

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Historical Society, Washington State - Office# 110	Columbia: The Magazine of Northwest History Subject Files and General Documentation Documentation of the administration of Columbia Magazine office. May include materials related to each issue of Columbia Original manuscripts, illustrations, correspondence, logs, forms computer files, that include fonts, images and layouts.	00-03-59629 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Accession Record Applicaton for donation, c 2 gives sufficient information on donor and items being donated for department heads and director to decide whether to accept or refuse the donation. Object registration form, c 2 gives basic information on the items for museum donor and subject files. Correspondence acknowledging receipt and thanking donor.	87-06-40303 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Deaccession Record Justifies and suggests a method of disposal of surplus items for consideration of the director, c.2	87-06-40304 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Loan Record Records information on borrowers, items borrowed and duration of loan.	87-06-40305 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Manuscript Collection Preservation Survey Form Gives information on condition of manuscript collections and recommends whatever preservation action necessary.	87-06-40302 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Manuscript Inventory Form Describes manuscript collections giving source, date, types of material, size of collection, subject areas covered and storage location.	87-06-40298 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Manuscript Use Register Records use of specific manuscript collections, by whom and when.	87-06-40300 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Monthly Statistical Report Records number of questions answered by phone and mail, number of researchers in the library, number of photographs ordered and number of items processed for each month.	87-06-40299 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM

Historical Society, Washington State - Office# 200	Patron Registration Form Records names and addresses of library researchers along with materials used and purpose for using them.	87-06-40295 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Photocopy Control Journal Tabulates number of copies made by copy machine and microfilm reader-printer and money taken in.	87-06-40301 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Photograph Inventory Form Describes photograph collections giving source, date, number and type of photographs along with subject areas covered and storage location.	87-06-40297 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 200	Photograph Order Form Records names and addresses of researchers ordering photographs, the photographs they ordered and plans for their use.	87-06-40296 Rev.0	FINAL PAYMENT	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 300	Education Department Subject Files and General Documentation Education Department documentation of the administration of department activities. May include meeting minutes, agendas, news releases, newspaper clippings, correspondence volunteer records, conference planning documents and registration forms, school and group tour bookings and other materials. NOTE: This series contains program level files as established under enabling legislation.	00-03-59568 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 400	Membership Due Billing Form To invoice members for annual membership fees.	88-04-42176 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OFM
Historical Society, Washington State - Office# 400	Petty Cash Voucher Form Provides a record of processing internal requests for petty cash from the local fund.	88-04-42177 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OFM
Historical Society, Washington State - Office# 400	WSHS Accounting/Budget System Data Entry Form To record the account distribution of an invoice to be paid from local funds.	88-04-42174 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OPR
Historical Society, Washington State - Office# 400	WSHS Internal Purchase Requisition To record authorization to purchase supplies and equipment.	88-04-42175 Rev.0	Fiscal Year	84 Months	0 Months	7 Years	Non-Archival OPR

Historical Society, Washington State - Office# 500	Adjustment of Estimated to Actual Revenue SF 9150-A Provides record of fund, source estimated revenue, actual revenue, and amount of variance.	86-11-38933 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Advise of Change in Employment SF 7100 Provides a record of hiring, separation, changes in job classification and pay range, and other changes in job status of employees.	86-11-38928 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Affidavit of Publication Provides proof that certain information was published in a newspaper.	86-11-38938 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	AFRS Daily Reconciliation Report A64 Provides a worksheet for comparing total transactions entered and total transactions processed by AFRS system.	86-11-38918 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Annual Leave and Sick Leave Record SF 5702-A Provides a record of sick leave and annual leave taken by each employee.	86-11-38925 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Attorney General Opinions and Working Papers Provides opinions of State Attorney General on matters of importance to Historical Association.	86-11-38943 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Cash Ledger Ledger providing record of cash taken in and for what purpose.	86-11-38939 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Detail of Disbursements SF 9018 Provides a record of expenditures of allotments.	86-11-38931 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Disbursement Ledger SF 94-A Provides a ledger record of paid warrants.	86-11-38920 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Estimated Expenditure for Salaries and Wages SF 2075 Provides record of monies requested for payment of employees, to be used in budget preparation.	86-11-38924 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Estimated Expenditures Worksheets Worksheets for estimating allotment and expenditures.	86-11-38935 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Financial Reports Provides a record of budget requests, expenditures and balances for each purpose.	86-11-38937 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM

Historical Society, Washington State - Office# 500	Invoice - Central Stores Revolving Fund Provides a record of items received by agency from Central Stores, and charges.	86-11-38910 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Legislative Budget Committee's Report of the Legislature Provides recap of expenditures and of revenue taken in.	86-11-38944 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	List of Officers and Members Provides record of names of officers and members of State Capitol Historical Association.	86-11-38941 Rev.0		900 Months	0 Months	75 Years	Archival OFM
Historical Society, Washington State - Office# 500	Minutes Provides record of meetings of Executive Board of State Capitol Historical Association.	86-11-38940 Rev.0	permanent	900 Months	0 Months	75 Years	Archival OPR
Historical Society, Washington State - Office# 500	Monthly Report of Appropriation Expenditures SF 1996 Provides a record of expenditures which have been budgeted for.	86-11-38922 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Payroll Voucher SF 101 B Serves as an invoice voucher for payroll monies.	86-11-38914 Rev.0	FISCAL YEAR	120 Months	0 Months	10 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Personnel Statistics Report Provides record of number of employees, new hirings, separations, and other employee statistics for each month.	86-11-38929 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Personnel-Position Action Listing Computer-generated report of personnel statistics.	86-11-38930 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Printing Invoice Provides a record of printing or other services from teh State Printer.	86-11-38915 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Purchase Requisition To order materials, supplies and equipment not under state contract.	86-11-38911 Rev.0	Fiscal Year	0 Months	0 Months	0 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Purchasing Order SF 1120 Provides a record of items ordered by agency.	86-11-38913 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Quarterly Estimate of Expenditures SF 6516 Provides record of allotments and estimated expenditures of them.	86-11-38926 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM

Historical Society, Washington State - Office# 500	Quarterly Estimate of Expenditures SF 6516 Provides record of allotments and estimated expenditures of them	86-11-38927 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Receiving Report - Accounting Copy Provides a record of items sent to agency from Central Stores, and charges for items.	86-11-38912 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Reconciliation of Records Provides a record of receipts and disbursement for current month and biennium to date.	86-11-38936 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Report of Examination by State Auditor Provides record of examination of Association's fiscal records by State Auditor.	86-11-38945 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Return of Organization Exempt from Income Tax 990-A Internal Revenue Service tax return from tax-exempt organization.	86-11-38919 Rev.0	FISCAL YEAR	24 Months	24 Months	4 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Revenue and Disbursement Ledger Provides a record of income and expenditures.	86-11-38934 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Summary of Estimated Expenditures SF 2074 Provides record of allotment scheduleds at level below "program" and "object."	86-11-38923 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Transaction Authorization and Certification A45 Provides records of transactions entered.	86-11-38916 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Transaction Register SF9101 Provides record of transactions by fund and source for current month and biennium to date.	86-11-38932 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Visitor Register Provides record of names of visitors to State Capitol Museum.	86-11-38942 Rev.0	CALENDAR YEAR	240 Months	0 Months	20 Years	Non-Archival OFM
Historical Society, Washington State - Office# 500	Voucher Transmittal Report SF 101 A To record the account distribution of an invoice when a Purchase Order or Field Order is involved.	86-11-38921 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Historical Society, Washington State - Office# 500	Withholding Tax Listing Computer-generated listing of amounts withheld from employee's wages and salaries for income tax purposes.	86-11-38917 Rev.0	FISCAL YEAR	48 Months	0 Months	4 Years	Non-Archival OFM

<p>Historical Society, Washington State - Office# 700</p>	<p>Center for Columbia River History Subject Files an General Documentation</p> <p>Center for Columbia History documentation of the administration of department activities. May include reports, studies, news releases, newspaper clippings, correspondence, volunteer records, conference and workshop planning documents and registration forms, technical assistance records.</p> <p>NOTE: This series contains program level files as established under enabling legislation.</p>	<p>00-03-59569 Rev.0</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>
<p>Historical Society, Washington State - Office# 700</p>	<p>Heritage Resource Center Subject Files and General Documentation</p> <p>Heritage Resource Center documentation of the administration of department activities. May include meeting minutes, agendas, organizational charts, narrative reports, departmental or interdepartmental reports, studies, news releases, newspaper clippings, correspondence, volunteer records, conference and workshop planning documents and registration forms, technical assistance records.</p> <p>NOTE: This series contains program level files as established under enabling legislation.</p>	<p>00-03-59570 Rev.0</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>