agency's governing body.
Agency Mgmt: Contracts and Agreements	Contracts and Agreements – Capital Assets (Non-Real Property)	GS2011-169 p. 14	Retain for 6 years after completion of transaction or termination/expiration of instrument and 6 years after disposition of asset (if asset owned by agency) then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide disposition authority for contracts relating to capital assets and to ensure that they are retained for SAO audit purposes. Aligned with companion contracts and agreements records series (GS2011-170 and GS50-01-11.)
Agency Mgmt: Contracts and Agreements	Contracts and Agreements – Capital Assets (Real Property)	GS2011-170 p. 14	Retain for 10 years after disposition of asset and 10 years after completion of transaction or termination/ expiration of instrument then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR	To provide disposition authority for contracts relating to <i>real property</i> capital assets and to ensure that they are retained for SAO audit purposes. 10-year cut-off provides for real property statute of limitations (RCW 4.16.020). Aligned with companion contracts and agreements records series (GS2011-169 and GS50-01-11.)
Agency Mgmt: Legal Affairs	Civil Rights – Compliance	GS2011-171 p. 17	Retain for 6 years after end of calendar year or conditions of grant satisfied, whichever is later, then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Legal Affairs	<i>Court Orders – Served on the Agency</i>	GS2011-172 p. 18	Retain until no longer needed for agency business <i>then</i> destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Agency Mgmt: Meetings and Hearings	<i>Appeals Hearings – Local Decision-Making Bodies (General)</i>	GS2011-173 p. 21	Retain for 6 years after final disposition of case then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR	Records series created to cover adjudicative proceedings of the local government agency's decision-making bodies where NO land use or valuation decisions are being made. (GS50-16B-01 in LGRRS will be discontinued.)
Agency Mgmt: Meetings and Hearings	<i>Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)</i>	GS2011-174 p. 22	Retain for 6 years after final disposition of case then transfer to WSA for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR	Records series created to cover adjudicative proceedings of the local government agency's decision-making bodies where land use or valuation decisions <u>are</u> being made. (GS50-16B-01 in LGRRS will be discontinued.)
Agency Mgmt: Meetings and Hearings	<i>Meetings – Inter-Agency</i>	GS2011-175 p. 24	Retain for 6 years after end of calendar year or 6 years after completion of project, whichever is later, then transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Records series created to cover records created when multi-agency meetings occur.
Agency Mgmt: Meetings and Hearings	<i>Meetings/Hearings – Arrangements</i>	GS2011-176 p. 25	Retain until no longer needed for agency business <i>then</i> destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	To provide clear and specific disposition authority for these records.
Asset Mgmt: Risk Mgmt.	<i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i>	GS2011-177 p. 30	Retain for 100 years after individual's date of birth or 30 years after individual's date of death, whichever is sooner then destroy.	NON-ARCHIVAL ESSENTIAL OPR	This series provides a lifetime minimum retention for records documenting accidents/incidents involving human exposure to hazardous materials, since there is no limitation of action on an agency's liability.
Agency Mgmt: Training	<i>Agency-Provided Training – Curriculum Development</i>	GS2011-178 p. 34	Retain until curriculum no longer provided by agency then destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	To provide clear and specific disposition authority for these records.



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Training	Agency-Provided Training – Arrangements	GS2011-179 p. 34	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	To provide clear and specific disposition authority for these records.
Agency Mgmt: Training	Agency-Provided Training – Certificated or Hours/Credits Earned, or Mandatory	GS2011-180 p. 35	Retain for 6 years after training provided then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for records documenting training provided by the agency where a certificates, credentials, credits, points or hours are earned/awarded, or where required by statute or employer.
Agency Mgmt: Training	Agency-Provided Training – General	GS2011-181 p. 36	Retain for 3 years after training provided then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for records documenting training provided by the agency where no certificates, credits, points or hours are earned/awarded, and training is not mandatory.
Financial Mgmt: Accounting	Capital Asset Record	GS2011-182 p. 64	Retain for 4 years after disposition of asset or disposition of asset and completion of State Auditor's Examination Report, <i>whichever is sooner then</i> destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Financial Mgmt: Accounting	Financial Transactions – Bond, Grant and Levy Projects	GS2011-183 p. 66	Retain for 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To simplify and streamline retention of all records relating to bond-, levy- and grant-related financial transactions. (See Financial Transactions table, above, for a list of records series that are covered by this new series.)
Financial Mgmt: Accounting	Financial Transactions – General	GS2011-184 p. 67	Retain for 6 years after end of fiscal year then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To simplify and streamline retention of all records relating to general (non-grant, -bond, -levy) financial transactions. (See Financial Transactions table, above, for a list of records series that are covered by this new series.)



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Financial Mgmt: Banking	Banking – Accounts and Transactions	GS2011-185 p. 72	Retain for 6 years after end of fiscal year then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To simplify and streamline retention of all records relating to banking transactions. Now covers GS50-03B-13, GS50-03B-01, GS50-03B-02, GS50-03B-03, GS50-03B-04 and GS50-03A-19,
Financial Mgmt: Banking	Banking – Deposited Items	GS2011-186 p. 72	Retain until deposit verified by bank then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To clarify and clearly specify retention requirements for negotiable instruments that are deposited in a different format.
Financial Mgmt: Planning	Internal Service Fund – Rate Setting	GS2011-187 p. 78	Retain for 4 years after rates superseded then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Financial Mgmt: Planning	Levy and Bond Planning – Unsuccessful	GS2011-188 p. 79	Retain for 6 years after levy failure or decision to not proceed then destroy	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Financial Mgmt: Reporting	Reporting – Financial Management	GS2011-189 p. 85	Retain for 4 years after submitted to regulatory agency then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for reports submitted to regulatory agencies, including the “Loss of public funds/assets” report to the SAO.
Human Resource Mgmt: Authorization/ Certification	Authorizations Received From Regulatory Agencies – Human Resources (General)	GS2011-190 p. 87	Retain for 6 years after authorization superseded or terminated then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records.
Human Resource Mgmt: Authorization/ Certification	Authorizations Received From Regulatory Agencies – Human Resources (Health Care Providers Licensed by Washington State)	GS2011-191 p. 87	Retain for 8 years after authorization superseded or terminated then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records. RCW 4.16.350 provides an 8-year statute of limitations for actions for injuries resulting from health care or related services.



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Human Resource Mgmt: Occupational Health and Safety	<i>Employee Medical Records – Employed Less Than One Year</i>	GS2011-192 p. 100	Retain until termination of employment <i>then</i> provide to employee upon departure.	NON-ARCHIVAL NON-ESSENTIAL OPR	To provide clear and specific disposition authority for these records in accordance with WAC 296-802-20005: <ul style="list-style-type: none">• <i>Keep medical records for at least as long as the employee works for you plus thirty years.</i> <i>Exemption:</i> • <i>If an employee works for you for less than one year and you provide the records to them when they leave employment, you do not have to keep their medical records.</i>



REVISED RECORDS SERIES

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

Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-01-12 Ver. 2.1 p. 6 Ver. 2.2 p. 6	Communications – Executive	Retain for 2 years after communication received or provided, whichever is later <i>then</i> Arrange for appraisal by WSA.	Communications – Governing/ Executive/Advisory	Retain for 2 years after communication received or provided, whichever is later <i>then</i> transfer to WSA for appraisal and selective retention.	Series clarified to specify members of governing and advisory bodies, as well as executive/ management. Retention language updated.
GS2010-001 Ver. 2.1 p. 7 Ver. 2.2 p. 7	Communications – Non-Executive	Retain for 2 years after communication received or provided, whichever is later then destroy.	No change.	No change.	Clarified exclusion to include <i>governing and advisory communications</i> covered by GS50-01-12.
GS50-01-43 Ver. 2.1 p. 8 Ver. 2.2 p. 24	Minutes and Files of General Office Meetings	Date of document plus 2 years	Meetings - Staff	Retain for 2 years after end of calendar year then destroy.	Description enhanced. Aligned with companion meetings and hearings records series (GS50-05A-13, GS2011-175, GS50-01-43, GS2011-174, GS2011-176 and GS2011-173). Please see “Meetings and Hearings” table, above.
GS50-05A-13 Ver. 2.1 p. 12 Ver. 2.2 p. 23	Minutes of Official Proceedings – Approved and Signed	PERMANENT – Potential Archival Value	Meetings – Governing/ Executive/Advisory	Retain for 6 years after end of calendar year <i>then</i> transfer to WSA for permanent retention.	Multiple records series combined to create one covering all aspects of governing/ executive/advisory meetings. Aligned with companion meetings and hearings records series (GS2011-175, GS50-01-43, GS2011-176, GS2011-174 and GS2011-173). Please see “Meetings and Hearings” table, above.
GS50-01-11 Ver. 2.1 p. 20 Ver. 2.2 p. 15	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	Contracts and Agreements - General	Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> destroy.	Description enhanced to provide additional guidance. Aligned with companion contracts and agreements records series (GS2011-170 and GS2011-169.)
GS50-08A-01 Ver. 2.1 p. 20 Ver. 2.2 p. 80	Bid and Proposal Files (Successful Bids and Proposals Only)	6 years after completion of purchase or fulfillment of contract	Bids and Proposals – Successful	Retain for 6 years after completion of purchase or fulfillment of contract then destroy.	Improved title and enhanced description.



REVISED RECORDS SERIES

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Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-08A-11 Ver. 2.1 p. 21 Ver. 2.2 p. 80	Unsuccessful Bids and Proposals	3 years	Bids and Proposals – Unsuccessful	Retain for 4 years after end of fiscal year then destroy.	Improved title and provided broader description. Increased minimum retention to 4 years to ensure that records are retained for SAO audit purposes.
GS53-02-06 Ver. 2.1 p. 22 Ver. 2.2 p. 78	Bond Project Files Legal Counsel	6 years after redemption of project or building bonds	Levy and Bond Planning – Successful	Retain for 6 years after final bond payment or completion of levy project then transfer to WSA for appraisal and selective retention.	Title changed; scope increased to include all successful levy and bond planning project files. (Records for projects where levies fail or projects do not proceed are covered by new series GS2011-188.) (Moved to Financial Management/Planning.)
			Levy and Bond Planning – Unsuccessful (GS2011-188)	Retain for 6 years after levy failure or decision to not proceed then destroy.	New series to cover records relating to bond and levy projects proposals that fail or with which the agency decides not proceeded.
GS53-02-03 Ver. 2.1 p. 22 Ver. 2.2 p. 20	Legal Opinions	PERMANENT – Potential archival value	Legal Opinions (Agency Attorney)	No change.	Title modified. Added exclusion for legal opinions regarding levy and bond planning, which are covered by GS53-02-06.
GS50-14-03 Ver. 2.1 p. 27 Ver. 2.2 p. 26	Disaster Preparedness and Recovery Plans	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Emergency Preparedness and Recovery Plans	Retain for 6 years after obsolete or superseded then destroy.	Description provided to include all of the agency's emergency preparedness, response, and recovery plans. (Moved to Planning, Mission, and Charter.)
GS50-06C-35 Ver. 2.1 p. 29 Ver. 2.2 p. 33	Travel Permission (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	Permission for Minors to Participate	No change.	Description broadened to include all agency-sponsored and agency-approved activities. Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-32 in the <i>School Districts and Educational Service Districts Records Retention Schedule</i> .



REVISED RECORDS SERIES

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Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-06B-24 Ver. 2.1 p. 44 Ver. 2.2 p. 46	Environmental Site Assessment	OPR (for parcels of property owned by the agency): Until assessment superseded or sale of property plus 10 years - Potential archival value. OFM (for parcels not acquired by the agency): Destroy when obsolete or superseded - Potential archival value.	No change.	Retain until obsolete or superseded or 10 years after property no longer owned by agency, <i>whichever is later then</i> transfer to WSA for appraisal and selective retention.	Cut-off clarified and consolidated.
GS50-06C-03 Ver. 2.1 p. 45 Ver. 2.2 p. 31	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	No change.	No change.	Exclusion added for records relating to accidents and incidents involving human exposure to hazardous materials, GS2011-177.
GS2010-081 Ver. 2.1 p. 45 Ver. 2.2 p. 31	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	No change.	No change.	Exclusion added for records relating to accidents and incidents involving human exposure to hazardous materials, GS2011-177.
GS50-19-03 Ver. 2.1 p. 45 Ver. 2.2 p. 47	Hazardous Materials Accident/Incident Report	50 years	Hazardous Materials Accident/Incident Report (No Human Exposure)	No change.	Title changed and exclusion added. Does NOT include accidents/incidents where there is human exposure to hazardous materials (which are covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i>).
GS55-05A-09 Ver. 2.1 p. 59 Ver. 2.2 p. 19	Eviction Records	6 years after judgment or final decision	Evictions, Liens, Foreclosures, Condemnations	Retain for 10 years after matter resolved then destroy.	Description enhanced to include all land disputes <i>except</i> for encroachments, which are covered by GS55-05A-09 (and are Archival and Essential). 10-year cut-off provides for real property statute of limitations (<u>RCW 4.16.020</u>). (Moved to Legal Affairs.)



REVISED RECORDS SERIES

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

Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS55-05A-04 Ver. 2.1 p. 68 Ver. 2.2 p. 18	Encroachments	Closure of dispute plus 10 years – Potential Archival Value	Encroachments	Retain for 10 years after matter resolved then transfer to WSA for appraisal and selective retention.	Aligned with companion land dispute records series (GS55-05A-09.) (Moved to Legal Affairs.)
GS50-03D-02 Ver. 2.1 p. 76 Ver. 2.2 p. 82	Annual Financial Report of Chief Fiscal Officer to Commissioners/ Council	Clerk of governing council, commission or board – PERMANENT. 1 copy archival.	No change.	Retain until obsolete or superseded then transfer to WSA for appraisal and selective retention.	Retention clarified. Provides archival record, if not already included in agenda packet of governing body. (Moved to Financial Management/Reporting.)
GS50-03B-14 Ver. 2.1 p. 78 Ver. 2.2 p. 65	Collection Files	Account closed plus 6 years	Financial Disputes and Collections - General	Retain for 6 years after matter resolved then destroy.	Scope broadened to include all disputes that do NOT relate to real property ownership. Cut-off language changed to accommodate all types of disputes – as well as SAO audit needs.
GS50-03A-15 Ver. 2.1 p. 81 Ver. 2.2 p. 68	General Ledger	6 years. Pre-1900 general ledgers have potential archival value - See remarks	General and Subsidiary Ledgers	Retain for 6 years after end of fiscal year or 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then Destroy.	General and subsidiary ledgers are NOT included in the Financial Transactions series because ledgers are designated as <u>ESSENTIAL</u> and should be back up. Changed cut-off language to provide longer retention for ledgers documenting bond, levy and grant projects. Retention and disposition language clarified. Note added requesting transfer of ledgers from 1800's to WSA.
GS50-03A-26 Ver. 2.1 p. 88 Ver. 2.2 p. 70	State Auditor's Examination Report	State Auditor's office – PERMANENT.	No change.	Retain until no longer needed for agency business then destroy.	Defined minimum retention for agency's primary record. Added note in description stating that SAO retains this record permanently.



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Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-03C-01 Ver. 2.1 p. 94 Ver. 2.2 p. 84	Annual Financial Status Reports – Grants	3 years or retain for period required by grant or program - See remarks	Continuing Grants – Annual Financial Status Reports	Retain for 4 years after submission of report or for period required by grant/program, <i>whichever is later then</i> destroy.	Increased minimum retention to 4 years to ensure that reports are retained for SAO audit purposes. Description and title clarify that this series covers <i>continuing</i> grants only. (Moved to Financial Management/Reporting.)
GS50-03C-02 Ver. 2.1 p. 94 Ver. 2.2 p. 82	Final Grant Expenditure Report	3 years from the date of submission of final report or retain for period required by grant or program Potential archival value - See remarks	Bond, Grant and Levy Project Reports	Retain for 4 years after submission of final report or for period required by grant/program, <i>whichever is later then</i> transfer to WSA for appraisal and selective retention.	Title changed; scope increased to include all bond, levy and non-continuing grant project reports. Increased minimum retention to 4 years to ensure that reports are retained for SAO audit purposes. (Moved to Financial Management/Reporting.)
GS50-04C-01 Ver. 2.1 p. 114 Ver. 2.2 p. 17	ADA (Americans With Disabilities Act) Rehabilitation Act of 1973 Section 504 Claim & Accommodation Files	Completion of accommodation plus 6 years	Civil Rights – Compliance (Section 504 Accommodations)	Retain for 6 years after completion or denial of accommodation(s) <i>then</i> destroy.	Description enhanced and now covers accommodations that are not completed. Aligned with companion civil rights records series (GS50-04C-04 and GS2011-171.) (Moved to Legal Affairs.)
GS50-04C-04 Ver. 2.1 p. 115 Ver. 2.2 p. 16	Equal Employment Opportunity Complaints and Conciliations	Resolution plus 6 years –Potential Archival Value	Civil Rights Violation Complaints	Retain for 6 years after resolution, completion, closure, or decision not to proceed then transfer to WSA for appraisal and selective retention.	Series expanded to include civil rights violation complaints of any type. (Moved to Legal Affairs.)
GS50-04C-05 Ver. 2.1 p. 115 Ver. 2.2 p. 109	Equal Employment Opportunity Reports	3 years	Reporting – Human Resources	Retain for 4 years after submitted to regulatory agency then destroy.	Records series enhanced to include all reports mandated by regulatory agencies and relating to human resource functions. Increased minimum retention to 4 years to ensure that reports are retained for SAO audit purposes.



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Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-04E-03 Ver. 2.1 p. 126 Ver. 2.2 p. 98	Grievances & Appeals – Personnel Employee Relations	Resolution plus 6 years	Employee Grievances	Retain for 6 years after matter resolved then destroy.	Simplified title and added exclusion to clarify that this series covers all of the agency's records relating to employee grievances <i>except for</i> appeals hearings records, which are covered by GS50-04E-03.
			Hearings – Local Decision-Making Bodies	Retain for 6 years after final disposition of case then transfer to WSA for appraisal and selective retention.	GS2011-173 covers appeals grievance appeals hearings records of the local government agency's decision-making body.
GS50-04B-46 Ver. 2.1 p. 124 Ver. 2.2 p. 98	Employee Misconduct Investigation Files – Sustained	Case Closed plus 3 Years	No change.	Retain for 3 years after case closed then destroy.	Improved retention language and updated note: <i>Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i>
GS50-04B-47 Ver. 2.1 p. 125 Ver. 2.2 p. 98	Employee Misconduct Investigation Files – Unfounded	Case Closed	No change.	Retain until case closed then destroy.	Improved retention language and updated note: <i>Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i>
GS50-04B-30 Ver. 2.1 p. 128 Ver. 2.2 p. 100	Employee Medical and Exposure Records	Termination of employment plus 30 years	Employee Medical Records - General	Retain for 30 years after termination of employment then destroy.	Employee exposure to hazardous materials EXCLUDED from this series – now covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> (minimum retention 100 years from date of birth). Title changes; citations updated.
GS50-04B-06 Ver. 2.1 p. 135 Ver. 2.2 p. 105	Personnel File	Retain for 6 years after termination then destroy.	No change.	Retain for 6 years after termination of employment then destroy.	Enhanced description to include summary report of employee misconduct investigations <i>when sustained</i> . Also added note: <i>Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i>



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Version 2.1 DAN	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Title (If different)	Version 2.2 Retention (If Different)	Change and/or rationale
GS50-05A-23 Ver. 2.1 p. 141 Ver. 2.2 p. 111	Continuing Professional Education Records	End of licensing or reporting period plus 4 years	No change.	No change.	Description revised to clarify that this series covers <i>individual employee</i> continuing education documentation.
GS2010-014 Ver. 2.1 p. 149 Ver. 2.2 p. 116	Public Disclosure/Records Requests	Retain for 1 year after public records request fulfilled then destroy.	No change.	Retain for 2 years after public records request fulfilled then destroy.	A one-year minimum retention is currently insufficient for agencies to be compliant with RCW 42.56.550(6). A two-year period – as addressed in the McKee v. DOC, 160 Wn. App. 437 (2011) case – citing RCW 4.16.100 (two year statute of limitations) is advised by the Office of the Attorney General. Reference: Tobin v. Worden, 156 Wn. App. 507 (2010).
GS50-02-04 Ver. 2.1 p. 158 Ver. 2.2 p. 124	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then destroy.	No change.	No change.	Description enhanced to specify data extracts and printouts from agency electronic information systems – provided that the records within the database are retained for their minimum retention period AND the data extracts/printouts are NOT required to substantiate “point-in-time” evidence of business transactions.



Additional DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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Discontinued DAN	Ver. 2.1 Function: Activity	Version 2.1 Title	Version 2.1 Retention	Version 2.2 Function: Activity	Version 2.2 DAN:	Version 2.2 Title	Version 2.2 Retention and Disposition
GS50-06C-07 p. 28	Agency Mgmt: Risk Mgmt	Disaster/Emergency Management Plan	DWOS plus 6 years	Agency Mgmt. Planning, Mission & Charter	GS50-14-03 p. 26	Emergency Preparedness and Recovery Plans	Retain for 6 years after obsolete or superseded then destroy.
GS50-26-01 p. 43	Asset Mgmt: Enviro. Mgmt.	Certificate of Disposal and Destruction of Hazardous Waste	50 years	Asset Mgmt: Environmental Mgmt.	GS50-19-12 p. 47	Hazardous Materials Disposal Records and/or Certificate of Destruction	50 years. (ESSENTIAL)
GS50-19-04 p. 46		Hazardous Materials Certificate of Destruction	50 years				
GS50-19-01 p. 51	Asset Mgmt: Enviro. Mgmt.	Physical Exam. Reports for Employees Exposed to Hazardous Materials	50 years	Agency Mgmt: Risk Mgmt.	GS2011-177 p. 30	Accidents/Incidents (Hazardous Materials) – Human Exposure	Retain for 100 years after individual's date of birth or 30 years after individual's date of death, whichever is sooner then destroy.
GS50-06E-05 p. 59	Asset Mgmt: Leasing/ Usage	Equipment and Vehicle Leases	Termination of lease plus 6 yrs	Agency Mgmt: Contracts and Agreements	GS50-01-11 p. 14	Contracts and Agreements – General	Retain for 6 years after completion of transaction or termination/expiration of instrument then destroy.
GS51-07-12 p. 60		Facility Use Authorization Permit	6 years				
GS55-05A-07 p. 60		Leases	Term. plus 6 years				
GS50-03B-07 p. 91		Financial Mgmt: Banking	Designation of Bank or other Depository for Agency Funds				



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GS55-05A-03 p. 67	Asset Mgmt: Purchasing /Acquisitions	Easements	Reassignment or vacation of easement plus 10 years	Agency Mgmt: Contracts/ Agreements	GS2011-169 (Easements <u>received by</u> the agency) p. 15	Contracts and Agreements – Capital Assets (Non-Real Property)	Retain for 6 years after completion of transaction or termination/expiration of instrument <i>and</i> 6 years after disposition of asset (if asset owned by agency) <i>then</i> destroy.
					GS2011-170 (Easements <u>granted by</u> the agency) p. 15	Contracts and Agreements – Real Property	Retain for 10 years after disposition of asset and 10 years after completion of transaction or termination/ expiration of instrument then transfer to WSA for appraisal and selective retention.
GS50-08A-03 p. 79	Financial Mgmt: Accounting	Damage and Loss Claims Purchasing	Keep until completion of SAO exam plus 6 years if there is a monetary settlement	Financial Mgmt: Accounting	GS50-03B-14 p. 65	Financial Disputes and Collections – General	Retain for 6 years after matter resolved then destroy.
GS50-03B-12 p. 81		Non-Sufficient Funds (NSF) Checks/Warrants	Settlement or closure plus 6 years				
GS59-01-01 p. 83	HR Mgmt: Benefits	Commuter Trip Reduction Administration (CTRA) Annual Progress Report	State DOT CTR Task Force holds primary copy. DWOS. Potential archival value.	HR Mgmt: Reporting	GS50-04C-05 p. 109	Reporting – Human Resources	Retain for 4 years after submitted to regulatory agency then destroy.



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GS50-03B-13 p. 83	Financial Mgmt: Accounting	Stop Payment Reports	Calendar year plus 6 years	Financial Mgmt: Banking	GS2011-185 p. 72	Banking – Accounts and Transactions	Retain for 6 years after end of fiscal year then destroy.
GS50-03B-01 p. 90		Bank Account Reconciliations	3 years				
GS50-03B-02 p. 90		Bank Deposit Records	6 years				
GS50-03B-03 p. 90		Bank Statements	6 years				
GS50-03B-04 p. 90		Cancelled/Substitute Checks/Warrants	6 years				
GS50-03A-19 p. 90		Investment Accounts Supporting Documents and Reports	3 years				
GS50-03A-01 p. 91	Financial Mgmt: Accounting	Subsidiary Ledgers	6 years	Financial Mgmt: Accounting	GS50-03A-15 p. 68	General and Subsidiary Ledgers	Retain for 6 years after end of fiscal year or 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, <i>whichever is later then</i> Destroy. (ESSENTIAL)
GS50-03C-09 p. 97	Financial Mgmt: Grants	Grant Project Reports	3 years from date of submission of the final expenditure report or retain for period required by grant or program. Potential Archival Value.	Financial Mgmt: Reporting	GS50-03C-02 p. 84	Bond, Grant and Levy Project Reports	Retain for 4 years after submission of final report or for period required by grant/program, <i>whichever is later then</i> transfer to WSA for appraisal and selective retention.
GS50-03C-10 p. 98		Grants – Statistical Documentation					



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GS50-04B-48 p. 107	HR Mgmt: Misconduct/ Discipline/ Grievances	Employee Misconduct Reports	Termination of employment plus 6 years	HR Mgmt: Personnel	GS50-04B-06 p. 105	Personnel File	Termination plus 6 years.
GS50-06C-29 p. 130	HR Mgmt: Occupational Health & Safety	Noise Exposure Reports – Individual Employees	2 years	HR Mgmt: Reporting	GS50-04C-05 p. 109	Reporting – Human Resources	Retain for 4 years after submitted to regulatory agency then destroy.
GS51-05D-04 p. 130	HR Mgmt: Occupational Health & Safety	Reference and Information Materials Received from Safety Agencies	DWOS	Records with Minimal Retention Value	GS50-02-03 p. 123	General Information – External	Retain until no longer needed for agency business.
GS51-05D-12 Ver. 2.1 p. 131	HR Mgmt: Occupational Health & Safety	Safety Training Files – General	6 years	Agency Mgmt: Training	GS2011-180 p. 35	Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory	Retain for 6 years after training provided then destroy.
GS50-04B-50 p. 133	HR Mgmt: Performance Mgmt.	Supervisor’s Employee Performance Background Files	DWOS	HR Mgmt: Performance Mgmt.	GS50-04B-31 p. 103	Performance Evaluation Background File Supervisor	Destroy when obsolete or superseded.
GS50-19-17 Ver. 2.1 p. 142	HR Mgmt: Staff Dev/ Training	Hazardous Materials Training Programs	Date of training plus 5 years	Agency Mgmt: Training	GS2011-180 p. 35	Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory	Retain for 6 years after training provided then destroy.
GS50-04G-03 Ver. 2.1 p. 142	HR Mgmt: Staff Dev/ Training	Training Availability Announcements/Notices	DWOS	Agency Mgmt: Training	GS2011-179 p. 34	Agency-Provided Training – Arrangements	Retain until no longer needed for agency business then destroy.