

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Dairy Products Commission - Office# 100	Advertising and Promotion Provides a record of planned and executed promotional efforts of the Commission.	90-08-46657 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dairy Products 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.	90-08-46653 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Dairy Products Commission - Office# 100	Assessment Receipts Includes SF9422, Copy 2. Provides a record of assessments paid by milk processors and producer-handlers for advertising and sales promotion activities.	80-05-24922 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dairy Products Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the Board.	90-08-46654 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dairy Products Commission - Office# 100	Employee Retirement Information Provides a record of all financial transactions and other information relevant to individual employee retirement.	90-08-46658 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dairy Products Commission - Office# 100	Legislation Files To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the Commission.	90-08-46655 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Dairy Products Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the Commission. Includes correspondence with the WA State AG's office.	90-08-46656 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Dairy Products Commission - Office# 100	Minutes of the WA State Dairy Products Commission Provides a record of the decisions and deliberations of the WA State Dairy Products Commission.	80-06-25066 Rev.0	none	900 Months	0 Months	75 Years	Archival OPR
Dairy Products Commission - Office# 100	Payroll Records Documentation that provides detailed information regarding the payroll activities of the Commission.	90-08-46651 Rev.0	Termination of Employment	120 Months	0 Months	10 Years	Non-Archival OPR

Dairy Products Commission - Office# 100	Personnel Payroll Transmittal and Transaction Summary information of total monies affecting monthly Commission payroll.	90-08-46652 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dairy Products Commission - Office# 100	Travel Expense Voucher A-20, copy 2; hotel, parking and other receipts.	90-08-46659 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dairy Products Commission - Office# 100	Vendor Payment Files Invoice Vouchers, A-19, Copy 1, correspondence, travel and expense reports, vendor invoices, Dairy Council Progress Reports, Dairy Council Program Contact Reports, telephone bills, WA State use taxes, all of which provide a record of vendor payments.	80-05-24921 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR