

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Cranberry Commission - Office# 100	Accounts Payable Provides a record of requests, orders, invoices and other monetary transactions.	87-07-40464 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Cranberry 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.	87-07-40467 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Cranberry Commission - Office# 100	Assessments & Collections Documentation providing a record of monies received from industry to satisfy statutorily mandated assessments to be used for research and operational costs.	87-07-40463 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Cranberry Commission - Office# 100	Audit Reports Provides a record of audit examinations performed by the office of the state auditor.	87-07-40466 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Cranberry Commission - Office# 100	Banking Records Cancelled and voided checks, bank deposit slips, bank statements, reconciliation reports, and other documentation pertaining to the banking activities of the commission.	87-07-40462 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Cranberry Commission - Office# 100	Chemicals & Pesticides Correspondence and other documentation on chemical use, requests for renewal and statements concerning use of chemicals. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	87-07-40476 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Cranberry Commission - Office# 100	Commission Newsletters Historical record containing copies of all commission newsletters sent to growers, commission members and others.	87-07-40475 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Cranberry Commission - Office# 100	Elections Documents election proceedings and appointments made of members to serve as a member of the board. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	87-07-40468 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM

Cranberry Commission - Office# 100	Financial Reports Provides a semi-annual and annual summary of cash receipts and expenditures.	87-07-40465 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Cranberry Commission - Office# 100	History, WA State Cranberry Commission Historical documentation of the formation and organization of the commission.	87-07-40470 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Cranberry Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the commission.	87-07-40471 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Cranberry Commission - Office# 100	Litigation & Legal Matters Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the WA State AGO.	87-07-40472 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Cranberry Commission - Office# 100	Meeting Minutes of the WA State Cranberry Commission To provide a record of regular, annual and other special meetings held by the commission.	87-07-40469 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Cranberry Commission - Office# 100	Processor Reports To provide a record of assessment data. Includes report of cranberries delivered to processing facilities each year. Also includes information regarding the deduction of various grower proceeds for annual commission assessments.	87-07-40474 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Cranberry Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers for the purpose of providing information to improve the fruit varieties, control growing problems and generally improve the crop and increase production.	87-07-40473 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM