

**This schedule applies to: All Local Government Agencies**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources, and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule 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 local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") 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.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state, and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to 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 Local Records Committee in accordance with [RCW 40.14.070](#) on August 5, 2020.

*Signature on File*

For the State Auditor: Al Rose

*Signature on File*

For the Attorney General: Matt Kernutt

*Signature on File*

The State Archivist: Steve Excell

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 16, 2008	Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN GS50-09-14).
2.0	January 28, 2010	Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from <i>Local Government General Records Retention Schedule (LGRRS) Version 5.0</i> and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all <i>new and revised</i> records series. (Definitions can be found in the Glossary.) Revision numbers have been added to all Disposition Authority Numbers (DANs). A new section, Records with Minimal Retention Value, covers records previously covered by GS50-02 (which has been discontinued). Removed "Secondary Copy" and "Remarks" columns in all activities with <i>new and revised</i> records series. Also removed extraneous notes about revisions and corrections in all records series.
2.1	July 29, 2010	Records series in the Risk Management/Insurance and Legal sections (covering accidents/incidents, guardian permission for minors, and claims for damages) have been revised. The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added. GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc. Two new series covering agency strategic plans have been added. A new series covering Superior Court source records (which have been reproduced) has been added. An obsolete records series relating to public disclosure requests has been discontinued.
2.2	December 15, 2011	Critical updates based on user feedback/input. 36 pages removed. 77 records series discontinued, 34 revised, and 28 added. 31 existing series relating to financial transactions have been consolidated into 2 new series: <b>Financial Transactions – General</b> , and <b>Financial Transactions – Bond, Grant and Levy Projects</b> . 19 existing series relating to meetings and hearings have been consolidated into 2 existing and 4 new series. Added "Designations" column; removed "Item No.", "Secondary Record Copy", and "Remarks" columns. (Some remarks have been added to description as "Notes".) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.)
3.0	November 29, 2012	Complete revision of the Asset Management function. 34 new series; 7 series transferred in from LGRRS Version 5.2; 87 series revised; and 78 series discontinued. Multiple activities restructured and several new activities added including: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)
3.1	December 18, 2014	Added new series (GS2014-030) to urgently address the payment card Sensitive Authentication Data issue. Three additional series added (GS2014-029, GS2014-031, and GS2014-032); one discontinued (GS2010-085); and 11 revised/updated. Also, corrections made to 11 DAN <i>revision numbers</i> (e.g., "Rev. 0") (All changes are detailed in the Summary of Changes.)

Version	Date of Approval	Extent of Revision
3.2	August 20, 2015	One records series modified. GS2014-030 renamed <b>Financial Transactions – Sensitive Cardholder Data</b> and description modified to <u>include</u> primary account/credit card number (PAN) <i>as well as</i> all Sensitive Authentication Data (SAD). Exclusions on p.90 & 91 updated. (No Summary of Changes.)
3.3	October 27, 2016	Minor revisions to the “Agency Management – Meetings and Hearings” and “Records with Minimal Retention Value (Transitory Records)” sections.
4.0	May 18, 2017	Complete revision of <b>Human Resource Management, Legal Affairs</b> (Agency Management), and <b>Payroll</b> (Financial Management). <b>IMPORTANT:</b> Disposition authority for legal advice/opinions provided by the agency attorney (or outside counsel) is granted <i>with the DAN for the records to which the advice relates</i> , whether specified in each individual records series or not. <b>EMPLOYEE</b> refers to any individual who performs tasks or assumes responsibilities <i>for or on behalf of the agency</i> , whether paid or unpaid (e.g., appointed, volunteer, contract, temporary, etc.) This definition applies <u>only</u> in relation to legal disposition authority and does not refer to legal employment status. 16 records series added; 63 revised; and 98 discontinued. (All changes are listed in the Summary of Changes.)
4.1	August 5, 2020	Minor revisions to the “Asset Management – Security” section.

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.

<http://www.sos.wa.gov/archives/>

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SUPERSEDED

## 1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration. Also includes managing the agency's interaction with its community, and managing its legal matters.

### 1.1 ADMINISTRATION (GENERAL)

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-02 Rev. 0	<p>ADMINISTRATIVE WORKING FILES</p> <p>Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.</p> <p><i>Remarks: Contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</i></p>	<p>Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-01-36 Rev. 0	<p>APPOINTMENT CALENDARS</p> <p><i>Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</i></p>	<p>Destroy when obsolete or superseded</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**1.1 ADMINISTRATION (GENERAL)**

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 3	<p><b>Communications – Governing/Executive/Advisory</b> Internal and external communications to, from, and/or on behalf of the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, <u>and that are not covered by a more specific records series.</u></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agency-initiated information/advice;</li> <li>• Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member;</li> <li>• Requests for and provision of information/advice.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Non-executive communications covered by DAN GS2010-001;</li> <li>• Public records requests covered by DAN GS2010-014;</li> <li>• The provision of routine information covered by DAN GS50-02-01.</li> </ul> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

SUPERSEDED

**1.1 ADMINISTRATION (GENERAL)**

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 3	<p><b>Communications – Non-Executive</b></p> <p>Internal and external communications to or from <a href="#">employees</a> (includes contractors and volunteers), that are made or received in connection with the transaction of public business, <b>and that are not covered by a more specific records series.</b></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for and provision of information/advice;</li> <li>• Agency-initiated information/advice.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Communications sent or received by support staff on behalf of the executive or governing/advisory member, which are covered elsewhere in <i>CORE</i> (such as GS50-01-12) and sector schedules;</li> <li>• Governing/Executive/Advisory communications covered by DAN GS50-01-12;</li> <li>• Public records requests covered by DAN GS2010-014;</li> <li>• The provision of routine information covered by DAN GS50-02-01.</li> </ul> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

### 1.1 ADMINISTRATION (GENERAL)

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-03 Rev. 1	<b>Informational Reports Compiled for Agency Use</b> Reports created by agency staff <i>where not covered by a more specific records series in CORE or sector schedules.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
GS50-01-39 Rev. 1	<b>Project Files (Miscellaneous)</b> Records relating to agency projects <i>where not covered by a more specific records series in CORE or sector schedules.</i>	Retain for 6 years after completion of project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
GS50-01-32 Rev. 1	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b> Research/program reports, studies, surveys, models, and analyses <i>where not covered by a more specific records series in CORE or sector schedules.</i>  Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED

## 1.2 AUTHORIZATION/CERTIFICATION

The activity of the local government agency seeking authorization/approval from regulating authorities relating to its general functions, mission, or operations, where regulated by federal, state or local law or court rule. Excludes the granting of approval by the local government agency acting in a regulatory capacity, which is covered in sector schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 2	<p><b>Authorizations/Certifications – Agency Management</b></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by the agency</u> in relation to its general functions and operations, <b>where not covered by a more specific records series</b>. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes applications, confirmations, correspondence, violations/corrections, reports, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Airport operating certificates (United States Federal Aviation Administration, <u>14 CFR § 139</u>);</li> <li>• Animal control registration (Board of Pharmacy, <u>RCW 69.50.310</u>);</li> <li>• Animal exhibitor/importer/rehabilitation licenses, registrations and permits (U.S. Department of Agriculture, Center for Disease Control, U.S. Dept. of Fish and Wildlife);</li> <li>• Drug Enforcement Agency (DEA) license to acquire/dispense drugs;</li> <li>• Transportation (trains, light rail, ferries, school buses, etc.) (U.S. Dept. of Transportation, <u>Title 49 CFR</u>);</li> <li>• Temporary permits and licenses (food and beverage, public gatherings, etc.);</li> <li>• Workers’ Compensation Self-Insurance Certification (<u>WAC 296-15-021</u>).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Authorizations/Certifications - Hazardous Materials (DAN GS55-01M-04);</i></li> <li>• <i>Capital Assets (Real Property) (DAN GS55-05A-06) (land division permits, etc.).</i></li> </ul> <p><b>IMPORTANT:</b> <u>Excludes</u> authorizations granted <u>by</u> the local government agency such as permits, certificates, licenses, etc. (which are covered in sector schedules).</p>	<p>Retain for 6 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <u>then</u> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

### 1.3 CHARTER, JURISDICTION AND MISSION

*The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-015 Rev. 0	<p><b>Agency Identity/Brand</b> Records relating to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, badges, banners, etc. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Design of symbols, logos, emblems, etc.;</li> <li>• Determination of mottos, slogans, school colors, mascots, etc.;</li> <li>• Establishment of program names, etc.;</li> <li>• Public participation in the decision-making process.</li> </ul> <p>Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032. Excludes intellectual property ownership records covered by GS2012-030.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-01-37 Rev. 1	<p><b>Census Records from the State Office of Financial Management</b> <i>Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-05A-01 Rev. 1	<p><b>Charter and Bylaws – Adopted</b> Official, adopted charter and/or bylaws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).</p>	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

### 1.3 CHARTER, JURISDICTION AND MISSION

*The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-07 Rev. 1	<p><b>Charter and Bylaws – Development</b></p> <p>Records relating to the development of the agency's charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).</p> <p>Excludes adopted charters and bylaws covered by GS50-05A-01.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-16-09 Rev. 1	<p><b>Jurisdictional Boundary – Official</b></p> <p>Official documentation of the agency's legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency's jurisdiction.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos;</li> <li>• Surveys, land survey field books;</li> <li>• Geological data/geotechnical reports.</li> </ul> <p>Excludes records that are:</p> <ul style="list-style-type: none"> <li>• Site-specific to real property assets owned by the agency and covered by GS55-05A-06;</li> <li>• Held by the county engineer and covered by GS2012-031;</li> <li>• Covered in the <i>County Assessor, County Auditor, &amp; Land Use Planning and Permitting</i> sector schedules.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

### 1.3 CHARTER, JURISDICTION AND MISSION

*The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-03A-05 Rev. 1	<p><b><i>Jurisdictional Boundary – Development</i></b> Records relating to the development and/or proposal of modifications/changes to the agency's jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc. Excludes records covered by GS50-05A-13, <i>Meetings – Governing/Executive</i>. Excludes official boundary documentation covered by GS50-16-09.</p>	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-18-38 Rev. 1	<p><b><i>Jurisdictional Reference – Maps, Drawings, Photographs</i></b> Maps, drawings, and/or photographs that provide reference information on land use conditions and physical features within the agency's jurisdictional boundary, prepared or collected by the agency and used for staff reference and/or public information. Records may include, but are not limited to:  <ul style="list-style-type: none"> <li>• Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos;</li> <li>• Surveys, land survey field books;</li> <li>• Geological data/geotechnical reports.</li> </ul>           Excludes records covered more specifically in <i>CORE</i> or sector schedules such as records that are:  <ul style="list-style-type: none"> <li>• Related to projects covered in the Land Use Planning sector schedule;</li> <li>• Site-specific to real property assets owned by the agency and covered by GS55-05A-06;</li> <li>• Held by the county engineer and covered by GS2012-031.</li> </ul> </p>	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

1.4 COMMUNITY AND EXTERNAL RELATIONS			
<i>The activity of the local government agency's interaction with its community.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 0	<b>Advertising and Promotion</b> Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS2011-166 Rev. 0	<b>Awards and Recognitions</b> Records documenting international, national, and other significant awards and recognition received by the agency in relation to its functions and assets. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archeological, geographical or topological), etc.;</li> <li>• Recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc.</li> </ul> Excludes artifacts (plaques, trophies, etc.).	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2011-167 Rev. 0	<b>Charity Fundraising</b> Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Decision process for selecting charity campaigns to support;</li> <li>• Communication between the agency and charities;</li> <li>• Dissemination of charity information;</li> <li>• Arrangements and promotion of campaign events.</li> </ul> Excludes authorizations of payroll deductions covered by GS50-03E-01.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.4 COMMUNITY AND EXTERNAL RELATIONS

*The activity of the local government agency's interaction with its community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-09 Rev. 2	<p><b>Citizen Complaints/Requests</b> Communications from citizens making a complaint or request, as well as the associated agency response. Includes community mediation/dispute resolution records relating to routine issues <i>where not covered by a more specific records series</i>.</p> <p>Excludes records covered <b>more specifically</b> in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Claims for Damages (DAN GS50-01-10)</i>;</li> <li>• <i>Code Enforcement (DAN GS2012-026)</i>;</li> <li>• <i>Contracts and Agreements (General) (DAN GS50-01-11)</i>;</li> <li>• <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>;</li> <li>• Social service files covered in the <i>Social Services Records Retention Schedule</i>.</li> </ul>	<p>Retain for 3 years after matter closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06F-07 Rev. 1	<p><b>Media Releases and Coverage</b> Records relating to media coverage (television, radio, newspapers, internet, etc.) of the agency's activities and accomplishments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives;</li> <li>• Copies of guest editorials written by the head of the agency or senior executives;</li> <li>• Copies of news clippings/media coverage;</li> <li>• Interactions <i>with</i> the media (press/news releases issued by the agency, etc.).</li> </ul> <p>Excludes information provided on the agency's own website or social media channels which is retained according to the information's <i>function and purpose</i>.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

## 1.4 COMMUNITY AND EXTERNAL RELATIONS

*The activity of the local government agency's interaction with its community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-168 Rev. 0	<b>Proclamations</b> Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, <i>where not included in the minutes or meeting packet of the agency's governing body.</i>	Retain for 6 years after issued <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
GS2012-016 Rev. 0	<b>Public Notice (Official)</b> Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, <i>where not covered by a more specific records series.</i>  Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Affidavit of mailing, posting or publishing;</li> <li>• Notices of agency elections, ordinances, auction, public meetings/hearings, etc.</li> </ul> Excludes notices covered more specifically in <i>CORE</i> or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11.	Retain for 6 years after notice published <i>or</i> 6 years after published event completed, <i>whichever is later then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-30 Rev. 0	<b>PUBLIC OPINION POLLS</b>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

## 1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 2	<p><b>Contracts and Agreements – Capital Assets (Non-Real Property)</b></p> <p>Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, <b>but do not establish, alter, or abolish real property ownership</b>. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Purchase and sales agreements (non-real property only);</li> <li>• Bond, grant and levy project contracts/agreements (non-real property only);</li> <li>• Building construction and improvements;</li> <li>• Rights-of-way and/or easements <u>granted to (received by)</u> the agency;</li> <li>• Franchises <u>granted to (received by)</u> the agency.</li> </ul> <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Capital Assets (Real Property)</i> (DAN GS55-05A-06) (for real property agreements, rights-of-way/easements granted by the agency, etc.);</li> <li>• <i>Financial Transactions - Bond, Grant and Levy Projects</i> (DAN GS2011-183);</li> <li>• <i>Franchise Requests – Granted by Agency</i> (DAN GS50-05A-10).</li> </ul> <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p>	<p>Retain for 6 years after completion of transaction <i>or</i> 6 years after termination/expiration of instrument <i>or</i> 6 years after disposition of asset (if asset owned by agency), <i>whichever is later then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



## 1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 <i>Continued From Previous Page</i>	<p>Contracts/agreements include, but are not limited to: <i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> <li>• Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.);</li> <li>• Professional and client services;</li> <li>• Purchase and sales agreements (non-capital asset purchases only);</li> <li>• Retirement investment portfolios (for agencies operating their own pension systems);</li> <li>• Warranties.</li> </ul> <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009)</i>;</li> <li>• <i>Financial Transactions - Bond, Grant, and Levy Projects (DAN GS2011-183)</i>.</li> </ul> <p><i>Note: Pursuant to RCW 4.16.040, the statute of limitations for the commencement of actions upon a contract "...or liability express or implied arising out of a written agreement..." is 6 years.</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
GS2012-017 Rev. 0	<p><b>Franchise Requests – Declined</b></p> <p>Records relating to franchise request proposals <u>submitted to or requested by</u> the local government agency <b>where the request is not granted</b>. Includes review, development, negotiations, and related communications.</p> <p>Excludes franchises granted <u>by</u> the agency, which are covered by GS50-05A-10.</p> <p>Excludes franchises granted <u>to</u> the agency, which are covered by GS2011-169.</p>	Retain for 6 years after request declined then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

**1.5 CONTRACTS/AGREEMENTS**

*The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-10 Rev. 1	<p><b>Franchise Requests – Granted by Agency</b></p> <p>Records relating to franchise agreements <u>granted by</u> the local government agency allowing the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground, for the provision of public services (such as utilities [gas, electricity, water, sewer, etc.], railroads, telecommunications, and other activities) in accordance with <u>RCW 35A.47.040</u> and/or <u>RCW 80.32.010</u>. Includes review, development, negotiations, final agreement, and related communications.</p> <p>Excludes franchises granted to the agency, which are covered by GS2011-169.</p>	<p>Retain for 6 years after termination or withdrawal of franchise agreement <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

**1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)**

*The activity of administering all elections other than those administered by the County Auditor (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-018 Rev. 1	<p><b><i>Certification of Election – By Regulatory Agency</i></b> Agency copy of election certification documentation issued by a regulatory agency in accordance with federal, state, or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc.</p> <p>Includes, but is not limited to, <u>certifications of:</u></p> <ul style="list-style-type: none"> <li>• Regular and special elections held in accordance with Title 29 RCW and certified by the County Auditor. (County Auditor certification records are designated “Archival – Permanent Retention” in the <i>County Auditor Records Retention Schedule</i>.)</li> <li>• Educational service district board and regional committee member elections held by the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.310.080). (OSPI’s certification records are designated “Archival” in its records retention schedule.)</li> <li>• Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with <u>RCW 89.08.110</u>. (WSCC’s certification records are designated “Archival” in its records retention schedule.)</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Election administration records covered by GS2012-020;</li> <li>• <i>Certification of elections certified by the local government agency, which are covered by GS2012-019;</i></li> <li>• County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)**

*The activity of administering all elections other than those administered by the County Auditor (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-019 Rev. 1	<p><b><i>Elections – Held and Certified by the Local Government Agency (Official Results)</i></b> Core official documentation and certification of elections <u>held and certified</u> by the agency. Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Sample ballots, voters’ pamphlets;</li> <li>• Tabulated votes;</li> <li>• Certification of election.</li> </ul> <p>Elections include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Irrigation District elections held pursuant to <u>RCW 87.03.075</u>;</li> <li>• Associated Student Body (ASB) officer elections held pursuant to <u>RCW 28A.325.020</u>;</li> <li>• School Board President elections held pursuant to <u>RCW 28A.330.010</u>;</li> <li>• Executive Committee elections.</li> </ul> <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. Excludes agency-held elections administration records covered by GS2012-020.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2012-020 Rev. 0	<p><b><i>Elections – Held by the Local Government Agency (Administration)</i></b> Internal administration of elections <u>held</u> by the local government agency. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Voter eligibility and challenges to voter eligibility;</li> <li>• Voted ballots, tally sheets;</li> <li>• Working files.</li> </ul> <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. Excludes official election results documentation covered by GS2012-019.</p>	<p>Retain for 1 year after certification of election <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)**

*The activity of administering all elections other than those administered by the County Auditor (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-021 Rev. 0	<p><b><i>Initiative, Referenda and Recall Measures</i></b> Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Petitions signed by citizens;</li> <li>• Outreach, voter pamphlet input;</li> <li>• Planning files, legal opinions;</li> <li>• Related communications.</li> </ul> <p>Includes, but is not limited to, initiative, referenda, and recall measures:</p> <ul style="list-style-type: none"> <li>• Passed by voters;</li> <li>• Rejected by voters;</li> <li>• Where requisite number of signatures is not sufficient to place on ballot.</li> </ul> <p>Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020.</p>	<p>Retain for 6 years after certification of election or determination of signature insufficiency</p> <p><i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-05A-15 Rev. 1	<p><b><i>Oaths Of Office – Filed or Recorded with County Auditor</i></b> Agency copy of official oaths of office taken by elected and appointed officials <i>which have been filed or recorded with the County Auditor.</i></p> <p>Excludes oaths of office covered by GS2012-023.</p> <p><i>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i></p>	<p>Retain for 6 years after end of term of office or appointment</p> <p><i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)**

*The activity of administering all elections other than those administered by the County Auditor (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-023 Rev. 1	<b><i>Oaths Of Office – Not Filed or Recorded with County Auditor</i></b> Official oaths of office taken by elected and appointed officials <b><i>which have <u>not</u> been filed or recorded with the County Auditor.</i></b>	Retain for 6 years after end of term of office or appointment <b><i>then</i></b> Transfer to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

**SUPERSEDED**

## 1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

*The activity of the agency responding to natural, man-made, and technology disasters and emergencies.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-02 Rev. 1	<b>Backups for Disaster Preparedness/Recovery</b> Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM
GS2012-024 Rev. 1	<b>Emergency/Disaster Preparedness – Contact Information</b> Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Medical information (provider name, blood type, allergies, ADA requirements, etc.);</li> <li>• Personal contact information (cell/home phone, email address, etc.);</li> <li>• Physical pick-up information (for students/minors, etc.).</li> </ul>	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM
GS50-14-03 Rev. 2	<b>Emergency/Disaster Preparedness and Recovery Plans</b> Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets. <b>Also includes, but is not limited to:</b> <ul style="list-style-type: none"> <li>• Employee emergency plans and fire prevention plans prepared in accordance with <u>WAC 296-24-567</u>;</li> <li>• Essential records lists.</li> </ul> Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED

## 1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

*The activity of the agency responding to natural, man-made, and technology disasters and emergencies.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-29 Rev. 1	<p><b><i>Emergency/Disaster Response/Recovery – Uncommon or Major</i></b> Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), <b><i>where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Emergency operations center activities and communications;</li> <li>• Invocation of mutual aid or interlocal agreements with adjoining local jurisdictions;</li> <li>• State of Emergency/disaster damage declaration;</li> <li>• Federal Emergency Management Agency (FEMA) claims;</li> <li>• Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community;</li> <li>• Protection, recovery, and repair of agency or community assets.</li> </ul> <p>Excludes emergencies/disasters involving hazardous materials/dangerous waste covered by GS2011-177 or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-025 Rev. 0	<p><b><i>Emergency/Disaster Response/Recovery – Routine or Minor</i></b> Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) <b><i>where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</i></b></p> <p>Excludes emergencies/disasters covered by GS50-18-29, GS2011-177 or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.8 LEGAL AFFAIRS

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 2	<p><b>Attorney General Opinions</b> Formal opinions issued by the Washington Attorney General in response to requests by the county prosecuting attorney.</p> <p><i>Note: Opinions issued by the Office of the Attorney General are designated Archival in the <a href="#">Office of the Attorney General Records Retention Schedule</a>.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2011-171 Rev. 1	<p><b>Civil Rights – Compliance</b> Records relating to the agency’s efforts to comply with federal, state and local statute governing <a href="#">employees</a>’ and the general public’s civil rights.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agreements, surveys, reports;</li> <li>• Meeting and training materials;</li> <li>• Notifications and communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights Compliance (Section 504 Accommodations) (DAN GS50-04C-01);</i></li> <li>• <i>Civil Rights Violation Complaints (1985 and Earlier)(DAN GS50-04C-04);</i></li> <li>• <i>Civil Rights Violation Complaints (1986 and Later) (DAN GS2017-002).</i></li> </ul>	<p>Retain for 6 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**1.8 LEGAL AFFAIRS**

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-01 Rev. 2	<p><b>Civil Rights – Compliance (Section 504 Accommodations)</b> Records relating to the agency’s compliance with Section 504 of the <i>Rehabilitation Act of 1973</i> which requires that qualified individuals with disabilities have equal opportunity to benefits and services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agreements, surveys, reports;</li> <li>• Meeting and training materials;</li> <li>• Notifications and communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04).</i></li> <li>• <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002).</i></li> </ul>	<p>Retain for 6 years after completion or denial of accommodation(s) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.8 LEGAL AFFAIRS**

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-04 Rev. 2	<p><b>Civil Rights – Violation Complaints (1985 and earlier)</b></p> <p>Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by agency <a href="#">employees</a> or the general public <i>in 1985 or earlier</i>. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints, investigations, witness statements, evidentiary documents;</li> <li>• Findings, settlement agreements, post-finding materials;</li> <li>• Litigation case file (<i>if applicable</i>);</li> <li>• Notifications, communications, contact logs, notes.</li> </ul> <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, bussing, race, color &amp; national origin [Title VI], etc.);</li> <li>• <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.).</li> </ul>	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.8 LEGAL AFFAIRS**

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-002 Rev. 0	<p><b>Civil Rights – Violation Complaints (1986 and later)</b> Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by <a href="#">employees</a> or the general public <b>in 1986 or later</b>, and <b>where civil litigation has not commenced</b>. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints, investigations, witness statements, evidentiary documents;</li> <li>• Findings, settlement agreements, post-finding materials;</li> <li>• Notifications, communications, contact logs, notes.</li> </ul> <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Americans with Disabilities Act (ADA), Title II, etc.;</i></li> <li>• <i>Civil Rights Act of 1964 (voter registration, facilities, transportation, equal employment opportunity, education, race, color &amp; national origin [Title VI], etc.);</i></li> <li>• <i>Federal Fair Housing Amendments Act of 1988;</i></li> <li>• <i>Health Insurance Portability and Accountability Act (HIPAA);</i></li> <li>• <i>Individuals with Disabilities Education Act (IDEA);</i></li> <li>• <i>Rehabilitation Act of 1973 (Section 504 accommodations, etc.).</i></li> </ul> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 1.8 LEGAL AFFAIRS

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-10 Rev. 2	<p><b>Claims for Damages</b> Records relating to claims for damages filed either <i>against the agency</i> by other parties, or <i>by the agency</i> against other parties</p> <p>Excludes workers’ compensation claims covered in the Human Resource Management - Employee Benefits section.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-026 Rev. 1	<p><b>Code Enforcement</b> Records relating to the enforcement of the local government agency’s official code, where not covered by the Law Enforcement Records Retention Schedule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints, mediation/dispute resolution, investigations, warnings, notices;</li> <li>• Inspections, assessments, citations, statements of required corrective action, resolution;</li> <li>• Related communications.</li> </ul> <p>Code violations <u>may</u> include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Animal control;</li> <li>• Building, development, land use, and fire;</li> <li>• Nuisance (accumulation of junk on private property, etc.);</li> <li>• Parking;</li> <li>• Personal license and business license.</li> </ul> <p>Excludes records covered more specifically in CORE or sector schedules, such as <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i>.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after matter resolved or closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.8 LEGAL AFFAIRS

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 1	<p><b>Compulsory Process Served on the Agency (Not Party to Litigation)</b> Records relating to court orders, subpoenas and other compulsory legal process served on the agency, <i>where the agency is <u>not</u> a party to the litigation.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Personnel/staff summonses or notice of deposition;</li> <li>• Subpoenas or court orders for agency records.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2017-003 Rev. 0	<p><b>Discovery Materials Not Submitted to the Court</b> Records gathered, received, or produced in relation to discovery requests or civil investigative demands <i>which are not submitted to the court.</i></p> <p><i>Note: Discovery materials submitted to the court become part of the litigation case file.</i></p>	<p>Retain until resolution of case (including appeals) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 3	<p><b>Evictions, Liens, Foreclosures, Condemnations</b> Records relating to disputes and attempts to collect funds <i>where real property ownership is involved and where litigation has <u>not</u> commenced.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence, research, invoices/statements, notices, proof of mailing;</li> <li>• Copies of title reports, certificates of delinquency.</li> <li>• Damage and loss claims (purchasing);</li> <li>• Lien filings (and releases) and other actions;</li> <li>• Settlement documentation;</li> <li>• Warrants/checks returned due to non-sufficient funds (NSF).</li> </ul> <p>Includes activities and actions relating to real property ownership (where litigation has not commenced), such as:</p> <ul style="list-style-type: none"> <li>• Condemnation/eminent domain;</li> <li>• Debt forgiveness;</li> <li>• Evictions, vacation of premises, etc.</li> <li>• Property liens (and releases), foreclosure of deeds and mortgages, etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Capital Assets (Real Property) (DAN GS55-05A-06)</i> (encroachments);</li> <li>• <i>Financial Disputes and Collections – General (DAN GS50-03B-14)</i>;</li> <li>• The <a href="#">Prosecuting Attorney Records Retention Schedule</a>.</li> </ul> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p> <p><i>Note: Pursuant to <a href="#">RCW 4.16.020</a>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p>Retain for 10 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.8 LEGAL AFFAIRS

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-07-03 Rev. 1	<p><b>Legal Advice, Analysis, and Opinions – Development</b> Records relating to the development of legal advice and analysis of the law.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts;</li> <li>• Comments on preliminary drafts;</li> <li>• Related correspondence/communications.</li> </ul>	<p>Retain until issuance of advice/opinion <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS53-02-03 Rev. 2	<p><b>Legal Advice, Analysis, and Opinions – Official</b> Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, <b>where the advice/analysis/opinions are <u>not</u> retained and disposed with other agency records to which they relate.</b></p> <p>Excludes records covered by <i>Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03)</i>.</p>	<p>Retain for 10 years after issuance of advice/opinion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS53-02-05 Rev. 1	<p><b>Legal Advice, Analysis, and Opinions – Secondary Copies</b> Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, <b>where the advice/analysis/opinions <u>are</u> retained and disposed with the agency records to which they relate.</b></p> <p>Excludes records covered by <i>Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 1.8 LEGAL AFFAIRS

*The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.*

**IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-04 Rev. 2	<p><b>Litigation Case Files</b> Records relating to cases litigated on behalf of the local government agency (as plaintiff or defendant) before a local, state, or federal court or administrative forum. Excludes records covered by <i>Litigation Materials – Development (DAN GS2017-004)</i>.</p> <p><b>NOTE:</b> The provision of legal representation <i>on behalf of the cities, counties, or State</i> of Washington (relating to criminal, juvenile offender, or civil matters) in family law, juvenile, trial, and appellate courts and/or administrative forums, is covered in the <a href="#">Prosecuting Attorney Records Retention Schedule</a>.</p>	<p>Retain for 10 years after resolution of case (including appeals) <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS2017-004 Rev. 0	<p><b>Litigation Materials – Development</b> Records relating to the development of litigation materials (such as pleadings, memoranda, briefs, declarations, discovery materials, reports, etc.) concerning any matter in litigation or reasonably anticipated to be in litigation before any judicial or administrative forum. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of research materials;</li> <li>• Copies of records that are part of the official court record (pleadings, orders, decrees, etc.);</li> <li>• Preliminary drafts;</li> <li>• Comments on preliminary drafts;</li> <li>• Related correspondence (including procedural/scheduling communications, non-substantive transmittal letters, etc.).</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 1.9 LOCAL GOVERNMENT LEGISLATION

*The activity of the local government agency's governing bodies establishing law, statutes, & regulations for themselves and for the people they represent.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-16 Rev. 1	<b><i>Ordinances and Resolutions – Approved</i></b> Laws, statutes, and/or regulations approved and enacted by the local government agency's governing body. <i>Note: Official and municipal codes are covered by Publications – Master Set, GS50-06F-04.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR
GS50-01-25 Rev. 1	<b><i>Ordinances and Resolutions – Development</i></b> Documentation of the analysis and development of ordinances and/or resolutions intended for submission to the agency's governing council, commission, or board. Excludes approved ordinances and resolutions covered by GS50-05A-16.	Retain for 3 years after approval or decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED

### 1.10 MEETINGS AND HEARINGS

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 2	<p><b>Appeals Hearings – Local Decision-Making Bodies (General)</b> Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies. Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding <i>where NO land use decision is being appealed.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Case files, decisions/orders/rulings, minutes (if taken);</li> <li>• Oral and written testimony, exhibits, etc.;</li> <li>• Indexes and other finding aids.</li> </ul> <p>Hearings and proceedings include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Animal control dispute appeals;</li> <li>• Billing dispute appeals hearings (utilities, etc.);</li> <li>• Civil asset forfeiture hearings;</li> <li>• Civil Service Commission hearings and employee grievance appeals;</li> <li>• County Board of Equalization property tax valuation and/or exemption appeals.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i></li> <li>• <i>Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174);</i></li> <li>• <i>Meetings/Hearings – Arrangements (DAN GS2011-176).</i></li> </ul>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-174 Rev. 2	<p><b>Appeals Hearings – Local Decision-Making Bodies (Land Use)</b> Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies. Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding <i>where a land use decision is being appealed</i>. <u>Includes</u> land use administrative appeals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Case files, decisions/orders/rulings, minutes (if taken);</li> <li>• Oral and written testimony; exhibits, etc.;</li> <li>• Indexes and other finding aids.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i></li> <li>• <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);</i></li> <li>• <i>Meetings/Hearings – Arrangements (DAN GS2011-176).</i></li> </ul>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-007 Rev. 0	<p><b>Meeting Materials – Members’ Copies/Notes</b> Individual members’ meeting materials from participating in advisory, governing/executive, internal/external committees (including national/external bodies), and staff meetings, <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of agendas, meeting packets, minutes, etc.;</li> <li>• Working notes/drafts, etc.;</li> <li>• Related correspondence/communications.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2012-027 Rev. 0	<p><b>Meetings – Advisory</b> Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Meetings regulated by the <i>Open Public Meetings Act</i> (<u>chapter 42.30 RCW</u>), such as regular and special meetings, public hearings, etc.;</li> <li>• All other meetings (including executive sessions regulated by <u>RCW 42.30.110(2)</u>).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-13 Rev. 2	<p><b>Meetings – Governing/Executive</b> Records documenting all meetings of the local government agency’s governing bodies and executive management.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.;</li> <li>• All other meetings (including executive sessions regulated by <u>RCW 42.30.110(2)</u>).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 2	<p><b>Meetings – Inter-Agency</b> Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, sign-in lists, etc.;</li> <li>• Minutes, audio/visual recordings, transcripts, etc.;</li> <li>• Indexes and other finding aids.</li> </ul> <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Governing Bodies (DAN GS50-05A-13);</i></li> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes).</li> </ul>	<p>Retain for 6 years after end of calendar year <i>or</i> 6 years after completion of project, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-43 Rev. 2	<p><b>Meetings – Staff and Internal Committees</b> Records documenting meetings of agency staff and those of internal committees, councils, commissions, boards, task forces, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony, etc.;</li> <li>• Audio/visual recordings and transcripts of proceedings, etc.;</li> <li>• Minutes.</li> </ul> <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Governing Bodies (DAN GS50-05A-13);</i></li> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes).</li> </ul>	<p>Retain for 2 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 1	<p><b>Meetings/Hearings – Arrangements</b> Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agenda requests;</li> <li>• Arrangement of catering, facilities, and equipment.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Scheduling – Appointments/Meetings (DAN GS2016-011)</i>;</li> <li>• Financial records (facilities, catering, travel expense, etc.) covered by <i>Financial Transactions – General (DAN GS2011-184)</i>;</li> <li>• <i>Open Public Meeting Act</i> notices covered by <i>Public Notice (Official) (DAN GS2012-016)</i>.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

### 1.11 PLANNING

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-02 Rev. 1	<p><b><i>Establishment/Development History of Agency/Programs</i></b> Records documenting the planning, establishment and significant changes/developments of the agency and its programs, including agency mergers/splits, creation/combination of divisions, major changes of agency functions, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Biographical files (notable staff and other individuals related to the agency);</li> <li>• Organizational charts and other records documenting <u>significant</u> changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.);</li> <li>• Scrapbooks, news clippings, web pages/screen grabs, photographs, audio/visual recordings, etc., documenting the history of the agency/programs;</li> <li>• Summaries/histories;</li> <li>• Transitional documentation prepared for incoming officials/agency heads;</li> <li>• Year-end/annual listing of all agency officials/staff (employee directory, roster, etc.).</li> </ul>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2010-079 Rev. 0	<p><b><i>Strategic Plans – Development</i></b> Records relating to the development of the agency's strategic plan.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-080 Rev. 0	<p><b><i>Strategic Plans – Final Version</i></b> Final version of agency-wide strategic, long-term plan used to align the agency's organizational and budget structure with its priorities, missions, and objectives.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

**1.11 PLANNING**

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-38 Rev. 2	<p><b>Work Plans</b> Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Strategic Plans – Final Version (DAN GS2010-080);</i></li> <li>• <i>Workforce Planning (DAN GS2014-032).</i></li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

**1.12 POLICIES AND PROCEDURES**

*The activity of creating systematic approaches to operations and processes.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-01 Rev. 0	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day to day operations. Includes work assignments to staff.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-24 Rev. 1	<b><i>Official Agency Policy and Procedure Directives, Regulations and Rules</i></b> Officially-adopted policies, procedures, or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.	Retain until no longer needed for agency business <i>then</i> <del>Transfer to Washington State Archives for permanent retention.</del>	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED

### 1.13 REPORTING

*The activity of providing information as required by federal, state, or local statute, or by court order/rule. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-04 Rev. 1	<p><b>Annual Reports – Adopted</b> May also include annual messages of chief executive officer.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
GS2012-028 Rev. 1	<p><b>Reporting/Filing (Mandatory) – Agency Management</b> Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, <b>where not covered by a more specific records series.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports/forms/certificates/lists;</li> <li>• Submission confirmation, correspondence, inquiries, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Political campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters <u>42.17</u> and <u>42.17A</u> RCW;</li> <li>• Special purpose district reports filed with the County or State Auditor in accordance with <u>RCW 36.96.090</u>;</li> <li>• <u>Annual and 5-Year Plans submitted by Public Housing Authorities to the U.S. Department of Housing and Urban Development (HUD) in accordance with Section 511 of the <i>Quality Housing and Work Responsibility Act (QHWRA)</i></u>;</li> <li>• Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to <u>RCW 36.27.020</u>.</li> </ul>	<p>Retain for 6 years after report or document submitted <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED

### 1.14 RISK MANAGEMENT/INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 0	<p><b>Accidents/Incidents (Hazardous Materials) – Human Exposure</b> Records documenting accidents, incidents, and any other occurrences within the agency’s jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Description of accident/incident, response, and investigation;</li> <li>• Personal exposure information, physical examination reports, etc.;</li> <li>• Analyses of medical or exposure records (<u>WAC 296-802-20015</u>);</li> <li>• Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>);</li> <li>• Personal exposure records as defined by American Nuclear Insurers (ANI);</li> <li>• Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI);</li> <li>• Other records as specified in <u>WAC 296-802-20010</u>.</li> </ul> <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>;</li> <li>• Hazardous materials as defined by <u>RCW 70.136.020</u>;</li> <li>• Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>;</li> <li>• Pesticides as defined by <u>RCW 15.58.030</u>.</li> </ul> <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 100 years after individual’s date of birth <i>or</i> 30 years after individual’s date of death, <i>whichever is sooner then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

### 1.14 RISK MANAGEMENT/INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-03 Rev. 2	<p><b>Accidents/Incidents (Hazardous Materials) – No Human Exposure</b> Records documenting accidents and incidents within the agency’s jurisdiction involving hazardous materials <i>where there was no human exposure</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Description of accident/incident, response, and investigation;</li> <li>• Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>).</li> </ul> <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>;</li> <li>• Hazardous materials as defined by <u>RCW 70.136.020</u>;</li> <li>• Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>;</li> <li>• Pesticides as defined by <u>RCW 15.58.030</u>.</li> </ul> <p>Excludes accidents/incidents involving human exposure covered by GS2011-177.</p>	<p>Retain for 50 years after date of accident/incident <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-06C-03 Rev. 4	<p><b>Accidents/Incidents – No Claim Filed (Under Age 18)</b> Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations.</p> <p>Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with <u>RCW 41.24.210</u>.</p> <p>Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.</p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### 1.14 RISK MANAGEMENT/INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-081 Rev. 2	<p><b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b> Records relating to accidents/ incidents involving individuals age 18 and older, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations. Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with <u>RCW 41.24.210</u>. Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.</p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06C-15 Rev. 0	<p>INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.</p>	<p>4 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06C-16 Rev. 1	<p><b>Insurance Policies Purchased</b> Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. <i>Note: The Local Records Committee suggests that policies which allow claims retroactive to their period of coverage should be retained permanently. Consult your risk manager.</i></p>	<p>Retain for 6 years after termination or expiration of coverage <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-06C-04 Rev. 0	<p>INSURANCE POLICY CERTIFICATES</p>	<p>PERMANENT</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

### 1.14 RISK MANAGEMENT/INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 3	<p><b><i>Permission for Minors to Participate</i></b>            Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns and volunteers) to participate in agency-sponsored or agency-approved programs, events and activities. Includes travel away from agency facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notices and announcements;</li> <li>• Sign-up sheets, rosters, registration forms;</li> <li>• Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.);</li> <li>• Chaperone/driver lists and information;</li> <li>• Transportation and all other arrangements.</li> </ul> <p>Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-31 in the <i>Public Schools (K-12) Records Retention Schedule</i>.</p> <p>Excludes records covered by PR50-13C-19 in the <a href="#">Parks, Recreation and Culture Records Retention Schedule</a>.</p> <p><i>Note: If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	<p><b>RISK DATA</b>            Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.</p>	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

### 1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-178 Rev. 1	<p><b>Agency-Provided Training – Curriculum and Materials Development</b> Records relating to the development of training courses, seminars, and/or workshops. Includes research, materials development, etc. Excludes final curriculum and materials covered by GS2011-180. Excludes PreK-12 education covered in the <i>Public Schools (K-12) Records Retention Schedule</i>.</p>	<p>Retain until curriculum no longer provided by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2011-179 Rev. 1	<p><b>Agency-Provided Training – Arrangements</b> Records relating to the administrative arrangements of agency-provided training courses, seminars, and workshops. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Training date and place scheduling records;</li> <li>• Training availability announcements and notices;</li> <li>• Participant registration;</li> <li>• Arrangement of catering, facilities, and equipment.</li> </ul> <p>Excludes financial records (facilities, catering, travel expense, etc.). Excludes PreK-12 education covered in the <i>Public Schools (K-12) Records Retention Schedule</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

### 1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 1	<p><b>Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory</b> Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses may be awarded; or,</li> <li>• Continuing education hours/credits/points may be earned; or</li> <li>• Training is required by federal, state, or local statute, and/or by employer.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded.</li> </ul> <p><u>Agency-provided training</u> includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Continuing legal education (CLE) credits, etc.;</li> <li>• Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, first aid, lifeguard, childcare, etc.;</li> <li>• Recreational courses with marked levels of achievement (aquatics, etc.).</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Hazardous materials training covered by GS2012-029 or UT2012-005;</li> <li>• In-service education programs (clock hours) covered by SD51-04G-01;</li> <li>• Hazardous materials trained personnel list covered by GS50-19-09;</li> <li>• Apprentice certification files covered by GS50-04B-34;</li> <li>• Employee training certificates/history retained in work history files.</li> </ul>	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

### 1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-029 Rev. 0	<p><b>Agency-Provided Training – Hazardous Materials Handling</b> Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency <a href="#">employees</a>, relating to <b>non-radiological hazardous materials/waste handling or exposure</b> (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses may be awarded; or,</li> <li>• Continuing education hours/credits/points may be earned; or,</li> <li>• Training is required by federal, state, or local statute, and/or by employer.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded.</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Radiation protection training as defined by <a href="#">WAC 246-222-030</a> and American Nuclear Insurers (ANI) and covered in the <i>Utility Services Records Retention Schedule</i>.</li> <li>• Employee training certificates/history retained in the employee’s work history file.</li> </ul> <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

**1.15 TRAINING**

The activity of the local government agency providing training to agency employees, contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 1	<p><b>Agency-Provided Training – General</b> Records documenting training courses, seminars and workshops provided <u>by</u> the local government agency <u>to</u> the public, customers, contractors, or agency employees where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses are NOT awarded; and,</li> <li>• Continuing education hours/credits/points are NOT earned; and</li> <li>• Training is NOT required by federal, state, or local statute or by employer.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.</li> </ul> <p>Excludes records covered <b>more specifically</b> in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Agency-provided training covered by GS2011-180 and GS2012-029;</li> <li>• Apprentice certification files covered by GS50-04B-34;</li> <li>• Employee training certificates/history retained in the employee’s work history file.</li> </ul>	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 2. ASSET MANAGEMENT

The function of managing the local government agency's assets, including physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Includes hazardous materials. Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

### 2.1 ACQUISITION/OWNERSHIP

*The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-030 Rev. 0	<p><b>Capital Assets (Other) and Non-Capital Tracked Assets</b></p> <p>Records documenting acquisition/ownership of the agency's capitalized, <u>non</u>-real property assets and non-capital assets that are tagged or tracked (small and attractive assets, etc.).</p> <p>Non-real property capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Vehicles, machinery, computers, equipment, furniture;</li> <li>• Intellectual property (copyrights, patent rights, trademarks, etc.);</li> <li>• Works of art and historical treasures;</li> <li>• Easements, rights-of-way received by the agency;</li> <li>• Water and timber rights received by the agency.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Appraisals (statement of value);</li> <li>• Purchase offers for agency assets which are declined by agency ;</li> <li>• Legal ownership documentation (includes <i>copy</i> of vehicle title if original is transferred to new owner).</li> </ul> <p>Excludes contracts and agreements covered by GS2011-169 and GS2011-183.</p> <p>Excludes real property assets covered by GS55-05A-06.</p>	<p>Retain for 4 years after disposition of asset or until disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



## 2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>continued from previous page</i> GS55-05A-06 Rev. 1</p>	<p><b>Capital Assets (Real Property)</b> <i>continued from previous page</i></p> <p>Excludes records covered <b>more specifically</b> in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>Records recorded/filed with the county engineer and covered by GS2012-031;</li> <li>Rights-of-way and easements <u>received by</u> the agency and covered by GS2011-169;</li> <li>Land survey field books and maps covered by GS50-18-16;</li> <li>Lead Agency SEPA records covered in the <i>Land Use Planning sector schedule</i>;</li> <li>Non-site-specific geological data/geotechnical reports.</li> </ul> <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p> <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p><i>continued from previous page</i></p>	<p><i>continued from previous page</i></p>
<p>GS2012-031 Rev. 0</p>	<p><b>County Engineer Records</b></p> <p>Records retained by the county engineer in accordance with <u>RCW 36.80.040</u>. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county.</p> <p>Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers and reports.</p>	<p>Retain for the life of the agency <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
<p>GS50-06B-24 Rev. 2</p>	<p><b>Environmental Site Assessments – Asset Not Acquired</b></p> <p>Records relating to an analysis of environmental conditions (including hazardous materials and conditions) on real property being considered for acquisition, but not acquired by the agency. Includes appraisals completed by independent appraisers under contract to the agency as well as agency-generated appraisals.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

## 2.1 ACQUISITION/OWNERSHIP

*The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-005 Rev. 0	<p><b>Lost and Found Property</b> Records relating to personal property left behind in/at agency facilities/properties, vehicles and/or events, and the return or disposal of the item.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records documenting discovery of item(s), attempts to locate the owner, return, retention, donation, or disposal of item(s);</li> <li>Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31);</li> <li>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32).</li> </ul> <p><i>Note: Pursuant to RCW 4.16.080, the statute of limitations for the commencement of actions for injury to personal property is 3 years.</i></p>	<p>Retain for 3 years after return/disposal of item <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2012-032 Rev. 0	<p><b>Naming (Assets)</b> Records relating to the naming or renaming of roads, streets, parks, buildings, schools, stadiums, bridges, and other assets within the local government's jurisdiction <i>where the naming process is not included in the development application.</i></p> <p>Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.</p> <p>Excludes records covered by GS50-05A-13, <i>Meetings – Governing/Executive.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

**2.1 ACQUISITION/OWNERSHIP**

*The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-21 Rev. 1	<p><b><i>Property Purchase Proposals Made by Agency – Unsuccessful</i></b>            Records relating to proposals made <u>by</u> the local government agency for the purchase of real property <b><i>where the offer is not accepted or is withdrawn by the agency.</i></b>            Includes, but is not limited to, negotiations, purchase offers, title reports, etc.            Excludes successful purchase proposals made <u>by</u> the agency AND purchase offers made by other parties <u>for the agency's real property, which are covered by GS55-05A-06.</u>            Excludes environmental site assessments covered by GS50-06B-24.</p>	<p>Retain for 3 years after offer declined or withdrawn <i>then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL            NON-ESSENTIAL            OPR</p>

SUPERSEDED

## 2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-033 Rev. 0	<p><b>Authorizations/Certifications – Assets</b></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the local government agency in relation to its assets, <b>where not covered by a more specific records series</b>. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application/filing &amp; confirmation, violations/corrections, reports, related correspondence, etc.</li> <li>• Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, certificates of occupancy, tenant improvement, Federal Emergency Management Agency [FEMA] flood, etc.);</li> <li>• Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.);</li> <li>• Land use and environmental permits (utility, shoreline, conditional use, surface mining, zoning/land use exceptions/waivers, variances, forest practices, landscape, Army Corps of Engineers, National Pollutant Discharge Elimination System [NPDES], etc.);</li> <li>• Registrations (x-ray facilities and devices, etc.);</li> <li>• Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, buses, garbage/recycling trucks, armored transport, etc.;</li> <li>• Water permits (drinking, waste, surface, ground, and drainage, etc.).</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Records filed/recorded with the county engineer and covered by GS2012-031;</li> <li>• Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06;</li> <li>• Hazardous materials covered by GS55-01M-04.</li> </ul> <p>Excludes authorizations <u>granted</u> by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.</p>	<p>Retain for 6 years after authorization superseded or terminated</p> <p><u>and</u></p> <p>conditions of authorization satisfied</p> <p><u>and</u></p> <p>violations (if any) corrected/resolved</p> <p><u>then</u></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-034 Rev. 0	<p><b>Designations (Assets)</b></p> <p>Records relating to designations bestowed on assets <b>owned or maintained</b> by the local government agency. Includes applications, correspondence, notifications, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Heritage or landmark designation, placement on the National Historic Register, etc.;</li> <li>• Critical (Sensitive) Area designation.</li> </ul> <p>Excludes electric utility designations made by federal regulators including NERC, CIP and TSA.</p> <p>Excludes the <b>granting</b> of designations, which is covered in sector schedules.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

### 2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-035 Rev. 0	<p><b>As-Built Drawings – Appraised and <u>Not</u> Selected for Archival Preservation</b> Final set of drawings (as-builts) produced at the completion of the construction of the local government agency’s <u>structures and infrastructure where Washington State Archives has appraised and <u>not</u> selected the records for preservation.</u> Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p>	<p>Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-18-06 Rev. 1	<p><b>As-Built Drawings – Appraised and Selected for Archival Preservation</b> Final set of drawings (as-builts) produced at the completion of the construction of the local government agency’s <u>structures and infrastructure where Washington State Archives has appraised and selected the records for preservation.</u> Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p> <p><i>Note: Due to the significance of this record, Washington State Archives recommends that upon project completion, the agency create a working copy for its use and transfer the original to Washington State Archives.</i></p>	<p>Retain until completion of project <i>then</i> Transfer original to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



### 2.3 CONSTRUCTION

*The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>continued from previous page</i> GS50-18-10 Rev. 1</p>	<p><b>Construction Project Files</b> <i>continued from previous page</i></p> <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035;</li> <li>• Records filed/recorded with the county engineer covered by GS2012-031;</li> <li>• Construction permits and inspections covered by GS2012-033;</li> <li>• Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.;</li> <li>• Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06.</li> </ul> <p><i>Note: Per RCW 4.16.310, the statute of limitations for the commencement of actions or claims arising from construction, alteration, repair, design, planning, survey, engineering, etc., of improvements upon real property is 6 years after substantial completion of construction or termination of services.</i></p>	<p><i>continued from previous page</i></p>	<p><i>continued from previous page</i></p>

### 2.3 CONSTRUCTION

*The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-22 Rev. 1	<p><b>Facility Systems/Equipment</b> Documentation of systems and equipment installed in facilities owned, leased, or maintained by the local government agency. Includes only systems and equipment that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> <li>• Audio/visual;</li> <li>• Fire and life safety (alarms, sprinklers, etc.);</li> <li>• Heating, ventilating and air conditioning (HVAC);</li> <li>• Information technology (IT) wiring;</li> <li>• Security.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Installation drawings and other documentation integral to the maintenance and operation of the system or equipment;</li> <li>• System layout descriptions, specifications;</li> <li>• Warranties.</li> </ul>	<p>Retain for 6 years after the system or equipment is replaced or disposed of <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.3 CONSTRUCTION

*The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-03 Rev. 3	<p><b>IT Applications – Technical Design and Implementation</b> Records documenting the technical design and implementation of the agency’s computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Design documentation/detail;</li> <li>• Database schema and dictionaries;</li> <li>• Source code;</li> <li>• System and program change descriptions/authorizations;</li> <li>• Development plans (for testing, training, conversion, and acceptance);</li> <li>• Release notes;</li> <li>• Operational and user instructions;</li> <li>• Acceptance testing.</li> </ul>	<p>Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
GS2010-003 Rev. 1	<p><b>IT Audit Trail – Infrastructure</b> Records documenting authorizations for and modifications to the configurations and settings of the agency’s infrastructure (firewalls, routers, ports, network servers, etc.).</p>	<p>Retain for 1 year after date of activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-006 Rev. 1	<p><b>IT Network – Design and Build</b> Records documenting the design and construction of the agency’s information technology network. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Network diagrams and build guides;</li> <li>• Master control list of Internet Protocol (IP) address assignments;</li> <li>• Uniform Resource Locator (URL) addresses and passwords.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

**2.3 CONSTRUCTION**

*The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05G-04 Rev. 1	<p><b><i>Standards and Specifications Manuals</i></b> Design and development standards and specifications approved by the agency’s governing body for the construction, operation, and maintenance of structures and infrastructure within the agency’s jurisdiction.</p>	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

**SUPERSEDED**

## 2.4 DISPOSAL

*The activity of disposing of the local government agency's assets through sale or otherwise. Excludes hazardous materials/dangerous waste.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-08 Rev. 1	<p><b><i>Disposal of Assets (Non-Real Property)</i></b>            Non-financial records relating to the process disposing of all agency <u>non</u>-real property capital assets. Includes sale, auction, salvage, donation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Selling equipment, vehicles, machinery, art, etc.;</li> <li>• Copy of vehicle/vessel report of sale, etc.;</li> <li>• Surplus property transfer.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Ordinances and resolutions (and associated documents) authorizing the auction of surplus property covered by GS50-05A-16 and GS50-01-25;</li> <li>• Disposal of hazardous materials covered by GS50-19-02;</li> <li>• Disposal of real property assets covered by GS55-05A-06;</li> <li>• Purchase offers for agency assets <i>declined by the agency</i> covered by GS2012-030.</li> </ul>	Retain for 6 years after disposal of asset <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	<p><b><i>Waste Materials Analysis</i></b>            Records relating to the <b>analysis</b> of the agency's waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste.            Includes reports.</p>	Retain for 6 years after analysis completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.5 HAZARDOUS MATERIALS MANAGEMENT

*Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-01M-04 Rev. 1	<p><b>Authorizations/Certifications – Hazardous Materials</b></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired</u> by the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, <b>where not covered by a more specific records series</b>. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Radioactive materials licenses and inspections pursuant to <u>chapter 246-220 through 254 WAC</u>.</li> </ul> <p>Hazardous materials include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> <li>• Toxic substances or harmful physical agents as defined by <u>CFR § 1910.1020(c)(13)</u>;</li> <li>• Hazardous materials as defined by <u>RCW 70.136.020</u>;</li> <li>• Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>;</li> <li>• Pesticides as defined by <u>RCW 15.58.030</u>;</li> <li>• Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety &amp; Health Administration (OSHA) <u>Hazard Communication Standards</u>.</li> </ul> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization superseded or terminated</p> <p><u>and</u> conditions of authorization satisfied</p> <p><u>and</u> violations (if any) corrected</p> <p><u>then</u> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.5 HAZARDOUS MATERIALS MANAGEMENT

*Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-15 Rev. 1	<p><b><i>Hazardous Materials/Dangerous Waste – Abatement and Remediation</i></b></p> <p>Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency's jurisdiction and completed by or on behalf of the agency.</p> <p>Projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (<a href="#">WAC 173-340-330</a>);</li> <li>• Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.;</li> <li>• Clean-up of spills and releases of hazardous materials.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.;</li> <li>• Notifications (such as <a href="#">Emergency Release Notification</a> of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with <a href="#">40 CFR § Part 61, Subpart M.</a>)</li> <li>• Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.);</li> <li>• Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation &amp; maintenance, monitoring &amp; review;</li> <li>• (Potentially) responsible party searches and investigations; consent decrees;</li> <li>• Alert notifications (email, web post, tweet, RSS feed, etc.).</li> </ul>	<p>Retain for 10 years after completion of project or 10 years after terms of grant agreement, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention and Retain records <u>not</u> selected for permanent preservation for 50 years pursuant to <a href="#">42 USC § 9603 (d)(2)</a>.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 2.5 HAZARDOUS MATERIALS MANAGEMENT

*Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-02 Rev. 1	<p><b><i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</i></b> Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency <b><i>where no accident or incident has occurred.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports and forms required under the <u>Resource Conservation and Recovery Act (RCRA)</u>;</li> <li>• Dangerous Waste Annual Report filed with the Department of Ecology in accordance with <u>WAC 173-303-220</u>;</li> <li>• Materials Safety Data Sheet (MSDS)(<u>WAC 296-800-180</u>), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the Environmental Protection Agency <i>Emergency Planning &amp; Community Right-to-Know Act</i>;</li> <li>• Toxic Release Inventory (TRI) reporting in accordance with <u>40 CFR § Part 372</u>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Abatement/remediation records covered by GS50-19-15;</li> <li>• Pesticide application covered by GS50-18-43;</li> <li>• Hazardous materials/dangerous waste plans covered by GS50-19-08.</li> </ul> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	Retain for 50 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

## 2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-08 Rev. 1	<p><b>Hazardous Materials/Dangerous Waste – Plans</b> Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hazardous materials emergency response plans and procedures;</li> <li>• Employee Right to Know implementation plan;</li> <li>• Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with <u>RCW 70.105.220</u>;</li> <li>• Asbestos management plans prepared in accordance with the <u>Asbestos Hazard Emergency Response Act (AHERA)</u> and the <u>Asbestos School Hazard Abatement Reauthorization Act (ASHARA)</u> in accordance with <u>40 CFR § Part 763</u>.</li> </ul> <p>Excludes hazardous materials reports and inventories covered by GS50-19-02 and abatement records covered by GS50-19-15.</p> <p><i>Note: Local hazardous waste plans (RCW 70.105.220) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology's records retention schedule.</i></p>	<p>Retain for 6 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-18-43 Rev. 1	<p><b>Pesticide Application</b> Records documenting the local government agency's application of pesticides to agricultural land, roadsides, and/or landscapes as regulated by <u>RCW 17.21.100</u> and <u>WAC 16-228-1320</u>.</p>	<p>Retain for 7 years after date of pesticide application <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

*\*Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

*\*Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 1	<p><b>Inspections – Bridges</b> Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to <u>23 CFR § 650(C)</u> and <u>23 USC 151</u>. Includes inspection diaries, field notes, etc.</p> <p>Excludes records held by the county engineer and covered by GS2012-031.</p> <p>Excludes reports covered by GS2012-044.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2012-037 Rev. 0	<p><b>Inspections/Monitoring – Non-Regulated</b> Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, <b>where not required by regulatory agencies</b>. Includes inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Temperature and humidity records;</li> <li>• Equipment functionality/safety checks (vehicle daily checks, etc.);</li> <li>• IT system health monitoring (benchmarks, real-time performance logs, etc.).</li> </ul> <p>Excludes records covered <b>more specifically</b> in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038;</li> <li>• Traffic/light monitoring covered by GS50-18-33 and GS50-18-34;</li> <li>• Inspections/monitoring of assets <b>not</b> owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

\*Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.

\*Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 2	<p><b>Inspections/Monitoring – Regulated (Environmental)</b> Records relating to environmental monitoring of assets owned by the agency where <b>required by regulatory agencies and where not covered by a more specific records series.</b> May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Atmospheric monitoring of confined spaces (WAC 296-809-50006).</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Hazardous materials abatement/remediation (DAN GS50-19-15);</li> <li>• Authorizations/Certifications – Agency Management (DAN GS50-01-42);</li> <li>• Inspections/monitoring of assets <b>not</b> owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules.</li> </ul> <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.</i></p>	<p>Retain for 30 years after end of calendar year then Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

*\*Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

*\*Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 0	<p><b><i>Inspections/Monitoring – Regulated (Non-Environmental)</i></b> Records relating to non-environmental monitoring of assets owned by the agency <b><i>where required by regulatory agencies and where not covered by a more specific records series.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Airport self-inspections (<u>14 CFR § 139.327</u>);</li> <li>• Underground storage tank (UST) inspections (<u>40 CFR § 280.45</u>);</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044;</li> <li>• Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037;</li> <li>• Hazardous materials abatement/remediation covered by GS50-19-15;</li> <li>• Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033;</li> <li>• Inspections/monitoring of assets <b><i>not</i></b> owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules.</li> </ul> <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.6 INSPECTION/MONITORING

*The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.*

*\*Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

*\*Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-34 Rev. 2	<p><b>Monitoring (Traffic) – Analysis</b>            Compilations, analyses and reports prepared by the agency (includes contractors) relating to traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, etc., on streets and roads within the agency's jurisdiction.            Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Data analysis, summary reports and printouts, maps, etc.</li> </ul> <p>Excludes records covered by <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i> (raw data).</p>	<p>Retain for 6 years after analysis or report completed  <i>then</i>            Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b>            (Appraisal Required)            NON-ESSENTIAL            OPR</p>

## 2.7 INVENTORY

*The activity of detailing or itemizing goods, materials, and resources on a periodic basis.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-18 Rev. 1	<p><b><i>Inventory – Capital, Expendable and Consumable Assets</i></b>            Records relating to the inventorying of the agency’s capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale).</p> <p>Capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Land, improvements, infrastructure, easements, rights-of-way;</li> <li>• Buildings, leasehold improvements;</li> <li>• Vehicles, machinery, computers, equipment, furniture;</li> <li>• Works of art and historical treasures.</li> </ul> <p>Expendable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Computers, smart phones, global positioning system (GPS) devices.</li> </ul> <p>Consumable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Commodities (food, fuel, etc.);</li> <li>• Supplies (office, forms, printing, mailing, linens, etc.);</li> <li>• Forms, publications;</li> <li>• Parts (for vehicles, printers, machines, etc.);</li> <li>• School stores items (shirts, snacks, annuals, planners, yearbooks, etc.);</li> <li>• Concession supplies, maps, code books;</li> <li>• Grave markers.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Hazardous materials inventories covered by GS50-19-02;</li> <li>• Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06).</li> </ul> <p><i>Note: Capital asset tracking information <b>must</b> be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor.</i></p>	<p>Retain for 4 fiscal years after date of inventory  <i>or</i>            until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner then</i>  <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.7 INVENTORY

*The activity of detailing or itemizing goods, materials, and resources on a periodic basis.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-05 Rev. 1	<b><i>Inventory – Keys/Key Cards/Badges</i></b> Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources.	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM
GS50-08C-06 Rev. 1	<b><i>Inventory – Surplus Property</i></b> Records relating to the inventorying of surplus capital and/or expendable (tagged or tracked) assets.	Retain for 6 years after inventory record obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-25 Rev. 1	<b><i>Inventory – Trees</i></b> Records relating to the inventorying of trees on agency-owned property completed in accordance with an agency-adopted policy regarding historical or ornamental trees. May include number, type, age, and estimated height.	Retain for 3 years after inventory record obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

## 2.8 MAINTENANCE

*The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 0	<p><b><i>Maintenance – Major and/or Regulated</i></b> Records documenting all major maintenance <b>AND</b> all regulated maintenance (<u>required</u> by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency’s structures and infrastructure (buildings, roads, bridges, vehicles/vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Instructions, maintenance manuals, vendor statements;</li> <li>• Maintenance/repair history (logs, summaries, reports, etc., which <i>may</i> also include non-regulated minor maintenance);</li> <li>• Original defect and inspection reports;</li> <li>• Service, repair and maintenance records (regulated and/or major);</li> <li>• Work orders;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044;</li> <li>• Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i></li> <li>• Contracts and agreements covered in the Contracts/Agreements section;</li> <li>• Financial records covered in the Financial Management section.</li> </ul> <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services <u>and</u> documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 2.8 MAINTENANCE

*The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-040 Rev. 0	<p><b>Maintenance – Minor Non-Regulated</b> Records documenting maintenance performed on assets owned, used, or maintained by the agency that is <b>minor in nature and NOT required by a regulatory agency</b>. Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors.</p> <p>Minor non-regulated maintenance may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.;</li> <li>• Painting, furniture upholstery/refinishing, etc.;</li> <li>• Vehicle and equipment oil changes, tune-ups, filters, tires, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Service, repair and maintenance records (minor non-regulated);</li> <li>• Related correspondence/communications, work orders, lists/logs, and reports.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Maintenance records covered <b>more specifically</b> in CORE and sector schedules, such as GS2012-039 and GS2012-031;</li> <li>• Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i>;</li> <li>• Pesticide application covered by GS50-18-43;</li> <li>• Contracts and agreements covered in the Contracts/Agreements section;</li> <li>• Financial records covered in the Financial Management section.</li> </ul> <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.9 PLANNING

*The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-041 Rev. 0	<p><b>Capital Construction Projects – Preliminary Plans (Project Not Completed)</b> Records relating to the preliminary planning of the agency's capital construction projects <b>where the project is not completed.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary drawings and specifications;</li> <li>• Public meeting materials (handouts, comments, etc.);</li> <li>• Communications between contractors, consultants, public, etc.</li> </ul> <p>Excludes project plans covered by records series in the Acquisition or Construction sections.</p>	<p>Retain for 6 years after decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-06A-01 Rev. 3	<p><b>IT Applications – Planning and Review</b> Records documenting the planning and post-implementation review of the agency's computer software applications, databases, and websites (internet and intranet).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requirements and objectives documents/statements;</li> <li>• Feasibility studies;</li> <li>• Charter, cost/benefit analyses, investment plans;</li> <li>• Post-implementation reviews/evaluations/recommendations.</li> </ul> <p>Excludes records covered by <i>IT Applications – Technical Design and Implementation (DAN GS50-06A-03)</i>.</p>	<p>Retain for 6 years after finalization of project <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.9 PLANNING

*The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-042 Rev. 0	<p><b><i>Long-Range Asset Plans (Development)</i></b> Records relating to the development of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Forecasting, needs assessment, feasibility studies, surveys and reports;</li> <li>• Goals and objectives, long-range vision;</li> <li>• Annual review.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Final versions of long-range asset plans covered by GS51-07-15;</li> <li>• Preliminary plans for projects covered by GS2012-041 or GS50-18-10;</li> </ul> <p>Excludes financial records relating to successful levy and bond proposals which are covered by <i>Financial Transactions – Bond, Grant, and Levy Projects</i> (GS2011-183).</p>	<p>Retain for 6 years after final version completed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.9 PLANNING

*The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 1	<p><b>Long-Range Asset Plans (Final Version)</b> Final version of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Capital facilities/improvement plans;</li> <li>• Comprehensive solid waste plans prepared in accordance with <u>RCW 70.95.080</u>;</li> <li>• Environmental and conservation plans;</li> <li>• Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with <u>RCW 35.77.010</u>, Transportation Improvement Plans (TIP) prepared in accordance with <u>RCW 36.81.121</u>, Annual Construction Program (ACP) prepared in accordance with <u>RCW 36.81.130</u>, etc.).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, <i>Meetings – Governing/Executive</i>;</li> <li>• Plans held by the county engineer and covered by GS2012-031;</li> <li>• Agency-wide strategic plans covered by GS2010-080;</li> <li>• Project plans covered in the Construction section.</li> </ul>	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-043 Rev. 0	<p><b>Short-Term/Routine Asset Plans</b> Records relating to the routine, short-term planning and management of the agency's physical and intangible assets, <i>where not covered by a more specific records series</i>.</p> <p>Excludes project plans covered by records series in the Acquisition or Construction section.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2.10 REPORTING

*The activity of providing information as required by regulating authorities. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-044 Rev. 0	<p><b>Reporting/Filing (Mandatory) – Assets</b> Records which are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, which are related to the agency’s assets, and which are <i>not covered by a more specific records series</i>. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports/forms/certificates/lists; submission confirmation, correspondence, inquiries, etc.;</li> <li>• Relocation assistance/real property acquisition and displacement activities reports submitted to federal agencies in accordance with 49 CFR § 24.9 and WAC 468-100-009;</li> <li>• Bridge and road inspection/maintenance reports/plans required to be submitted or filed with a regulatory agency by federal and/or state statute.</li> </ul> <p>Excludes records held by the county engineer and covered by GS2012-031.</p>	<p>Retain for 6 years after report or document submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 2.11 SECURITY

*The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 1	<p><b>Authorization – Employee Access</b> Records documenting the <u>authorization</u> of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests and approvals for access and permissions;</li> <li>• Assignment of security identification badges, building/card keys, access codes, etc.</li> </ul> <p>Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.</p>	<p>Retain for 6 years after termination of user’s access <i>or</i> 6 years after system or asset no longer in use, <i>whichever is sooner then</i> Destroy</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 2.11 SECURITY

*The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-008 Rev. 1	<p><b><i>Security Incidents and Investigations</i></b> Records documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p><u>Incident documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Intrusion and event logs; surveillance recordings; photographic evidence;</li> <li>• Weapons confiscation logs; vandalism reports; voicemail messages;</li> <li>• Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc.</li> </ul> <p><u>Investigation documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Witness (and other) statements;</li> <li>• Reports (to law enforcement, agency management, regulating authority, etc.);</li> <li>• Corrective action taken; decision not to proceed with investigation;</li> <li>• Correspondence, notes, recorded information.</li> </ul> <p>Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Employee Benefits sections.</p>	<p>Retain for 6 years after investigation completed or matter resolved, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.11 SECURITY

*The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-20 Rev. 1	<p><b>Security Monitoring – Employee and Public Access</b> Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Staff and visitor access/entry logs, swipe card data, etc.;</li> <li>• Information system login records (audit logs), etc.</li> </ul> <p>Excludes surveillance recordings covered by GS50-06B-18 and routine security monitoring covered by GS2010-009.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 3 years after date of report or last log entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2020-009 Rev. 0	<p><b>Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs)</b> Records documenting COVID-19 related checks/logs of staff and visitors to agency facilities, such as:</p> <ul style="list-style-type: none"> <li>• Wellness/temperature checks;</li> <li>• Contact details captured solely for tracing purposes;</li> <li>• Records relating to contact tracing by the agency.</li> </ul> <p>Excludes records covered by <i>Security Monitoring – Employee and Public Access (DAN GS50-06B-20)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2.11 SECURITY

*The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-009 Rev. 1	<p><b>Security Monitoring – Routine</b> Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Intrusion and event logs, intrusion alarm reports, etc.</li> <li>• Security patrol logs.</li> </ul> <p>Excludes records covered by GS50-06B-20 and GS50-06B-18. <i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain until determined that no security incident has occurred, <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-18 Rev. 1	<p><b>Security Monitoring – Oversight/Surveillance Recordings</b> Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., <i>where not covered by a more specific records series.</i> Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Audio/visual recordings (digital or analog);</li> <li>• Data generated by navigational and/or tracking devices used to track and/or verify vehicle routes, locations, or actions, such as Global Positioning System (GPS) tracking data, automatic vehicle locator (AVL) data, etc.</li> </ul> <p>Excludes surveillance recordings covered in sector schedules. <i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 30 days after last recording <i>or</i> until determined that no security incident has occurred, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.12 USAGE AND OPERATIONS

*The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 1	<b>IT Automated/Scheduled Tasks</b> Records relating to scheduled, computer-driven tasks including, but not limited to: <ul style="list-style-type: none"> <li>• Event logs;</li> <li>• Run reports and requests;</li> <li>• Task schedules;</li> <li>• Successful completion reports.</li> </ul>	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 1	<b>IT Helpdesk Requests</b> Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications. <i>Note: Maintenance and repair of IT hardware is covered by DAN GS2012-039 or GS2012-040.</i>	Retain for 1 year after finalization of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	<b>IT Systems Usage</b> Records relating to the usage of the agency's information technology and communication systems to ensure appropriate use. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.);</li> <li>• Fax and telephone logs.</li> </ul> <i>Note: The content of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).</i>	Retain for 1 year after activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 1	<b>Operating Manuals</b> Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency <i>where not covered by a more specific records series in CORE or sector schedules.</i>	Retain until disposition of asset <i>then</i> Destroy <i>or</i> Transfer to new owner.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM

## 2.12 USAGE AND OPERATIONS

*The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-029 Rev. 0	<p><b>Tenant Files (Residential Housing)</b> Records relating to residential tenants in buildings/units owned, used or maintained by agencies where public housing/low-income housing subsidies are <b>NOT</b> provided pursuant to <b>Title 24 CFR</b>.</p> <p>Residential housing may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Unsubsidized housing;</li> <li>• HCFP Rural Rental Housing, Farm Labor Housing, <u>Rural Rental Assistance</u>, or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to <u>7 CFR § XXXV</u>;</li> <li>• <u>Rural Housing Stability Assistance Program</u> regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act (<u>42 USC § 11408</u>).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application, background check, etc.;</li> <li>• Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.);</li> <li>• Executed lease/agreement;</li> <li>• Inspections.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Tenant files for housing programs provided pursuant to <u>Title 24 CFR</u>, which are covered in the <u>Housing Authorities Records Retention Schedule</u>.</li> <li>• Damage claims and collections covered by <i>CORE</i> series GS50-01-10 and GS50-03B-14.</li> </ul> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after termination of lease/agreement or 6 years after conditions of grant satisfied (if applicable), <i>whichever is later then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.12 USAGE AND OPERATIONS

*The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-045 Rev. 0	<p><b>Usage and Dispersal (Assets)</b> Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Energy usage measurements;</li> <li>• Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports;</li> <li>• Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.;</li> <li>• Materials disbursement, supplies drawn from central stores, stores reports, etc.;</li> <li>• Pit and quarry material control files.</li> </ul> <p>Excludes services (public utilities, transit, housing, etc.) covered in sector schedules.</p> <p>Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules.</p> <p><i>Note: Contracts, agreements and permits authorizing the use of the agency's assets are covered in the Contracts and Agreements section.</i></p>	<p>Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations, and monetary infrastructure.

3.1 ACCOUNTING			
<i>The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-02-01 Rev. 0	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.	1 month	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-10 Rev. 0	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-046 Rev. 0	<b>Billing Stubs</b> Records accompanying payments submitted by customers to the agency noting the amounts, methods, and/or details of the payments (billing stubs, remittance advices, payment stubs, etc.). <i>Note: Billing stubs bundled or filed with records requiring longer minimum retention periods (such as GS2011-184 or GS2011-183) must be retained for the longer retention period(s).</i>	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-182 Rev. 0	<p><b>Capital Asset Record</b> Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with <u>RCW 43.09.200</u>.</p> <p>Includes information summarizing:</p> <ul style="list-style-type: none"> <li>• Acquisition (when &amp; how purchased or constructed, purchase price);</li> <li>• Improvements;</li> <li>• Depreciation;</li> <li>• Deductions;</li> <li>• Disposal (when &amp; how disposed of, expenses related to the sale, etc.).</li> </ul>	<p>Retain for 4 years after disposition of asset <i>or</i> disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-047 Rev. 0	<p><b>Collection Agency Reports</b> Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency.</p>	<p>Retain for 4 fiscal years <i>or</i> completion of State Auditor's examination report, <i>whichever is sooner then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-10 Rev. 0	DISTRIBUTION OF EXPENDITURES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 3	<p><b><i>Financial Disputes and Collections – General</i></b> Records relating to financial disputes and attempts to collect funds, <i>where not related to real property ownership, and where litigation has <u>not</u> commenced.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accounts receivable and payable;</li> <li>• Correspondence, research, invoices/statements, notices, proof of mailing, account closure;</li> <li>• Damage and loss claims (purchasing);</li> <li>• Lien filings (and releases) and other actions;</li> <li>• Settlement documentation;</li> <li>• Warrants/checks returned due to non-sufficient funds (NSF).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);</i></li> <li>• <i>Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09).</i></li> </ul> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 2	<p><b>Financial Transactions – Bond, Grant, and Levy Projects</b> Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects. Also includes authorized debt financing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Cancelled (and voided) checks, credit card slips, project cost record, etc., <b>for capital assets constructed by the local government agency;</b></li> <li>• Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.;</li> <li>• Documents supporting purchase/acquisition/construction and disposition/sales prices;</li> <li>• Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.);</li> <li>• Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds <u>awarded or received</u> by the local government agency;</li> <li>• Project cost/expenditure tracking record (staff time, etc.);</li> <li>• Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.);</li> <li>• Revenue bonds and coupons, registers, etc.;</li> <li>• Trust indenture, loan agreement, etc.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Sensitive Cardholder Data covered by GS2014-030;</li> <li>• Contracts and agreements involving <u>the agency's</u> capital assets which are covered by GS55-05A-06 and GS2011-169;</li> <li>• General and subsidiary ledgers covered by GS50-03A-15;</li> <li>• Unsuccessful grant/scholarship applications covered by GS50-03C-07.</li> </ul>	<p>Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 3	<p><b>Financial Transactions – General</b> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); donations;</li> <li>• Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists;</li> <li>• Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.);</li> <li>• Registers and journals (general and subsidiary) for all funds and functions;</li> <li>• Check/warrant registers;</li> <li>• Documentation of non-monetary gifts/donations (<i>other than capital or tracked assets</i>);</li> <li>• Petty cash.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Annual Financial Reports (DAN GS50-03D-02);</i></li> <li>• <i>Capital Assets (Other) and Non-Capital Tracked Assets (DAN GS2012-030);</i></li> <li>• <i>Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169);</i></li> <li>• <i>Contracts and Agreements – General (DAN GS50-01-11);</i></li> <li>• <i>Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183);</i></li> <li>• <i>Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030);</i></li> <li>• <i>General and Subsidiary Ledgers (DAN GS50-03A-15);</i></li> <li>• Utility meter readings covered in the <a href="#">Utility Services Records Retention Schedule</a>.</li> </ul>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-030 Rev. 1	<p><b>Financial Transactions – Sensitive Cardholder Data</b> Specific Sensitive Cardholder Data elements obtained during electronic financial transactions <b>where the agency stores, processes, or transmits cardholder data received via point of sale</b> systems, phone, email, internet, paper, etc.</p> <p>Sensitive Cardholder Data elements include:</p> <ul style="list-style-type: none"> <li>• Primary Account Number (PAN) and credit card number, <i>if different</i>;</li> <li>• Sensitive Authentication Data (SAD) <i>as defined by the <u>Payment Card Industry Data Security Standard (PCI DSS)</u></i>. Includes full track data, PIN/PIN blocks, and 3- or 4-digit customer identification (CID) number printed on the front or back of payment card such as Card Identification Number (CIN), Card Verification Value (CVV), or Card Validation Code (CVC).</li> </ul> <p>Excludes data elements <i>other than</i> PAN and SAD that are <u>received by</u> the agency (such as transaction number, date, amount, etc.), which must be retained pursuant to GS2011-183, GS2011-184, or other applicable DAN.</p> <p><i>Note: For additional information, please see Washington State Archives' Records Management Advice, <a href="#">Sensitive Cardholder Data Obtained During Payment Card Transactions</a>.</i></p>	Retain until completion of transaction then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-15 Rev. 1	<p><b>General and Subsidiary Ledgers</b> General and subsidiary ledgers documenting the agency's assets, liabilities, revenues, expenditures, gains and losses.</p> <p><i>Note: If your agency has ledgers from the 1800's, please contact Washington State Archives before destroying.</i></p>	<p>Retain for 6 years after end of fiscal year or 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, <i>whichever is later</i> then Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS50-03C-07 Rev. 1	<p><b>Grant/Scholarship Applications – Not Approved</b> Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.</p>	<p>Retain for 1 year after notification of denial received or sent then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-33 Rev. 1	<p><b>Investment Monitoring (Mandatory)</b> Records relating to the monitoring of funds held and/or invested by the agency <i>where required by regulatory agencies</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports reflecting the monitoring and review of fund(s);</li> <li>• Performance and reports, asset review, etc.;</li> <li>• Related correspondence/communications.</li> </ul> <p>Funds include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Self-insured retirement system investment portfolios (domestic and international equities, domestic fixed income, real estate, venture and cash equivalents, etc.);</li> <li>• Health care, industrial insurance, unemployment, group term life, etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Banking – Accounts and Transactions (GS2011-185)</i>.</li> <li>• <i>Contracts and Agreements – General (GS50-01-11)</i> (broker and banking contracts, etc.).</li> </ul>	<p>Retain for 6 years after end of fiscal year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-09 Rev. 0	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03A-28 Rev. 0	TRIAL BALANCES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05B-32 Rev. 1	<p><b>Unclaimed Property – Funds Held by Agency</b> Records relating to the return of unclaimed property to its legal owner in accordance with the <i>Uniform Unclaimed Property Act</i>, <a href="#">chapter 63.29 RCW</a>, where the funds are not submitted to the Department of Revenue (DOR) in accordance with <a href="#">RCW 63.29.190</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Research and investigative records;</li> <li>• Correspondence, registered mail receipts, last known address, etc.;</li> <li>• Transmittal of abandoned intangible property to the agency’s general fund pursuant to <a href="#">RCW 63.29.135</a>.</li> </ul> <p>Excludes records covered by <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31)</i>.</p> <p><i>Note: Retention based on the requirement that “... the local government shall remain liable to pay the intangible property to a person or entity subsequently establishing its ownership of this intangible property” (<a href="#">RCW 63.29.135</a>).</i></p>	Retain for 6 years after property claimed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05B-31 Rev. 1	<p><b>Unclaimed Property – Funds Remitted to Department of Revenue</b> Records relating to unclaimed property where the funds are submitted to the Department of Revenue (DOR) in accordance with the <i>Uniform Unclaimed Property Act</i>, <a href="#">chapter 63.29 RCW</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Research and investigative records;</li> <li>• Correspondence, registered mail receipts, last known address, etc.;</li> <li>• Remittance of funds to Department of Revenue (<a href="#">RCW 63.29.190</a>).</li> </ul> <p>Excludes records covered by <i>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32)</i>.</p>	Retain for 6 years after report filed and funds remitted to DOR then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3.2 AUDITING

*The activity of verifying the accuracy of the local government agency's financial accounts.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-01 Rev. 0	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-02 Rev. 0	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings	6 years	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
GS50-03A-26 Rev. 1	STATE AUDITOR'S EXAMINATION REPORT <i>Note: This record is retained permanently by the Office of the State Auditor in accordance with its records retention schedule.</i>	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-03 Rev. 0	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.3 BANKING

*The activity of transacting monetary exchanges with a financial institution.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	<p><b>Banking – Accounts and Transactions</b> Records relating to the agency’s banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Checks and warrants <u>issued by</u> the agency (<i>if returned by bank</i>);</li> <li>• Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.);</li> <li>• Records documenting the status of and adjustments to accounts;</li> <li>• Statements (bank, dividend, investment, etc.) and reconciliations;</li> <li>• Stop payment reports/requests (and supporting documentation).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Banking – Deposited Items (GS2011-186)</i>;</li> <li>• <i>Contracts and Agreements – General (GS50-01-11)</i> (master depository contract, etc.).</li> <li>• <i>Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183)</i> (cancelled and voided checks for capital assets constructed by the agency, etc.).</li> </ul>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-186 Rev. 0	<p><b>Banking – Deposited Items</b> Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Original paper</b> checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption;</li> <li>• <b>Images</b> of checks/warrants created in lieu of depositing the original item (such as imaged cash letter (ICL)).</li> </ul> <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.4 BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-01 Rev. 0	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-03 Rev. 0	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-04 Rev. 0	BUDGET FORECAST REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-05 Rev. 0	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03D-06 Rev. 0	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-07 Rev. 0	DEPARTMENTAL BUDGET REQUESTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-08 Rev. 0	FINAL BUDGET	Clerk of governing council, commission or board - PERMANENT	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
GS50-03D-10 Rev. 0	PRELIMINARY BUDGETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

### 3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-01 Rev. 1	<p><b>Employee Pay – Authorizations and Deductions</b> Records relating to <u>authorizations for</u> and <u>reductions to</u> individual employee salary/wages <b>where authorized by the employee or required by court order.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Court orders (for garnishment or other liens/attachments, child support, etc.);</li> <li>• Direct deposit (authorization, removal, change of banks, etc.);</li> <li>• Voluntary deductions (charitable donations, parking, etc.);</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i></li> <li>• <i>Internal Revenue Service (IRS) – Employee Forms (DAN GS2017-006);</i></li> <li>• <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></li> </ul>	<p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order <i>and</i> no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-15 Rev. 1	<p><b>Employee Pay – History</b> Records relating to the pay history of individual employees.</p> <p><b>IMPORTANT:</b> Some of these records may be needed for retirement verification purposes. <b>Do not destroy</b> before consulting with your agency’s retirement benefits manager.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Documentation of employee pay status;</li> <li>• Payroll deductions (taxes, insurance, retirement, miscellaneous);</li> <li>• Time cards and time sheets.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i></li> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i></li> <li>• <i>Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006);</i></li> <li>• <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></li> </ul>	<p>Retain for 4 years after end of fiscal year <i>and</i> no longer needed for agency business (including retirement benefit verification) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2017-006 Rev. 0	<p><b>Employee Pay – Internal Revenue Service (IRS) Forms</b> Records relating to the Internal Revenue Service forms that are held by the agency and used to request/authorize employee tax withholding/exemptions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• W-4 (W-4P, W-4S, W-4V) – Employee/recipient income tax Withholding Allowance Certificates;</li> <li>• W-9 – Request for Taxpayer ID Number and Certification.</li> </ul> <p>Excludes records covered by <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></p>	<p>Retain for 4 years after obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### 3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-02 Rev. 1	<p><b>Payroll Processing, Distribution and Reporting</b> Records relating to the processing of payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Detail reports, year-to-date costs and cumulative summary expense reports;</li> <li>• Listings of payroll deductions;</li> <li>• Status of and adjustments to accounts;</li> <li>• Payroll distribution, warrant distribution log/sheet, etc.</li> <li>• Reports <u>and transmittal of funds to state agencies</u> (such as Departments of Retirement Systems (DRS), Labor &amp; Industries (L&amp;I), Employment Security (ESD), etc.).</li> </ul> <p>Excludes records covered:</p> <ul style="list-style-type: none"> <li>• <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i></li> <li>• <i>Employee Pay – History (DAN GS50-03E-15);</i></li> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i></li> <li>• <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></li> </ul>	<p>Retain for 3 years after end of fiscal year <i>and</i> completion of State Auditor’s examination report, <i>whichever is later then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-03E-22 Rev. 1	<p><b>Payroll Register</b> Official record of the agency’s payroll.</p> <p><b>IMPORTANT:</b> This record may be needed for retirement verification purposes. <b><u>Do not destroy before consulting with your agency’s retirement benefits manager.</u></b></p> <p>Excludes records covered by <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i></p>	<p>Retain for 6 years after end of fiscal year <i>and</i> no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

### 3.6 PLANNING

*The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-048 Rev. 0	<p><b>Impact Fees – Rate Setting</b> Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc.</p> <p>Includes, but is not limited to, fees calculated for collection pursuant to:</p> <ul style="list-style-type: none"> <li>• <a href="#">RCW 36.73.120</a>, Transportation improvements;</li> <li>• <a href="#">RCW 39.92.050</a>, Transportation Impact Fee;</li> <li>• <a href="#">RCW 82.02.050</a>, Impact fees – Intent – Limitations;</li> <li>• <a href="#">RCW 36.70A.350</a>, <i>Growth Management Act</i>;</li> <li>• <a href="#">RCW 43.21C.060</a>, <i>State Environmental Policy Act</i>;</li> <li>• <a href="#">RCW 58.17.110(2)(b)</a>, <i>State Subdivision Act</i>.</li> </ul> <p>Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in <i>CORE</i>.</p>	<p>Retain for 6 years after rates superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-187 Rev. 0	<p><b>Internal Service Fund – Rate Setting</b> Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Cost-allocation basis;</li> <li>• Actual costs separated from estimated costs.</li> </ul>	<p>Retain for 4 years after rates superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.6 PLANNING

*The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-06 Rev. 1	<p><b>Levy and Bond Planning – Successful</b> Records relating to the financial planning of successful capital improvement and/or operations &amp; maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.;</li> <li>• Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents;</li> <li>• Communications and documentation related to the issuance of bonds to finance any capital or other project.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Receipt and expenditure of levy and bond funds covered by GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>;</li> <li>• Long-range facilities plans covered by GS51-07-15;</li> <li>• Asset-specific records covered in the Acquisition/Ownership and Construction sections (for LID and RID projects, etc.).</li> <li>• Design and construction records for LID and RID projects covered by GS2012-031, GS55-05A-06, GS50-18-10, or sector schedules.</li> </ul>	<p>Retain for 6 years after final bond payment or completion of levy project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2011-188 Rev. 1	<p><b>Levy and Bond Planning – Unsuccessful</b> Records relating to the financial planning of unsuccessful capital improvement and/or operations &amp; maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to, preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.</p>	<p>Retain for 6 years after levy failure or decision to not proceed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.7 PURCHASING

*The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 1	<p><b><i>Bids and Proposals – Successful</i></b> Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <u>are</u> accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.;</li> <li>• Notices (filed with county clerk, newspaper, etc.);</li> <li>• Bid proposals, evaluation documents, statements of qualification, applications, etc.</li> </ul> <p>Excludes contracts and agreements covered in the Contracts/Agreements section. Excludes unsuccessful bid proposals covered by GS50-08A-11.</p>	<p>Retain for 6 years after completion of purchase or fulfillment of contract <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-11 Rev. 1	<p><b><i>Bids and Proposals – Unsuccessful</i></b> Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which <u>are not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.</p> <p>If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> <li>• Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.;</li> <li>• Notices (filed with county clerk, newspaper, etc.).</li> </ul> <p>Excludes successful bids and proposals covered by GS50-08A-01. Excludes executed contracts and agreements covered in the Contracts/Agreements section.</p>	<p>Retain for 4 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.7 PURCHASING

*The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-05 Rev. 0	DELIVERY RECEIPT-INTERNAL PURCHASING	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-14 Rev. 0	EMERGENCY PURCHASE AUTHORIZATION AND EXCEPTION REQUEST Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.	Date approved plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-21 Rev. 0	EQUIPMENT/VEHICLE PARTS ORDERS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-05 Rev. 0	MATERIALS ORDERS/REQUISITIONS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-06 Rev. 0	MATERIALS RECEIPTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-07 Rev. 0	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-08 Rev. 0	PACKING SLIPS	Until confirmation of materials received	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.7 PURCHASING

*The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-06 Rev. 0	PRICE CHECKS AND INFORMAL QUOTATIONS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-07 Rev. 0	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-09 Rev. 0	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-10 Rev. 0	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-12 Rev. 0	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-13 Rev. 0	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

### 3.8 REPORTING

*The activity of providing financial information as required by regulating authorities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	<b>Annual Financial Report of Chief Fiscal Officer to Commissioners/Council</b> Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	<b>Continuing Grants – Annual Financial Status Reports</b> Annual report submitted for <u>continuing</u> grants containing summaries and breakdowns of expenditures for the past year. Excludes non-continuing grant reports covered by GS50-03C-02.	Retain for 4 years after submission of report <i>or</i> for period required by grant/program, <i>whichever is later then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	<b>Bond, Grant, and Levy Project Reports</b> Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Progress statements;</li> <li>• Expenditure of funds;</li> <li>• Periodic, annual, special, and final reports.</li> </ul> Excludes continuing grant reports covered by GS50-03C-01.	Retain for 4 years after submission of final report <i>or</i> for period required by grant/program, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

### 3.8 REPORTING

*The activity of providing financial information as required by regulating authorities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-189 Rev. 1	<p><b>Reporting/Filing (Mandatory) – Financial Management</b> Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, <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>• Reports/forms/certificates/lists;</li> <li>• Submission confirmation, correspondence, inquiries, etc.</li> </ul> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Report of known or suspected loss of public funds or assets or other illegal activity filed with the Office of the State Auditor in accordance with <a href="#">RCW 43.09.185</a>.</li> </ul>	<p>Retain for 4 years after submitted to regulatory agency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-03A-17 Rev. 1	<p><b>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS)</b> Records relating to Internal Revenue Service forms and reports that are <i>submitted to the Internal Revenue Service (IRS)</i> as required by law. Includes records documenting the transmittal of funds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• W-2 – Wage and Tax Statement;</li> <li>• W-3 – Transmittal of Wage and Tax Statements;</li> <li>• 940 – Employer’s Annual Federal Unemployment Tax Return (FUTA);</li> <li>• 941 – Employer’s Quarterly Federal Tax Return (social security, Medicare, etc.);</li> <li>• 1099 – Payments made to non-employees or unincorporated businesses, etc.</li> </ul> <p><i>Note: The Department of Revenue requires 5 years of tax records pursuant to <a href="#">RCW 82.32.070</a>. The <a href="#">Internal Revenue Service</a> requires all records of employment taxes for at least four years after filing the 4<sup>th</sup> quarter for the year.</i></p>	<p>Retain for 5 years after date form/report submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3.9 TAXES

*The activity of paying or collecting taxes.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-01 Rev. 0	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-02 Rev. 0	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-03 Rev. 0	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-05 Rev. 0	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-07 Rev. 0	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-08 Rev. 0	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-04 Rev. 0	STATE AND LOCAL TAX RETURNS Returns and reports submitted for taxes paid to state and/or local government agencies. Includes but is not limited to: Sales Tax, Use Tax, Regional Transit Authority Tax, Food and Beverage Tax, Litter Tax, Lodging Tax, State Public Utility Tax, Tobacco Products Tax, Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax, Syrup Tax, and Enhanced 911 Tax. <i>Note: Reference <a href="#">RCW 82.32.070</a>.</i>	Retain for 5 years after date of filing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

## 4. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce. Throughout this section, "employee" refers to any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status, and includes paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

### 4.1 AUTHORIZATION/CERTIFICATION

*The activity of agency employees receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (Excludes the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 2	<p><b><i>Authorizations/Certifications – Employees (General)</i></b> Records relating to licenses, permits, accreditations, certifications and other authorizations <u>acquired by agency employees that are either required by regulating authorities (such as local, state or federal agencies and/or court order/rule) or required by the agency as a condition of employment where not covered by a more specific records series.</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application/confirmation, recertification;</li> <li>• Violations/corrections;</li> <li>• Related correspondence/communications, reports, etc.</li> </ul> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conflict of interest, outside employment, etc.;</li> <li>• Continuing professional education credits/hours;</li> <li>• Drivers' licenses (individual or commercial);</li> <li>• Required professional certification (flagger, language interpreter, pesticide applicator, notary, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42);</i></li> <li>• <i>Authorizations/Certifications – Employees (Hazardous Materials) (DAN GS50-19-09);</i></li> <li>• <i>Authorizations/Certifications – Employees (Health Care/Services) (DAN GS2011-191).</i></li> </ul>	<p>Retain for 6 years after authorization/certification superseded or terminated or 6 years after separation from agency, whichever is sooner then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.1 AUTHORIZATION/CERTIFICATION

The activity of agency employees receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (Excludes the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-09 Rev. 2	<p><b>Authorizations/Certifications – Employees (Hazardous Materials Handling)</b> Records relating to licenses, permits, accreditations, certifications and other authorizations <u>acquired by employees</u> that relate to the handling of hazardous materials and that are either <u>required by or received from</u> regulating authorities (local, state, or federal agencies and/or courts). Includes trained personnel lists.</p> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	Retain for 50 years after authorization/certification superseded or terminated <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
GS2011-191 Rev. 2	<p><b>Authorizations/Certifications – Employees (Health Care/Services)</b> Records relating to mandatory licenses, certifications, and authorizations received <u>from</u> Washington State Departments of Health or Licensing <u>by employees</u> for the provision of health care or related services.</p> <p>As specified in <u>RCW 4.16.350</u>, providers include (but are not limited to) physicians, nurses, psychologists, physical therapists, physician's assistants, pharmacists, etc. <u>and employees or agents of licensed individuals</u> (paramedics, EMTs, etc.).</p>	Retain for 8 years after authorization superseded or terminated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-007 Rev. 0	<p><b>Benefit Programs – Administration</b> Records relating to the <b>general</b> administration of benefit programs, plans and opportunities made available to employees by the agency. Does <b>not</b> include individual <u>employee</u> participant files and claims.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Benefit studies, surveys and questionnaires (planning, selection, use, improvement, etc.);</li> <li>• Reports, statements, lists and logs used for internal purposes (such as participant, claims costs/logs, quarterly/annual summaries, calculations to determine benefit rates, cumulative leave record, etc.);</li> <li>• Related correspondence/communications.</li> </ul> <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Insurance (medical, dental, vision, industrial/worker's compensation, unemployment, life, long-term care, disability, <i>Consolidated Omnibus Budget Reconciliation Act</i> (COBRA), etc.);</li> <li>• Retirement (pension, deferred compensation, 401K, etc.);</li> <li>• Educational (tuition reimbursement, etc.);</li> <li>• Transportation (commute trip reduction, car pool, bus pass, etc.);</li> <li>• Wellness (employee assistance program [EAP]; health and fitness rewards or memberships, smoking cessation, weight loss; event discounts, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Benefits – Enrollment and Participation</i> (DAN GS50-04D-03);</li> <li>• <i>Contracts and Agreements – General</i> (DAN GS50-01-11);</li> <li>• <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009);</li> <li>• <i>Reporting/Filing (Mandatory) – Human Resources</i> (DAN GS50-04C-05).</li> </ul>	<p>Retain for 3 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04D-03 Rev. 1	<p><b>Employee Benefits – Enrollment and Participation</b> Records relating to individual <u>employee enrollment and participation</u> in benefit programs and plans made available by the agency. Does <u>not</u> include retirement/pension verification records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notification/determination of eligibility;</li> <li>• Applications for enrollment/participation/elections/extensions;</li> <li>• Contracts and agreements;</li> <li>• Name, address, status and dependent modifications/changes;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Contracts and Agreements (General)</i> (DAN GS50-01-11);</li> <li>• <i>Employee Benefits – Claims and Appeals</i> (DAN GS2017-008);</li> <li>• <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009).</li> </ul>	<p>Retain for <u>6 years after termination of contract/lapse of coverage or withdrawal from participation or separation from agency, whichever is sooner and 6 years after expiration of appeal period for any/all claims filed then Destroy.</u></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2017-008 Rev. 0	<p><b>Employee Benefits – Claims and Appeals</b> Records relating to individual <u>employee benefit program claims and appeals</u>. Does <u>not</u> include retirement/pension plans.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Claims (approved and denied);</li> <li>• Appeals;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules.</p>	<p>Retain for 6 years after benefit/beneficiary payment completed or denied and 6 years after expiration of appeal period then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-009 Rev. 0  continued from previous page	<p><b>Employee Retirement/Pension Verification</b> continued from previous page</p> <p>Includes, but is not limited to (continued):</p> <ul style="list-style-type: none"> <li>• Contract/agreement, policy/plan between employee and benefit provider;</li> <li>• Name, address, status and dependent modifications/changes;</li> <li>• Withdrawal from plan/system.</li> </ul> <p><i>Types of documentation that commonly verify some of the required elements include:</i></p> <ul style="list-style-type: none"> <li>• Appointment letters; salary and employment dates;</li> <li>• Application forms, enrollment records, authorizations, position eligibility worksheets, retirement status forms/reviews, beneficiary information, qualified domestic relations orders (QDRO), etc.;</li> <li>• Calendars/work schedules;</li> <li>• Individual payroll registers/summaries/databases;</li> <li>• Time cards/time sheets.</li> </ul> <p>Each agency should develop policies that define which <i>specific</i> records it needs to retain in order to provide all elements necessary to validate or refute retirement benefit eligibility.</p>	continued from previous page	continued from previous page

## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-010 Rev. 0	<p><b>Leave/Overtime – Non-Routine</b> Records relating to the authorization of leave or overtime and the management of individual <u>employee</u> status where leave is mandated by federal, state, or local statute <u>or</u> where agency policy/procedure requires more than direct supervisory approval.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests, eligibility determination, approvals;</li> <li>• Returned/unused leave, etc.</li> </ul> <p>Types of leave include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Leave regulated by <i>The Family Medical Leave Act of 1993 (FMLA)</i> (29 CFR § 825) and/or the <i>Washington State Family Leave Act of 2006</i> (chapter 49.78 RCW);</li> <li>• Shared/donated leave requests and donations;</li> <li>• Military leave;</li> <li>• Extended leave without pay/leave of absence.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Health Records (Routine)</i> (DAN GS2017-015) (FMLA medical records, etc.);</li> <li>• <i>Employee Medical and Exposure Records</i> (DAN GS50-04B-30);</li> <li>• <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009).</li> </ul>	<p>Retain for 6 years after expiration of leave period or denial of request and no longer needed for agency business then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-09 Rev. 2	<p><b>Leave/Overtime – Routine</b> Records relating to employee requests for <u>and</u> approval or denial of routine leave or overtime.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Health Records (Routine) (DAN GS2017-015);</i></li> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i></li> <li>• <i>Leave/Overtime – Non-Routine (DAN GS2017-010).</i></li> </ul>	<p>Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-082 Rev. 0	<p><b>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims</b> Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with <u>chapter 41.26 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Medical, dental, vision, long-term care records;</li> <li>• Claim and insurance payment information.</li> </ul> <p>Excludes records covered by <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i> (Local Disability Board).</p> <p><i>Note: LEOFF Plan 2 injury/disability claims are covered by other records series in this section.</i></p>	<p>Retain for 6 years after death of individual then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-083 Rev. 0	<p><b>Volunteer Fire Fighters' and Reserve Officers' Relief Claims</b></p> <p>Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with <u>chapter 41.24 RCW</u>.</p> <p><i>Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained for 50 years in accordance with the SBVFRO's records retention schedule.</i></p>	<p>Retain for 6 years after claim closed then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	<p><b>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries</b></p> <p>Records relating to workers' compensation claims for injuries to eyes filed by employees of agencies insured by the Department of Labor &amp; Industries (L&amp;I) in accordance with <u>Title 51 RCW</u> and <u>Title 296 WAC</u>.</p> <p>Includes, but is not limited to, report of occupational injury.</p> <p><i>Note: L&amp;I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i></p>	<p>Retain for 10 years after claim closed then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-02 Rev. 1	<p><b>Workers' Compensation Claims (Department of Labor and Industries) – General</b></p> <p>Records relating to workers' compensation claims filed by employees of agencies insured by the Department of Labor &amp; Industries (L&amp;I) in accordance with <u>Title 51 RCW</u> and <u>Title 296 WAC</u>.</p> <p>Includes, but is not limited to, report of occupational injury or disease.</p> <p>Excludes claims for eye injuries covered by GS2010-084.</p> <p><i>Note: L&amp;I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i></p>	<p>Retain for 7 years after claim closed then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct financial compensation**. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct financial compensation** (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-27 Rev. 1	<p><b>Workers' Compensation Claims (Self-Insured) – Compensable</b></p> <p>Records relating to compensable workers' compensation claims filed by employees of self-insured agencies in accordance with <u>Title 51 RCW</u> and <u>Title 296 WAC</u>.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&amp;I) for 75 years after claim closed in accordance with L&amp;I's records retention schedule.</i></p>	<p>Retain for 75 years after claim closed then <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-06C-31 Rev. 1	<p><b>Workers' Compensation Claims (Self-Insured) – Non-Compensable</b></p> <p>Records relating to non-compensable workers' compensation claims filed by employees of self-insured agencies in accordance with <u>Title 51 RCW</u> and <u>Title 296 WAC</u>.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&amp;I) for 40 years after claim closed in accordance with L&amp;I's records retention schedule.</i></p>	<p>Retain for 40 years after claim closed then <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-34 Rev. 1	<p><b>Apprenticeship – Program Administration</b> Records relating to the administration of apprentice training programs implemented by the agency in accordance with the <i>Washington State Apprenticeship and Training Act</i> pursuant to <a href="#">chapter 49.04 RCW</a>, <a href="#">chapter 296-05 WAC</a>, and <a href="#">Title 29 CFR Part 30</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Program operations documentation (<a href="#">29 CFR § 30.8</a>);</li> <li>• Affirmative action plans (<a href="#">29 CFR § 30.4</a>);</li> <li>• Evidence of qualification standards validation (<a href="#">29 CFR § 30.5</a>);</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i>.</p>	<p>Retain for 6 years after end of calendar year and no longer needed for agency business then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-04B-44 Rev. 1	<p><b>Award/Recognition Programs</b> Records relating to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. Includes recommendations, nominations, and additional related information.</p> <p>Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i>.</p>	<p>Retain for 3 years after date of award/recognition then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY**

*The activity of cultivating employee potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-031 Rev. 1	<p><b>Disclosure of Former Employee Information to Prospective Employers</b> Records relating to the disclosure of information about <u>former</u> employees to prospective employers or employment agencies pursuant to <u>RCW 4.24.730</u>. Includes hiring recommendations, employment/income verifications, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Written logs, disclosure releases/statements, etc.;</li> <li>• Copies of information provided, etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Work History (DAN GS50-04B-06)</i> (disclosure of <u>current</u> employee information);</li> <li>• <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>.</li> </ul> <p><i>Note: Pursuant to <u>RCW 4.16.080</u>, the statute of limitations for the commencement of actions for personal injury is 3 years.</i></p>	<p>Retain for 3 years after disclosure of information <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04E-03 Rev. 2	<p><b>Employee Complaints and Grievances</b> Records relating to complaints and grievances about workplace issues filed with the local government agency by or <i>on behalf of</i> its employee(s). Complaints include health and safety, whistleblower, retaliation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Filed complaints and grievances;</li> <li>• Supporting documentation;</li> <li>• Agency response and decisions;</li> <li>• Legal actions, arbitration or mediation efforts;</li> <li>• Determinations and appeals.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights Violation Complaints (DAN GS50-04C-04);</i></li> <li>• <i>Contracts and Agreements – General (DAN GS50-01-11) (grievances filed by a union <u>on its own behalf</u>, etc.);</i></li> <li>• <i>Misconduct investigations – Founded (DAN GS50-04B-46);</i></li> <li>• <i>Misconduct Investigations – Unfounded (DAN GS50-04B-47).</i></li> </ul>	<p>Retain for 6 years after matter resolved/final determination of case and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-06 Rev. 4	<p><b>Employee Work History</b> Records relating to an individual’s employment history with the agency.</p> <p><b>IMPORTANT:</b> Some of these records may be needed for retirement verification purposes. <b><u>Do not destroy before consulting with your agency’s retirement benefits manager.</u></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Recruitment records for each position held by employee (position description, application, resume, eligibility certifications, transcripts, letters of recommendation);</li> <li>• <b>Final results</b> of background checks/investigations, medical, polygraph testing, etc. (such as “No Record Found”, positive/negative, pass/fail, etc.);</li> <li>• Non-disclosure agreements <i>signed as a condition of employment</i>;</li> <li>• Copies of oaths of office and/or bonds of officials (elected and appointed);</li> <li>• Commendations, recommendations, awards;</li> <li>• Disclosure of information (to prospective employers [<a href="#">RCW 4.24.730(2)</a>], etc.); home address and telephone disclosures, etc.;</li> <li>• Employee Assistance Program (EAP) referral and completion documentation;</li> <li>• Training/staff development history;</li> <li>• Letters/notices of personnel action or employment status changes (hiring/appointment, promotion, transfer, salary history [increases, decreases, exceptions], etc.);</li> <li>• Letters/notices of disciplinary action (demotion, termination, suspension, etc.);</li> <li>• Departure status and eligibility (disability, retirement, death, etc.), exit interview, etc.</li> </ul> <p>Excludes records covered more specifically in CORE or sector schedules, including:</p> <ul style="list-style-type: none"> <li>• <i>Employee Medical and Exposure Records (DAN GS50-04B-30);</i></li> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i></li> </ul>	<p>Retain for 6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-011 Rev. 0	<p><b>Employees – Routine Administrative Transactions</b> Records relating to the agency’s human resources that document routine transactions or tasks but <b>do not affect</b> employment history, payroll, performance, or retirement status/eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Changes to work schedules and assignments;</li> <li>• <i>Certain</i> employee directories/rosters and organizational charts (<i>see exclusion, below</i>);</li> <li>• Location codes;</li> <li>• Miscellaneous tracking forms;</li> <li>• Name/address/status/contact change documentation.</li> </ul> <p>Excludes records covered by <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> (annual organizational charts and employee directories/lists).</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2017-012 Rev. 0	<p><b>Employment Eligibility Verification – Labor Condition Application (LCA) Public Access File</b> Records that relate to Labor Condition Applications filed with the U.S. Department of Labor by the local government agency on behalf of non-immigrant workers in accordance with <u>20 CFR § 655.760</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• ETA forms and cover pages;</li> <li>• Wage rate documentation;</li> <li>• Union/employee notification, etc.</li> </ul>	<p>Retain for 1 year after last date any nonimmigrant is employed under the LCA <i>or</i> 1 year after date LCA expires/is withdrawn, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-26 Rev. 2	<p><b>Employment Eligibility Verification – U.S. Citizenship and Immigration Services (USCIS)</b></p> <p>Documents used to verify identity and employment authorization of individuals hired for employment in the United States in accordance with <a href="#">8 CFR § 274a.2</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• USCIS form I-9;</li> <li>• Copies of other documents (such as passport, permanent resident card, etc.).</li> </ul>	<p>Retain for 3 years after date of hire or 1 year after separation from agency, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-46 Rev. 3	<p><b>Misconduct Investigation Files – Founded</b></p> <p>Documentation compiled in official investigations of <a href="#">employee</a> misconduct that result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaint initiating the investigation;</li> <li>• Investigative reports, statements, recordings (audio/video);</li> <li>• Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.);</li> <li>• Legal advice/opinions.</li> </ul> <p>Excludes certain employees covered in the:</p> <ul style="list-style-type: none"> <li>• <i>Public Schools (K-12) Records Retention Schedule</i>; and,</li> <li>• <i>Law Enforcement Records Retention Schedule</i>.</li> </ul> <p>NOTE: <a href="#">RCW 40.14.070</a> vests the authority to determine the retention period for public records in the <a href="#">Local Records Committee</a>, and not in the parties to a collective bargaining agreement.</p>	<p>Retain for 6 years after case closed/matter resolved and no longer needed for agency business and 6 years after corrective action completed, <i>if imposed then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-47 Rev. 3	<p><b>Misconduct Investigation Files – Unfounded</b> Documentation compiled in official investigations of <u>employee</u> misconduct that <u>do not</u> result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaint initiating the investigation;</li> <li>• Investigative reports, statements, recordings (audio/video);</li> <li>• Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.);</li> <li>• Legal advice/opinions.</li> </ul> <p>Excludes <b>certain employees</b> covered in the:</p> <ul style="list-style-type: none"> <li>• <i>Public Schools (K-12) Records Retention Schedule</i>; and,</li> <li>• <i>Law Enforcement Records Retention Schedule</i>. <p><i>NOTE: <a href="#">RCW 40.14.070</a> vests the authority to determine the retention period for public records in the <a href="#">Local Records Committee</a>, and not in the parties to a collective bargaining agreement.</i></p> </li></ul>	Retain for 3 years after case closed and no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-08 Rev. 2	<p><b>Performance Evaluation (Employee)</b> Records relating to regularly scheduled employee performance evaluations.</p> <p>Records include, but are not limited to, completed/signed evaluations and expectations.</p> <p><i>NOTE: <a href="#">RCW 40.14.070</a> vests the authority to determine the retention period for public records in the <a href="#">Local Records Committee</a>, and not in the parties to a collective bargaining agreement.</i></p>	Retain for 3 years after next evaluation and no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

**4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY**

*The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-31 Rev. 1	<p><b><i>Performance Evaluation (Supervisor Preparation)</i></b> Records gathered by an employee’s supervisor in preparation for regularly scheduled performance evaluations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notes of performance, training and development;</li> <li>• Job assignments;</li> <li>• Other related documentation.</li> </ul>	<p><b>Retain</b> until completion of evaluation <i>and</i> resolution of any ongoing performance issues <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

#### 4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-013 Rev. 0	<p><b><i>Alcohol Misuse and Controlled Substances Use Prevention Program – Administration</i></b> Records relating to administration of the agency’s Alcohol Misuse and Controlled Substances Use Prevention Program for <i>drivers of commercial motor vehicles</i> in accordance with <u>49 CFR § 382.401</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <u>Administration</u> of the alcohol and controlled substances testing programs;</li> <li>• Calibration documentation;</li> <li>• Annual calendar year summary required by <u>49 CFR § 382.403</u>;</li> <li>• Program summary report.</li> </ul>	Retain for 6 years after end of calendar year and no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-014 Rev. 0	<p><b><i>Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process</i></b> Records related to the alcohol and controlled substances collection process pursuant to <u>49 CFR § 382.401(b)(2)</u>.</p> <p>Excludes records covered by Employee Health Records (Routine) (DAN GS2017-015).</p>	Retain for 3 years after end of calendar year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-33 Rev. 1	<p><b><i>Alcohol Misuse/Controlled Substances Use Prevention Program – Test Results (Negative, Not Positive, Cancelled)</i></b> Records relating to drug and alcohol testing <i>where the results are negative, do not meet the threshold for “positive”, or where test is cancelled</i>, pursuant to <u>49 CFR § 382.401(b)(3)</u>.</p> <p>Excludes records covered by <i>Employee Health Record (Routine)</i> (DAN GS2017-015) (including positive results, refusals, treatment, etc.).</p>	Retain for 1 year after negative results posted or test cancelled then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-015 Rev. 0	<p><b>Employee Health Records (Routine)</b> Records relating to the health status of employees <i>where <u>not</u> related to occupational illness or injury.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Documentation relating to off-duty injuries and extended illnesses;</li> <li>• Drug/alcohol testing (positive results, refusals, corrective action, treatment, compliance, etc.) and all other <i>employee-specific</i> records listed in <u>49 CFR § 382.401(c)(2) &amp; (4)</u>;</li> <li>• Employee Assistance Program (EAP) documentation (alcohol, drug abuse, or personal counseling programs);</li> <li>• Employee exposure to <i>certain</i> toxic substances that were used in same manner and frequency that a consumer would use them (pursuant to <u>WAC 296-802-20010</u>);</li> <li>• <u>Family and Medical Leave Act</u> (FMLA) (including medical histories, certifications provided by health care professionals such as fitness-for-duty, Family Leave certifications issued pursuant to <u>RCW 49.78.270</u>), etc.);</li> <li>• First aid treatment <i>made on-site by a non-physician</i> (<u>WAC 296-802-900</u>);</li> <li>• “Fitness for duty” releases and physical exams, etc., provided by health care professionals <i>where <u>not</u> related to occupational exposure</i>;</li> <li>• Information concerning a disabling condition (records relating to medical issues, reasonable accommodation, <u>adjustments to leave policy</u>, etc.).</li> </ul> <p>Excludes records covered by <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i>.</p>	<p>Retain for 6 years after created or received and no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

#### 4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-30 Rev. 2	<p><b>Employee Medical and Exposure Records</b></p> <p>Records relating to the health status of employees who in the course of employment are routinely exposed to toxic substances or harmful physical agents as regulated by <a href="#">29 CFR § 1910.1020</a> and <a href="#">chapter 296-802 WAC</a>. Includes medical records, exposure records, analyses, and other records as specified in <a href="#">WAC 296-802-900</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Medical and employment questionnaires or histories (including job description and occupational exposures);</li> <li>• Medical examinations and diagnostic results (pre-employment, pre-assignment, periodic, episodic, etc.);</li> <li>• Medical opinions, diagnoses, progress notes and recommendations;</li> <li>• Medical evaluations (including respirator use [<a href="#">WAC 296-842-14005</a>], audiometric [<a href="#">WAC 296-817-400</a>], etc.);</li> <li>• Descriptions of treatment and prescriptions;</li> <li>• Employee medical complaints;</li> <li>• First aid records;</li> <li>• “Fitness-for-duty” releases provided by health care professionals <i>where related to toxic substances/harmful physical agents</i>.</li> <li>• Immunization records <i>where required or recommended for job performance</i> (including Human Immunodeficiency Virus (HIV), rabies, Hepatitis B Virus [HBV], etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i></li> <li>• <i>Employee Health Records (Routine) (DAN GS2017-015).</i></li> </ul>	<p>Retain for 30 years after separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

#### 4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-192 Rev. 1	<p><b>Employee Medical and Exposure Records – Employed Less Than One Year</b> Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year <i>and where the medical records are provided to the employee</i> in accordance with <a href="#">29 CFR § 1910.1020(d)(1)(i)(C)</a> and <a href="#">WAC 296-802-20005</a>.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177)</i>.</li> <li>• <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i>.</li> </ul> <p><i>Note: The Local Records Committee recommends that agencies retain copies of any medical/exposure records returned to these employees under Employee Medical and Exposure Records (DAN GS50-04B-30). Please consult your agency’s risk management advisor.</i></p>	<p>Retain until separation from agency <i>then</i> Provide to employee upon departure.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-21 Rev. 1	<p><b>Occupational Health and Safety – Injuries and Illnesses</b> Records documenting work-related injuries and illnesses as required by the Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) pursuant to <a href="#">chapter 296-27 WAC</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Log of Work-Related Injuries and Illnesses (and privacy case list);</li> <li>• Annual Summary;</li> <li>• Injury and Illness Incident Report(s);</li> <li>• Surveys required by regulatory agencies (Occupational Safety Health Administration [OSHA], Bureau of Labor Statistics [BLS], etc.).</li> </ul> <p><i>Note: Workers’ compensation claims are covered in the Employee Benefits section.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

#### 4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-016 Rev. 0	<p><b>Occupational Health and Safety Program – Administration</b></p> <p>Records relating to the administration of programs implemented by the agency to ensure a safe and healthful workplace for workers. Includes records that document assessments, inspections (including self-issued permits), training, violation citations, analyses, actions, steps followed, measures taken, etc.</p> <p><u>Programs</u> include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Accident Prevention/Total Safety and Health Plan (<a href="#">WAC 296-800-140</a>);</li> <li>• Confined Space Program (<a href="#">WAC 296-809</a>);</li> <li>• Drug-Free Workplace;</li> <li>• Emergency drills (fire, earthquake, etc.);</li> <li>• Ergonomic furniture and equipment (excluding Section 504 accommodations);</li> <li>• Exposure Control;</li> <li>• Globally Harmonized System for Hazard Communication (<a href="#">WAC 296-901-14010</a>);</li> <li>• Hearing Loss Prevention;</li> <li>• Personal Protective Equipment (PPE) (<a href="#">WAC 296-800-160</a>);</li> <li>• Respiratory Protection (<a href="#">chapter 296-842 WAC</a>);</li> <li>• Safety Committee (including meeting records);</li> <li>• <i>Washington Industrial Safety and Health Act of 1973</i> (WISHA) inspections and citations issued in accordance with <a href="#">WAC 296-900-13005</a>).</li> </ul> <p>Excludes records covered more specifically elsewhere, such as:</p> <ul style="list-style-type: none"> <li>• <i>Alcohol Misuse and Controlled Substances Use Prevention Program</i> (DAN <a href="#">GS2017-013</a>);</li> <li>• <i>Employee Health Records (Routine)</i> (DAN <a href="#">GS50-04B-30</a>);</li> <li>• <i>Employee Medical and Exposure Records</i> (DAN <a href="#">GS50-04B-30</a>);</li> <li>• <i>Occupational Health and Safety (Work-Related Injuries and Illness)</i> (DAN <a href="#">GS50-06C-21</a>);</li> <li>• <i>Reporting/Filing (Mandatory) – (Human Resources)</i> (DAN <a href="#">GS50-04C-05</a>);</li> <li>• <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents</i> (DAN <a href="#">GS50-06C-33</a>).</li> </ul>	<p>Retain for 3 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

4.4 EMPLOYEE HEALTH AND SAFETY			
<i>The activity of creating and maintaining a safe and healthy work environment for <a href="#">employees</a>.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-07 Rev. 1	<p><b>Respirator Fit Tests</b> Records relating to employee respirator fit tests conducted pursuant to <a href="#">WAC 296-842-12010</a>.</p> <p>Excludes respiratory protection program records covered by <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i>.</p>	<p>Retain until next fit test administered <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-33 Rev. 1	<p><b>Workplace Monitoring of Toxic Substances/Harmful Physical Agents</b> Records relating to monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace in accordance with <a href="#">29 CFR § 1910 – Occupational Safety and Health Standards</a>.</p> <p>Includes the identification of any toxic substance used in the workplace, including where and when the substance was used in accordance with <a href="#">WAC 296-802-20010</a>.</p> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after date of monitoring/measuring <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-017 Rev. 0	<p><b>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (Background Data)</b> <u>Background data</u> compiled while monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace <u>where a summary of the data is prepared and retained</u> pursuant to <a href="#">WAC 296-802-20010</a>.</p> <p>Excludes Summary of Data and other records covered by <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33)</i>.</p>	<p>Retain for 1 year after date of monitoring/measuring <u>and</u> creation of data summary <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.5 RECRUITMENT/HIRING

*The activity of screening, selecting and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-05 Rev. 1	<p><b>Employment Inquiries</b> Records relating to persons seeking employment/ job opportunities with the agency <i>where not associated with an official agency recruitment</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Unsolicited applications, resumes, letters of inquiry;</li> <li>• Requests for announcement information (position, test, etc.).</li> </ul> <p>Excludes records covered by <i>Recruitment (DAN GS50-04B-22)</i>.</p>	<p>Retain for 1 year after received or responded to <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-04B-35 Rev. 2	<p><b>Civil Service System – Program Administration</b> Records relating to the administration of the Civil Service System in accordance with chapters <u>41.08</u>, <u>41.12</u>, and <u>41.14 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Civil Service Commission (CSC) administrative support and communications;</li> <li>• Investigation and other background files;</li> <li>• Cases that are <u>not</u> heard by the CSC (resolved, referred, ineligible, withdrawn, etc.);</li> <li>• Appointment of outside attorneys.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i>;</li> <li>• <i>Employee Work History (DAN GS50-04B-06)</i>;</li> <li>• <i>Recruitment (DAN GS50-04B-22)</i>.</li> </ul>	<p>Retain for 6 years after end of calendar year <i>and</i> 6 years after matter resolved/case closed (if applicable) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

#### 4.5 RECRUITMENT/HIRING

The activity of screening, selecting and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-22 Rev. 1	<p><b>Recruitment</b></p> <p>Records relating to the process of recruiting, interviewing, selecting and hiring of <a href="#">employees</a>. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Employment requisitions (position specifications, needs analyses and authorizations, requests to fill, desired qualifications, etc.);</li> <li>• Personnel Action Request/notice (PAR) <i>development</i>;</li> <li>• Job announcements and postings;</li> <li>• Applications, resumes, test results and background checks of <i>unsuccessful applicants</i> (including applicants screened but not interviewed);</li> <li>• Applicant lists, eligibility lists, applicant profile data (<u>including</u> Civil Service);</li> <li>• Interview questions and tests;</li> <li>• Screening, scoring, ranking and selection criteria;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Apprenticeship - Program Administration (DAN GS50-04B-34)</i>;</li> <li>• <i>Employee Work History (DAN GS50-04B-06)</i>.</li> </ul> <p><i>Note: Pursuant to <a href="#">RCW 4.16.080</a>, the statute of limitations for the commencement of actions for personal injury is 3 years.</i></p>	<p>Retain for 3 years after position filled/recruitment effort terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

#### 4.6 REPORTING/FILING

*The activity of providing information to or about agency employees as required by regulating authorities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-05 Rev. 3	<p><b>Reporting/Filing (Mandatory) – Human Resources</b> Records relating to human resources and submitted to regulatory agencies as required by federal, state or local law, <b>where not covered by a more specific records series.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Logs, lists, summaries, surveys, forms, reports, statements;</li> <li>• Confirmations of submission, inquiries, related correspondence/communications, etc.</li> </ul> <p>Examples of regulatory reporting include:</p> <ul style="list-style-type: none"> <li>• Commute trip reduction plans and annual progress reports (RCW 70.94.527);</li> <li>• Equal Employment Opportunity Commission (EEOC) reports (such as EEO-2-5, etc.);</li> <li>• Federal Contract Compliance Programs (OFCCP) (EEO-1, VETS-4212, etc.);</li> <li>• Health coverage programs/enrollment required by the <i>Affordable Care Act (ACA)</i>;</li> <li>• New Hire Reports relating to the child support registry filed with the Department of Social and Health Services (DSHS) in accordance with <u>RCW 26.23.040</u>.</li> </ul>	<p>Retain for 6 years after prepared/submitted to regulatory agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

#### 4.7 WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT

The activity of structuring and organizing human resources to meet the current and future needs of the agency. Includes paid and unpaid staff (permanent full- or part-time, short-term/term-limited, contract staff, temporary, hourly, volunteers, interns, work-study students, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 1	<b>Position Description and Classification</b> Records relating to the description and classification of agency jobs and positions. May include duties and responsibilities, time percentage breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position.	Retain for 6 years after obsolete or superseded and no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-17 Rev. 1	<b>Staff Planning/Staffing</b> Records relating to requests for workforce changes that require formal approval and that result in the beginning of recruitment processes <u>or</u> changes to the employment or payroll status of existing <u>employees</u> . Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i> .	<del>Retain for 3 years after request approved or denied</del> <i>and</i> <del>3 years after conclusion of any pending action (if applicable)</del> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2014-032 Rev. 1	<b>Workforce Planning</b> Records relating to planning activities to develop the agency's workforce, such as skills inventories/assessments, diversity and affirmative action planning, succession planning, recruitment and retention planning, etc. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Final plans;</li> <li>• Records relating to the development of plans (studies, reports, etc.);</li> <li>• Related correspondence/communications.</li> </ul> Excludes records covered by <i>Establishment/Development History of Agency/Programs (DAN GS60-06F-02)</i> .	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

## 5. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic information systems, forms and publications, mail services, library services, records management, and public disclosure.

### 5.1 FORMS AND PUBLICATIONS

*The activity of drafting, producing, and managing the local government agency's forms and publications.*

*See Financial Management – Accounting for financial records relating to forms and publications.*

*See Asset Management – Inventory for forms and publications inventories.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 0	<b>Forms – Accountable</b> Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	Retain for 3 fiscal years or until completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 0	<b>Forms – Master Set</b> Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.). Excludes web-based forms covered by DAN GS50-06A-03.	Retain until use of form ceases then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 0	<b>Forms and Publications – Creation</b> Records relating to the design, creation, and revision of agency-created forms and publications. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Job descriptions/specifications/design records;</li> <li>• Sample job products/proofs/samples.</li> </ul> Excludes web-based forms covered by DAN GS50-06A-03.	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.1 FORMS AND PUBLICATIONS

*The activity of drafting, producing, and managing the local government agency's forms and publications.*

*See Financial Management – Accounting for financial records relating to forms and publications.*

*See Asset Management – Inventory for forms and publications inventories.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 4	<p><b><i>Publications – Master Set</i></b> Master set of all publications created by the agency and intended for distribution to the agency's customers, clients, community, or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Reports, manuals, brochures;</li> <li>• Newsletters, magazines, journals;</li> <li>• Official/municipal code;</li> <li>• Maps, plans, charts;</li> <li>• Audio/video recordings and films/presentations.</li> </ul> <p>Excludes annual reports covered by GS50-05A-04.</p>	<p>Retain until no longer needed for agency business <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

## 5.2 LIBRARY SERVICES

*The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.  
See Financial Management – Accounting for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-03 Rev. 1	<p><b>Annual Report of Trustees</b> Records relating to the annual reporting of statistics to the library’s legislative body and the State Librarian in accordance with <u>RCW 27.12.260</u>.</p> <p><i>Note: Reports received by the Washington State Library are designated Archival in accordance with the Office of the Secretary of State’s records retention schedule.</i></p>	<p>Retain for 3 years after report submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-12A-01 Rev. 1	<p><b>Catalog</b> Records describing the library information sources owned by the agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>
GS50-12A-02 Rev. 1	<p><b>Circulation</b> Records relating to the borrowing, lending, and returning of items in the library’s collection. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Item circulation history;</li> <li>• User/patron records (applications for membership, borrower registration, parent/guardian permissions).</li> </ul> <p>Excludes interlibrary loans covered by DAN GS50-12A-08.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 5.2 LIBRARY SERVICES

*The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.  
See Financial Management – Accounting for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-08 Rev. 1	<p><b>Collection Control – General</b> Records documenting the physical control of the library’s collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accession and deaccession (discard) of items;</li> <li>• Interlibrary loans;</li> <li>• Shelf list/inventory of holdings.</li> </ul> <p>Excludes special collections covered by GS2010-023. <i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2010-023 Rev. 0	<p><b>Collection Control – Special Collections</b> Records documenting the physical control of the library’s special collections (archival, manuscript, rare books, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accession and deaccession (discard) of items;</li> <li>• Interlibrary loans;</li> <li>• Shelf list/inventory of holdings.</li> </ul> <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain until special collection items no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
GS2010-024 Rev. 0	<p><b>Special Collections</b> Items in the library’s special collections, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Archival collections;</li> <li>• Manuscripts;</li> <li>• Rare books.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

### 5.3 MAIL SERVICES

*The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.  
See Financial Management – Accounting for financial records relating to mail services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 1	<p><b>Mail Delivery and Receipt</b> Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certified/registered/insured mail logs and return receipts;</li> <li>• Postage meter logs/reports;</li> <li>• Private ground delivery registers/receipts (UPS, Federal Express, etc.);</li> <li>• Signed pick-up and delivery receipts;</li> <li>• United States Postal Service (USPS) forms (certificate of bulk mailing, etc.).</li> </ul> <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**5.4 PUBLIC DISCLOSURE**

*The activity of responding to requests for access to the public records of the local government agency in accordance with chapter 42.56 RCW.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-014 Rev. 3	<p><b>Public Disclosure/Records Requests</b> Records relating to requests from the general public for access to the agency’s public records in accordance with <u>chapter 42.56 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence relating to the request;</li> <li>• Legal advice/opinions;</li> <li>• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);</li> <li>• Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);</li> <li>• Records documenting administrative reviews relating to the request;</li> <li>• Tracking logs.</li> </ul> <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p>	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-015 Rev. 0	<p><b>Conversion Process – Archival Records</b> Records documenting the <u>process</u> of converting the agency's Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (mapping schemas, testing reports, etc.);</li> <li>• Digitization of paper-based records (tests, inspection results, etc.);</li> <li>• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);</li> <li>• Transfer of magnetic recordings.</li> </ul> <p><i>Note: The source records are covered by GS2010-017 or GS2010-018.</i></p>	<p>Retain until the converted Archival records are transferred to Washington State Archives</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-016 Rev. 0	<p><b>Conversion Process – Non-Archival Records</b> Records documenting the <u>process</u> of converting the agency's Non-Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (mapping schemas, testing reports, etc.);</li> <li>• Digitization of paper-based records (tests, inspection results, etc.);</li> <li>• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);</li> <li>• Transfer of magnetic recordings.</li> </ul> <p><i>Note: The source records are covered by GS50-09-14 or GS2010-018.</i></p>	<p>Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 2	<p><b>Source Records – Imaged (Archival)</b> Archival source records which have been imaged using one of the following processes, and provided that the converted records are retained in accordance with a current approved records retention schedule:</p> <ul style="list-style-type: none"> <li>• Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u>, following all recommendations specific to “long-term records”;</li> <li>• Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (<i>Electronic Imaging System (EIS)</i> or <i>Early Destruction After Digitization (DAD)</i>); or,</li> <li>• Microfilmed in accordance with <u>Washington State Standards for the Production and Use of Microfilm</u>.</li> </ul> <p>Excludes records covered in the <u>County Clerks and Superior Court Records Retention Schedule</u>.</p>	<p>Retain until verification of successful conversion then Contact Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

## 5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-14 Rev. 3	<p><b>Source Records – Imaged (Non-Archival)</b> Non-Archival source records which have been imaged using one of the following processes and <i>provided that</i> the converted records are retained in accordance with a current approved records retention schedule: Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u></p> <ul style="list-style-type: none"> <li>• Scanned/digitized in accordance with a valid approval by Washington State Archives' legacy processes (Electronic Imaging System (EIS) or Early Destruction After Digitization (DAD)); or,</li> <li>• Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm.</li> </ul> <p>Excludes records covered in the <u>County Clerks and Superior Court Records Retention Schedule</u>.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-018 Rev. 0	<p><b>Source Records – Migrated</b> Non-paper-based source records which have been migrated to another non-paper-based format such as:</p> <ul style="list-style-type: none"> <li>• Digital records which are migrated to another digital format;</li> <li>• Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format.</li> </ul> <p><b>And, provided that</b> the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.6 RECORDS MANAGEMENT

*The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-019 Rev. 0	<p><b>Conservation (Archival)</b> Conservation treatment records documenting repair to public records designated as Archival.</p>	<p>Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-020 Rev. 0	<p><b>Conservation (Non-Archival)</b> Conservation treatment records documenting repair to public records designated as Non-Archival.</p>	<p>Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-09-06 Rev. 1	<p><b>Destruction of Public Records</b> Records relating to the destruction of the agency's public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Destruction logs;</li> <li>• Affidavits;</li> <li>• Agency authorizations;</li> <li>• Certificates/Notices of destruction.</li> </ul>	<p>Retain for the life of the agency.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 5.6 RECORDS MANAGEMENT

*The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 0	<p><b>Online Content Management</b> Records documenting the <u>publishing</u> of the agency's online (internet and intranet) content. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests/approvals to upload/update/remove content;</li> <li>• Confirmation of content upload/update/removal;</li> <li>• Point-in-time record of webpage/site (screenshot, snapshot, site map).</li> </ul> <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-09-02 Rev. 2	<p><b>Records Control</b> Records relating to the physical and intellectual control of the agency's records, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Files classification schemes/guidelines;</li> <li>• Inventories;</li> <li>• Records center transmittals/retrievals;</li> <li>• Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival.</li> </ul> <p><i>Note: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 5.6 RECORDS MANAGEMENT

*The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-01 Rev. 1	<p><b><i>Retention and Disposition Authorization</i></b> Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Internal working guides from approved records retention schedules;</li> <li>• Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, <i>provided that</i> the original is retained by the Washington State Archives;</li> <li>• Agency's copies of records retention schedules approved by the Local Records Committee in accordance with <u>RCW 40.14.070</u>.</li> </ul> <p><i>Note: Records Retention Schedules approved by the Local Records Committee are designated Archival – Permanent in the <a href="#">Secretary of State's Records Retention Schedule</a>.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-021 Rev. 0	<p><b><i>Transfer of Legal Custody</i></b> Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances:</p> <ul style="list-style-type: none"> <li>• Transfer of Archival records to Washington State Archives;</li> <li>• Lawful transfer to another government entity (state agency, other local government agency, etc.);</li> <li>• Donation of public records (to a public library, historical or genealogical society, etc.), with the approval of the State Archivist in accordance with <u>RCW 40.14.070(3)</u>.</li> </ul>	<p>Retain for the life of the agency.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM</p>

## 6. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-02 Rev. 1	<p><b>Agency-Generated Forms and Publications – Copies</b> Blank forms and duplicate copies of publications, <u>provided</u> the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are not required for audit or accountability purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports, catalogs, brochures, calendars, posters;</li> <li>• Multi-media presentations (videos, CDs, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Forms – Accountable (DAN GS2010-011);</i></li> <li>• <i>Forms – Master Set (DAN GS2010-012);</i></li> <li>• <i>Publications – Master Set (DAN GS50-06F-04).</i></li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2016-002 Rev. 0	<p><b>Brainstorming and Collaborating</b> Records generated as part of informal exchanges of ideas/brainstorming/collaboration processes, <b>where not covered by a more specific records series.</b></p> <p>Includes, but is not limited to, notes, mind maps, etc., developed as part of brainstorming/collaboration sessions using electronic/virtual collaboration tools (such as OneNote, Popplet, Lync, etc.), as well as those written on whiteboards, flipcharts, large/oversize paper sheets, Post-it/sticky notes, etc.</p> <p>Excludes records generated during open public meeting brainstorming sessions covered by:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i></li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Drafting and Editing (DAN GS2016-004);</i></li> <li>• <i>Records Documented as Part of More Formalized Records (DAN GS2016-009).</i></li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-003 Rev. 0	<p><b>Contact Information</b> Records relating to the contact details of external clients/stakeholders the agency has gathered/received and the maintenance of such lists/collections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Business cards;</li> <li>• Contact details stored in Microsoft Outlook and other contact databases;</li> <li>• Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.;</li> <li>• Requests to be added/removed from the agency’s contact lists (includes mail/communications returned as undeliverable);</li> <li>• Validation/verification/quality assurance checks of contact lists/collections;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024)</i>;</li> <li>• Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2016-004 Rev. 0	<p><b>Drafting and Editing</b> Records relating to the drafting/editing of correspondence, documents, and publications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts <u>not</u> covered by a more specific records series, <u>not</u> needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process;</li> <li>• Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.);</li> <li>• Electronic documents created solely for printing (such as signs, mailing labels, etc.);</li> <li>• Related correspondence/communications.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-005 Rev. 0	<p><b><i>Electronic Documents Used to Create Signed Paper Records</i></b> Electronic documents created in order to print paper records that get signed, <u>provided</u> the signed paper records (or agency copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Microsoft Word versions of minutes/letters/correspondence/etc., used to print the hard copy that gets signed.</li> </ul> <p><i>Note: Agencies should still create and retain copies of signed letters as evidence of the business transaction.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-02-03 Rev. 0	<p><b><i>General Information – External</i></b> Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Catalogs, reports, multi-media presentations (videos, CDs, etc.);</li> <li>• Informational copies, notices, bulletins, newsletters, announcements;</li> <li>• Unsolicited information (junk mail, spam, advertisements, etc.).</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-05 Rev. 2	<p><b>Informational Notifications/Communications</b> Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none"> <li>• Do <u>not</u> document agency decisions/actions;</li> <li>• Are <u>not</u> used as the basis of agency decisions/actions; and</li> <li>• Are <u>not</u> covered by a more specific records series.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Basic messages such as “Come and see me when you’re free,” “Call me back at 555-5555,” etc.;</li> <li>• Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), <u>provided</u> the appropriate attendance and leave records are retained in accordance with <i>Leave/Overtime – Routine (DAN GS50-04B-09)</i>;</li> <li>• Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.);</li> <li>• Email delivery/read receipts, out-of-office notices, etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Leave/Overtime – Routine (DAN GS50-04B-09)</i>.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2016-006 Rev. 0	<p><b>Internet Browsing</b> Records routinely generated as part of internet browsing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Browsing history/saved passwords/web form information, etc.;</li> <li>• Cache/temporary files;</li> <li>• Cookies.</li> </ul> <p>Excludes internet activity log records covered by <i>IT Systems Usage (DAN GS50-06A-05)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-008 Rev. 0	<p><b><i>Organizing/Monitoring Work in Progress</i></b> Records relating to the assigning, prioritizing, tracking/monitoring and status of work/tasks/projects in progress, <b><i>where not covered by a more specific records series.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Status logs;</li> <li>• To-do lists;</li> <li>• Tasks within Microsoft Outlook, etc.;</li> <li>• Routing slips;</li> <li>• Working/rough notes;</li> <li>• Workflow notifications/escalations.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-009 Rev. 0	<p><b>Records Documented as Part of More Formalized Records</b> Records where the evidence of the business transaction has been documented as part of another more formalized record of the agency which is retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within agency information systems (such as databases) <b>provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction;</b></li> <li>• Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.;</li> <li>• Automatically-generated email notifications sent out by agency information systems, <b>provided</b> the transaction is captured as part of an audit trail;</li> <li>• Raw data/statistics/survey responses that have been consolidated/aggregated into another record.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Audio/visual recordings of meetings covered by <i>Meetings – Advisory (DAN GS2012-027), Meetings – Governing/Executive (DAN GS50-05A-13), Meetings – Inter-Agency (DAN GS2011-175) or Meetings – Staff (DAN GS50-01-43);</i></li> <li>• Electronic records (such as emails) that have been printed to paper.</li> </ul> <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion/keying/transcription <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-010 Rev. 0	<p><b>Reference Materials</b> Materials gathered from outside sources for reference/reading use which are <u>not</u> evidence of the agency's business transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Individual participants' copies of internal and external training materials (such as proceedings, handouts, notes taken, etc.) from conferences/seminars/trainings;</li> <li>• Copies of published articles, reports, etc.;</li> <li>• Internet browser favorites/bookmarks;</li> <li>• Listserv/RSS feeds.</li> </ul> <p>Excludes records covered by <i>Secondary (Duplicate) Copies (DAN GS50-02-04)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-02-01 Rev. 1	<p><b>Requests for Basic/Routine Agency Information</b> Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none"> <li>• Business hours, locations/directions, web/email addresses;</li> <li>• Meeting dates/times.</li> </ul> <p>Excludes records covered by <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2016-011 Rev. 0	<p><b>Scheduling – Appointments/Meetings</b> Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.), <u>provided</u> the calendar record of the appointment/meeting is retained in accordance with <i>Appointment Calendars (DAN GS50-01-36)</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps;</li> <li>• Related correspondence/communications.</li> </ul>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 2	<p><b>Secondary (Duplicate) Copies</b> Copies of records (created or received), <u>provided</u> the agency retains its primary copy of the record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Data extracts and printouts from agency information systems;</li> <li>• Cc's of emails, <u>provided</u> the agency is retaining its primary copy of the email;</li> <li>• Convenience/reference copies of records;</li> <li>• Duplicate and near-duplicate images/photographs, <u>provided</u> the selected "best" image(s) documenting the occasion/object is retained.</li> </ul> <p>Excludes records which are the agency's only copy of the record, even if it is held by another agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2016-012 Rev. 0	<p><b>Unsolicited Additional Materials</b> Additional materials received by the agency that are:</p> <ul style="list-style-type: none"> <li>• <u>Not</u> requested; and</li> <li>• <u>Not</u> used by the agency in the course of government business.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Superfluous extra materials provided with applications (including health/medical records);</li> <li>• Information entered through online applications, e-forms, etc., but <u>not</u> completed and <u>not</u> submitted to the agency.</li> </ul>	<p>Upon receipt, Return to sender <i>or</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

## 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*** – See ***Archival (Appraisal Required)*** and ***Archival (Permanent Retention)***.

### ***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. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

*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. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.*

### ***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 Local Records Committee.

### **Employee**

Any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status.

*Includes the agency's paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. This definition applies only in relation to legal disposition authority and does not refer to legal employment status.*

### **Essential Records**

Public records that local 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. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.*

### **Local Records Committee**

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

*Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.*

### **Migration**

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

### **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.

**Obsolete**

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

**Office of Record**

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

**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.”*

**Permanent – See Archival (Permanent Retention) and Non-Archival.**

**Potentially Archival or Potential archival value – See Archival (Appraisal Required).**

**Primary Records**

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

### **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.**

### **Secondary Records**

**Copies (or duplicates) of the agency’s primary records used for specific legal, fiscal, or administrative purposes.**

*Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.*

### **Security Microfilm**

**Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.**

*Washington State Archives provides security microfilm storage and inspection services to local government agencies.*

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SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.