

## **This schedule applies to: Department of Agriculture**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Agriculture relating to the unique functions of supporting the agricultural community and promoting consumer and environmental protection. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) 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 state resources.

Public records designation 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 issued records retention schedules to the Department of Agriculture are revoked. The Department of Agriculture must 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 State Records Committee in accordance with RCW 40.14.050 on February 5, 2020.

*Signature on File*

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## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 5, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	September 2, 2015	Minor revisions throughout the schedule.
1.2	June 29, 2016	Minor revisions throughout the schedule.
1.3	October 3, 2018	Minor revisions throughout the schedule.
1.4	December 4, 2019	Minor revisions throughout the schedule.
1.5	February 5, 2020	Minor revisions to the Inspections and Investigations sections.

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

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## 1. ADJUDICATIONS AND HEARINGS

This section covers records relating to adjudicative proceedings and hearings performed by the Department of Agriculture.

1.1 ENFORCEMENT			
<i>The activity relating to responding to complaints/violations notifications received by agency.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-03-60492 Rev. 1	<p><b>Adjudicated Case Files – Routine</b></p> <p>Records relating to routine violations and cases of laws and rules of the agency which includes heard by an administrative law judge.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hearing minutes, depositions, subpoenas;</li> <li>• Audio or video recordings;</li> <li>• Correspondence, penalty assessments;</li> <li>• Collection notices, orders, and other related materials.</li> </ul>	<p><b>Retain</b> for 6 years after closure of case</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
01-06-60100 Rev. 1	<p><b>Adjudicated Case Files – Significant</b></p> <p>Records relating to significant enforcement cases heard by an administrative law judge, that either impacted the industry or changed the way the agency does business.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hearing minutes, depositions, subpoenas;</li> <li>• Audio or video recordings;</li> <li>• Correspondence, penalty assessments;</li> <li>• Collection notices, orders, and other related materials.</li> </ul>	<p><b>Retain</b> for 6 years after closure of case</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR</p>

**1.1 ENFORCEMENT**

*The activity relating to responding to complaints/violations notifications received by agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68337 Rev. 1	<p><b>Notices or Orders – Non Adjudicated</b></p> <p>Notices, orders, or other documents relating to actions taken against entities subject to regulation by the Department of Agriculture when the action does NOT result in an adjudicative case against the entity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Closing, degrade, regrade and hold orders;</li> <li>• Notices of correction, destruction, detention;</li> <li>• Notices of embargo and impound;</li> <li>• Notices of inspection, rejection and unregistered products;</li> <li>• Releases or removal of notices and orders;</li> <li>• Sampling – deficiencies and penalties, and misbranding;</li> <li>• Stop orders for sale or use;</li> <li>• Warning notices.</li> </ul>	<p><b>Retain</b> for 6 years after notice or order is issued <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2. AGRICULTURAL DEVELOPMENT AND PROMOTION

This section covers records relating to the development and promotion of agriculture.

### 2.1 FAIRS, MARKETING AND BUSINESS PROMOTION

*The activities relating to the promotion, development and educational opportunities supporting agriculture for the state of Washington.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-09-68826 Rev. 0	<p><b>Commodity Commission Election, Advisory Vote and Referendum Ballots</b></p> <p>Ballots received from affected producers voting in commodity commission and board elections and referendums, which are used to tally the results of the elections and referendums. Ballots are kept separately from the remainder of election and referendum files to ensure the confidentiality of how each producer voted.</p> <p><i>Note: Retention requirements per RCW 15.65.205 and RCW 15.66.123.</i></p>	<p><b>Retain</b> for 6 months after election or referendum results are published <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-09-68827 Rev. 1	<p><b>Commodity Commission Nominations, Elections and Advisory Votes</b></p> <p>Documents pertaining to the nomination and election or appointment of persons to serve on commodity commissions and boards.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Nomination notices;</li> <li>• Election and advisory vote results;</li> <li>• Appointment letters;</li> <li>• Certificate of eligibility.</li> </ul> <p>Excludes records covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i>.</p>	<p><b>Retain</b> for 2 years after elected/appointed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.1 FAIRS, MARKETING AND BUSINESS PROMOTION

*The activities relating to the promotion, development and educational opportunities supporting agriculture for the state of Washington.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68980 Rev. 0	<p><b>Commodity Commissions Budget Proposals and Plans</b> Documents the department's duties to review and approve a commissions' budget and programs. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Budget proposals and related documents;</li> <li>• Decision packages;</li> <li>• Director's decision letters.</li> </ul>	<p><b>Retain</b> for 6 years after end of biennium <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
86-03-36167 Rev. 2	<p><b>Fairs Program Files</b> Documents the activities of the agricultural fairs in Washington State by coordinating the activities of the Fairs Commission, auditing required reports and information from participating fairs, and verifying fairs operate in compliance with state law.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <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) OFM</p>

## 2.1 FAIRS, MARKETING AND BUSINESS PROMOTION

*The activities relating to the promotion, development and educational opportunities supporting agriculture for the state of Washington.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-01-51913 Rev. 5	<p><b>Marketing and Business Services</b></p> <p>Documents the activities of the marketing programs, business promotion or other state authorized activities promoting agricultural crops and products from Washington State.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Farm to School and Small Farms marketing programs;</li> <li>• International marketing and WSDA produced marketing materials;</li> <li>• Special events and trade shows;</li> <li>• Final reports;</li> <li>• Translation services.</li> </ul> <p>Excludes records covered by <i>State Publications (DAN GS 15008)</i>.</p>	<p><b>Retain</b> for 2 years after end of calendar year</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) OFM</p>

### 3. ANIMAL SERVICES

This section covers records relating to the import/export, health, ownership, sales and management of large and small livestock within state boundaries.

#### 3.1 ANIMAL SERVICES

*The activity relating to the import/export, ownership and sales of livestock.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62131 Rev. 2	<p><b>Animal Movement Records</b> Documents pertaining to the intrastate and interstate movement of animals in/out of/into Washington. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Entry permit;</li> <li>• Health certificates;</li> <li>• Six-month horse passports;</li> <li>• Horse Identification Certificates.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
78-12-21654 Rev. 5	<p><b>Field Inspection Activity</b> Records relating to fees collected for livestock brand inspection activities at packing houses, livestock market, feedlots, and in the field throughout the state.</p>	<p><b>Retain</b> for 6 years after date of inspection <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

### 3.1 ANIMAL SERVICES

*The activity relating to the import/export, ownership and sales of livestock.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-21993 Rev. 4	<p><b>Livestock Brand Files – Proof of Ownership</b></p> <p>Record of Washington State brand owners, with data necessary for brand renewal certification and reference for proof of ownership for livestock inspectors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Original and renewal registration application submissions;</li> <li>• Ownership transfer requests;</li> <li>• Other legally binding documentation providing a historic record of the ownership of all livestock brands registered in Washington State.</li> </ul> <p>Excludes the Washington State Brand Book and its quarterly amendments covered by <i>State Publications (DAN GS 15008)</i>.</p>	<p><b>Retain</b> for 6 years after expiration or non-renewal of registration</p> <p><i>then</i></p> <p><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>
15-09-68828 Rev. 0	<p><b>Missing and Stolen Livestock Files</b></p> <p>Records of livestock reported missing or stolen.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Law enforcement reports;</li> <li>• Owner documentation;</li> <li>• Recovery effort documentation.</li> </ul>	<p><b>Retain</b> for 6 years after date of report</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### 3.1 ANIMAL SERVICES

*The activity relating to the import/export, ownership and sales of livestock.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51372  Rev. 3	<p><b>Sale Records</b></p> <p>Provides a record of the number of livestock sold as unclaimed through impound, special sales, or state yards identifying each individual owner and buyer, and Certificates of Permit allowing cattle to be shipped into sales yards, as well as from sales yard to sales yard.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Brand Inspector’s monthly tally sheets;</li> <li>• Certificates of Permit (haul slip).</li> </ul> <p><i>Note: Proceeds from impound sales are held for one year by Department of Agriculture.</i></p>	<p><b>Retain</b> for 6 years after date of sale <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.2 DISEASE CONTROL

*The activity of managing the health of livestock, including vaccinations and other controls for livestock diseases.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12185 Rev. 2	<p><b><i>Disease Report</i></b> Monthly report submitted by practicing veterinarians to identify diseases found in those animals treated.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
75-07-12187 Rev. 3	<p><b><i>Livestock Vaccination Record</i></b> A record of livestock tested and/or vaccinated against diseases such as brucellosis. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• VS form 4-26 or other prescribed forms;</li> <li>• Correspondence regarding the animals.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
92-07-50784 Rev. 2	<p><b><i>Quarantine Record</i></b> Provides a record of quarantined animals with suspected disease problems and/or illegally imported that are awaiting necessary testing.</p>	<p><b>Retain</b> for 6 years after quarantine is released <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## 4. COMMODITIES

This section covers records relating to inspections, certifications and other oversight activities for commodities such as grains, fruits, vegetables and seeds.

### 4.1 ALL COMMODITIES

*The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of all commodities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-06-36664 Rev. 2	<p><b>Certificate of Compliance</b></p> <p>Records relating to the certificates of compliance issued to growers, shippers or warehouses that shipments of agricultural commodities (grains, seeds, fruits, vegetables etc.) are in compliance with the kinds, classes, grades and standards as set forth in federal regulations and state statutes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agreements and certificates of compliance;</li> <li>• Submitted pan sample tickets;</li> <li>• Submitted samples;</li> <li>• Weight certificates.</li> </ul> <p><i>Note: Retention requirements as per US Grain Standards Act (7 CFR 800).</i></p>	<p><b>Retain</b> for 5 years after certificate issued <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
92-05-50330 Rev. 0	<p><b>Export Statistics</b></p> <p>Statistical information regarding types and amounts of grain exported to worldwide destinations.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

#### 4.1 ALL COMMODITIES

*The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of all commodities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-05-50326 Rev. 2	<p><b>Gift Package Authorization</b> Authorization for out-of-state companies that request permission to use Washington State fruit in gift packets. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Affidavits;</li> <li>• Correspondence;</li> <li>• Other documentation of authorization.</li> </ul>	<p><b>Retain</b> for 6 years after date of authorization <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
81-01-26713 Rev. 1	<p><b>Grain Inspection Records – Federal/State</b> Documents relating to the inspection of grains and pulses under the federal-state grain inspection program. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Cereal grains (wheat, corn, oats, etc.) and pulses (beans, peas and lentils);</li> <li>• Certificates – other criteria (beet pulp pellets, unofficial proteins);</li> <li>• Domestic grain inspection certificates;</li> <li>• Grain shipment logs;</li> <li>• Pan sample tickets;</li> <li>• Weighing area inspections.</li> </ul> <p><i>Note: See 7 CFR 800.148 and 800.153 for retention requirements.</i></p>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

#### 4.1 ALL COMMODITIES

*The activity relating to the inspections, certifications, and other related records regarding the import/export and growing of all commodities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-05-24759 Rev. 1	<p><b>Organization for Economic Cooperation and Development (OECD) Files</b></p> <p>Provides documentation for the Organization for Economic Cooperation &amp; Development (OECD) files related to those foreign varieties of seed which have obtained certification approval by the United States Department of Agriculture and the Washington State Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certification submittals for varietal foreign seeds;</li> <li>• Certificates granted.</li> </ul> <p><i>Note: See WAC 16-302-215.</i></p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
81-01-26716 Rev. 1	<p><b>Rail Car Number and Seal Condition Record</b></p> <p>To record the number of grain rail cars arriving, the rail car number sequence, and any broken seals found.</p>	<p><b>Retain</b> for 1 month after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
86-06-36675 Rev. 1	<p><b>Special Grade Authority File</b></p> <p>Correspondence and documentation pertaining to growers authorized to register special grades of fruit.</p>	<p><b>Retain</b> for 3 years after termination of authority <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## 4.2 STORAGE – COMMODITIES

*The activity relating to the regulation and auditing of warehouses and storage facilities for commodities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-05-24980 Rev. 1	<p><b>Warehouse Records</b></p> <p>Documents relating to commodity storage warehouses subject to regulation or audit by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Warehouse storage capacity documents;</li> <li>• Warehouse bonds or insurance certificates;</li> <li>• Controlled atmosphere records;</li> <li>• Statistical information documents, including packout reports;</li> <li>• Compliance review documents, including reports, summaries, charts, and other data;</li> <li>• Documents relating to validated or destroyed negotiable warehouse receipts.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## 5. ENVIRONMENTAL ASSESSMENTS

This section covers records relating to environmental evaluations and assessments performed by the Department of Agriculture.

### 5.1 ASSESSMENTS

*The activity relating to reports and assessments of the impact of agricultural activities on the environment.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51186 Rev. 1	<p><b>Groundwater Pollution Prevention</b></p> <p>Documentation and information for the prevention of groundwater pollution from pesticides.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Geological Information Survey (GIS) applications data;</li> <li>Applications data.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
92-08-51187 Rev. 1	<p><b>Natural Resources Assessment Section Files</b></p> <p>Provides documentation, including reports, pertaining to program projects of the Natural Resources Assessment Section.</p> <p>Includes documents relating to:</p> <ul style="list-style-type: none"> <li>Water resources protection, including groundwater and surface water monitoring;</li> <li>Nonpoint pollution;</li> <li>Pesticides application database;</li> <li>Pesticides and nutrient strategy;</li> <li>Endangered species protection;</li> <li>Risk assessment.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <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>

## 5.2 INDEXING AND MAPPING

*The activity relating to creating indexes and maps related to crops and pesticide use and for the protection of the environment.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-10-60997 Rev. 2	<p><b><i>Crop Map – Annual</i></b> Documentation and information for the prevention of groundwater pollution from pesticides. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Geological Information Survey (GIS) applications data;</li> <li>• Applications data.</li> </ul> <p>Excludes Crop Map/Food Processing Map generated by Communications Office covered by <i>State Publications (DAN GS 15008)</i>.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <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>
05-10-60998 Rev. 0	<p><b><i>Pesticide and Crop Summaries</i></b> Provides documentation describing the crops that a specific pesticide is used on, both by chemical type and by crop type. Includes documents relating to each commodity for:</p> <ul style="list-style-type: none"> <li>• Method of pesticide application;</li> <li>• Quantities of pesticides used;</li> <li>• Rate of pesticide applications;</li> <li>• Timing of pesticide applications;</li> <li>• Type of pesticides used;</li> <li>• Pesticides application database.</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <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>

## 6. FOOD SAFETY AND CONSUMER SERVICES

This section covers records relating to food safety and consumer protection services.

6.1 EMERGENCY ASSISTANCE			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68347 Rev. 0	<p><b><i>Emergency Food Assistance</i></b></p> <p>Provides a record of program operations through contracts and program reports. Food assistance programs assist local organizations and tribes in providing emergency food to low income and vulnerable individuals.</p> <p><i>Note: Formerly a function of Department of Commerce and General Administration.</i></p>	<p><b>Retain</b> for 6 years after termination of contract</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OFM</p>

## 6.2 ORGANIC FOOD PROGRAM

*The activity relating to the promotion and certification of organic foods grown in the state.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51297 Rev. 5	<p><b>Organic Food Files – Certifications</b></p> <p>Records relating to both the United States Department of Agriculture (USDA) organic certification and/or state certifications. Includes transitional and international organic producers, processors, and handlers, and applicant files.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and correspondence;</li> <li>• Current practices and field history;</li> <li>• Inspection reports and residue analysis results;</li> <li>• Manufacturing process and labels;</li> <li>• Product ingredients.</li> </ul> <p><i>Note: See 7 CFR 205.510(b)(2) for retention requirements.</i></p>	<p><b>Retain</b> for 10 years after date of certification <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 7. INSPECTIONS

This section covers records relating to inspections performed by the Department of Agriculture for the purpose of issuing certifications and monitoring.

### 7.1 CERTIFICATIONS

*The activity relating to certifications issued by the agency after inspections/compliance have been met.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68339 Rev. 2	<p><b>Certification Records</b></p> <p>Documentation of certification applied for and then issued by the Department of Agriculture once requirements/inspections have been met. Documentation may include applications, inventories and lists of certified entities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Commodities;</li> <li>• Fumigation;</li> <li>• Seed and seed blends, tagging and sampling, growers and processors;</li> <li>• Nursery stock and plants;</li> <li>• Phytosanitary certification;</li> <li>• Veterinarians.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Hops Inspection Certificates (DAN 80-03-24529);</i></li> <li>• <i>Organic Food Files – Certifications (DAN 92-09-51297).</i></li> </ul>	<p><b>Retain</b> for 6 years after issuance of certificate <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 7.2 INSPECTION

*The activity relating to responding to inspections required for entities regulated by the Department of Agriculture.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68340 Rev. 4	<p><b>Inspection Records</b></p> <p>Records relating to inspections made by Department of Agriculture staff for those entities subject to regulation by the Department of Agriculture. Records include but are not limited to requests/notifications, reports, photos, notes, etc. Also includes requests received for inspection when it is determined that an inspection is not necessary.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Apiary and brown garden snails;</li> <li>• Fruits , vegetables, seeds, and seed potatoes;</li> <li>• Contract foods;</li> <li>• Devices, platforms, storage facilities, weights and measures;</li> <li>• Nursery stock, bulbs and plants;</li> <li>• Pesticide and fertilizer inspections and sampling, including chemist reports sent to registrants;</li> <li>• Surveillance inspections of suspected/alleged violations.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Animal Movement Records (DAN 09-10-62131);</i></li> <li>• <i>Certificate of Compliance (DAN 86-06-36664);</i></li> <li>• <i>Grain Inspection Records – Federal/State (DAN 81-01-26713);</i></li> <li>• <i>Field Inspection Activity (DAN 78-12-21654);</i></li> <li>• <i>Hop Inspection Certificates (DAN 80-03-24529);</i></li> <li>• <i>Dairy and Feed Lot Files (DAN 15-09-68829).</i></li> </ul>	<p><b>Retain</b> for 6 years after date of inspection/decision not to inspect</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 8. INVESTIGATIONS

This section covers records relating to investigations performed by the Department of Agriculture.

### 8.1 INVESTIGATIONS

*The activity relating to responding to complaints/violations notifications received by agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-10-69310 Rev. 0	<p><b>Complaints – Unfounded</b></p> <p>Records relating to complaints against an entity subject to regulation by the Department of Agriculture that are uncertified, unfounded or frivolous, without merit, and contain insufficient evidence to proceed.</p> <p><i>Note: Complaints leading to preliminary or formal investigations become part of the investigative case files.</i></p>	<p><b>Retain</b> for 1 year after completion of review <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68338 Rev. 1	<p><b>Investigation Records</b></p> <p>Documents relating to investigations made by Department of Agriculture staff against an entity subject to regulation by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Commission merchant investigations;</li> <li>• Feed, fertilizer, pesticides complaints and violations;</li> <li>• Water quality complaints and violations;</li> <li>• Weights and measures complaints and violations;</li> </ul> <p><i>Note: Investigations resulting in fines/penalties are then covered under Notices or Orders – Non-Adjudicated (DAN 12-09-68337).</i></p>	<p><b>Retain</b> for 6 years after investigation completed and either dismissed or adjudicated <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 9. LABORATORY SERVICES

This section covers records relating to laboratory activities and services such as testing and monitoring administered by the Department of Agriculture.

### 9.1 DAIRY PRODUCTS TESTING

*The activity relating to the laboratory testing of samples from dairies.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-08-32762  Rev. 1	<p><b><i>Dairy Producer Submitted Testing – No Violations</i></b></p> <p>To provide a record of various tests results and reports from samples submitted by dairy producers. For quality assurance and statutory compliance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bacterial examination testing of water samples submitted;</li> <li>• Finished dairy product laboratory reports;</li> <li>• Frozen dessert, butter, and cultured products laboratory reports;</li> <li>• Leukocyte and bacteria testing and results.</li> </ul> <p><i>Note: If results or analysis show violations or prompt an investigation, the lab records then become part of the violation/investigation files and managed according to the appropriate retention for any subsequent investigation or enforcement action.</i></p>	<p><b>Retain</b> for 1 month after test results completed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 9.2 LABORATORY SERVICES

*The activity relating to lab services provided by or for the Department of Agriculture.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68343 Rev. 1	<p><b>Laboratory Service Records – General (No Violations)</b></p> <p>Documents relating to laboratory activities and tests conducted by or for the Department of Agriculture.</p> <p>Services include testing for:</p> <ul style="list-style-type: none"> <li>• Animal diseases and bacterial identification;</li> <li>• Calibration of weights and measures;</li> <li>• Chemical and pesticide contamination;</li> <li>• Detained and embargoed agricultural products;</li> <li>• Germination;</li> <li>• Hops;</li> <li>• Parasites and insects;</li> <li>• Pesticides and fertilizers;</li> <li>• Purity.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application for services;</li> <li>• Diagnostics and results;</li> <li>• Logs, methods and procedures used;</li> <li>• Sample records and transmittals.</li> </ul> <p>Excludes records covered by <i>Dairy Producer Submitted Testing – No Violations (DAN 83-08-32762)</i>.</p> <p><i>Note: If results or analysis show violations or prompt an investigation, the lab records then become part of the violation/investigation files and managed according to the appropriate retention for any subsequent investigation or enforcement action.</i></p>	<p><b>Retain</b> for 6 years after testing or analysis completed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10. LICENSES, PERMITS and REGISTRATIONS

This section covers records relating to the licenses, permits granted and registration of products by the Department of Agriculture.

### 10.1 LICENSES AND PERMITS

*The activity relating to the issuing of licenses and permits to agricultural related workers and activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68344 Rev. 2	<p><b>Licenses/Permits Issued – Applications and Renewals</b></p> <p>Records relating to the applications, issuance, and renewal of licenses/permits issued by the Department of Agriculture <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certified feedlots;</li> <li>• Collective use permits;</li> <li>• Commission merchants;</li> <li>• Controlled atmosphere;</li> <li>• Dairy program, dairy producers and technicians;</li> <li>• Experimental use permits;</li> <li>• Food programs, including cottage food operations, custom farm slaughterers, custom meat, eggs, food plants and warehouses, and poultry;</li> <li>• Garbage feeders;</li> <li>• Holding facilities;</li> <li>• Independent animal carcass collectors and rendering plants;</li> <li>• Nursery dealers;</li> <li>• Pesticide and pest control applicators, operators and consultants;</li> <li>• Public livestock licenses;</li> <li>• Seed dealers and seed labeling permits;</li> <li>• Service agents and special sales;</li> <li>• Warehouse audit licenses;</li> <li>• Weighmasters and weighers.</li> </ul>	<p><b>Retain</b> for 6 years after expiration or non-renewal of license/permit</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 10.2 REGISTRATIONS

*The activity relating to the activity of registering or listing of products subject to regulation by the Department of Agriculture.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68346 Rev. 2	<p><b>Registration/Exemption From Registration Records</b></p> <p>Documents relating to registrations or exemptions from registration for entities or products subject to regulation by the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Animal remedy registrations;</li> <li>• Apiary registrations;</li> <li>• Commercial feed and fertilizer products;</li> <li>• Dairy nutrient management program registrations;</li> <li>• Exemptions and emergency exemptions;</li> <li>• Ingredient lists for products being registered (may be confidential);</li> <li>• Organic material registrations;</li> <li>• Pesticide products;</li> <li>• Special local needs.</li> </ul>	<p><b>Retain</b> for 6 years after expiration or non-renewal of registration</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## 11. PESTICIDE AND NUTRIENT MANAGEMENT

This section covers records relating to the application/monitoring/regulation of pesticides and livestock nutrients in the state.

<b>11.1 PESTICIDE APPLICATION/PEST INSPECTION LICENSING</b>			
<i>The activity relating to the licensing of individuals for the application of pesticides and performing pest inspections.</i>			
<b>DISPOSITION AUTHORITY NUMBER (DAN)</b>	<b>DESCRIPTION OF RECORDS</b>	<b>RETENTION AND DISPOSITION ACTION</b>	<b>DESIGNATION</b>
92-08-51197 Rev. 6	<p><b><i>Pest/Pesticide License Renewals – Successful</i></b></p> <p>Documents relating to the renewal of pest inspection or pesticide licenses, NOT including the initial application file.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Renewal notices and related correspondence;</li> <li>• Renewal applications.</li> </ul> <p><i>Note: Original license applications are covered under Licenses/Permits – Applications and Renewals (DAN 12-09-68344).</i></p>	<p><b>Retain</b> for 2 years after expiration or non-renewal of license</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
92-08-51195 Rev. 3	<p><b><i>Pest/Pesticide License Renewals – Unsuccessful</i></b></p> <p>Provides a record of those individuals who, through testing, did not qualify for the State of Washington certification or renewal for which they applied.</p> <p><i>Note: Original license applications are covered under Licenses/Permits Issued – Applications and Renewals (DAN 12-09-68344).</i></p>	<p><b>Retain</b> for 2 years after unsuccessful attempt</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
92-08-51199 Rev. 1	<p><b><i>Pesticide Licensing Recertification Course Information</i></b></p> <p>To provide a record of all courses which have received Department of Agriculture pesticide license recertification credits during a calendar year.</p>	<p><b>Retain</b> for 6 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 11.2 MONITORING AND REPORTING

*The activity relating to the collection, monitoring and reporting of pesticides, the monitoring and reporting of livestock nutrients, and their impact on the environment.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-09-68829 Rev. 0	<p><b><i>Dairy and Feed Lot Files</i></b></p> <p>Documents relating to the regulation and inspections of individual dairies and feed lots, known as Concentrated Animal Feeding Operations (CAFO).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints;</li> <li>• Inspection documentation;</li> <li>• Enforcement actions;</li> <li>• Water quality documentation.</li> </ul>	<p><b>Retain</b> for 6 years after matter resolved and inspection/enforcement completed</p> <p><i>or</i></p> <p>dairy closed, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
92-08-51193 Rev. 2	<p><b><i>Pesticide Sensitive Individuals</i></b></p> <p>Registration and other documentation sent to the Department of Agriculture by persons who wish to be included on a published list of pesticide sensitive individuals in accordance to state law.</p>	<p><b>Retain</b> for 6 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
92-08-51194 Rev. 3	<p><b><i>Pesticide Treatment Records</i></b></p> <p>Provides a record of pesticides applied to treatment areas by licensed applicators; information used for enforcement of state laws regarding pesticides.</p>	<p><b>Retain</b> for 6 years after date of treatment</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 11.2 MONITORING AND REPORTING

*The activity relating to the collection, monitoring and reporting of pesticides, the monitoring and reporting of livestock nutrients, and their impact on the environment.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51184 Rev. 3	<p><b>Waste Pesticide Collection – Final Reports and Summary Records</b></p> <p>Documentation providing a final record of all waste pesticide collection activities of the Department of Agriculture.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Shipping manifest;</li> <li>• Dangerous waste annual reports;</li> <li>• Department of Ecology forms for pesticide generator number;</li> <li>• Certificate of Destruction.</li> </ul>	<p><b>Retain</b> for life of agency <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
92-08-51185 Rev. 3	<p><b>Wetland Pesticide Treatments – Summary Records</b></p> <p>Provides a record of pesticides applied to state wetland treatment areas by Governor’s Executive Order, or as part of a pest control project, such as the Spartina Weed Control Project.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications for coverage;</li> <li>• Experimental permits;</li> <li>• Final Reports;</li> <li>• Pesticide treatments;</li> <li>• SEPA documentation;</li> <li>• Treatment Maps.</li> </ul>	<p><b>Retain</b> for 6 years after date of pesticide treatment <i>then</i> <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>

## 12. PLANT PROTECTION AND INSECT/PEST CONTROL

This section covers records related to the protection of agricultural plants, including noxious weeds and pests.

### 12.1 INSECTS/ENTOMOLOGY AND PEST CONTROL

*The activity of protecting plants from insects and control of pests and noxious weeds.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-02-60027 Rev. 2	<p><b><i>Pest and Noxious Weed Control and Eradication – Working Files</i></b></p> <p>Documentation of all activities for surveys, detection, control or eradication efforts for insects and plant pests, including noxious weeds. These are working files used by program staff to develop plans and to generate final summary reports and results.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Biologic agents/vendor information;</li> <li>• Catches and surveys;</li> <li>• Control and eradication efforts;</li> <li>• Diseases and genetic insect testing;</li> <li>• Landowner consent;</li> <li>• Trap location/placement/results records;</li> <li>• Pest hotline logs and reports.</li> </ul> <p><i>Note: Final results and summaries are covered under Pest and Noxious Weed Control and Eradication Files – Final Results and Summaries (DAN 01-02-60028) (Archival).</i></p>	<p><b>Retain</b> for 4 years after end of federal fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

**12.1 INSECTS/ENTOMOLOGY AND PEST CONTROL**

*The activity of protecting plants from insects and control of pests and noxious weeds.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-02-60028 Rev. 2	<p><b><i>Pest and Noxious Weed Control and Eradication Files – Final Results and Summaries</i></b></p> <p>Documentation of the final summaries and results of surveys, detection, control or eradication efforts for insects and plant pests, including noxious weeds. Summary of information contained on individual Insect Pest Survey Maps, Insect Trap Placement Records, and noxious weed distribution data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Budget information;</li> <li>• Catches and surveys results;</li> <li>• Control and eradication efforts including pesticide use;</li> <li>• Diseases and genetic insect test results;</li> <li>• Governor’s declarations and Landowner consent;</li> <li>• Manuals, procedures, and treatment logs;</li> <li>• Pest hotline logs and reports;</li> <li>• Trap location/placement/results records.</li> </ul>	<p><b>Retain</b> for 6 years after end of federal fiscal year</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>

## 12.2 PLANT PROTECTION

The activity of protecting agricultural crops and plants from pests and to promote crop production.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-03-24529 Rev. 1	<p><b><i>Hop Inspection Certificates</i></b> For the physical analysis of a particular sample lot of hops; federal certificates are provided from this analysis.</p>	<p><b>Retain</b> for 3 years after end of federal fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## GLOSSARY

### ***Appraisal***

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

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

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

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

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

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

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

**Public records which do not possess sufficient historic 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 that 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 which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

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

**Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and*

*including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

***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 of form or a number of different types of documents that are filed together to document a specific function.**

***State Records Committee***

**The 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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