

## Summary of Changes

### **Local Government Common Records Retention Schedule (CORE) v.5.0 (October 2024)**

*October 22, 2024 Updated Version – Corrections Shown in Red*

#### **New Records Series Added**

- Thirty-two (32) new records series have been added to this records retention schedule:
  1. **Applications/Systems – Implementation Projects (DAN GS2024-002) p.84**  
*“6 years after end of project (Non-Archival)”*
  2. **Authorization – Systems/Telecommunications Access (DAN GS2024-003) p.85**  
*“6 years after end of fiscal year in which user account/access was terminated (Non-Archival)”*
  3. **Budget Development and Funding Allocation (DAN GS2024-004) p.115**  
*“6 years after end of fiscal year (Non-Archival)”*
  4. **Calendars – Elected Officials and Agency Heads (DAN GS2024-005) p.10**  
*“4 years after end of calendar year (Archival – Appraisal Required)”*
  5. **Capital Construction Projects – Project Administration and Process (DAN GS2024-006) p.75**  
*“6 years after project completion/acceptance (Non-Archival)”*
  6. **Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007) p.76**  
*“6 years after disposal of asset/abandonment of project (Non-Archival)”*
  7. **Celebrations/Ceremonies/Events – Routine (DAN GS2024-008) p.18**  
*“Until no longer needed for agency business (Non-Archival)”*
  8. **Contaminated/Compromised Records (DAN GS2024-009) p.173**  
*“Until good faith effort has been made to render the records or copies of the records safe for use (Non-Archival)”*
  9. **External Audits/Reviews of the Agency – Interactions (DAN GS2024-010) p.7**  
*“Until conclusion of audit (Non-Archival)”*
  10. **Grants Issued by Agency – Applications (Denied) (DAN GS2024-011) p.121**  
*“1 year after grant application denied (Non-Archival)”*
  11. **Grants Issued by Agency – Applications (Successful) (DAN GS2024-012) p.121**  
*“6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)”*
  12. **Grants Issued by Agency – Program Administration (DAN GS2024-013) p.122**  
*“6 years after end of funding period/grant cycle (Non-Archival)”*

13. **Grants Received by Agency (DAN GS2024-014) p.123**  
*"6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)"*
14. **Grants Received by Agency – Unsuccessful Applications (DAN GS2024-015) p.123**  
*"Until no longer needed for agency business (Non-Archival)"*
15. **Internal Audits – Final Reports and Audit Working Papers (DAN GS2024-016) p.8**  
*"6 years after conclusion of audit (Non-Archival)"*
16. **Notary Public Journals (DAN GS2024-017) p.40**  
*"10 years after last notarial act chronicled in journal (Non-Archival)"*  
Rationale: Added to cover new legislative requirement (RCW 42.45.180(1)).
17. **Policies and Procedures – Administrative Functions (DAN GS2024-018) p.50**  
*"6 years after superseded (Non-Archival)"*
18. **Policies and Procedures (Employee Acknowledgements) (DAN GS2024-019) p.52**  
*"6 years after acknowledgement superseded/obsolete or 6 years after employee separation from agency, whichever is sooner (Non-Archival)"*
19. **Process Improvement (DAN GS2024-020) p.52**  
*"6 years after end of improvement cycle/project (Non-Archival)"*
20. **Public Records Request Exemptions for Certain Employees' Personally Identifying Information (DAN GS2024-021) p.170**  
*"3 years after expiration of exemption (Non-Archival)"*
21. **Publications – Development (DAN GS2024-022) p.171**  
*"Until no longer needed for agency business (Non-Archival)"*
22. **Records Appraised and Not Selected by the Archives (DAN GS2024-023) p.175**  
*"Until no longer needed for agency business (Non-Archival)"*
23. **Records Reported/Submitted to External Databases/Systems (DAN GS2024-024) p.54**  
*"Until verification of successful keying/submission (Non-Archival)"*
24. **Safety Data Sheets (SDS)/Allowed Substitute Records (DAN GS2024-025) p.83**  
*"30 years after superseded or 30 years after chemicals are no longer used (Non-Archival)"*
25. **Signature Authority/Delegation Records (DAN GS2024-026) p.114**  
*"6 years after end of fiscal year in which signature authority was superseded/rescinded (Non-Archival)"*
26. **Stakeholder Group Relations (DAN GS2024-027) p.24**  
*"2 years after end of calendar year (Non-Archival)"*
27. **Studies (Major) – Working Papers/Development (DAN GS2024-028) p.57**  
*"6 years after conclusion of study (Non-Archival)"*

- 28. **Studies (Minor/Routine) (DAN GS2024-029) p.58**  
*“2 years after conclusion of study (Non-Archival)”*
- 29. **Training Records – Employee (DAN GS2024-030) p.163**  
*“6 years after separation from agency (Non-Archival)”*
- 30. **Travel (DAN GS2024-031) p.130**  
*“6 years after end of fiscal year in which travel was completed (Non-Archival)”*
- 31. **Use of Agency Facilities/Equipment/Vehicles (DAN GS2024-032) p.98**  
*“3 years after asset returned/use completed (Non-Archival)”*
- 32. **Vendor Payment Information (DAN GS2024-033) p.113**  
*“6 years after final payment (Non-Archival)”*

## Retention Changes

- Thirty-seven (37) records series have changes to their retention period/cutoff:
  1. **Acquisition and Disposal – Real Property/Land/Water Rights (was Capital Assets (Real Property)) (DAN GS2012-030GS55-05A-06) p.70**  
 Changed from “10 years after disposition of real property and 10 years after completion of transaction or termination/expiration of instrument (Archival – Appraisal Required)” to “10 years after disposition of asset (Archival – Appraisal Required)”
  2. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Collection Process (was Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process) (DAN GS2017-014) p.142**  
 Decreased from “3 years after end of calendar year (Non-Archival)” to “2 years after end of calendar year (Non-Archival)”  
*Rationale: Retention based on 2-year requirement for testing collection process records (49 CFR § 382.401(b)(2)).*
  3. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Program Administration (was Alcohol Misuse and Controlled Substances Use Prevention Program – Administration) (DAN GS2017-013) p.142**  
 Decreased from “6 years after end of calendar year and no longer needed for agency business (Non-Archival)” to “5 years after end of calendar year (Non-Archival)”  
*Rationale: Retention based on 5-year requirement for program administration records (49 CFR § 382.401(b)(1)).*
  4. **Audit Trails and System Usage Monitoring (was IT Audit Trail – Infrastructure) (DAN GS2010-003) p.85**  
 Changed from “1 year after date of activity (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”  
*Rationale: Changed to better reflect the basis for the retention of these records.*
  5. **Authorization – Building/Facility Access (was Authorization – Employee Access) (DAN GS2010-002) p.101**  
 Changed from “6 years after termination of user’s access or 6 years after system or asset no longer in use, whichever is sooner (Non-Archival)” to “6 years after termination of access (Non-Archival)”
  6. **Authorizations/Certifications Received by Agency (was Authorizations/Certifications – Agency Management) (DAN GS50-01-42) p.9**

Changed from “6 years after authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected (Non-Archival)” to “6 years after authorization expired/superseded/terminated (Non-Archival)”

7. **Bids and Proposals – Unsuccessful (DAN GS50-08A-11) p.117**

Decreased from “4 years after end of fiscal year (Non-Archival)” to “3 years after bid award or decision not to proceed (Non-Archival)”

8. **Business and Occupation Tax Account Ledgers (DAN GS50-12D-01) p.128**

Changed from “6 years (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”

9. **Business and Occupation Tax Records (was Business and Occupation Tax Computations and Listings) (DAN GS50-12D-02) p.128**

Changed from “3 years (Non-Archival)” to “3 years after end of fiscal year (Non-Archival)”

10. **Business/Work Plans (was Work Plans) (DAN GS50-01-38) p.48**

Increased from “Until no longer needed for agency business (Non-Archival)” to “2 years after completion/expiration of plan (Non-Archival)”

11. **Capital Construction Projects – Significant Building/Facilities (was Construction Project Files) (DAN GS50-18-10) p.77**

Changed from “6 years after completion of project or terms of grant agreement, whichever is later (Archival – Appraisal Required)” to “6 years after completion/abandonment of project (Archival – Permanent Retention)”

12. **Client/Customer Feedback and Complaints (was Citizen Complaints/Requests) (DAN GS50-01-09) p.21**

Changed from “3 years after matter closed (Non-Archival)” to “3 years after feedback received/resolution of complaint (Non-Archival)”

13. **Contracts and Agreements – General (DAN GS50-01-11) p.118**

Changed from “6 years after completion of transaction or 6 years after termination/expiration of instrument/coverage (Non-Archival)” to “6 years after termination or expiration of contract/agreement (Non-Archival)”

14. **Conversion/Conservation of Records (was Conversion Process – Non-Archival Records) (DAN GS2010-016) p.174**

Changed from “Until the converted Non-Archival Records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)” to “Until the converted/repaired records have been destroyed/transferred in accordance with a current approved records retention schedule (Non-Archival)”

15. **Destruction/Transfer of Records (was Destruction of Public Records) (DAN GS50-09-06) p.175**

Decreased from “Life of the agency (Non-Archival)” to “50 years after end of calendar year (Non-Archival)”

16. **Emergency/Disaster Preparedness and Recovery Plans (DAN GS50-14-03) p.31**

Decreased from “6 years after obsolete or superseded (Non-Archival)” to “3 years after obsolete or superseded (Non-Archival)”  
*Rationale: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080)*

17. **Entry/Exit Logs – Facilities (was Security Monitoring – Employee and Public Access) (DAN GS50-06B-20) p.101**

Increased from “3 years after date of report or last log entry (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”

18. **External Audits/Reviews of Agency – Final Reports (was Fiscal and Performance Audit Reports) (DAN GS50-03F-02) p.7**

Changed from “6 years (Archival – Appraisal Required)” to “6 years after audit report date (Non-Archival)”

19. **Facility Systems and Equipment – Installation (was Facility Systems/Equipment) (DAN GS50-06B-22) p.78**

Changed from “6 years after the system or equipment is replaced or disposed of (Non-Archival)” to “6 years after disposal of systems/equipment (Non-Archival)”

20. **Financial Transactions – Bond and Levy Projects** (was Financial Transactions – Bond, Grant and Levy Projects) **(DAN GS2011-183) p.108**

Changed from “6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later (Non-Archival)” to “6 years after final bond payment or 6 years after completion of levy project, whichever is later (Non-Archival)”

21. **Forms – Master Set (DAN GS2010-012) p.165**

Changed from “Until use of form ceases (Non-Archival)” to “Until superseded/use of form ceases (Non-Archival)”

*Rationale: Clarified that not all previous versions of a particular form need to be retained.*

22. **Governing/Executive/Policy-Setting Body Records** (was Meetings – Governing/Executive) **(DAN GS50-05A-13) p.43**

Changed from “6 years after end of calendar year (Archival – Permanent Retention)” to “within 6 years after end of calendar year (Archival – Permanent Retention)”

*Rationale: Allow records to be transferred earlier than 6 years.*

23. **Helpdesk Requests** (was IT Helpdesk Requests) **(DAN GS2010-005) p.86**

Decreased from “1 year after finalization of request (Non-Archival)” to “Until finalization of request (Non-Archival)”

24. **Internal Audits – Development** (was Technical Reference Materials – Internal Audit) **(DAN GS50-03F-03) p.8**

Changed from “Destroy when obsolete or superseded (Non-Archival)” to “Until conclusion of audit (Non-Archival)”

25. **Maintenance – Major and/or Regulated (DAN GS2012-039) p.94**

Changed from “6 years after asset no longer owned by agency (Non-Archival)” to “6 years after disposal of asset (Non-Archival)”

26. **Maintenance – Minor Non-Regulated (DAN GS2010-040) p.95**

Changed from “3 years after end of fiscal year (Non-Archival)” to “3 years after completion of work (Non-Archival)”

27. **Operating Manuals (DAN GS50-06B-09) p.96**

Changed from “Until disposition of asset (Non-Archival)” to “Until superseded or disposal of asset, whichever is sooner (Non-Archival)”

28. **Performance Evaluations – Employee** (was Performance Evaluation (Employee)) **(DAN GS50-04A-08) p.155**

Changed from “3 years after next evaluation and no longer needed for agency business (Non-Archival)” to “3 years after completion of evaluation (Non-Archival)”

29. **Pesticide Applications** (was Pesticide Application) **(DAN GS50-18-43) p.83**

Changed from “7 years after date of pesticide application (Non-Archival)” to “7 years after date of pesticide application/exception (Non-Archival)”

*Rationale: Clarified this records series also includes records relating to citizen’s requests to opt out of pesticide applications on right-of-ways and/or adjacent to their property.*

30. **Policies and Procedures – Agency Core Mission** (was Official Agency Policy And Procedure Directives, Regulations and Rules) **(DAN GS50-01-24) p.51**

Increased from “Until no longer needed for agency business (Archival – Permanent Retention)” to “6 years after superseded (Archival – Appraisal Required)”

31. **Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics** (*was* Informational Reports Compiled for Agency Use) (**DAN GS50-06F-03**) p.55

Increased from “Until no longer needed for agency business (Archival – Appraisal Required)” to “2 years after end of fiscal year (Non-Archival)”

32. **Reporting to External Agencies (Mandatory)** (*was* Reporting/Filing (Mandatory) – Agency Management) (**DAN GS2012-028**) p.56

Changed from “6 years after report or document submitted (Archival – Appraisal Required)” to “6 years after submitted (Non-Archival)”

33. **Security Monitoring – No Incident** (*was* Security Monitoring – Oversight/Surveillance Recordings) (**DAN GS50-06B-18**) p.103

Changed from “30 days after last recording or until determined that no security incident has occurred, whichever is sooner (Non-Archival)” to “30 days after date record created or until determined that no security incident has occurred, whichever is sooner (Non-Archival)”

34. **Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads** (*was* Communications – Governing/Executive/Advisory) (**DAN GS50-01-12**) p.25

Changed from “2 years after communication received or provided, whichever is later (Archival – Appraisal Required)” to “Until completion of term/appointment (Archival – Appraisal Required)”

35. **Studies (Major) – Final Reports (Unpublished)** (*was* Research/Program Reports, Studies, Surveys, Models, and Analyses) (**DAN GS50-01-32**) p.57

Increased from “Until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after conclusion of study (Archival – Appraisal Required)”

36. **Training – Development** (*was* Agency-Provided Training – Curriculum and Materials Development) (**DAN GS2011-178**) p.65

Changed from “Until curriculum no longer provided by agency (Non-Archival)” to “Until training no longer provided by agency (Non-Archival)”

37. **Work Instructions/Desk Manuals** (*was* Administrative Procedures and Instructions) (**DAN GS50-01-01**) p.53

Changed from “Destroy when obsolete or superseded Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”

## **Other Minor Changes**

- One-hundred and forty-seven (147) records series have changes to their title and/or description:

1. **Accidents/Incidents – No Claim Filed (Age 18 and Older)** (**DAN GS2010-081**) p.61

2. **Accidents/Incidents – No Claim Filed (Under Age 18)** (**DAN GS50-06C-03**) p.62

3. **Accidents/Incidents (Hazardous Materials) – Human Exposure** (**DAN GS2011-177**) p.59

*Rationale: Updated references in the description to RCW 70.105.010 which has been recodified as RCW 70A.300.010.*

4. **Accidents/Incidents (Hazardous Materials) – No Human Exposure (DAN GS50-19-03) p.60**  
*Rationale: Updated references in the description to RCW 70.105.010 which has been recodified as RCW 70A.300.010.*
5. **Accommodation Requests (ADA/Section 504) (was Civil Rights – Compliance (Section 504 Accommodations) (DAN GS50-04C-01) p.13**
6. **Acquisition and Disposal – Assets (Other than Real Property) (was Capital Assets (Other) and Non-Capital Tracked Assets) (DAN GS2012-030) p.69**
7. **Acquisition and Disposal – Real Property/Land/Water Rights (was Capital Assets (Real Property)) (DAN GS55-05A-06) p.70**
8. **Advertising and Promotion (DAN GS2011-165) p.17**
9. **Advisory Body Records (was Meetings – Advisory) (DAN GS2012-027) p.42**
10. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Collection Process (was Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process) (DAN GS2017-014) p.142**
11. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Program Administration (was Alcohol Misuse and Controlled Substances Use Prevention Program – Administration) (DAN GS2017-013) p.142**
12. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Test Results (Negative, Not Positive, Canceled) (was Alcohol Misuse/Controlled Substances Use Prevention Program – Test Results (Negative, Not Positive, Cancelled)) (DAN GS50-04B-33) p.143**
13. **Applications/Systems – Technical Design (was IT Applications – Technical Design and Implementation) (DAN GS50-06A-03) p.84**
14. **Apprenticeship – Program Administration (DAN GS50-04B-34) p.64**  
*Rationale: Clarified that this records series does not include records covered by Training Records – Employee (DAN GS2024-030).*
15. **Audit Trails and System Usage Monitoring (was IT Audit Trail – Infrastructure) (DAN GS2010-003) p.85**  
*Rationale: Clarified that records covered by Security Incidents and Data/Privacy Breaches (DAN GS2010-008) are not covered by this records series.*
16. **Authorization – Building/Facility Access (was Authorization – Employee Access) (DAN GS2010-002) p.101**
17. **Authorizations/Certifications – Hazardous Materials (DAN GS55-01M-04) p.79**  
*Rationale: Updated references in the description to RCW 70.105.010 which has been recodified as RCW 70A.300.010.*
18. **Authorizations/Certifications Received by Agency (was Authorizations/Certifications – Agency Management) (DAN GS50-01-42) p.9**
19. **Automated/Scheduled Tasks and Work/Intermediate/Test Files (was IT Automated/Scheduled Tasks) (DAN GS2010-004) p.86**
20. **Backups for Disaster Preparedness/Recovery (DAN GS50-06A-02) p.86**
21. **Banking – Accounts and Transactions (DAN GS2011-185) p.104**
22. **Banking – Deposited Items (DAN GS2011-186) p.105**
23. **Benefit Programs – Administration (DAN GS2017-007) p.133**
24. **Bids and Proposals – Successful (DAN GS50-08A-01) p.116**
25. **Bids and Proposals – Unsuccessful (DAN GS50-08A-11) p.117**

*Rationale: Clarified this records series also covers records of contract/agreement negotiations which do not result in an executed contract/agreement.*

26. **Business and Occupation Tax Account Ledgers (DAN GS50-12D-01) p.128**
27. **Business and Occupation Tax Records (was Business and Occupation Tax Computations and Listings) (DAN GS50-12D-02) p.128**
28. **Business/Work Plans (was Work Plans) (DAN GS50-01-38) p.48**
29. **Calendars – Employees (Other than Elected Officials and Agency Heads) (was Appointment Calendars) (DAN GS50-01-36) p.10**
30. **Capital Construction Projects – Significant Buildings/Facilities (was Construction Project Files) (DAN GS50-18-10) p.77**
31. **Celebrations/Ceremonies/Events – Significant (was Awards and Recognitions) (DAN GS2011-166) p.19**
32. **Certification of Election – By Regulatory Agency (DAN GS2012-018) p.26**
33. **Charity Fundraising (DAN GS2011-167) p.20**
34. **Charter and Bylaws – Adopted (DAN GS50-05A-01) p.11**
35. **Charter and Bylaws – Development (DAN GS50-05A-07) p.11**
36. **Circulation (DAN GS50-12A-02) p.166**
37. **Civil Rights Compliance – General (was Civil Rights – Compliance) (DAN GS2011-171) p.14**
38. **Civil Service System – Program Administration (DAN GS50-04B-35) p.161**
39. **Claims for Damages (DAN GS50-01-10) p.34**
40. **Client/Customer Feedback and Complaints (was Citizen Complaints/Requests) (DAN GS50-01-09) p.21**
41. **Code Enforcement (DAN GS2012-026) p.35**
42. **Collection Control – General (DAN GS50-12A-08) p.166**
43. **Collection Control – Special Collections (DAN GS2010-023) p.167**
44. **Consultant and Contractor Rosters (DAN GS50-08A-02) p.117**
45. **Contract Information (DAN GS2016-003) p.181**
46. **Contracts and Agreements – General (DAN GS50-01-11) p.118**
47. **Conversion/Conservation of Records (was Conversion Process – Non-Archival Records) (DAN GS2010-016) p.174**
48. **County Engineer Records (DAN GS2012-031) p.71**
49. **COVID-19 Vaccination Status Verification Records (DAN GS2021-010) p.143**

*Rationale: Removed references to obsolete Department of Labor and Industries Division of Occupational Safety and Health directives.*

50. **Designations (Assets) (DAN GS2012-034) p.74**
51. **Destruction/Transfer of Records (was Destruction of Public Records) (DAN GS50-09-06) p.175**
52. **Disclosure of Former Employee Information to Prospective Employers (DAN GS2014-031) p.149**
53. **Disbursement of Agency Supplies/Consumables (was Usage and Dispersal (Assets)) (DAN GS2012-045) p.96**
54. **Elections – Held and Certified by the Local Government Agency (Official Results) (DAN GS2012-019) p.27**



55. **Elections – Held by the Local Government Agency (Administration) (DAN GS2012-020) p.28**
56. **Emergency/Disaster Preparedness and Recovery Plans (DAN GS50-14-03) p.31**
57. **Emergency/Disaster Response/Recovery – Uncommon or Major (DAN GS50-18-29) p.32**
58. **Emergency/Disaster Response/Recovery – Routine or Minor (DAN GS2012-025) p.33**
59. **Employee Work History (DAN GS50-04B-06) p.151**
60. **Employees – Routine Administrative Transactions (DAN GS2017-011) p.152**
61. **Entry/Exit Logs – Facilities (was Security Monitoring – Employee and Public Access) (DAN GS50-06B-20) p.101**
62. **Entry/Exit Logs – Facilities (COVID-19 Checks/Logs) (was Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs)) (DAN GS2020-009) p.102**
63. **Establishment/Development History of Agency/Programs (DAN GS50-06F-02) p.49**
64. **Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09) p.37**
65. **External Audits/Reviews of Agency – Final Reports (was Fiscal and Performance Audit Reports) (DAN GS50-03F-02) p.7**
66. **Facility Systems and Equipment – Installation (was Facility Systems/Equipment) (DAN GS50-06B-22) p.78**
67. **Financial Disputes and Collections (was Financial Disputes and Collections – General) (DAN GS50-03B-14) p.107**
68. **Financial Transactions – Bond and Levy Projects (was Financial Transactions – Bond, Grant and Levy Projects) (DAN GS2011-183) p.108**
69. **Financial Transactions – General (DAN GS2011-184) p.109**
70. **Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030) p.110**
71. **Forms – Accountable (DAN GS2010-011) p.165**
72. **Forms – Development (DAN GS2010-012) (was Forms and Publications – Creation) (DAN GS2010-012) p.165**
73. **Forms – Master Set (DAN GS2010-012) p.165**
74. **Franchise Requests – Declined (DAN GS2012-017) p.119**
75. **Franchise Requests – Granted by Agency (DAN GS50-05A-10) p.120**
76. **Governing/Executive/Policy-Setting Body Records (was Meetings – Governing/Executive) (DAN GS50-05A-13) p.43**
77. **Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal (DAN GS50-19-02) p.81**
78. **Hazardous Materials/Dangerous Waste – Plans (DAN GS50-19-08) p.82**  
*Rationale: Updated references in the description to RCW 70.105.220 which has been recodified as RCW 70A.300.350.*
79. **Hearings – Local Decision-Making Bodies (General) (was Appeal Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173) p.44**
80. **Helpdesk Requests (was IT Helpdesk Requests) (DAN GS2010-005) p.86**
81. **Initiatives, Referenda, and Recall Measures (was Initiative, Referenda and Recall Measures) (DAN GS2012-021) p.29**
82. **Inspections – Bridges (DAN GS50-18-08) p.90**
83. **Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10) p.91**
84. **Inspections/Monitoring – Regulated (Non-Environmental) (DAN GS2012-038) p.92**

- 85. **Inspections/Monitoring – Routine/Non-Regulated** (*was* Inspections/Monitoring – Non-Regulated) (DAN GS2012-037) p.93
- 86. **Insurance Policies Purchased** (DAN GS50-06C-16) p.62
- 87. **Internal Audits – Development** (*was* Technical Reference Materials – Internal Audit) (DAN GS50-03F-03) p.8
- 88. **Internet Browsing** (DAN GS2016-006) p.185
- 89. **Inventory – Capital, Expendable and Consumable Assets** (DAN GS50-03A-18) p.88
- 90. **Jurisdictional Boundary – Development** (DAN GS52-03A-05) p.11
- 91. **Jurisdictional Boundary – Official** (DAN GS50-16-09) p.12
- 92. **Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims** (DAN GS2010-082) p.139
- 93. **Levy and Bond Planning – Successful** (DAN GS53-02-06) p.125
- 94. **Local Improvement District Tax Records** (*was* Local Improvement District Assessment Rolls and Ledgers) (DAN GS50-12D-07) p.128
- 95. **Long-Range Asset Plans (Development)** (DAN GS2012-042) p.99
- 96. **Long-Range Asset Plans (Final Version)** (DAN GS51-07-15) p.100
- 97. **Lost and Found Property** (DAN GS2017-005) p.72
- 98. **Mail Delivery and Receipt** (DAN GS50-06D-02) p.168
- 99. **Maintenance – Major and/or Regulated** (DAN GS2012-039) p.94
- 100. **Maintenance – Minor Non-Regulated** (DAN GS2010-040) p.95
- 101. **Media Releases and Coverage** (DAN GS50-06F-07) p.22
- 102. **Meeting and Board/Committee Administrative Arrangements** (*was* Meetings/Hearings – Arrangements) (DAN GS2011-176) p.45
- 103. **Meeting Materials – Members’ Copies/Notes** (DAN GS2016-007) p.46  
*Rationale: Clarified this records series also covers individual member’s recordings.*
- 104. **Meetings – Staff and Internal Committees** (DAN GS50-01-43) p.47
- 105. **Naming (Assets)** (DAN GS2012-032) p.72
- 106. **Network – Design and Build** (*was* IT Network – Design and Build) (DAN GS2010-006) p.87
- 107. **Oaths of Office – Filed or Recorded with County Auditor** (DAN GS50-05A-15) p.30
- 108. **Operating Manuals** (DAN GS50-06B-09) p.96
- 109. **Ordinances and Resolutions – Approved** (DAN GS50-05A-16) p.41
- 110. **Ordinances and Resolutions – Development** (DAN GS50-01-25) p.41
- 111. **Performance Evaluations – Employee** (*was* Performance Evaluation (Employee)) (DAN GS50-04A-08) p.155
- 112. **Performance Evaluations – Supervisor Preparation** (*was* Performance Evaluation (Supervisor Preparation)) (DAN GS50-04B-31) p.156
- 113. **Permission for Minors to Participate** (DAN GS50-06C-35) p.63
- 114. **Pesticide Applications** (*was* Pesticide Application) (DAN GS50-18-43) p.83

*Rationale: Clarified this records series also includes records relating to citizen's requests to opt out of pesticide applications on right-of-ways and/or adjacent to their property.*

115. **Policies and Procedures – Agency Core Mission** (was Official Agency Policy And Procedure Directives, Regulations and Rules) (DAN GS50-01-24) p.51
116. **Price Checks and Informal Quotations** (DAN GS50-08A-06) p.120
117. **Property Purchase Proposals Made by Agency – Unsuccessful** (DAN GS51-07-21) p.73
118. **Provision of Advice, Assistance, or Information** (was Communications – Non-Executive) (DAN GS2010-001) p.6
119. **Public Disclosure/Records Requests** (DAN GS2010-014) p.169  
*Rationale: Clarified this records series covers requests made in accordance with Court Rule GR 31.1.*
120. **Public Notice (Official)** (DAN GS2012-016) p.23
121. **Publications – Master Set** (DAN GS50-06F-04) p.172
122. **Records Control** (DAN GS50-09-02) p.176
123. **Records Documented as Part of More Formalized Records** (DAN GS2016-009) p.186
124. **Recruitment** (DAN GS50-04B-22) p.162
125. **Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics** (was Informational Reports Compiled for Agency Use) (DAN GS50-06F-03) p.55
126. **Reporting to External Agencies (Mandatory)** (was Reporting/Filing (Mandatory) – Agency Management) (DAN GS2012-028) p.56
127. **Requests for Basic/Routine Agency Information** (DAN GS50-02-01) p.187
128. **Retention and Disposition Authorization** (DAN GS50-09-01) p.177
129. **Scheduling – Appointments/Meetings** (DAN GS2016-011) p.188
130. **Security Incidents and Data/Privacy Breaches** (was Security Incidents and Investigations) (DAN GS2010-008) p.102
131. **Security Monitoring – No Incident** (was Security Monitoring – Oversight/Surveillance Recordings) (DAN GS50-06B-18) p.103
132. **Source Records – Imaged/Migrated (Archival)** (was Source Records – Imaged (Archival)) (DAN GS2010-017) p.177
133. **Source Records – Imaged/Migrated (Non-Archival)** (was Source Records – Imaged (Non-Archival)) (DAN GS50-09-14) p.178
134. **Staff Planning/Staffing** (DAN GS50-04B-17) p.164
135. **Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads** (was Communications – Governing/Executive/Advisory) (DAN GS50-01-12) p.25
136. **State and Local Tax Returns** (DAN GS50-12D-04) p.129
137. **Strategic Plans – Final (Unpublished)** (was Strategic Plans – Final Version) (DAN GS2010-080) p.53
138. **Studies (Major) – Final Reports (Unpublished)** (was Research/Program Reports, Studies, Surveys, Models, and Analyses) (DAN GS50-01-32) p.57
139. **Tenant Files (Residential Housing)** (DAN GS2014-029) p.97

- 140. **Training – Arrangements** (*was Agency-Provided Training – Arrangements*) **(DAN GS2011-179) p.65**
  - 141. **Training – Development** (*was Agency-Provided Training – Curriculum and Materials Development*) **(DAN GS2011-178) p.65**
  - 142. **Training – General** (*was Agency-Provided Training – General*) **(DAN GS2011-181) p.66**
  - 143. **Training – Hazardous Materials Handling** (*was Agency-Provided Training – Hazardous Materials Handling*) **(DAN GS2012-029) p.67**
  - 144. **Training – Mandatory or Certification/Hours/Credit Provided** (*was Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory*) **(DAN GS2011-180) p.68**
  - 145. **Work Instructions/Desk Manuals** (*was Administrative Procedures and Instructions*) **(DAN GS50-01-01) p.53**
  - 146. **Workers’ Compensation Claims (Department of Labor and Industries) – Eye Injuries** **(DAN GS2010-084) p.140**
  - 147. **Workers’ Compensation Claims (Department of Labor and Industries) – General** **(DAN GS50-06C-02) p.140**
- One (1) records series has moved from the “Agency Management – Administration (General)” section to the “Agency Administration and Management – Advice and Technical Assistance” section:
    1. **Provision of Advice, Assistance, or Information** (*was Communications – Non-Executive*) **(DAN GS2010-001) p.6**
  - One (1) records series has moved from the “Agency Management – Administration (General)” section to the “Agency Administration and Management – Calendars” section:
    1. **Calendars – Employees (Other than Elected Officials and Agency Heads)** (*was Appointment Calendars*) **(DAN GS50-01-02) p.10**
  - One (1) records series has moved from the “Agency Management – Administration (General)” section to the “Agency Administration and Management – Community and External Relations” section:
    1. **Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads** (*was Communications – Governing/Executive/Advisory*) **(DAN GS50-01-12) p.25**
  - Two (2) records series have moved from the “Agency Management – Administration (General)” section to the “Agency Administration and Management – Reporting and Studies” section:
    1. **Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics** (*was Informational Reports Compiled for Agency Use*) **(DAN GS50-06F-03) p.55**
    2. **Studies (Major) – Final Reports (Unpublished)** (*was Research/Program Reports, Studies, Surveys, Models, and Analyses*) **(DAN GS50-01-32) p.57**
  - Four (4) records series have moved from the “Agency Management – Legal Affairs” section to the “Agency Administration and Management – Civil Rights Compliance” section:
    1. **Accommodation Requests (ADA/Section 504)** **(DAN GS50-04C-01) p.13**
    2. **Civil Rights Compliance – General** **(DAN GS2011-171) p.14**
    3. **Civil Rights – Violation Complaints (1985 and earlier)** **(DAN GS50-04C-04) p.15**

4. **Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002) p.16**

- One (1) records series has moved from the “Agency Management – Emergency Planning, Response, Recovery” section to the “Asset Management – Information Services” section:
  1. **Backups for Disaster Preparedness/Recovery (DAN GS50-06A-02) p.86**
- Three (3) records series have moved from the “Asset Management – Construction” section to the “Asset Management – Information Services” section:
  1. **Applications/Systems – Technical Design (was IT Applications – Technical Design and Implementation) (DAN GS50-06A-03) p.84**
  2. **Audit Trails and System Usage Monitoring (was IT Audit Trail – Infrastructure) (DAN GS2010-003) p.85**
  3. **Network – Design and Build (was IT Network – Design and Build) (DAN GS2010-006) p.87**
- One (1) records series has moved from the “Asset Management – Acquisition and Disposal” section to the “Asset Management – Hazardous Materials Management” section:
  1. **Waste Materials Analysis (DAN GS50-06B-23) p.83**
- Two (2) records series have moved from the “Asset Management – Usage and Operations” section to the “Asset Management – Information Services” section:
  1. **Automated/Scheduled Tasks and Work/Intermediate/Test Files (was IT Automated/Scheduled Tasks) (DAN GS2010-004) p.85**
  2. **Helpdesk Requests (was IT Helpdesk Requests) (DAN GS2010-005) p.85**
- Two (2) records series have moved from the “Financial Management – Banking” section to the “Financial Management – Accounting and Fiscal” section:
  1. **Banking – Accounts and Transactions (DAN GS2011-185) p.104**
  2. **Banking – Deposited Items (DAN GS2011-186) p.105**
- One (1) records series has moved from the “HR and Payroll Management – Employee Development, Performance and Work History” section to the “Agency Administration and Management – Training Others” section:
  1. **Apprenticeship – Program Administration (DAN GS50-04B-34) p.64**  
*Rationale: Relocated to be with other records series relating to the development, provision, and administration of training programs.*
- Twenty-two (22) functions/activities have changed their heading and/or section descriptions:
  1. **Agency Administration and Management (was Agency Management) p.6**
  2. **Agency Administration and Management – Auditing (was Financial Management – Auditing) p.7**
  3. **Agency Administration and Management – Meetings and Board/Committee Support (was Agency Management – Meetings and Hearings) p.42**

4. **Agency Administration and Management – Planning, Policies, and Procedures** (*was* Agency Management – Planning and Agency Management – Policies and Procedures) **p.48**
5. **Agency Administration and Management – Training Others** (*was* Agency Management – Training) **p.64**
6. **Asset Management – Acquisition and Disposal** (*merged* Asset Management – Acquisitions/Ownership *and* Asset Management – Disposal) **p.69**
7. **Asset Management – Design and Construction** (*was* Asset Management – Construction) **p.75**
8. **Asset Management – Information Services** **p.84**
9. **Asset Management – Maintenance, Inspection, and Monitoring** (*merged* Asset Management – Inspection/Monitoring *and* Asset Management – Maintenance) **p.90**
10. **Asset Management – Operations and Use** (*was* Asset Management – Usage and Operations) **p.96**
11. **Asset Management – Safety and Security** (*was* Asset Management – Security) **p.101**
12. **Financial Management – Accounting and Fiscal** (*merged* Financial Management – Accounting *and* Financial Management – Banking) **p.104**
13. **Financial Management – Contracts and Purchasing** (*merged* Agency Management – Contracts and Agreements *and* Financial Management – Purchasing) **p.116**
14. **Financial Management** (*now includes* Financial Management – Authorization/Delegation) **p.114**
15. **Financial Management** (*now includes* Financial Management – Travel) **p.130**
16. **HR and Payroll Management** (*was* Human Resource Management) **p.131**
17. **HR and Payroll Management – Employee Performance and Work History** (*was* HR and Payroll Management – Employee Development, Performance and Work History) **p.149**  
*Rationale: Changed as employee development was now more appropriately covered by the “Staff Development” section.*
18. **HR and Payroll Management – Payroll** (*was* Financial Management – Payroll) **p.157**
19. **Information Management – Forms Management** (*was part of* Information Management – Forms and Publications) **p.165**
20. **Information Management – Public Disclosure/Records Requests** (*was* Information Management – Public Disclosure) **p.169**
21. **Information Management – Publishing** (*was part of* Information Management – Forms and Publications) **p.171**
22. **Information Management – Records Management** (*now includes* Information Management – Records Conversion) **p.173**

## **Essential Designation Changes**

- Two (2) records series are being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
  1. **Jurisdictional Boundary – Development (DAN GS52-03A-05) p.11**
  2. **Destruction/Transfer of Records (was Destruction of Public Records) (DAN GS50-09-06) p.175**
- Two (2) records series are being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
  1. **Facility Systems and Equipment – Installation (was Facility Systems/Equipment) (DAN GS50-06B-22) p.78**

2. **Records Control (DAN GS50-09-02) p.176**

**Archival Designation Changes**

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Archival (Permanent Retention)”:
  1. **Capital Construction Projects – Significant Building/Facilities** (*was* Construction Project Files) **(DAN GS50-18-10) p.77**
- One (1) records series is being changed from “Archival (Permanent Retention)” to “Archival (Appraisal Required)”:
  1. **Policies and Procedures – Agency Core Mission** (*was* Official Agency Policy And Procedure Directives, Regulations and Rules) **(DAN GS50-01-24) p.51**
- Ten (10) records series are being changed from “Archival (Appraisal Required)” to “Non-Archival”:
  1. **Advertising and Promotion (DAN GS2011-165) p.17**
  2. **Charter and Bylaws – Development (DAN GS50-05A-07) p.11**
  3. **External Audits/Reviews of Agency – Final Reports** (*was* Fiscal and Performance Audit Reports) **(DAN GS50-03F-02) p.7**
  4. **Jurisdictional Boundary – Development (DAN GS52-03A-05) p.11**
  5. **Legal Advice, Analysis, and Opinions – Official (DAN GS53-02-03) p.38**
  6. **Levy and Bond Planning – Successful (DAN GS53-02-06) p.125**
  7. **Litigation Case Files (DAN GS53-02-04) p.39**
  8. **Ordinances and Resolutions – Development (DAN GS50-01-25) p.41**
  9. **Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics** (*was* Informational Reports Compiled for Agency Use) **(DAN GS50-06F-03) p.55**
  10. **Reporting to External Agencies (Mandatory)** (*was* Reporting/Filing (Mandatory) – Agency Management) **(DAN GS2012-028) p.56**

**Archival Series Being Revoked**

- A total of 20 “Archival” records series are being revoked.
- Seven (7) “Archival” records series are being revoked as they are covered by another “Archival” records series:
  1. **Annual Reports – Adopted (DAN GS50-05A-04)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13) or Publications – Master Set (DAN GS50-06F-04)
  2. **Appeal Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174)** covered by Land Use Projects – Hearing Examiner Case Files (DAN LU2022-017) in the *Land Use Planning and Permitting Records Retention Schedule*.
  3. **As-Built Drawings – Appraised and Selected for Archival Preservation (DAN GS50-18-06)** covered by Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10)
  4. **Final Budget (DAN GS50-03D-08)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13) or Ordinances and Resolutions – Approved (DAN GS 50-05A-16) or Publications – Master Set (DAN GS50-06F-04)

5. **Meetings – Inter-Agency (DAN GS2011-175)** covered by Advisory Body Records (DAN GS2012-027) or Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)
  6. **Public Opinion Polls (DAN GS50-01-30)** covered by Research/Program Reports, Studies, Surveys, Models, and Analyses (DAN GS50-01-32)
  7. **Standards and Specification Manuals (DAN GS55-05G-04)** covered by Policies and Procedures – Agency Core Mission (DAN GS50-01-24)
- One (1) “Archival” records series is being revoked as it is covered by other “Archival” and “Non-Archival” records series:
    1. **Capital Construction Projects – Preliminary Plans (Project Not Completed) (DAN GS2012-041)** covered by either Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10) or Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007)
  - Ten (10) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
    1. **Agency Identity/Brand (DAN GS2012-015)** covered by Advertising and Promotion (DAN GS2011-165)
    2. **Bond, Grant and Levy Project Reports (DAN GS50-03C-02)** covered by Financial Transactions – Bond and Levy Projects (*was* Financial Transactions – Bond, Grant and Levy Projects) (DAN GS2011-183) and Grants Received by Agency (DAN GS2024-014)
    3. **Census Records from the State Office of Financial Management (DAN GS50-01-37)** covered by Provision of Advice, Assistance, or Information (DAN GS2010-001)
    4. **Conservation (Archival) (DAN GS2010-019)** covered by Conversion/Conservation of Records (*was* Conversion Process – Non-Archival Records) (DAN GS2010-016)
    5. **Conversion Process – Archival Records (DAN GS2010-015)** covered by Conversion/Conservation of Records (*was* Conversion Process – Non-Archival Records) (DAN GS2010-016)
    6. **Inventory – Trees (DAN GS50-06B-25)** covered by Inventory – Capital, Expendable and Consumable Assets (DAN GS50-03A-18)
    7. **Jurisdictional Reference – Maps, Drawings, Photographs (DAN GS50-18-38)** covered by Secondary (Duplicate) Copies (DAN GS50-02-04)
    8. **Monitoring (Traffic) – Analysis (DAN GS50-18-34)** covered by Studies (Minor/Routine) (DAN GS2024-029)
    9. **Reporting/Filing (Mandatory) – Assets (DAN GS2012-044)** covered by Reporting to External Agencies (Mandatory) (*was* Reporting/Filing (Mandatory) – Agency Management) (DAN GS2012-028)
    10. **Reporting/Filing (Mandatory) – Financial Management (DAN GS2011-189)** covered by Reporting to External Agencies (Mandatory) (*was* Reporting/Filing (Mandatory) – Agency Management) (DAN GS2012-028)
  - Two (2) “Archival” records series are being revoked as they are covered by other records series based on the function/content of the records:
    1. **Administrative Working Files (DAN GS50-01-02)**
    2. **Project Files (Miscellaneous) (DAN GS50-01-39)**

### **Non-Archival Series Being Revoked**

- A total of 50 “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by other “Archival” and “Non-Archival” records series:



1. **Source Records – Migrated (DAN GS2010-018)** covered by either Source Records – Imaged/Migrated (Archival) (DAN GS2010-017) or Source Records – Imaged/Migrated (Non-Archival) (DAN GS50-09-14)
- **Forty-nine Fifty (4950)** “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Accounts Payable Control Worksheet (DAN GS51-02-01)** covered by Records Documented as Part of More Formalized Records (DAN GS2016-009)
  2. **Annual Estimate of Revenue and Expenditures (DAN GS50-03D-01)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
  3. **Annual Report of Trustees (DAN GS50-12A-03)** covered by Reporting to External Agencies (Mandatory) (*was* Reporting/Filing (Mandatory) – Agency Management) (DAN GS2012-028)
  4. **Application for Duplicate Instrument, Affidavit, and Bond (DAN GS50-03B-10)** covered by Financial Transactions – General (DAN GS2011-184)
  5. **As-Built Drawings – Appraised and Not Selected for Archival Preservation (DAN GS2012-035)** covered by Capital Construction Projects – Routine Buildings/Facilities (~~DAN GS50-18-10~~) (DAN GS2024-007)
  6. **Audit Subject/Reference Files (DAN GS50-03F-01)** covered by Reference Materials (DAN GS2016-010) and Secondary (Duplicate) Copies (DAN GS50-02-04)
  7. **Authorizations/Certifications – Assets (DAN GS2012-033)** covered by Authorizations/Certifications Received by Agency (*was* Authorizations/Certifications – Agency Management) (DAN GS50-01-42)
  8. **Award/Recognition Programs (DAN GS50-04B-44)** covered by Celebrations/Ceremonies/Events – Routine (DAN GS2024-008)
  9. **Billing Stubs (DAN GS2012-046)** covered by Financial Transactions – General (DAN GS2011-184)
  10. **Budget Development or Working Files (DAN GS50-03D-03)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
  11. **Budget Forecast Reports (DAN GS50-03D-04)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
  12. **Budget Officer’s Monthly Report to Governing Council, Commission, or Board (DAN GS50-03D-05)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
  13. **Budget Status Report (DAN GS50-03D-06)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
  14. **Business and Occupation Tax Debit and Credit Notices (DAN GS50-12D-03)** covered by Business and Occupation Tax Records (*was* Business and Occupation Tax Computations and Listings) (DAN GS50-12D-02)
  15. **Business and Occupation Tax Transmittals (DAN GS50-12D-05)** covered by Business and Occupation Tax Records (*was* Business and Occupation Tax Computations and Listings) (DAN GS50-12D-02)
  16. **Check Stubs or Duplicate Copies (DAN GS50-03B-06)** covered by Financial Transactions – General (DAN GS2011-184)
  17. **Conservation (Non-Archival) (DAN GS2010-020)** covered by Conversion/Conservation of Records (DAN GS2010-016)
  18. **Continuing Grants – Annual Financial Status Reports (DAN GS50-03C-01)** covered by Grants Received by Agency (DAN GS2024-014)
  19. **Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030)

20. **Delivery Receipt-Internal Purchasing (DAN GS50-08A-05)** covered by Financial Transactions – General (DAN GS2011-184)
21. **Departmental Budget Requests (DAN GS50-03D-07)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
22. **Disposal of Assets (Non-Real Property) (DAN GS50-06E-08)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030)
23. **Distribution of Expenditures (DAN GS50-03A-10)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
24. **Equipment/Vehicle Parts Orders (DAN GS50-06E-21)** covered by Financial Transactions – General (DAN GS2011-184)
25. **General and Subsidiary Ledgers (DAN GS50-03A-15)** covered by Financial Transactions – General (DAN GS2011-184)
26. **Grant/Scholarship Applications – Not Approved (DAN GS50-03C-07)** covered by Grants Issued by Agency – Applications (Denied) (DAN GS2024-011)
27. **Insurance Audits, Surveys, Reports (DAN GS50-06C-15)** covered by Studies (Minor/Routine) (DAN GS2024-029)
28. **Insurance Policy Certificates (DAN GS50-06C-04)** covered by Insurance Policies Purchased (DAN GS50-06C-16)
29. **IT Applications – Planning and Review (DAN GS50-06A-01)** covered by either Business/Work Plans (*was* Work Plans) (DAN GS50-01-38) or Applications/Systems – Implementation Projects (DAN GS2024-002)
30. **IT Systems Usage (DAN GS50-06A-05)** covered by Audit Trails and System Usage Monitoring (DAN GS2010-003)
31. **Local Improvement District Tax Statements and Receipts (DAN GS50-12D-08)** covered by Local Improvement District Tax Records (*was* Local Improvement District Assessment Rolls and Ledgers) (DAN GS50-12D-07)
32. **Materials Orders/Requisitions (DAN GS50-08B-05)** covered by Financial Transactions – General (DAN GS2011-184)
33. **Materials Receipts (DAN GS50-08B-06)** covered by Financial Transactions – General (DAN GS2011-184)
34. **Materials Receiving and Disbursement Reports (DAN GS50-08B-07)** covered by Financial Transactions – General (DAN GS2011-184)
35. **Packing Slips (DAN GS50-08B-08)** covered by Financial Transactions – General (DAN GS2011-184)
36. **Preliminary Budgets (DAN GS50-03D-10)** covered by Budget Development and Funding Allocation (DAN GS2024-004)
37. **Purchase Order, Requisition and Bid Logs Listing (DAN GS50-08A-07)** covered by Financial Transactions – General (DAN GS2011-184)
38. **Receiving Reports (DAN GS50-08A-09)** covered by Financial Transactions – General (DAN GS2011-184)
39. **Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05)** covered by Reporting to External Agencies (Mandatory) (*was* Reporting/Filing (Mandatory) – Agency Management) (DAN GS2012-028)
40. **Requisitions (DAN GS50-08A-10)** covered by Financial Transactions – General (DAN GS2011-184)
41. **Risk Data (DAN GS50-06C-25)** covered by Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS50-06F-03)
42. **Security Monitoring – Routine (DAN GS2010-009)** covered by Security Monitoring – No Incident (*was* Security Monitoring – Oversight/Surveillance Recordings) (DAN GS50-06B-18)
43. **Short-Term/Routine Asset Plans (DAN GS2012-043)** covered by Business/Work Plans (*was* Work Plans) (DAN GS50-01-38)
44. **State Auditor’s Examination Report (DAN GS50-03A-26)** covered by External Audits/Reviews of Agency – Final Reports (*was* Fiscal and Performance Audit Reports) (DAN GS50-03F-02)
45. **Statements of Bond or Other Collateral Security Posted By Bank (or other depository) (DAN GS50-03B-09)** covered by Contracts and Agreements – General (DAN GS50-01-11)

46. **Transfer of Legal Custody (DAN GS2010-021)** covered by Destruction/Transfer of Records (*was* Destruction of Public Records) (DAN GS50-09-06)
47. **Trial Balances (DAN GS50-03A-28)** covered by Financial Transactions – General (DAN GS2011-184)
48. **Withdrawal/Cancellation/ Change of Purchase Orders (DAN GS50-08A-12)** covered by Financial Transactions – General (DAN GS2011-184)
49. **Women and Minority Owned Business Enterprise (WMBE) Vendor Compliance Reports (DAN GS50-08A-13)** covered by Contracts and Agreements – General (DAN GS50-01-11)
50. **Workforce Planning (DAN GS2014-032)** covered by Business/Work Plans (*was* Work Plans) (DAN GS50-01-38)

***Net Decrease in Records Series: ~~3940~~ (from 290 series down to ~~251250~~ series)***