

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Fruit Commission - Office# 100	<p style="text-align: center;">ACCOUNTS PAYABLE</p> <p>Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.</p>	87-09-40744 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Fruit Commission - Office# 100	<p style="text-align: center;">ADVERTISING AND PROMOTION</p> <p>Provides a comprehensive record of planned and executed educational and promotional efforts of the commission to effectuate the objects of RCW 15.28.</p>	87-09-40751 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Fruit Commission - Office# 100	<p style="text-align: center;">AGREEMENTS AND CONTRACTS</p> <p>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.</p>	87-09-40737 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Fruit Commission - Office# 100	<p style="text-align: center;">ASSESSMENTS AND COLLECTIONS</p> <p>Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for promotion and operational costs; also the investigation of unfair trade practices.</p>	87-09-40743 Rev.0	FINAL PAYMENT	72 Months	0 Months	6 Years	Non-Archival OPR
Fruit Commission - Office# 100	<p style="text-align: center;">AUDIT RECORDS</p> <p>Documentation providing a record of annual audit reports which are subject to procedures and methods lawfully prescribed by the state auditor.</p>	87-09-40747 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Fruit Commission - Office# 100	<p style="text-align: center;">BANKING RECORDS</p> <p>Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the commission.</p>	87-09-40742 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Fruit Commission - Office# 100	<p style="text-align: center;">BUDGET WORKPAPERS</p> <p>Provides a record of yearly budget projections and operating expenditures.</p>	87-09-40746 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM

Fruit Commission - Office# 100	COMMITTEE REPORTS To provide a records of meetings and various activities of the District Advisory Committee and the State Commodity Committee. (ref. RCW 15.28.070 and 15.28.220.	87-09-40752 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Fruit Commission - Office# 100	ELECTIONS Documents election proceedings and appointments made of persons to serve as members of the board.	87-09-40738 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Fruit Commission - Office# 100	FINANCIAL REPORTS Documentation includes: general ledger and interim financial statements which provides a record of yearly budget projections and operating expenditures.	87-09-40745 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Fruit Commission - Office# 100	HISTORY, WASHINGTON FRUIT COMMISSION Historical documentation of the formation and organization of the commission.	87-09-40740 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Fruit Commission - Office# 100	LEGISLATION FILE To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the Revised Code of Washington pertaining to the commission.	87-09-40749 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR
Fruit Commission - Office# 100	LITIGATION AND LEGAL MATTERS Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the Washington State Attorney General Office.	87-9-40750 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Fruit Commission - Office# 100	MEETING MINUTES To provide a record of regular, annual and other special meetings held by the commission.	87-09-40739 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Fruit Commission - Office# 100	PAYROLL RECORDS Provides a record of personnel actions, payroll, and tax information and other documentation pertaining to the Fruit Commission payroll.	87-09-40755 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR

Fruit Commission - Office# 100	<p style="text-align: center;">PRODUCTION REPORTS</p> <p>Statistical summary record providing information regarding increased production, development and expansion of markets and improvement of the handling and quality of soft tree fruits. (Reference: RCW 15.28.220)</p>	87-09-40753 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Fruit Commission - Office# 100	<p style="text-align: center;">PUBLICATIONS AND BULLETINS</p> <p>Historical record containing copies of all commission publications, including bulletins, promotional printing and other literature.</p>	87-09-40741 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Fruit Commission - Office# 100	<p style="text-align: center;">STATE AUDIT REPORTS</p> <p>Provides a record of audit examinations performed by the state auditor.</p>	87-09-40748 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Fruit Commission - Office# 100	<p style="text-align: center;">STATISTICAL REPORTS</p> <p>Provides a record of all soft tree fruits handled, shipped or processed by state dealers, handlers, and processors as required by RCW 15.28.210.</p>	87-09-40754 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM