

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Law Library, State - Office# 120	ACCOUNTS PAYABLE FILES To record payments made to individual vendors. NOTE: Says Discontinued on schedule, but no date.	74-10-07030 Rev.0	NONE	120 Months	0 Months	10 Years	Non-Archival OFM
Law Library, State - Office# 120	ACQUISITION OF LEGAL PUBLICATIONS Reference of acquisitions of publications for Court of Appeals libraries.	73-08-02841 Rev.0	none	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	ACQUISITIONS LEGAL PUBLICATIONS Records of publications acquired by the Law Library.	81-04-27582 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	COUNTY DISTRIBUTION OF STATE GOVERNMENT EMPLOYMENT FORM, GOVERNEMENT PAYROLL COOPERATIVE REPORT Serves as a report to Dept of Employment Security. NOTE: Says Discontinued on schedule, but no date.	74-10-07031 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Law Library, State - Office# 120	EQUIPMENT INVENTORY Listing of all equipment owned by agency. PM200, Property management systems update; PM 340 Property management systems location code report.	81-04-27580 Rev.0	UNTIL SUPERSEDED	12 Months	0 Months	1 Years	Non-Archival OFM
Law Library, State - Office# 120	FEDERAL INCOME TAX DATA Provides a record of Federal Income Tax data. NOTE: Says Discontinued on the schedule, but no date.	73-08-02839 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	FEDERAL INCOME TAX DATA Provides a record of Federal Income Tax withheld and deductions for each employee of the Washington State Law Library.	73-08-02844 Rev.0	Fiscal Year	24 Months	36 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	ORDERS FOR STATE PUBLICATIONS Order forms and requests for state publications.	81-04-27583 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	ORDERS FOR STATE PUBLICATIONS Serves has a means of orders from buyers for appliable state publications.	73-08-02836 Rev.0	Fiscal Year	84 Months	0 Months	7 Years	Non-Archival OFM

Law Library, State - Office# 120	PAYROLL AND RELATED COSTS Current reports of payrolling costs as Labor & Industries Reports, suspense/revolving fund reconciliation, distribution of payroll & related cost, year to dat register, employee retirement contributions.	73-08-02840 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	RECEIPTS AND ALLOTMENTS Reconciliation of Fiscal Records. Receipts are for money received for session laws. NOTE: Says Discontinued on schedule, but no date.	73-08-02838 Rev.0	CALENDAR YEAR	0 Months	84 Months	7 Years	Non-Archival OPR
Law Library, State - Office# 120	RECORD OF PUBLICATIONS RECEIVED Provides record of acquisitions of publications.	73-08-02842 Rev.0	Recision or supersession	0 Months	0 Months	0 Years	Non-Archival OFM
Law Library, State - Office# 120	REVOLVING FUND FINANCIAL PAPERS Revolving fund bank accounts; receipts for purchase of session laws and cancelled checks for payment of current bills NOTE: Says Discontinued on schedule, but no date.	73-08-02837 Rev.0	none	0 Months	84 Months	7 Years	Non-Archival OPR
Law Library, State - Office# 120	SESSION LAW AND JOURNAL EXCHANGES Library Correspondence regarding exchanges of session laws and journals.	73-08-02843 Rev.0	Upon recision or supersession	0 Months	0 Months	0 Years	Non-Archival OFM
Law Library, State - Office# 120	SESSION LAWS AND JOURNAL EXCHANGE Record of session laws and journal exchange with other libraries. REV 1: Increased retention period for Office from 4 years to 5 years as per schedule 4/25/88, without noting in a revision statement.	81-04-27581 Rev.1	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	SUPPLIES & EQUIPMENT INDEX Reference to supply & equipment purchases.	73-08-02845 Rev.0	last piece of equipment removed from inventory	0 Months	0 Months	0 Years	Non-Archival OFM
Law Library, State - Office# 120	SUPPLY & EQUIPMENT INDEX Listing of equipment owned by agency. NOTE: Says Discontinued on schedule, but no date.	81-04-27579 Rev.0	none	0 Months	0 Months	0 Years	Non-Archival OFM
Law Library, State - Office# 120	USE TAX FORMS Combined quarterly Excise Tax Return REV 40 2406Q. Provides reference for quarterly use tax paid to the Department of Revenue.	81-04-27577 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM

Law Library, State - Office# 120	<p style="text-align: center;">USE TAX RETURN - TAXPAYERS COPY</p> <p>To provide reference to the amount of Use Tax payments made to the Washington State Dept of Revenue by the quarters.</p>	74-10-07029 Rev.0	CALENDAR YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Law Library, State - Office# 120	<p style="text-align: center;">VENDOR TRANSACTION FILE</p> <p>Provides a ready reference by vendor to documentation for purchases made. Vendor Remittance Advice A2, copy 3; Invoice Voucher, copy 3</p>	81-04-27578 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM