

## Local Government General Records Retention Schedules

### RECORDS CATEGORY: ACCOUNTING

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 11/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS - Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
2	ACCOUNTS PAYABLE CONTROL WORKSHEET - Lists invoice totals and taxes. Used to balance against computer generated warrant register. New Series 06/03	OFM	1 month	Destroy when obsolete or superseded	GS51-02-01	
3	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES -	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
4	ANNUAL FINANCIAL STATUS REPORTS - GRANTS - Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
5	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL - Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-02	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.

SUPERSEDED

ACCOUNTING						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	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.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
7	AUDIT SUBJECT/REFERENCE FILES - Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
8	AUTHORIZATION FOR PAYROLL DEDUCTIONS -	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
9	BANK ACCOUNT RECONCILIATIONS -	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
10	BANK DEPOSIT RECORDS - Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
11	BANK STATEMENTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
12	BENEFIT DETAIL REPORTS - PAYROLL -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
13	BILLING STATEMENTS (CARDS) UTILITIES ACCOUNTING - Statements of money due for utility services, including amount due, balance, account number, and customer's name.	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-01	
14	BILLING STUBS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-02	

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15	BILLING SUMMARIES (REGISTERS) - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-03	
16	BILLS OF SALE -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
17	DELINQUENT ACCOUNT LISTS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-08	
18	DEPARTMENTAL BUDGET REQUESTS -	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
19	DEPOSIT RECEIPTS - UTILITIES ACCOUNTING -	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-09	
20	DEPOSIT REGISTER - UTILITIES ACCOUNTING - Series Revised: Original DAN assigned was a duplicate (GS50-03B-02). New DAN assigned 03/07.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
21	BUDGET DEVELOPMENT OR WORKING FILES - Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
22	BUDGET FORECAST REPORTS -	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
23	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD -	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24	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.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
25	CANCELLED/SUBSTITUTE CHECKS/WARRANTS - Per the Check Clearing for the 21st Century Act, substitute checks will replace the hard copy of cancelled check/warrant. Series revised Added 'Substitute' to title, added description and reference in Remarks Column 09/04	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	Reference UCC Section 4-406(b).
26	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS - Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
27	CASH BOOK -	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
28	CASH RECEIPTS TRANSMITTALS - Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
29	CASH RECEIPTS TRANSMITTALS-INTERNAL - Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
30	CHECK STUBS OR DUPLICATE COPIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
31	COLLECTION AGENCY REPORTS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-04	

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
32	COLLECTION FILES - Documents efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds. May include past due statements, penalty calculations, copies of invoices, correspondence, logs of collections actions, write-off lists, and supporting documentation.  New Series 07/03	OPR	Account closed plus 6 years	Destroy when obsolete or superseded	GS50-03B-14	
33	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS - Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03	
34	CUSTOMER ACCOUNT ADJUSTMENT FILES - UTILITIES ACCOUNTING - Includes applications for low income/senior discount/rate reduction.	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-05	
35	CUSTOMER ACCOUNT INDEX - UTILITIES ACCOUNTING -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-06	

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36	CUSTOMER BILLING DISPUTE CASES - Files document cases regarding billing disputes which cannot be resolved by utility administration. Resolution determined by settlement or by formal decision maker such as hearing examiner, etc. Case files include name of customer, disputed issue, dispute discussion notes, billing and account information.  Series revised - added to Description: "resolution determined by settlement..." - 10/04	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS55-05B-30	
37	CUSTOMER CREDIT FILES - UTILITIES ACCOUNTING -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-07	
38	DAILY CASH REPORT OR SUMMARY -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
39	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS -	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
40	DIRECT PAYROLL DEPOSIT AUTHORIZATION -	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
41	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION -	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	
42	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA -	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
43	DIRECT PAYROLL DEPOSIT HASH SHEET -	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	

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44	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA -	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
45	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
46	DISABILITY, HEALTH AND WELFARE CLAIMS - EMPLOYEE -	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
47	DISCONNECTION NOTICES - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-11	
48	DISTRIBUTION OF EXPENDITURES -	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
49	ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group. Series Revised - Removed '...66(a) National Association of Regulatory Utility Commissioners NARUC 66(a)' from the Remarks column and added correct refernce number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05B-13	Reference 18CFR125.3 3(42)

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50	FEDRAL AND STATE REGULATORY COMMISSIONS Includes annual financial, operating and statistical and PURPA reports. Series Revised: Changed title from 'Electric Utility Coset of Service Report'; changed description from 'Filed under section 133 of the Public Utilities Regulatory Policies Act (PURPA) and removed '...336.65(d) from the Remarks column and added correct CFR reference - 09/06	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-05B-14	Reference 18CFR125.3(41)
51	ELECTRIC UTILITY GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities. ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series revised - Reduced retention from 50 years and corrected CFR citations in Remarks - 07/03 Series Revised - Removed 'National Association of Regulatory Utility Commissioners NARUC 10(a)(1), NARUC 10(b)(1) and NARUC 11' from the Remarks column - 09/06	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-12	Reference 18CFR125.3 (6a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standars.
52	ELECTRIC UTILITY PLANT LEDGERS New series 07/03 Series Revised: Removed 'See remarks' comment from the retention column; removed 'regulations' from the Remarks column and added 'Reference' - 09/06	OPR	25 years See remarks	Destroy when obsolete or superseded	GS55-05B-28	Regulations 18CFR125.3.(16a)

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53	EMPLOYEE EARNINGS QUARTERLY REPORTS - Series deleted Covered under Internal Revenue Service (IRS) Forms	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-12	
54	EXPENDITURE TRANSACTION REPORTS - Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
55	FINAL CLOSURE OF ACCOUNT SCHEDULES - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-15	
56	FINANCIAL STATEMENTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
57	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS - Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
58	GRANT APPLICATIONS - NOT APPROVED -	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
59	INVENTORY OF FIXED ASSETS Includes fixed asset inventory (year-end) as well as documentation of current status and updates and adjustments to the fixed asset inventory. Series Revised: - Combined with records series GS50-03A-123 - changed description from 'Year-end report' and removed CFR reference as it was not relevant to this records series. - 09/06	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
60	LABOR AND INDUSTRIES REPORT ON PAYROLL -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	

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61	FINAL BUDGET -	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-08	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
62	FINAL GRANT EXPENDITURE REPORT - End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years from the date of submission of final report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
63	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS - Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
64	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS - Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
65	FISCAL AND PERFORMANCE AUDIT REPORTS - Final report of audit findings.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03F-02	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
66	FIXED ASSETS INVENTORY DOCUMENTATION - Includes fixed asset inventory (year-end) as well as documentation of current status and updates and adjustments to the fixed asset inventory. Revised: Added CFR reference to remarks 07/03 Discontinued September 2006. Combined with GS50-03A-18	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	For Electric Utilities, reference 18CFR 125.3(20a).
67	GENERAL AND SUBSIDIARY JOURNALS - All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	

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68	GENERAL LEDGER - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years. Pre-1900 general ledgers have potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency
69	LEAVE BUY-BACK ACCEPTANCE FORMS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
70	LEAVE SHARING AUTHORIZATION -	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
71	REVENUE BONDS AND COUPONS - Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
72	GRANT AGREEMENT - Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
73	GRANT APPLICATIONS - APPROVED - Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
74	GRANT PROJECT REPORTS - Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
75	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS -	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	

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76	GRANTS - STATISTICAL DOCUMENTATION -	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
77	INDIVIDUAL EMPLOYEE PAY HISTORY - May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-15	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
78	LOW INCOME/SENIOR CITIZEN DISCOUNT/TAX EXEMPTION APPLICATIONS - UTILITIES ACCOUNTING -	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05B-27	
79	MEDICAL INSURANCE REPORTS - PAYROLL -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	

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80	UTILITY METER READINGS/USAGE DOCUMENTATION Series Revised - Changed title from 'Meter Books - Utilities Accounting' - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-18	
81	METER READING CARDS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-19	
82	NON-SUFFICIENT FUNDS (NSF) CHECKS/ WARRANTS - New series - 04/02	OPR	Settlement or closure plus 6 years	Destroy when obsolete or superseded	GS50-03B-12	
83	INTERNAL REVENUE SERVICE (IRS) FORMS - 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification  Series revised - Combined IRS forms into one series - 05/02 Series revised Combined IRS forms into on	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
84	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS - Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	

SUPERSEDED

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85	JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series Revised - Reduced retention from 50 years; removed '...12(a) National Association of Regulatory Utility Commissioners NaRUC 12(a)' from the Remarks column and added correct reference number - 09/06  Series revised - changed Primary Copy retention from 50 years - 10/05	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-17	Reference 18CFR125.3 8(a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup
86	LISTINGS OF PAYROLL DEDUCTIONS - Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19	
87	OLD AGE SECURITY INSURANCE (OASI) REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	
88	PAYROLL OR EXPENSE CHECKS LOG/SHEET - Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
89	PAYROLL REGISTER - May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-22	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
90	PETTY CASH RECORD -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
91	PRELIMINARY BUDGETS -	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	
92	RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION - UTILITIES ACCOUNTING Service rate calculations and documentation on billing and collection systems. Series Revised - Changed title from 'Rate and Billing System Development Documentation - Utilities Accounting'; added 'Includes development of rate schedule' to the description; changed retention from 'Destroy when obsolete or superseded' and added statement in the Remarks column - 09/06	OFM	Completion of Rate Schedule plus 6 Years	Destroy when obsolete or superseded	GS55-05B-20	Reference 18CFR125.3(30)
93	RATE AND COLLECTION SYSTEM REVISION NOTICES - UTILITIES ACCOUNTING - Notices to customers of changes in billing rates and collection policies and procedures.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-21	
94	RATE SCHEDULES - UTILITIES ACCOUNTING Official proceedings and approval. Series revised - Added CFR citation to Remarks - 07/03 Series revised - added description - 09/06	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS55-05B-22	Reference 18CFR125.3(30). Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
95	RECEIPTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
96	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES -	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
97	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES -	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
98	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
99	REMITTANCE ADVICES -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
100	REVENUE BOND AND COUPON REGISTER -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
101	SERVICE APPLICATIONS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-24	
102	SERVICE ORDERS - UTILITIES ACCOUNTING -	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-25	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
103	DELEGATION OF AUTHORITY AND SIGNATURE RECORDS (FORMERLY "SIGNATURE RECORDS") Includes written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions acting in lieu of a superior officer. Records will include samples of signatures.  Series revised - changed title from "Signature Records", and changed description from "List of employees and their signatures which are authorized to sign checks/warrants" - 11/05	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	
104	STATE AUDITOR'S EXAMINATION REPORT -	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
105	STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS - New Series 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-29	
106	STATE EMPLOYEES RETIREMENT TRANSMITTAL -	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
107	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK - (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
108	STOP PAYMENT REPORTS - Report submitted to stop the payment on a particular check. Usually for lost or stolen salary or pension checks. Includes form granting stop payment from individual, supporting documentation, etc.  New Series - 06/03	OPR	Calendar year plus 6 years	Destroy when obsolete or superseded	GS50-03B-13	
109	SUBSIDIARY LEDGERS - All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
110	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL - Documentation of status of and adjustments to payroll accounts.	OFM	3 years or until completion of audit	Destroy when obsolete or superseded	GS50-03E-25	
111	TECHNICAL REFERENCE MATERIALS INTERNAL AUDIT - Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
112	<p>TIME CARDS/TIME SHEETS - Daily, weekly, or monthly time accumulation reports. May be used as retirement verification. ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.</p> <p>Series revised - added last paragraph to retention column - 05/03</p> <p>Series revised - changed Primary Copy retention from "If NOT used for retirement verification - 3 years" - 03/06</p>	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years - see Remarks. Time records subject to federal audit should be retained per federal requirements.	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
113	TREASURER/FINANCE OFFICER FINANCIAL REPORTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
114	TRIAL BALANCES -	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
115	UNCOLLECTABLE ACCOUNT LISTS - UTILITIES ACCOUNTING -	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-26	
116	VOUCHER REGISTER -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
117	WARRANT / CHECK REGISTERS -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
118	UTILITY CUSTOMER DEPOSIT LISTING New Series - 10/04 Series Revised: Removed description 'Listing of customers that have a security deposit on their accounts because of past account issues of non-payment. Includes name, account number, deposit amount, etc.'; reduced retention from 6 years and added CFR reference in the Remarks column - 09/06  New Series 10/04	OPR	Termination of account plus 3 years	Destroy when obsolete or superseded	GS55-05B-29	Reference 18CFR125.3(36)
119	VOUCHERS - All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
120	WARRANT, CHECK, OR VOUCHER REGISTERS GRANT FUNDS - Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	
121	PERSONNEL FUND MONITORING REPORTS Reports document financial transactions on state-monitored personnel funds (including Health Care, Industrial Insurance, Unemployment, Special Employment and Group Term Life). Reports document that the fund is being monitored and used accordingly, and are required by the State of Washington.  New series - 05/05	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-33	

SUPERSEDED

ACCOUNTING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
122	UNCLAIMED PROPERTY REPORT - FILED WITH DEPARTMENT OF REVENUE Report filed with the Dept of Rev that identifies Unclaimed Property for agency. New Series - 09/06	OPR	6 years after report filed	Destroy when obsolete or superseded	GS55-05B-31	Reference RCW 63.29.170
123	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES - FUNDS HELD BY THE AGENCY Research and investigation records documenting unclaimed property retained by the agency until it is returned to its owner, including property returned to its owner prior to the completion of the abandonment period and property transferred to agency Gen Fund after termination of the abandonment period. May include correspondence, registered mail receipts, last known address, copy of check and amount, etc. New Series - 09/06	OPR	6 years after property claimed	Destroy when obsolete or superseded	GS55-05B-32	
124	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES - FUNDS REMITTED TO DEPARTMENT OF REVENUE Research and investigative records created to track attempts to contact individuals of unclaimed property for funds remitted to the Dept of Rev. May include correspondence, register mail receipts, last known address, copy of check and amount, etc. New Series - 09/06	OPR	6 years after property deemed abandoned and funds remitted to Dept of Rev.	Destroy when obsolete or superseded	GS55-05B-33	Reference RCW 63.29.310

SUPERSEDED

## **RECORDS CATEGORY: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED**

**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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**For the Attorney General: Cindy Evans**

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**For the State Auditor: Mark Rapozo**

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**The State Archivist: Jerry Handfield**

SUPERSEDED

	ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE					
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SUPERSEDED

			<b>MINIMUM RETENTION PERIOD</b>		
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**SUPERSEDED**

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
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**SUPERSEDED**

1	<p>THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:</p> <p>AGENCY PUBLICATIONS - Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.</p> <p>CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS - Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.</p> <p>INFORMATIONAL COPIES - Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.</p> <p>LETTERS OF TRANSMITTAL - Letters of transmittal, which do not add any information to the transmitted materials.</p> <p>MISCELLANEOUS MEMORANDA - Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.</p> <p>PRELIMINARY DRAFTS - Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps</p>	OFM			GS50-02	
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SUPERSEDED

1	<p>in the preparation of record documents.</p> <p>REPRODUCTION MATERIALS - Includes materials such as stencils, hectograph masters and offset plates.</p> <p>ROUTING SLIPS - Routing slips used to direct the distribution of documents.</p> <p>SHORTHAND NOTES, STENOGRAPH TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS - After they have been transcribed into typewritten or printed form on paper or microfilm.</p> <p>TELEPHONE MESSAGES - "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.</p> <p>USED/CANCELLED EVENT TICKETS AND PASSES</p>	OFM			GS50-02	
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SUPERSEDED

## **RECORDS CATEGORY: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 6/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	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. Series Revised: Added description - 05/07	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	TELEPHONE LOGS AND USAGE DETAIL REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	
3	ADMINISTRATIVE WORKING FILES - Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-02	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.
4	ANNUAL REPORTS OFFICE REFERENCE COPIES - Copies of reports of activities submitted yearly to the governing council, commission, or board.	OFM	Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
5	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED OFFICE REFERENCE COPIES - Copies of employment applications submitted by applicants who were not hired.	OFM	Personnel office keeps primary copy 3 years	Office references copies - Destroy when obsolete or superseded	GS50-04B-01	

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	APPOINTMENT CALENDARS -	OFM	Destroy when obsolete or superseded See remarks	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
7	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-01	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
8	BUDGET AND BUDGET DEVELOPMENT FILES OFFICE REFERENCE COPIES - The final budgets are retained permanently as reference attachments to the ordinances or resolutions that adopt them.	OFM	Final budget is kept by clerk of governing council, commission, or board - PERMANENT. Budget development and request files are retained 2 years by the finance or budget office.	Office references copies - Destroy when obsolete or superseded	GS50-03D-03	
9	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT -	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-37	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
10	CITIZENS' COMPLAINTS/REQUESTS - Communications from citizens making a complaint or request, as well as the associated agency response. Series Revised: added description, added Remarks, and added cut-off - 05/07	OFM	Matter Closed plus 3 years	Destroy when obsolete or superseded	GS50-01-09	The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	CLAIMS FOR DAMAGES -	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
12	CONTRACTS, AGREEMENTS, AND WARRANTIES -	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
13	FISCAL, PURCHASE AND RECEIVING DOCUMENTS -	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
14	CHRONOLOGICAL REFERENCE FILE - Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
15	CORRESPONDENCE - Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
16	DOMESTIC PARTNERSHIP REGISTRATION DOCUMENTATION - Notarized application signed by both applicants that wish to register a domestic partnership, accompanied by a registration fee. May include certificate and termination form. (New Series - May 2002)	OFM	3 years plus next audit	Destroy when obsolete or superseded	GS50-01-40	
17	FINANCIAL REPORTS OFFICE REFERENCE COPIES - Copies of financial reports made to and/or by the department regarding its, expenditures and the status of its budget.	OFM	3 years or until completion of State Auditor's examination report	Office references copies - Destroy when obsolete or superseded	GS50-3D-06	

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18	GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS OFFICE REFERENCE COPIES -	OFM	Clerk of governing council, commission or board keeps primary copy 3 years	Office references copies - Destroy when obsolete or superseded	GS50-05A-03	
19	GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES OFFICE REFERENCE COPIES -	OFM	Clerk of governing council, commission or board keeps primary copy PERMANENT	Office references copies - Destroy when obsolete or superseded	GS50-05A-13	
20	HISTORICAL FILES OF THE AGENCY OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-02	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
21	MAILING LISTS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
22	RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES -	OFM	Finance office keeps primary copy 6 years	Office references copies - Keep 3 years	GS50-03A-21	
23	REQUESTS FOR LEAVE/OVERTIME -	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
24	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-30	
25	LEGAL OPINIONS OFFICE REFERENCE COPIES -	OFM	Agency attorney keeps primary copy PERMANENT - See remarks	Office references copies - Destroy when obsolete or superseded	GS53-02-03	If the agency contracts for outside legal representation, the primary record copy will probably be held by agency's executive administration.

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26	LITIGATION FILES OFFICE REFERENCE COPIES -	OFM	Legal office or executive administration keeps until case closed plus 10 years - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
27	MASTER FILE OF AGENCY PUBLICATIONS OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-04	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
28	NEWSPAPER CLIPPINGS OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-05	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES - Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or departmenthead signature, ordinance or resolution. Series Revised: Added description, changed Remarks from 'The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards'; changed retention from 'Permanent as adopted - one copy Archival - see remarks' and moved Essential Records Information to Remarks column. - 05/07	OPR	Adoption - Permanent	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Essential Record - Needs security microfilm backup.
30	ORDINANCE AND RESOLUTION DEVELOPMENT FILES - Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission, or board.	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-25	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
31	ORDINANCES AND RESOLUTIONS OFFICE REFERENCE COPIES -	OFM	Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT	Office references copies - Destroy when obsolete or superseded	GS50-05A-16	

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
32	PAYROLL REPORTS OFFICE REFERENCE COPIES	OFM	Payroll office keeps primary copy- 3 years, OR 60 years if needed for retirement audit	Office references copies - Destroy when obsolete or superseded	GS50-03E-25	
33	PERSONNEL FILES OFFICE REFERENCE COPIES -	OFM	Personnel office keeps primary copy until termination of employment plus 6 years	Office references copies - Destroy when obsolete or superseded	GS50-04B-06	
34	PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL OFFICE REFERENCE COPIES - Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-06	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
35	PRESS RELEASES OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-07	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
36	PROJECT FILES (MISCELLANEOUS) - New series 05/02	OPR	Completion of Project plus 6 years -Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-39	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
37	PUBLIC DISCLOSURE LOBBYIST REPORTING - Quarterly reports to the Washington State Public Disclosure Commission relating to lobby activities by the agency. Used to document lobby activities with RCW 42.17. May include Public Disclosure forms L-5 or their electronic equivalent. New Series-07/03	OPR	6 years	Destroy when obsolete or superseded	GS50-01-41	
38	PUBLIC OPINION POLLS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-30	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
39	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
40	SCRAPBOOKS AND ALBUMS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
41	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY OFFICE REFERENCE COPIES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Office references copies - Destroy when obsolete or superseded	GS50-06F-09	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
42	WORK PLANS - Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions. New Series - 01/02	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-38	
43	ACCREDITATION, CERTIFICATION, AND LICENSE DOCUMENTATION FOR AGENCY FUNCTIONS AND OPERATIONS Includes documentation of any mandatory or voluntary accreditation, certification or licenses for any aspect of an agency's functions and/or operations.  New series - 06/05	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-01-42	
44	MINUTES AND FILES OF GENERAL OFFICE MEETINGS - Minutes, agenda and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicle for communication. New Series - 05/07	OFM	Date of Document plus 2 years	Destroy when obsolete or superseded	GS50-01-43	This records series does not include meeting records covered in the LGRRS records series GS50-01-12 and GS50-05B-04. Consistent with State Government agencies General Records Retention Schedule MINUTES AND FILES OF GENERAL OFFICE MEETINGS, GS09009.

SUPERSEDED

## **RECORDS CATEGORY: ADVISORY COUNCILS, COMMISSIONS, COMMITTEES AND BOARDS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

<b>ADVISORY COUNCILS, COMMISSIONS, COMMITTEES AND BOARDS</b>						
<b>MINIMUM RETENTION PERIOD</b>						
<b>ITEM NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>OPR or OFM</b>	<b>PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY</b>	<b>SECONDARY (ALL OTHER) RECORD COPIES</b>	<b>DISPOSITION AUTHORITY NUMBER</b>	<b>REMARKS</b>
1	AGENDA PACKETS ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS. - Includes all referenced and attached documents.	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS -	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	
3	CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS -	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MINUTES ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS - Includes all references and attached documents.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS -	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

## **RECORDS CATEGORY: AIR QUALITY AUTHORITIES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 3/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

AIR QUALITY AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	AIR POLLUTION SOURCE HISTORY FILES - Information compiled on permanent, temporary and portable sources of air pollution regulated under state and federal air pollution law, including emissions inventory, permit, inspection, compliance, complaint, enforcement and remedy documentation. Also includes Title V Sources and gas stations.  New series - 03/05	OPR	Life of source plus 6 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-01	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
2	AIR QUALITY COMPLAINT FILES - Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up.  New series - 03/05	OPR	Last activity on complaint plus 6 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

AIR QUALITY AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3	AIR QUALITY DATA SUMMARIES - Annual report of regional air quality statistics, including data collected from air monitoring sites.  New series - 03/05	OPR	6 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
4	AIR RESOURCES MANAGEMENT IMPLEMENTATION PLAN - Plans mandated by the Federal Clean Air Act for attaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.  New series - 03/05	OPR	Until superseded or revised plus 6 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
5	AIR RESOURCES MANAGEMENT MAINTENANCE PLAN - Plans mandated by the Federal Clean Air Act for maintaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.  New series - 03/05	OPR	Until superseded or revised plus 6 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

AIR QUALITY AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	ASBESTOS CONTRACTORS NOTIFICATIONS AND REPORTS - Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-07	
7	BURNING INCIDENT FILES - Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor and agricultural burning.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-08	Reference WAC 173-425, WAC 173-430, and WAC 173-433
8	SITE MONITORING EQUIPMENT OPERATING AND MAINTENANCE DOCUMENTATION - Logs and reports documenting the maintenance and operation on monitoring equipment at source sites.  New series - 03/05	OFM	3 years	Destroy when obsolete or superseded	GS65-01-09	
9	WEATHER MONITORING REPORTS - Reports regularly compiled from weather monitoring stations that document the general condition of the weather as well as conditions that may lead to regulatory actions, such as burning bans.  New series - 03/05	OFM	3 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

## RECORDS CATEGORY: ANIMAL SERVICES

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ANIMAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	KENNEL LICENSES ANIMAL CONTROL -	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-11	
2	LICENSE APPLICATIONS ANIMAL CONTROL -	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-12	
3	OFFICER DAILY REPORT ANIMAL CONTROL -	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-03	
4	PATROL AND PICKUP REQUESTS OR CALL BOOKS ANIMAL CONTROL -	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-13	
5	PET LICENSES ANIMAL CONTROL -	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-14	
6	PET OWNER INDEX ANIMAL CONTROL -	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	GS50-10B-15	
7	PLACEMENT NOTICE ANIMAL CONTROL -	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-05	
8	RELEASE CERTIFICATE ANIMAL CONTROL -	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-06	
9	VETERINARIAN SERVICE BILLS ANIMAL CONTROL -	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-17	
10	BITE REPORTS ANIMAL CONTROL -	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-01	

SUPERSEDED

ANIMAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	BOARD OF PHARMACY REGISTRATION - Registration required by Washington State Board of Pharmacy to designate an individual responsible for the ordering, possession, safe storage, and utilization of approved legend drugs. New series 04/03	OFM	Until issuance of new registration	Destroy when obsolete or superseded	GS50-10B-21	Reference WAC 246-887-050, RCW 69.41.080, and RCW 69.50.310.
12	BOOKING CARDS ANIMAL CONTROL -	OFM	Release, placement, or disposal, plus 1 year	Destroy when obsolete or superseded	GS50-10B-02	
13	CITATIONS ANIMAL CONTROL -	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-07	
14	COMPLAINTS ANIMAL CONTROL -	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-08	
15	DISPOSAL NOTICE ANIMAL CONTROL -	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-04	
16	INVESTIGATION REPORTS NOT RESULTING IN CITATIONS - ANIMAL CONTROL -	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-10	
17	INVESTIGATION REPORTS RESULTING IN CITATIONS ANIMAL CONTROL -	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-09	
18	CONTROLLED SUBSTANCE INVENTORY - Inventory of all controlled substances in the possession of the registrant. New series 04/03	OFM	Anniversary of issuance of registration plus 2 years	Destroy when obsolete or superseded	GS50-10B-18	Reference 21CFR1304.04(a) and WAC 246-887-200.

SUPERSEDED

ANIMAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19	CONTROLLED SUBSTANCE ORDER FORMS - An order form supplied by the Federal Drug Enforcement Administration, required for the ordering and distribution of certain controlled substances. New series 04/03	OFM	Receipt of order plus 2 years	Destroy when obsolete or superseded	GS50-10B-20	Reference 21CFR1305.01 and 21CFR 1305.13.
20	LEGEND DRUG INVENTORY - Physical inventory of approved legend drugs performed and reconciled with the Legend Drug Log Book not less than every six months. New series 04/03	OFM	2 years after inventory/ reconciliation completed	Destroy when obsolete or superseded	GS50-10B-22	Reference WAC 246-886-080.
21	LEGEND DRUG LOG BOOK AND SUPPORTING DOCUMENTS - A log book used to record the receipt, use, and disposition, and invoices, record books, disposition records, and other records regarding approved legend drugs. New Series 04/03	OPR	Last entry in log plus 6 years	Destroy when obsolete or superseded	GS50-10B-19	Reference WAC 246-886-080.
22	PREVENTATIVE HEALTH RECORD - Form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.	OPR	Completion of procedure plus 6 years	Destroy when obsolete or superseded	GS50-10B-23	

SUPERSEDED

ANIMAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	STATISTICAL REPORTS ANIMAL CONTROL -	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-10B-16	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## **RECORDS CATEGORY: ASSIGNED COUNSEL**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ASSIGNED COUNSEL						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	INDIGENT CLIENT DEFENSE FILES - ADULTS - Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 5 years after sentencing	GS50-30-02C	
2	DEFENDANT INTERVIEW CARDS & SHEETS - Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	OFM	3 years	Destroy when obsolete or superseded	GS50-30-01	
3	INDIGENT CLIENT DEFENSE FILES - ADULTS - Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-02A	
4	INDIGENT CLIENT DEFENSE FILES - ADULTS - Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES -	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 10 years after case dismissed or acquittal	GS50-30-02B	
5	INDIGENT CLIENT DEFENSE FILES - ADULTS - Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 3 years after sentencing	GS50-30-02D	

ASSIGNED COUNSEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	INDIGENT CLIENT DEFENSE FILES - JUVENILE - Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 5 years after sentencing	GS50-30-03C	
7	INDIGENT CLIENT DEFENSE FILES - JUVENILE - Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 3 years after sentencing	GS50-30-03D	
8	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER -	OPR	6 years	Destroy when obsolete or superseded	GS50-30-05	
9	INDIGENT CLIENT DEFENSE FILES - JUVENILE - Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-03A	
10	INDIGENT CLIENT DEFENSE FILES - JUVENILE - Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 10 years after case dismissed or acquittal	GS50-30-03B	
11	PROMISSORY NOTES PUBLIC DEFENDER - Agreements by defendants to reimburse county for cost of appointed counsel.	OPR	Payment in full or breach plus 6 years	Destroy when obsolete or superseded	GS50-30-04	

## **RECORDS CATEGORY: CEMETERY RECORDS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

CEMETERY RECORDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	BURIAL PERMITS -	OFM	Health District or Department retains primary copy	Destroy when obsolete or superseded	GS50-35-01	
2	INDEX OF INTERMENTS CEMETERY RECORDS - ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3	RECORDS OF BURIAL OR INTERMENT CEMETERY RECORDS -	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
4	SECTION BOOKS CEMETERY RECORDS - ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

CEMETERY RECORDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	SECTION MAPS CEMETERY RECORDS - Maps indicating sold and available grave lots and occupied grave lots. ESSENTIAL RECORD Needs security microfilm backup See remarks.	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

## RECORDS CATEGORY: COMMUNICATIONS

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

COMMUNICATIONS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	911 CONVERSATIONS MASTER RECORDINGS -	OFM	90 days	Destroy when obsolete or superseded	GS50-29-01	
2	911 ELECTRONIC PRINTOUTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-29-02	
3	MASTER ADDRESS STREET LOGS - COMMUNICATIONS -	OFM	1 year	Destroy when obsolete or superseded	GS50-29-05	
4	NATIONAL CRIMINAL INFORMATION CENTER LOGS COMMUNICATIONS -	OFM	1 year	Destroy when obsolete or superseded	GS50-29-06	
5	RADIO LOGS COMMUNICATIONS - Series revised Reduced primary copy retention from 6 years - 05/03	OFM	60 days	Destroy when obsolete or superseded	GS50-29-07	
6	COMPUTER AUTOMATED DISPATCH BACKUP TAPES - ESSENTIAL RECORD Backup MUST BE stored off-site See remarks. Series revised Changed designation from 'OPR,' and reduced primary copy retention from 6 years - 05/03	OFM	3 years	Destroy when obsolete or superseded	GS50-29-03	In order to protect the physical security and accessibility of tape-recorded information for the duration of its retention period requirement, backup tapes must be stored off-site in a temperature and humidity-controlled environment.
7	SUPERVISOR SHIFT REPORTS COMMUNICATIONS -	OFM	2 years	Destroy when obsolete or superseded	GS50-29-08	
8	TAPE REQUESTS COMMUNICATIONS -	OFM	6 years	Destroy when obsolete or superseded	GS50-29-09	
9	TELETYPES (INCOMING AND OUTGOING) COMMUNICATIONS - Series revised Reduced primary copy retention from 3 years - 05/03	OFM	1 year	Destroy when obsolete or superseded	GS50-29-10	

## **RECORDS CATEGORY: COMMUTE TRIP REDUCTION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

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**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

COMMUTE TRIP REDUCTION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	COMMUTE TRIP REDUCTION ADMINISTRATION (CTRA) ANNUAL PROGRESS REPORT - Describes progress in attaining the applicable commute trip reduction goals for each commute trip reduction zone, any problems being encountered in achieving those goals. Submitted to the CTR task force annually through July 1, 2006.	OFM	State Department of Transportation CTR Task Force holds primary copy	Destroy when obsolete or superseded Potential archival value See remarks	GS59-01-01	Please reference RCW 70.94.527 (7), (8). Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	COMMUTE TRIP REDUCTION PARTICIPANT FILES - Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	OFM	3 years	Destroy when obsolete or superseded	GS59-01-02	
3	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES - Program administration documentation.	OFM	2 years	Destroy when obsolete or superseded	GS59-01-03	
4	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES COMMUTE TRIP REDUCTION -	OFM	3 years	Destroy when obsolete or superseded	GS59-01-04	

SUPERSEDED

## **RECORDS CATEGORY: CONSERVATION DISTRICTS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

CONSERVATION DISTRICTS						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY OFFICE REFERENCE COPIES - Copies of agreements with individual landowners and various branches of the U.S. Department of the Interior and the Washington State Department of Ecology in which the Conservation District is not a signing party.	OFM	Washington State Department of Ecology and/or U.S. Department of the Interior keep primary copy.	Conservation Districts: Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-11	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	ANNUAL PLANS CONSERVATION DISTRICTS -	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	LONG RANGE PLANS CONSERVATION DISTRICTS - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

CONSERVATION DISTRICTS						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4	AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY - All agreements with individual landowners in which the Conservation District is a signing party. Includes Cooperative Plans, Farm Management Plans, Resource Management System Plans, Inventory and Evaluation Plans, Water Quality Cost Sharing and Implementation Agreements, and U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements. ESSENTIAL RECORD - needs security backup - see Remarks.	OPR	Expiration of agreement plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

## **RECORDS CATEGORY: CORONERS AND MEDICAL EXAMINERS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

CORONERS AND MEDICAL EXAMINERS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	CARD FILE INDEX - Index used as cross-reference tool to case files. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-01	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2	CORONER/MEDICAL EXAMINER LEDGER - Complete coroner/medical examiner record listed by date both chronological and alphabetical. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-02	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3	CORONER/MEDICAL EXAMINER INVESTIGATION FILES - Reports, transmittals and other documentation of laboratory and investigative work. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-03	If suspicion of foul play and case is unsolved after 7 years, file may be microfilmed in lieu of retaining original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION - Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	OPR	6 years	Destroy when obsolete or superseded	GS50-34-04	

SUPERSEDED

CORONERS AND MEDICAL EXAMINERS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	INQUESTS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
6	MORGUE REGISTERS - Registers or log sheets recording the arrival and removal of bodies from the morgue.	OFM	6 years	Destroy when obsolete or superseded	GS50-34-06	
7	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS -	OFM	3 years	Destroy when obsolete or superseded	GS50-34-07	
8	PHOTOGRAPHIC AND VIDEO DOCUMENTATION OF DEATH INVESTIGATIONS -	OFM	Close of investigation plus 3 years	Destroy when obsolete or superseded	GS50-34-08	

SUPERSEDED

## **RECORDS CATEGORY: DISPUTE RESOLUTION/MEDIATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

DISPUTE RESOLUTION/MEDIATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FINAL AGREEMENT - A written agreement the parties enter into at the conclusion of the resolution process which sets forth the settlement of the issues and the future responsibilities of each party, if any. New series 08/02	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-11	Reference RCW 7.75.
2	INITIAL AGREEMENT - A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute. New series 08/02	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-11	Reference RCW 7.75.
3	WORKING FILES - May include mediator notes, memoranda, work papers, correspondence, etc. New series 08/02	OFM	Destroy after agreement is reached or withdrawal is executed	Destroy when obsolete or superseded	GS50-01-02	Reference RCW 7.75.

SUPERSEDED

## RECORDS CATEGORY: ELECTION RECORDS

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ELECTION RECORDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	AFFIDAVITS OF PUBLICATION OF NOTICES OF ELECTIONS -	OPR	6 years	Destroy when obsolete or superseded	AU52-03C-06	
2	CHALLENGES TO VOTER -	OFM	Election plus 60 days	Destroy when obsolete or superseded	AU52-03C-11	Reference *42 USC 74.
3	NOTICES OF ELECTIONS -	OPR	6 years	Destroy when obsolete or superseded	AU52-03C-29	
4	POLL BOOK / TALLY BOOK (OFFICIAL) - ELECTIONS -	OPR	22 months	Destroy when obsolete or superseded	AU52-03C-36	Reference *42 USC 74.
5	TALLY SHEETS AND CANVASS SHEETS - ELECTIONS -	OFM	Election plus 60 days	Destroy when obsolete or superseded	AU52-03C-57	Reference *42 USC 1974, RCW 29.64, RCW 29.65.
6	VOTED BALLOTS -ELECTIONS - Including absentee, special, and vote by mail.	OPR	Election plus 60 Days	Destroy when obsolete or superseded	AU52-03C-61	Reference *42 USC 1974, RCW 29.54.075, WAC 434-62-200, RCW 29.64, RCW 29.65
7	WORKING FILES -ELECTIONS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	AU52-03C-23	

SUPERSEDED

## **RECORDS CATEGORY: ELECTRIC UTILITIES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

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These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	APPARATUS FAILURE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised: Reduced retention from 6 years; removed '...23(f) National Association of Regulatory Utility Commissioners NARUC 23.1(f)' from the Remarks column. - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-01	Reference 18CFR125.3 23.14(a) and (b)
2	BOILER TUBE FAILURE REPORT ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(c) National Association of Regulatory Utility Commissioners NARUC 22.1(c)' from the Remarks column. - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-01	Reference 18CFR125.3 13.1(a)
3	COAL LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-02	Reference 18CFR125.3 13.1(a)
4	CONSTRUCTION COST ANALYSIS STUDIES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION Series Revised - Reduced retention from 10 years; removed '...31(f) National Association of Regulatory Utility Commissioners NARUC 31(f)' from the Remarks column and added correct reference number - 09/06	OFM	5 years after clearance to plant account - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05G-01	Reference 18CFR125.3 17(f) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	CONSTRUCTION PROJECT FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION Series Revised - Reduced retention from 10 years; removed '...31(e) 18CFR125.3(g), National Association of Regulatory Utility Commissioners NARUC 31(e)' from the Remarks column and added correct reference number - 09/06	OPR	Completion of project plus 6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-02	Reference 18CFR125.3 17(b), (e) and (g)
6	STREET LIGHT HISTORY RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM -	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-17	
7	ELECTRICITY DIVERSION INVESTIGATION RECORDS Inquiry regarding problems or discrepancies with meters, either from meter reader or other parties. Investigation records may include: site visit dates, notes regarding location, pictures of meter or surrounding area, consumption history, special meter read, and service order for technical support. New Series - 10/04 Series Revised - Changed title from 'Diversion Electricity Investigation Records - 09/06	OPR	Investigation closed plus 6 years	Destroy when obsolete or superseded	GS55-05G-07	
8	ELECTRIC POWER REPORTS REQUIRED BY REGULATORY AGENCIES AND COMMISSIONS - New series 07/03	OPR	5 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-21	Reference 18CFR125.3(41). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9	ELECTRICAL WORK PERMITS (HARD CARDS) ELECTRIC POWER DISTRIBUTION SYSTEM Permits for individuals to install residential alarms, communications, etc. Series Revised - added statement in the Remarks column - 09/06	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05E-25	A 'See Also' cross reference will be added to the Licensings, Permits and Fees General Records Retention Schedule.
10	EQUIPMENT LOGS ELECTRIC POWER GENERATION SYSTEM Records of use and performance, including in and out times. Series Revised - Removed 'Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b)' from the Remarks column and added reference to CFR. - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-03	Reference 18CFR125.3.13.1(b)
11	EXPENDITURE REQUISITION AND AUTHORIZATION FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION Series Revised - Reduced retention from 10 years; removed '...31(c) National Association of Regulatory Utility Commissioners NARUC 31(c)' from the Remarks column and corrected CFR reference number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-03	Reference 18CFR125.3 17

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12	FACILITY INSPECTION AND MAINTENANCE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Periodic reports on the condition of substations, underground vaults, and other distribution system facilities. Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05E-14	Reference 18CFR125.3 14(b)
13	FACILITY RETIREMENT AUTHORIZATION ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-02	Reference 18CFR125.3 18(b) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
14	FACILITY RETIREMENT WORK ORDER ELECTRIC POWER DISTRIBUTION SYSTEM Basic record of facility removal and/or replacement. Series Revised - Removed '...32 National Association of Regulatory Utility Commissioners NARUC 32(a)' from the Remarks column and added correct reference number - 09/06	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-03	Reference 18CFR125.3 18(a) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15	FISH COUNT REPORTS Periodic reports on fish population, including charts, summaries, and accounts of population increase and decrease and projects located in, on or adjacent to surface water. Series Revised - Removed 'Electric Power Generation System' from the title and added '...and projects located in, on or adjacent to surface water' to the description - 09/06	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
16	FORECASTS ELECTRIC UTILITIES - Includes forecasts of estimated power loads, future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments prepared for internal administrative or operating purposes. New series - 07/03	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-20	Reference 18CFR125.3(39). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22(i) National Association of Regulatory Utility Commissioners NARUC 22(i)' from the Remarks column and added correct reference number - 09/06	OFM	2 years- See remarks	Destroy when obsolete or superseded	GS55-05D-05	Reference 18CFR125.3 13(f)

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(d) National Association of Regulatory Utility Commissioners NARUC 22.1(d)' from the Remarks column and added correct reference number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05D-06	Reference 18CFR.3 13.1(f)
19	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22(f) National Association of Regulatory Utility Commissioners NARUC 22.1(f)' from the Remarks cloumn and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-07	Reference 18CFR125.3 13.1(d)
20	HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS ELECTRIC POWER GENERATION SYSTEM Includes daily and hourly logs, shift records, supervisors and plant operations daily diaries. May be needed for documentation of issues in litigation. Series Revised - Added CFR number to Remarks column and removed 'National Association of Regulatory Utility Commissioners NARUC 22.1(a)' from the Remarks column - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-08	Reference 18CFR125.3.14(b) and 18CFR125.3.13.1(b)

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21	INSULATOR TEST RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Changed retention from 'Destroy when obsolete or superseded - See Remarks'; removed '...23.1(i) National Association of Regulatory Utility Commissioners NARUC 23.1(a)' from the Remarks column and added correct reference number - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-04	Reference 18CFR125.3 14(d)
22	LIGHTNING AND STORM DATA ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed 'Reference 18CFR125.3(h) National Association of Refulatory Utility Commissioners NARUC 3(h)' from Remarks column - 09/06	OFM	Destroy when obsolete or superseded Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-05	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards
23	LINE INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Reduced retention from 6 years; removed '...23.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks colum and added correct reference number - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-06	Reference 18CFR125.3 14(b)

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24	LINE TROUBLE REPORTS AND RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed '...21.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-07	Reference 18CFR125.3 14(b)
25	LOAD CURVES ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-09	Reference 18CFR125.3 13.1(e)
26	LOAD DISPATCHER PERMITS ELECTRIC POWER GENERATION SYSTEM -	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-10	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
27	MAINTENANCE REPORTS ELECTRIC POWER GENERATION SYSTEM - For hydroelectric equipment and facilities performance and repairs.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-11	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).
28	MAPS AND AREA PLATS ELECTRIC POWER DISTRIBUTION SYSTEM Shows distribution lines, facilities, and service area. ESSENTIAL RECORD Needs security microfilm backup - See remarks. Discontinued Series September 2006. Use GS50-18-01, GS50-18-16, GS50-18-31 and GS50-18-38.	OFM	Until superseded OR 6 years after system retired - potential Archival value - see Remarks.	Destroy when obsolete or superseded	GS55-05E-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

ELECTRIC UTILITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29	METER HISTORY DATA ELECTRIC POWER DISTRIBUTION SYSTEM Historical data on each meter, including specification, serial number, location, and maintenance history. Series Revised - Removed reference to 'See Remarks' in the Primary Retention column and removed 'Reference 18CFR125.3 23.1(m), National Association of REGULATORY Utility Commissioners NARUC 23.1(m)' from the Remarks column - 09/06	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-08	
30	METER SHOP REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Monthly/periodic reports summarizing test, repairs, and other work done on meters. Series Revised - Removed '...23.1(l) National Association of Regulatory Utility Commissioners NARUC 23.1(l)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-09	Reference 18CFR125.3 14(b)

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
31	<p>OPERATIONS LOGS AND REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Including, but not limited to, equipment, operator, storage battery, substation, and transmission.</p> <p>Series Revised - Added 'AND REPORTS' to the title - 07/03</p> <p>Series Revised - REMoved reference to '...23.1(a), (b) and (c) National Association of Regulatory Utility Commissioners NARUC 23.1(a), (b) and (c)' from the Remarks column and added correct reference number - 09/06</p> <p>Series revised: Added 'AND REPORTS' to title 07/03</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-10	Reference 18CFR125.14(a) and 18CFR125.3 14(b)
32	<p>OUTAGE LOG ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(d) National Association of Regulatory Utility Commissioners NARUC 23.1(d)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-11	Reference 18CFR125.3 14(b)
33	<p>POLE LIST ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Record of utility pole type, description, location, ancillary equipment, etc.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct refernece number - 09/06</p>	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-12	Reference 18CFR125.3 14(c). The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
34	<p>POLLUTION REPORTS/STUDIES ELECTRIC POWER GENERATION SYSTEM</p> <p>Documentation and data compiled on to waste accumulation and pollution generated by or around facilities. Does not include hazardous materials. For documentation of pollution involving hazardous materials see GS50-19-03 and GS50-19-06 under Hazardous Materials Administration.</p> <p>Series Revised - Removed reference CFR125.3.22(g), National Association of Regulatory Utility Commissioners NARUC 22.1(g)' from the Remarks column; removed 'Related to waste accumulation and water, chemical, oil, noise, and radioactive pollution.' from the description and added new description. - 09/06</p>	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
35	<p>POWER DEMAND CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM -</p>	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
36	RECORDING INSTRUMENT CHARTS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(l) National Association of Regulatory Utility Commissioners NARUC 22.1(l)' from the Remarks column and added correct reference number - 09/06	OFM	1 year - See remarks	Destroy when obsolete or superseded	GS55-05D-13	Reference 18CFR125.3 13.1(g)
37	STAKING SHEETS ELECTRIC POWER DISTRIBUTION SYSTEM Form describing power line construction or extension. ESSENTIAL RECORD Needs security microfilm backup - See remarks Discontinued September 2006. See GS50-18-06, title As-Designed Construction Project Plans and GS50-18-07, title As-Designed Construction Project Plans. Also removed 'Reference 18CFR125.3.23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column - 09/06	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-16	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
38	FACILITIES STANDARDS AND SPECIFICATIONS MANUAL Documentation of standards and specifications for the construction, operation and maintenance of agency facilities. ESSENTIAL RECORD - Needs security backup - See remarks. Series Revised - Added 'Facilities' to the title, removed 'Electric Power System Engineering and Construction' from the title and added description - 09/06	OFM	10 years after superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05G-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
39	STATION AND SYSTEM GENERATION REPORTS ELECTRIC POWER GENERATION SYSTEM Periodic reports on the amount of power being generated. Series Revised - Removed '...22.1(e) National Association of Regulatory Utility Commissioners NARUC 22.1(e)' from the Remarks column and added correct reference number - 09/06	OPR	25 years - See remarks	Destroy when obsolete or superseded	GS55-05D-14	Reference 18CFR125.3 13.1(c1)
40	STATION LOAD PERMITS ELECTRIC POWER GENERATION SYSTEM -	OPR	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-15	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
41	STREET OPENING INSPECTION AND REPAIR REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM -	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05E-18	Reference 18CFR125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1 (j).
42	SURPLUSED TRANSFORMER FILES ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of transformers taken out of service and sold to other parties or disposed of as scrap. Disctoninued September 2006. Combined with GS55-05E-20, title Transformer History Data-Electric Power Distribution System. Also removed '...23.1(p)Natinal Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct reference number - 09/06	OFM	Sale or disposal plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05E-19	Reference 18CFR125.3 14(c) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
43	TECHNICAL DATA FILES ELECTRIC POWER GENERATION SYSTEM Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use. Series Revised - Changed retention from 'Destroy when obsolete or superseded' and added CFR reference in Remarks column - 09/06	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-16	Reference 18CFR125.3(38). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
44	TEMPERATURE LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-17	Reference 18CFR125.3 13.1(e) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
45	<p>TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM - NON-PCB</p> <p>Records documenting the history of transformers which do not contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history.</p> <p>See GS55-05E-29 for history data of transformers containing Polychlorinated Biphenyls (PCBs).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup- See remarks.</p> <p>Series Revised: Combined with GS55-05E-19 titled Surplused Transformer Files - Electric Power Distribution System. Also removed '...23.1(n) National Association of Regulatory Utility Commissioners NARUC 23.1(n)' from the Remarks column; added correct reference number and PCB retention requirements in the Remarks column and added 'Plus 10 years' to the retention period - 09/06.</p> <p>Series Revised - Title and description amended to exclude those transformers which contain Polychlorinated Biphenyls (PCBs) that require a longer retention period - October 2007.</p>	OFM	Life of equipment plus 10 years- See remarks	Destroy when obsolete or superseded	GS55-05E-20	Reference 18CFR125.3 14(c) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
46	TRANSFORMER INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Series Revised - Removed '...23.1(o) National Association of Regulatory Utility Commissioners NARUC 23.1(o)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-21	Reference 18CFR125.3 14(d) If equipment of facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
47	TURBINE HISTORY FILES ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of installation, operation, and maintenance logs, etc. Series Revised - Added correct reference number to Remarks column - 09/06	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-26	Reference 18CFR125.2(g)(1)
48	UNDERGROUND LINE FILES ELECTRIC POWER DISTRIBUTION SYSTEM Data on underground lines, including location and specification. ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NaRUC 23.1(p)' from the Remarks column and added correct reference number - 09/06	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-23	Reference 18CFR125.3 21 The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
49	UTILITY PLANT CONSTRUCTION CONTRACTS - Official documentation of contracts and agreements for purchase of goods or services relating to the construction of utility plant. May include consultant contracts, public work contracts, or non-stock material contract. New series 07/03	OPR	Sale or retirement of plant plus 6 years	Destroy when obsolete or superseded	GS55-05G-06	Reference 18CFR125.3(22b).
50	VOLTAGE CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of voltage delivered to the power distribution system. Series Revised - Added correct refernece number to Remarks column - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05E-24	Reference 18CFR125.3 13.1(b)
51	WATER LOGS ELECTRIC POWER GENERATION SYSTEM Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NaRUC 22.1(h)' from the Remarks column and added correct refernce number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-18	Reference 18CFR125.3 13.1(e)
52	WATER/RIVER FLOW REPORTS ELECTRIC POWER GENERATION SYSTEM ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Series Revised - Removed '...22.1(i) National Association of Regulatory Utility Commissioners NaRUC 22.1(i)' from the Remarks column and added correct refernce number - 09/06	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-19	Reference 18CFR125.3 13.1(f) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
53	WORK IN PROGRESS LEDGERS OR REPORTS ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION Series Revised - Changed retention from 10 years; removed '...31(a) National Association of Regulatory Utility Commissioners NaRUC 31(a)' from the Remarks column and added correct reference number - 09/06	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS55-05G-05	Reference 18CFR125.3 17(a)
54	WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION Series Revised - Changed retention from 10 years; removed '...31(b) National Association of Regulatory Utility Commissioners NARUC 31(b)' from the Remarks column and added correct reference number - 09/06. Series Revised: Original DAN assigned was a duplicate (GS50-06B-13). New DAN assigned 03/07.	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS50-06B-13	Reference 18CFR125.3 17(a)
55	DAM SAFETY COMPLIANCE REVIEW FILES - FEDERAL ENERGY REGULATORY COMMISSION (FERC) Files document the FERC regulatory process ensuring all incoming correspondence, outgoing correspondence, documentation, reports to FERC or reports from FERC are sent and received officially by the agency. New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-27	

SUPERSEDED

ELECTRIC UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
56	SPILL GATE DATA COLLECTED FOR ANNUAL REPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) REGARDING OPERATION OF EACH SPILLWAY New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-28	
57	TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM - PCB Records documenting the history of transformers which contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. See GS55-05E-20 for history data of transformers not containing Polychlorinated Biphenyls (PCBs). ESSENTIAL RECORD - Needs security microfilm backup. See remarks. New Series - October 2007.	OFM	Life of equipment plus 20 years - See remarks	Destroy when obsolete or superseded	GS55-05E-29	Reference 18CFR125.3 14(c) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet State Archives standards. For PCB retention requirements, reference 40CFR761.180(b)

SUPERSEDED

## **RECORDS CATEGORY: ELECTRONIC INFORMATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

SUPERSEDED

**SUPERSEDED**

			<b>MINIMUM RETENTION PERIOD</b>		
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**SUPERSEDED**

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
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**SUPERSEDED**

1	<p>Database and spreadsheet data, finding aids and indexes (user working copy), input documents, and word processing files: primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be destroyed when obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which it is stored.</p> <p>Electronic mail (E-mail): E-mail is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other format.</p> <p>Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information need to be retained for the length of retention period per the</p>	OFM			No DAN assign	
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SUPERSEDED

1	<p>appropriate records series assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.</p> <p>E-MAIL MESSAGES WHICH ARE USUALLY PUBLIC RECORDS AND MUST MEET RECORDS RETENTION REQUIREMENTS BEFORE BEING DESTROYED: policy and procedure directives; correspondence or memoranda related to official public business; agendas and minutes of meetings; documents relating to legal or audit issues; messages which document agency actions, decisions, operations and responsibilities; documents that initiate, authorize or complete a business transaction; drafts of documents that are circulated for comment or approval; final reports or recommendations; appointment calendars; E-mail distribution lists; routine information requests; other messages sent or received that relate to the transaction of local government business. E-MAIL MESSAGES WHICH ARE USUALLY ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE: information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins; phone message slips that do not contain information that may constitute a public record; copies of published materials; informational copies; preliminary drafts; routing slips; transmittals (letters/memos).</p>	OFM			No DAN assign	
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SUPERSEDED

## **RECORDS CATEGORY: ELECTRONIC INFORMATION SYSTEM DOCUMENTATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

ELECTRONIC INFORMATION SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	DATA PROCESSING FEASIBILITY STUDIES - May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA - Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Destroy when obsolete or superseded as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION - May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance.	OFM	Fiscal/accounting systems - termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION - May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.

SUPERSEDED

ELECTRONIC INFORMATION SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA - Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS - Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA - Operational and user instructions, specification, and system acceptance criteria. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Fiscal/accounting systems - termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION - May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records. New Series 10/99	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

SUPERSEDED

## **RECORDS CATEGORY: EMERGENCY SERVICES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

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When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

EMERGENCY SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FALLOUT SHELTER MANAGEMENT FILE -	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-04	
2	PROJECT FILES EMERGENCY SERVICES -	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-14-05	
3	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SERVICES -	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-06	
4	SEARCH AND RESCUE MISSION FILES -	OPR	6 years	Destroy when obsolete or superseded	GS50-14-07	
5	SEARCH AND RESCUE TRAINING MISSION FILES EMERGENCY SERVICES -	OFM	3 years	Destroy when obsolete or superseded	GS50-14-08	
6	CIVIL DEFENSE ZONE CONTROL HISTORY FILE -	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	DISASTER DAMAGE DECLARATION STATEMENTS -	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

EMERGENCY SERVICES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	DISASTER PREPAREDNESS AND RECOVERY PLANS - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

## **RECORDS CATEGORY: FACILITY AND PROPERTY MANAGEMENT**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 11/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

FACILITY AND PROPERTY MANAGEMENT						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FIRE EXTINGUISHER INSPECTION TAGS - Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
2	FIXED ASSET INVENTORIES -	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
3	INTRUSION ALARM REPORTS -	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
4	MAINTENANCE LOGS -	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
5	ENERGY USAGE MEASUREMENT REPORTS AND DATA - New series 09/02	OFM	5 years	Destroy when obsolete or superseded	GS51-07-09	
6	EVICION RECORDS - Eviction records, legal eviction files.	OPR	6 years after judgment or final decision	Destroy when obsolete or superseded	GS55-05A-09	
7	FACILITY RENTAL/USE SCHEDULE -	OFM	3 years	Destroy when obsolete or superseded	GS51-07-11	
8	FACILITY USE AUTHORIZATION PERMIT - New series 09/02	OPR	6 years	Destroy when obsolete or superseded	GS51-07-12	
9	MAINTENANCE REPORTS -	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
10	OPERATING PERMITS - For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	

FACILITY AND PROPERTY MANAGEMENT						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	APPRAISALS - Statement of land and facility values, provided by independent appraisers under contract to the agency. Series revised 07/02	OPR	Disposition of land or facility plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-01	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12	BOILER VESSEL REPORTS - A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or Department of Labor and Industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
13	CAPITAL IMPROVEMENT AND/OR LEVY PLANNING PROJECT FILE - New series 09/02	OFM	Completion of project Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
14	CONSTRUCTION LOG - Chronological listing of the progress of construction projects. New series 09/02	OFM	Completion and acceptance of project plus 6 years	Destroy when obsolete or superseded	GS51-07-07	
15	CONSTRUCTION PROJECT FILES - Case file documentation on the progress and completion of each agency public works or engineering construction project. Added from Public Works Section 09/02	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10	
16	DEEDS/TITLES - Legal documents of ownership.	OPR	County Auditor or recorder retains PERMANENT	Sale or disposal of land plus 10 years - See remarks	GS55-05A-02	Additional copies may be disposed of when obsolete or superseded.
17	DEMOGRAPHIC AND ENROLLMENT PROJECTIONS - For school districts only. New series 09/02	OFM	5 years Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at a Regional Archives Branch.

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FACILITY AND PROPERTY MANAGEMENT						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18	EASEMENTS - Granted by and to agency.	OPR	County Auditor or recorder keeps PERMANENT	Reassignment or vacation of easement plus 10 years - See remarks	GS55-05A-03	Additional copies may be disposed of when obsolete or superseded.
19	ENCROACHMENTS - Documentation of conflicts on land or water rights and obligations. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Closure of dispute plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-04	Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
20	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS - Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06B-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
21	ENVIRONMENTAL MONITORING REPORTS - Series revised Change retention from PERMANENT 11/03	OFM	Disposition of land or facility plus 10 years - Potential archival value - See remarks	3 years	GS51-07-10	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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FACILITY AND PROPERTY MANAGEMENT						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22	INSTALLED EQUIPMENT/SYSTEM DOCUMENTATION FACILITY AND PROPERTY MANAGEMENT - Documentation of major equipment or operating systems, such as sound or audio-visual systems, not integral to the structure of a facility, which may be installed and replaced during the life of the facility. May include system layout descriptions, specifications, operating manuals, warranties, installation drawings and other documentation integral to the maintenance and operation of the equipment or system.	OPR	6 years after the equipment or system is disposed of or replaced	Destroy when obsolete or superseded	GS50-06B-22	
23	KEY / CARD KEY INVENTORY - Documentation of facility keys and/or card keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
24	LAND INFORMATION FILES - General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-06	Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

FACILITY AND PROPERTY MANAGEMENT						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25	LEASES - Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07	
26	LONG RANGE FACILITIES PLAN - New series 09/02	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27	MAINTENANCE HISTORY DOCUMENTATION - Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life or sale of the facility	Destroy when obsolete or superseded	GS50-06B-06	
28	OPERATING MANUALS - Prepared by contractors for use of the agency in maintaining equipment installed in buildings. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
29	PARKING METER RECORDS - Records documenting installation, replacement, removal, repair, preventative maintenance, etc. Includes meter location, name of person requesting service, date and time of installation, replacement, removal, repair, or maintenance. New series 10/04	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-05H-05	

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FACILITY AND PROPERTY MANAGEMENT						
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30	POLLUTION AND POLLUTION CONTROL STUDIES -	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-01	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
31	PROPERTY PURCHASE PROPOSALS (INACTIVE) - Proposal for the purchase of agency's real property made by other parties and proposals made by district to acquire real property. New series 09/02	OFM	3 years	Destroy when obsolete or superseded	GS51-07-21	
32	RESTITUTION STATEMENT - Source document backup for billing. Series revised Changed title from 'STATEMENT FOR RESTITUTION' 06/03	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	
33	SECURITY ANNUAL REPORT -	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	
34	SECURITY ID BADGE APPLICATION AND ISSUANCE DOCUMENTATION - Documents security badges issued to employees and contractors working in the agency. New series 05/03	OPR	Termination or revocation plus 6 years	Destroy when obsolete or superseded	GS50-06B-21	
35	SECURITY PATROL LOG - Series revised Reduced primary copy retention from 2 years. 06/03	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-16	
36	STAFF ACCESS/ENTRY LOGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20	

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37	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENT WORK FILES - New series 04/04	OFM	Issuance of permit	Destroy when obsolete or superseded	GS51-07-26	
38	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE -	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-02	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
39	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS -	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-03	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
40	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS - Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-04	Reference WAC 197-11. Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
41	SURVEILLANCE VIDEOS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
42	VANDALISM REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
43	VISITOR LOGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	

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44	WEAPONS CONFISCATION LOG -	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	
45	WORK ORDERS - Request for performance of maintenance work, may show location, date of request, work to be performed, etc. May include request for survey services. Series revised: Added last sentence to description 11/04	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	
46	INSPECTION DOCUMENTATION Inspections of various systems (e.g. HVAC, fire system) and the documentation created during the inspection or to comply with inspections. May include routine maintenance checks, operational maintenance logs, and certificates.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-23	
47	ENVIRONMENTAL SITE ASSESSMENT An analysis of environmental conditions on individual parcels of real property either owned or considered for purchase by the agency, including hazardous materials and conditions.  New series - 11/05	OPR	OPR (for parcels of property owned by the agency): Until assessment superseded or sale of property plus 10 years - Potential archival value - See Remarks. OFM (for parcels not acquired by the agency): Destroy when obsolete or superseded - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS50-06B-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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48	TREE INVENTORY Documents the number, type, age, and estimated height of trees on agency-owned property under an agency-adopted inventory policy, e.g. historical or ornamental trees.  New series - 11/05	OFM	Until obsolete or superseded plus 3 years - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-06B-25	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
49	CONFINED SPACE PERMIT FILES - Records of internally-issued permits (notices) for individual entries into confined spaces as provided by WAC 296-809, which should include documentation that required safety procedures were followed. Series Revised: Original DAN assigned was a duplicate (GS50-06B-23). New DAN assigned 03/07. New series - 11/05.	OPR	1 year	Destroy when obsolete or superseded	GS50-06B-23	Reference WAC 296-809-5006 (Retention period specified by WAC.)
50	WASTE MATERIALS ANALYSIS REPORTS - Documentation of analysis of waste materials, such as used oil, which are used to determine if the materials should be disposed of or recycled as non-hazardous or hazardous waste. Series Revised: Original DAN assigned was a duplicate (GS50-06B-23). New DAN assigned 03/07. New series - 02/06.	OPR	Completion of analysis plus 6 years	Destroy when obsolete or superseded	GS50-06B-23	

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## **RECORDS CATEGORY: FAIRS**

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**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

FAIRS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	EXHIBITOR LISTS - Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	EXHIBITOR'S ENTRY FORM/SHOW SHEETS - Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-02	
3	RIBBON WINNERS LIST - Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	TICKET SUMMARY RECORD - FAIRS - A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-04	

SUPERSEDED

## **RECORDS CATEGORY: FIRE AND EMERGENCY MEDICAL SERVICES**

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Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

FIRE AND EMERGENCY MEDICAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	PERSONNEL ASSIGNMENT ROSTER - FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-22	
2	RADIO LOGS - FIRE & EMERGENCY MEDICAL SERVICES -	OFM	90 days	Destroy when obsolete or superseded	GS53-04-23	
3	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-09	
4	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT -	OFM	Life of equipment	Destroy when obsolete or superseded	GS53-04-18	
5	ALARM INSPECTION LOG FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-01	
6	ALARM LOCATION RECORD FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-02	
7	ALARM SYSTEMS TEST AND MAINTENANCE RECORD FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-03	
8	BURNING REQUEST LOG - Listings of burning permit applications.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-07	

SUPERSEDED

FIRE AND EMERGENCY MEDICAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9	ACCIDENT / INCIDENT REPORTS - VOLUNTEER FIREFIGHTER - Used as documentation for evaluating firefighter disability claims.	OPR	For accidents/ incidents involving adults NOT resulting in claims - 3 years. For accidents/incidents involving adults resulting in claims - closure plus 6 years. For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years. For accidents/ incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	GS50-06C-02	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.
10	ANNUAL REPORT ADOPTED FIRE FIGHTER BOARD OF TRUSTEES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
11	BUILDING INFORMATION HISTORY CARD FIRE AND EMERGENCY MEDICAL SERVICES -	OFM	Life of building - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-04-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

FIRE AND EMERGENCY MEDICAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12	BUILDING INSPECTION REPORTS FIRE AND EMERGENCY MEDICAL SERVICES - May include records pertaining to the decommissioning of underground fuel tanks.	OFM	6 years	Destroy when obsolete or superseded	GS53-04-05	
13	BURNING PERMITS - A record of temporary permits authorizing the recipient to burn on a specific site for a specific period.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-06	
14	CAPITAL EQUIPMENT INVENTORY FIRE AND EMERGENCY MEDICAL OPERATIONS -	OFM	Destroy when superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-08	
15	FIRE INVESTIGATION DOCUMENTATION -CLOSED INVESTIGATIONS - Includes all investigations which are resolved as accidents or result in arson convictions. Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	6 years	Destroy when obsolete or superseded	GS53-04-15	The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.
16	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE - Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction. Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS53-04-16	Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.

SUPERSEDED

FIRE AND EMERGENCY MEDICAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17	TAPE RECORDS OF FIRE ALARM CIRCUITS -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-24	
18	TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
19	VEHICLE SERVICE RECORDS - FIRE & EMERGENCY MEDICAL SERVICES -	OFM	Life of vehicle	Destroy when obsolete or superseded	GS53-04-25	
20	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE - Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction. Series Revised: Original DAN assigned was a duplicate (GS53-04-17). New DAN assigned 03/07. Series revised: Divided into three subsections and established separate retention periods for open investigations 11/03.	OPR	Permanent - See Remarks	Destroy when obsolete or superseded	GS53-04-17	Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.
21	FIRE ORDINANCES - Local and state requirements, rules, guidelines, authority, etc.	OFM	Clerk of governing council, commission or board keeps PERMANENT	Destroy when obsolete or superseded	GS50-05A-16	
22	INJURY AND DISABILITY CLAIM FILES - VOLUNTEER FIREFIGHTER - Documentation of claims for injury and disability relief filed by volunteer fire fighters.	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS58-04A-03	

SUPERSEDED

	FIRE AND EMERGENCY MEDICAL SERVICES					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	INVENTORY OF PERSONAL EQUIPMENT ISSUED TO FIREFIGHTERS -	OFM	Until superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-19	
24	MEDICAL INCIDENT REPORTS FIRE AND EMERGENCY MEDICAL SERVICES -	OPR	Retained by hospital/care provider* - See remarks	Fire protection agency - 8 years * - See remarks	GS53-04-20	Reference RCW 4.16.350. *The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after
25	MINUTES OF FIRE FIGHTER BOARD OF TRUSTEES PROCEEDINGS APPROVED AND SIGNED - Includes all referenced and attached documents. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

FIRE AND EMERGENCY MEDICAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26	REMITTANCE FILES - VOLUNTEER FIRE FIGHTER Series Revised: Original DAN assigned was a duplicate (GS50-03A-24). New DAN assigned 03/07.	OPR	Retirement of last item plus 6 years - See remarks	Destroy when obsolete or superseded	GS50-03A-24	The County Auditor, Treasurer, or Finance Officer may hold the primary copy.
27	FIRE ALARM RESPONSE RECORD -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-10	
28	FIRE ALARM SYSTEMS DRAWINGS -	OFM	Life of facility	Destroy when obsolete or superseded	GS53-04-11	
29	FIRE CODE VIOLATION NOTIFICATION - Official notice of violation and statement of required corrective action.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-21	
30	FIRE HYDRANT AND WATER MAIN INSPECTION LOG -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-12	
31	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS53-04-13	
32	FIRE INCIDENT REPORTS - Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-14	
33	INDIVIDUAL FIRE ALARM BOX HISTORY -	OFM	Life of box	Destroy when obsolete or superseded	GS53-04-17	
34	INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER -	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	

SUPERSEDED

## **RECORDS CATEGORY: GOVERNING COUNCILS, COMMISSIONS, AND BOARDS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

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Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 12/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES -	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	AGENDA REQUESTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
3	AGENCY CHARTERS AND BY-LAWS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised - added "AND BY-LAWS" to Series Title - 09/05	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-01	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	AGENDAS/BRIEFS/PACKETS - Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	ANNUAL REPORTS ADOPTED - May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS -	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
7	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS - Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved See remarks	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
8	CHARTER HISTORY FILES - Includes past, current, and proposed charters which will provide background and historical reference for county or city charter review.  Series revised - added "or city" to Description - 09/05	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	GOALS & OBJECTIVES WORKING FILE -	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	
10	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD -	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	

SUPERSEDED

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	FRANCHISES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination or withdrawal plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
12	INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS - ESSENTIAL RECORD Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-12	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
13	LONG-RANGE FACILITIES PLAN ADOPTED - New Series 10/02	OPR	Clerk of the Government Council, Commission, or Board PERMANENT 1 copy potentially archival See remarks	Destroy when obsolete or superseded	GS50-05A-22	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED - Includes all referenced and attached documents. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
15	OATHS OF OFFICE - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised - changed Primary Copy retention from "Permanent" - 09/05	OPR	End of term of office plus 6 years	Destroy when obsolete or superseded	GS50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
16	ORDINANCES AND RESOLUTIONS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17	RECORDS OF PUBLIC HEARINGS - May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-05A-18	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
18	SUB-COMMITTEE MINUTES/REPORTS -	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
19	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS -	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05A-21	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
20	SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT - ANNUAL - Statement required to be submitted to the appropriate county auditor by individual junior taxing districts.  New series - 12/05	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-23	Reference RCW 36.96.090 (1)

SUPERSEDED

## **RECORDS CATEGORY: HAZARDOUS MATERIALS ADMINISTRATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 10/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	GENERATOR ANNUAL DANGEROUS WASTE REPORT HAZARDOUS MATERIALS ADMINISTRATION - (To Department of Ecology) summary of hazardous waste removal. ESSENTIAL RECORD- Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE - Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
3	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT - Description of accident and cleanup. Includes information on personal exposure. ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	HAZARDOUS MATERIALS DISPOSAL RECORDS AND/OR CERTIFICATE OF DESTRUCTION - Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc. ESSENTIAL RECORD Needs security microfilm backup See remarks. Series revised Add 'AND/OR CERTIFICATE OF DESTRUCTION' to title - 06/03	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
6	HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN - Annual reports prepared for the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LERC), and local fire departments that document hazardous materials and their locations. The report makes emergency planners aware of hazardous materials located in their jurisdiction. New series - 09/04	OPR	Completion of report plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

HAZARDOUS MATERIALS ADMINISTRATION						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.
9	HAZARDOUS MATERIALS INVENTORY SHEET - List of chemicals and other hazardous materials present in each work area. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
10	HAZARDOUS MATERIALS MANAGEMENT PLAN - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

SUPERSEDED

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST - Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
12	HAZARDOUS MATERIALS TRAINING PROGRAMS - Annual training and other training seminars for employees of the following: Hazardous materials, hazardous waste and hazardous exposure that may be required by the State. Records include but are not limited to; outline of classes, training agenda, and class summary. New series - 09/04	OFM	Date of training plus 5 years	Destroy when obsolete or superseded	GS50-19-17	
13	MATERIALS SAFETY DATA SHEET (MSDS). - ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
14	NOTIFICATION OF DANGEROUS WASTE ACTIVITY HAZARDOUS MATERIALS ADMINISTRATION. -	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16	REMEDIAL SITE FILES - SUPERFUND SITE-SPECIFIC - Contains all documents relating to: chemical analysis services performed to support Superfund remedial and removal, site-specific records relating to removal activities and activities conducted at remedial sites. Examples: Correspondence, quality assurance plans, endangerment assessment, risk assessment, health and safety plans, potentially responsible party searches and investigations, projects operations plans, remedial investigation reports, feasibility studies, Comprehensive Environmental Response, Compensation, and Liability Information System (CIRCLIS) Superfund removal records, removal response files. ESSENTIAL RECORD - Needs security backup - see Remarks New Series - 06/04	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-14	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.

SUPERSEDED

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17	SUPERFUND TOXIC CHEMICAL RELEASE FILES - Contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 SARA Title III Emergency Planning and Community Right-to-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals. Includes EPA forms, inspection reports, consent agreements, and other information for listed toxic chemicals. New series - 06/04	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-15	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.
18	HAZARDOUS WASTE DISPOSAL PERMITS  Series transferred from Land Use, Planning, Permits and Appeals section - 09/05	OPR	30 years	Destroy when obsolete or superseded	GS55-01M-04	Reference WAC 173-303-281, and WAC 173-303-806

SUPERSEDED

HAZARDOUS MATERIALS ADMINISTRATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19	UNDERGROUND STORAGE TANKS - ROUTINE OPERATION AND MAINTENANCE RECORDS Series is used to document routine testing, inspection and monitoring of agency-owned underground storage tanks containing regulated substances. May include correspondence, inspection and testing reports related to equipment integrity, corrosion, tightness calibration, etc. Also includes repair and modification documentation and additional records used to demonstrate that tanks are operated in compliance and State and Federal regulations. New Series - 06/06	OPR	End of Calendar Year plus 10 years.	Destroy when obsolete or superseded.	GS50-19-18	CFR Citation: 400CFR 28.045 WAC Citation: WAC 173-360-355

SUPERSEDED

## **RECORDS CATEGORY: HOUSING AUTHORITIES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

HOUSING AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	HUD 52267 - Computation of payments in lieu of taxes.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-15	
2	HUD 52295 - Delinquency report statement of tenants accounts receivable.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-16	
3	HUD 52598 - Analysis of non-routine expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-17	
4	HUD 52599 - Statement of operating receipts and expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-18	
5	HUD 52601 - Balance sheet preliminary loan period.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-19	
6	HUD 52602 - Statement of preliminary planning cost.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-20	
7	HUD 52603 - Statement of initial operating income and expenses.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-21	
8	HUD 52681 - Voucher for payment of annual contributions for HAP (Housing Assistance Program).	OPR	6 years	Destroy when obsolete or superseded	GS60-01-22	
9	HUD 52682 - Operating statement - Housing assistance payments program.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-23	
10	HUD 52981 - Statement and voucher for basic annual contributions.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-24	

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	HUD 52982 - Statement and voucher for contributions for special subsidy families leased housing.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-25	
12	HUD 52993 - Statement of modernization cost.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-26	
13	HUD 53001 ACTUAL MODERNIZATION COST CERTIFICATE - New series-07/03	OPR	End of fiscal year plus 6 years	Destroy when obsolete or superseded	GS60-01-60	
14	DISPOSITION RECORDS OF PERSONAL PROPERTY HOUSING AUTHORITIES -	OPR	6 years	Destroy when obsolete or superseded	GS60-01-11	
15	ENTRY / EXIT VIDEOS HOUSING AUTHORITIES - Video tapes of entrances / exits monitoring who arrives and leaves.	OFM	30 days	Destroy when obsolete or superseded	GS60-01-12	Video tapes of entrances / exits monitoring who arrives and leaves.
16	HUD 50058 PUBLIC HOUSING REPORTS - Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-27	
17	HUD 50059 SECTION 8 REPORTS - Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-28	
18	HUD 51245 REPORT - Regular reexamination of families in low-income public housing.	OFM	4 years after completion of audit.	Destroy when obsolete or superseded	GS60-01-31	
19	ALLOCATIONS HOUSING AUTHORITIES - Allocation plans for each fiscal year, overhead and distributed costs for funds.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-02	
20	APARTMENT INVENTORY AND INSPECTION REPORT HOUSING AUTHORITIES -	OFM	3 years after vacation	Destroy when obsolete or superseded	GS60-01-03	

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21	COLLECTION LOSS REPORT HOUSING AUTHORITIES - Delinquent tenant account report	OPR	6 years	Destroy when obsolete or superseded	GS60-01-07	
22	HUD COMPLAINT LOG -	OFM	6 years	Destroy when obsolete or superseded	GS60-01-29	
23	DEVELOPMENT CONTRACT REGISTER HOUSING AUTHORITIES -	OFM	2 years after audit of development costs	Destroy when obsolete or superseded	GS60-01-10	
24	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT HOUSING AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS60-01-38	
25	ACCESS CARD CARDEX HOUSING AUTHORITIES - Record of entry cards issued. Includes completed access forms and shows level of access issued.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-01	
26	ASSET MANAGEMENT FILES HOUSING AUTHORITIES - Real property records. A centralized location for various real estate functions of Housing Authorities.	OPR	Sale of property plus 10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27	BILLING FILES REQUESTS FOR PAYMENT HOUSING AUTHORITIES - Includes backup paperwork to track vendor, (temporary employees) requests for payment.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-05	
28	BOND PROJECT FILES HOUSING AUTHORITIES - Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS60-01-06	

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29	COMMUNITY FILES HOUSING AUTHORITIES - Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
30	DETAILED CONSTRUCTION ANALYSIS FILES HOUSING AUTHORITIES -	OFM	Completion of project plus 10 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
31	EQUIPMENT LOAN AGREEMENTS HOUSING AUTHORITIES - Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	OFM	1 year	Destroy when obsolete or superseded	GS60-01-13	
32	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES HOUSING AUTHORITIES - Arbitration files/grievance hearings.	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-14	
33	HUD SUBSIDIES LOG & SPREADSHEETS - Cash worksheets, master control worksheets, and supporting documents.	OPR	10 years after expiration of grant	Destroy when obsolete or superseded	GS60-01-30	
34	MASTER PLANNING FILES FOR RE-DEVELOPMENT HOUSING AUTHORITIES - Annual plan concept documents, materials work-up, financial reports, and working papers.	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
35	PESTICIDE APPLICATION PERMITS HOUSING AUTHORITIES - Application permits from the State Department of Agriculture for the application of pesticides (kept in maintenance offices).	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS60-01-33	
36	PFS OPERATING SUBSIDY REQUEST HOUSING AUTHORITIES - Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-34	
37	POLICE REPORTS HOUSING AUTHORITIES - Police department incident reports, evidence for evictions.	OFM	Law enforcement agency keeps primary copy 6 years past statute of limitations period	Destroy when obsolete or superseded	GS60-01-35	
38	POPULATION REPORT STATISTICS HOUSING AUTHORITIES -	OFM	PERMANENT. 1 copy archival See remarks	Destroy when obsolete or superseded	GS60-01-36	Please contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
39	PRELIMINARY LOAN NOTES HOUSING AUTHORITIES - Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	OPR	6 years after audit and payment of note	Destroy when obsolete or superseded	GS60-01-37	
40	TENANT WAITING LIST SECTION 8 HOUSING - New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-62	
41	UTILITIES REVIEW FILES HOUSING AUTHORITIES -	OPR	6 years	Destroy when obsolete or superseded	GS60-01-57	

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
42	REHABILITATION PROGRAM BLOCK GRANT FILES HOUSING AUTHORITIES -	OPR	6 years after end of grant year	Destroy when obsolete or superseded	GS60-01-42	
43	RELOCATION CHECK REQUEST COPIES HOUSING AUTHORITIES -	OPR	10 years after grant expiration	Destroy when obsolete or superseded	GS60-01-43	
44	TENANT GRIEVANCE FILES HOUSING AUTHORITIES -	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-54	
45	TENANT WAITING LIST PUBLIC HOUSING - New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-61	

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
46	<p>PROPERTY HISTORY FILES - HOUSING AUTHORITIES - Includes:</p> <ol style="list-style-type: none"> <li>1. Miscellaneous information that includes site maps; racial composition maps.</li> <li>2. Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements.</li> <li>3. Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions.</li> <li>4. CDBG (funding of purchase documents).</li> <li>5. Survey information. Note these files are transferred to legal counsel.</li> <li>6. Real property file containing copy of warranty deed, copy of title reports, site maps and related documents and correspondence.</li> <li>7. Survey files containing copy of survey and related information.</li> <li>8. Risk assessment and lead file containing copy of original lead-based paint test results and copy of abatement and enclosure summary, and related correspondence.</li> <li>9. Needs assessment files, continuing needs assessment surveys and related infor</li> </ol>	OPR	Sale of property plus 6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-39	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
47	PUBLIC HOUSING ASSESSMENT PROGRAMS HOUSING AUTHORITIES - Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment	OPR	6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-40	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
48	PUBLIC HOUSING REDEVELOPMENT FILES HOUSING AUTHORITIES - Working files for redevelopment projects.	OFM	10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-41	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
49	RENT ROLL CONTROL AND ANALYSIS FILE HOUSING AUTHORITIES - Rent roll control and analysis of dwelling rent charges (filed in tenant files).	OPR	6 years after completion of audit. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-44	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
50	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT HOUSING AUTHORITIES - Filed with tenant files.	OPR	6 years after vacation. If delinquent, 7 years after vacation.	Destroy when obsolete or superseded	GS60-01-45	
51	TENANT FILES SECTION 8 HOUSING AUTHORITIES - Damage claim files, money owing, no money owing.	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-53	
52	SALE OF PROPERTY DOCUMENTS HOUSING AUTHORITIES - Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) \$1,000 or less, 2) \$1,001 to \$25,000, 3) \$25,000 plus; includes surplus property inventory.	OPR	6 years after final payment	Destroy when obsolete or superseded	GS60-01-46	

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
53	SCHEDULES OF MAXIMUM INCOME LIMITS HOUSING AUTHORITIES - Includes related materials (filed in tenant files).	OFM	1 year after schedule suspended. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-47	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
54	TAX EXEMPT OBLIGATION HOUSING AUTHORITIES - Records of bonds issued for a non-profit such as a neighborhood association.	OPR	6 years after satisfaction of obligation.	Destroy when obsolete or superseded	GS60-01-48	
55	TENANT APPLICATION CRIMINAL RECORD CHECKS - HOUSING AUTHORITIES Includes criminal conviction records removed from approved file. Series revised: Changed retention from 5 years and added information in the 'Remarks' column. - 09/06	OFM	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest - See Remarks	Destroy when obsolete or superseded	GS60-09-49	24 CFR 5.903(g) The criminal record check should be 'Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation'.
56	TENANT APPLICATION FILES (ELIGIBLE) HOUSING AUTHORITIES - Series revised: Changed retention period from 'until placed,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-50	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
57	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) HOUSING AUTHORITIES - Series revised: Changed retention period from '3 years' and added CFR References to Remarks 12/03	OFM	Application withdrawn or determined ineligible plus 3 years	Destroy when obsolete or superseded	GS60-01-51	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
58	TENANT FILES HOUSING AUTHORITIES - Series revised: Changed retention from '6 years after vacation. If delinquent, 7 years after vacation,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-52	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.

HOUSING AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
59	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS HOUSING AUTHORITIES -	OFM	Destroy when obsolete or superseded. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-55	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
60	TENANT LEASED HOUSING OWNER'S RECORDS - Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-56	
61	UTILIZATION REPORTS HOUSING AUTHORITIES -	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-58	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
62	VAN LOADERS MANIFESTS HOUSING AUTHORITIES - Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-59	

SUPERSEDED

## **RECORDS CATEGORY: INSURANCE, RISK MANAGEMENT, AND SAFETY**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 12/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

	INSURANCE, RISK MANAGEMENT, AND SAFETY					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	SAFETY COMMITTEE MINUTES -	OFM	1 year	Destroy when obsolete or superseded	GS51-05D-09	Reference WAC 296-800-13020
2	RESPIRATOR FIT TEST RECORDS -	OFM	Destroy after next test administered See remarks	Destroy when obsolete or superseded	GS51-05D-07	Reference WAC 296-62-07194 (3).
3	RESPIRATOR PROGRAM FILES -	OFM	Destroy when obsolete or superseded See remarks	Destroy when obsolete or superseded	GS51-05D-08	Reference WAC 296-62-07194 (4).
4	MONTHLY STATEMENT OF BENEFITS PAID -	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
5	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY -	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
6	PENALTY ASSESSMENT NOTIFICATION - Series revised Changed title from 'NOTIFICATION OF PENALTY ASSESSMENT' 03/03	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
7	ACCIDENT CLAIMS FOR DAMAGES FILED EITHER AGAINST THE AGENCY BY OTHER PARTIES, OR BY THE AGENCY AGAINST OTHER PARTIES - Includes vehicle accidents. Series revised Removed 'INJURY' from title, and changed primary copy retention from 'Settlement plus 6 years' 03/03	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-12	

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	AUDIOMETRIC TEST RECORDS INDIVIDUAL EMPLOYEE - Series revised Added 'Individual Employee' to title 04/04	OFM	Retain for the duration of the affected employee's employment See remarks	Destroy when obsolete or superseded	GS51-05D-10	Reference WAC 296-62-09041 (4b).
9	CLAIMS COSTS REPORTS OR STATEMENTS - Compilation of costs of processing claims against self-insured liabilities. Series revised Changed title from 'REPORTS OR STATEMENTS OF CLAIMS COSTS' 03/03	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
10	DISASTER/EMERGENCY MANAGEMENT PLAN - ESSENTIAL RECORD - Needs security microfilm backup - See remarks Series revised Changed primary copy retention from PERMANENT 03/03	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
11	EMPLOYER'S QUARTERLY REPORT FOR INDUSTRIAL INSURANCE (WORKER'S COMPENSATION) - Series revised Changed title from 'COMPENSATION QUARTERLY REPORTS' 03/03	OFM	Department of Labor and Industries retains primary copy 6 years	Retain 1 copy for 3 years. All other copies, destroy when obsolete or superseded.	GS50-06C-06	
12	ERGONOMIC FILES - Ergonomic files document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries. Files include name of employee, supervisor, organization unit, location, and action taken to adjust workstation or environment. New Series - 09/04	OFM	Last action taken plus 3 years	Destroy when obsolete or superseded	GS51-05D-11	

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13	FACILITY SAFETY INSPECTION HISTORY RECORDS - Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility. Series revised Added 'SAFETY' to title, and removed 'or sale' and 'plus 10 years' from primary copy retention 03/03	OFM	Disposition of facility	Destroy when obsolete or superseded	GS50-06C-08	
14	FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLAIMS - Federal claims made following disasters - New series 03/03	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-32	
15	FIDELITY AND SURETY COVERAGE BONDS -	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
16	FIRE ALARM APPLICATION -	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
17	FIRE AND OTHER EMERGENCY DRILL REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
18	HOLD HARMLESS AGREEMENTS -	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
19	INDUSTRIAL INSURANCE CLAIM LOG -	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
20	INSURANCE AUDITS, SURVEYS, REPORTS - To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21	INSURANCE WAIVERS -	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
22	FIRE INSPECTION REPORT - Series deleted. Covered under 'INSURANCE, SAFETY AND FIRE INSPECTION REPORTS' 03/03	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	
23	INCIDENT REPORTS FILED BY EMPLOYEES OR STUDENTS  Series revised Changed title from 'ACCIDENT/ INJURY REPORTS STUDENT,' changed from OPR, changed primary copy retention from Age 21 or 3 years after accident/injury, whichever is longer, changed secondary copy retention from 3 years, and removed 'If records are not readily separable, a blanket retention period of 20 years is recommended" - 03/03  Series revised - Primary Copy retention changed from "Incident resolved plus 2 years", and RCW citation added to Remarks - 12/05	OFM	Incidents involving adults only - 3 years Incidents involving minors - 3 years after subject minors turn 18 years of age	Destroy when obsolete or superseded	GS50-06C-03	Reference RCW 4.16.080 (2)
24	INDUSTRIAL HYGIENE MONITORING FILES - Files document the monitoring of agency work environments for industrial health issues. May be for air quality, noise level, presence of chemicals, etc. Includes sample, test results, corrective action taken if any, etc. New series 04/04	OPR	30 years	Destroy when obsolete or superseded	GS50-06C-33	

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25	INSURANCE POLICIES PURCHASED - Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
26	INSURANCE POLICY CERTIFICATES - ESSENTIAL RECORD Needs security microfilm backup See remarks Series revised Changed title from 'CERTIFICATES OF INSURANCE,' increased primary copy retention from '6 years,' and added Essential Record statement 03/03	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
27	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS - Series revised Changed primary copy retention from 'Termination of policy plus 6 years' 03/03	OFM	Violation corrected plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
28	NOISE EXPOSURE REPORTS INDIVIDUAL EMPLOYEE - Series revised Added 'Individual Employee' to title 04/04	OFM	2 years See remarks	Destroy when obsolete or superseded	GS50-06C-29	Reference WAC 296-62-09041 (4a).
29	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES - Bulletins, pamphlets, notices, posters, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
30	REPORT OF INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE - Accident claim reports for employees of agencies either insured by Labor & Industries or self-insured. For non-compensable claims claim closed plus 10 years Series revised Changed title from 'ACCIDENT/INJURY REPORTS - EMPLOYEES - INSURED BY LABOR AND INDUSTRIES OR NOT REPORTABLE TO LABOR AND INDUSTRIES," changed from OPR, changed Primary Copy Retention from Settlement plus 6 years, and changed Secondary Copy Retention from Destroy when obsolete or superseded - 03/03	OFM	LABOR & INDUSTRIES RETAINS: For compensable claims - claim closed plus 75 years. For non-compensable claims - claim closed plus 10 years.	For 1 copy, retain as follows: For compensable claims - claim closed plus 10 years. For non-compensable claims - claim closed plus 5 years. For all other copies: Destroy when obsolete or superseded.	GS50-06C-02	
31	RISK DATA - 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.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
32	SAFETY INSPECTION, STATE NOTICE AND CITATION - Series deleted Covered under 'FACILITY SAFETY INSPECTION HISTORY RECORDS' 03/03	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	
33	SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS - NON-COMPENSABLE - New series - 03/03 Provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.	OFM	Self-Insured employer retains 10 years after close of claim	L&I retains all claims records in its possession for 10 years. However, L&I cannot certify completeness of file.	GS50-06C-31	Records may be required to allow or deny reopening applications even after the required 10-year retention period. Consult your risk manager.

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
34	<p>SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS COMPENSABLE - Includes medical coverage and time loss and provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.</p> <p>Series revised - Changed title from 'Worker's Compensation and Employee Liability Claims,' changed primary copy retention from 'Department of Labor and Industries retains primary copy PERMANENT, changed Secondary Copy Retention from "Last payment plus completion of audit", and removed. Remarks - 03/03</p>	OPR	Self-Insured employer retains 75 years after close of claim*	L&I retains all claims records in its possession for 75 years. However, L&I cannot certify completeness of file.	GS50-06C-27	*All files of defaulting self-insured employers shall be transferred to and retained by L&I for 75 years after close of claims.
35	<p>SELF-INSURED EMPLOYER CERTIFICATION - Series revised Changed title from 'CERTIFICATION OF EMPLOYER AS SELF-INSURER,' and added 'plus 2 years' to secondary copy retention - 03/03</p>	OFM	Department of Labor and Industries retains primary copy - Termination plus 6 years	Retain 1 copy until certification withdrawn or surrendered plus 2 years. For all other copies, destroy when obsolete or superseded.	GS50-06C-05	

SUPERSEDED

	INSURANCE, RISK MANAGEMENT, AND SAFETY					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
36	WORKPLACE HAZARD ASSESSMENT CERTIFICATION - Includes name of workplace, address of workplace inspected for hazards, name of person certifying assessment was done, date(s) assessment done, and statement identifying the document as the certification of assessment for the workplace. Series revised - Added description - 04/04	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	Reference WAC 296-800-16010.
37	MINORS TRAVEL NOTICES - Notices provided to all parents of minors who travel to outside facilities or remote locations to participate in agency programs.  New series - 12/05	OFM	End of participation in event or activity plus 1 year - See Remarks	Destroy when obsolete or superseded	GS50-06C-34	Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.
38	MINORS TRAVEL PERMISSION SLIPS - Permission slips signed by parents of minors who travel to outside facilities or remote locations to participate in agency programs.  New series - 12/05	OFM	End of participation in event or activity plus 1 year - See Remarks	Destroy when obsolete or superseded	GS50-06C-35	Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.

SUPERSEDED

INSURANCE, RISK MANAGEMENT, AND SAFETY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
39	SAFETY TRAINING FILES - GENERAL Documentation of safety training classes (except for hazardous materials - see Remarks), some of which may be required by specific job classifications. May include lists of job required training for specific labor categories, training calendards, course info, vendor documentation, course materials, attendance logs and correspondence. New Series - 12/06	OPR	6 Years - *See Remarks	Destroy when obsolete or superseded.	GS51-05D-12	If the training is for handling hazardous materials see the Hazardous Materials Admin Section GS50-19-09 and GS50-19-17.

SUPERSEDED

## RECORDS CATEGORY: IRRIGATION UTILITIES

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

IRRIGATION UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FORECLOSURE FILES IRRIGATION UTILITIES -	OPR	Foreclosure of account plus 6 years	Destroy when obsolete or superseded	GS50-32-01	
2	LAND OWNER WATER QUALITY VIOLATION FILES IRRIGATION UTILITIES - Includes landowner water quality plans submitted to resolve violations.	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	LAND USE HISTORY FILES IRRIGATION UTILITIES - Includes water right contracts, permits, easements, reclassification, water allotment and other land use documentation for district service area organized by section, township and range. ESSENTIAL RECORD Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	LINE LOCATION REQUESTS IRRIGATION UTILITIES -	OFM	1 year	Destroy when obsolete or superseded	GS50-32-05	

SUPERSEDED

IRRIGATION UTILITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	PESTICIDE SPRAY APPLICATION DOCUMENTATION - Includes location and crop or site where applied, date and time application of pesticide was applied, product name and environmental protection agency registration number, amount and concentration of pesticide applied, number of acres or other appropriate measure to which pesticide applied, licensed applicator's information, direction/estimated velocity of wind at time of application, etc. Series revised - 02/02	OPR	7 years	Destroy when obsolete or superseded	GS50-18-43	Reference RCW 17.21.100 (3)
6	WATER DIVERSION REPORTS IRRIGATION UTILITIES -	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-06	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	WATER QUALITY MONITORING DATA IRRIGATION UTILITIES -	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-07	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8	WATER USE REPORTS IRRIGATION UTILITIES -	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## RECORDS CATEGORY: JUVENILE SERVICES

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

JUVENILE SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS -	OFM	Until expiration of appeal period	Destroy when obsolete or superseded	GS50-28-01	
2	CUSTODY INVESTIGATIONS JUVENILE SERVICES - Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-02	Reference RCW 26.09.220.
3	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS - Microfilm copies of individual documents filed in Juvenile Court proceedings. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Permanent security backup may be held at the State Archives in Olympia See remarks	GS50-28-03	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	DETENTION LOG JUVENILE SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years	Destroy when obsolete or superseded	GS50-28-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

SUPERSEDED

JUVENILE SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	DETENTION ROSTER JUVENILE SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	1 year	Destroy when obsolete or superseded	GS50-28-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
6	DOCKETS JUVENILE COURT - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-06	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7	FOSTER CARE FILES JUVENILE SERVICES -	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-07	Reference RCW 13.34.136, and 13.34.231.
8	GUARDIAN AD-LITUM REPORTS JUVENILE SERVICES -	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-08	Reference RCW 13.34.105, and 26.09.220.
9	JUVENILE COURT CASE FILE INDEXES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-09	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

JUVENILE SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10	JUVENILE COURT CASE FILES - Official documentation of Juvenile Court hearings and actions. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-10	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
11	MARRIAGE WAIVER JUVENILE SERVICES - Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. Series revised Deleted comments from instructions 07/03	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-11	Reference RCW 26.04.010.
12	MEDICAL HISTORY FILES JUVENILE SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks. Series revised Deleted comments from instructions 07/03	OPR	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-12	Reference RCW 13.50.050. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

JUVENILE SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13	SOCIAL FILES JUVENILE SERVICES - Department working files containing copies of Court Orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation. ESSENTIAL RECORD - Needs security backup - See remarks. Series revised - added "diversion files" to Description, revised Primary Record Copy Retention and Remarks - 07/03	OPR	5 years beyond age of 18 except that Diversion files may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks	Destroy when obsolete or superseded	GS50-28-13	Reference RCWs 13.34, 13.50.050.22 and 13.50.100. Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a)"Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement." The information in this records series should be protected from I

SUPERSEDED

## **RECORDS CATEGORY: LAND USE PLANNING, PERMITS, AND APPEALS**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 9/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	LONG TERM RIGHT-OF-WAY USE PERMITS -	OPR	Termination of use plus 6 years	Destroy when obsolete or superseded	GS50-11-22	
2	REFERRED PROJECT FILES - Project plans and statements referred from other agencies for land use planning review, including any agency response.  Series revised - added to Description "Including any agency response" - 07/05	OFM	3 years	Destroy when obsolete or superseded	GS50-16-04	
3	TEMPORARY PERMITS - Moving, log hauling, demolition, blasting, right of way use, et al.  Series revised - changed Primary Record Copy retention from "3 years" - 07/05	OFM	Conclusion of permit period or activity plus 3 years	Destroy when obsolete or superseded	GS50-11-18	
4	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS - Does not include permit application records.  Series revised - added Description - 07/05	OFM	Until permit issued	Destroy when obsolete or superseded	GS50-11-19	
5	WATER AVAILABILITY VERIFICATION -	OFM	2 years	Destroy when obsolete or superseded	GS50-11-21	

SUPERSEDED

LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	ZONING ENFORCEMENT CASE FILES -  Series deleted - 07/05 See Code Complaint & Violation Case Files.	OFM	2 years	Destroy when obsolete or superseded	GS50-11-20	
7	BUILDING INSPECTION REPORTS EXISTING BUILDINGS -	OPR	6 years	Destroy when obsolete or superseded	GS50-11-07	
8	BURNING PERMITS -	OPR	3 years	Destroy when obsolete or superseded	GS53-04-06	
9	ADMINISTRATIVE APPEALS CASE FILES - Appeals of land use, construction, and development actions to an agency's administrative decision maker. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - added Description - 07/05	OPR	PERMANENT - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-16B-01	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE FILES - Files for any local government jurisdictional boundary changes, including annexations and incorporations.</p> <p>Series revised - changed Title from "Annexation and Boundary Review Files"; added Description; changed Primary Record Copy retention information from "Either the County Assessor or the Boundary Review Board retains"; added to Secondary Record Copies retention "Either affected jurisdiction or decision maker retains" - 07/05</p>	OFM	Either decision maker or affected jurisdiction retains - PERMANENT - potential Archival value - See Remarks	Either affected jurisdiction or decision maker retains - Destroy when maps and reference files are updated	AS52-03A-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
11	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE HISTORY FILES - Core documentation of the process of any agency jurisdictional boundary change, including annexation or incorporation.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - changed Title from "Annexation History Files"; broadened Description to include any agency jurisdictional boundary change, including annexation - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-09	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12	APPEAL HEARINGS AUDIO/VIDEO RECORDINGS AND TRANSCRIPTIONS - Series revised Changed retention: replaced 'settlement' with 'final disposition 01/05	OPR	6 years after final disposition of case	Destroy when obsolete or superseded	GS50-16B-03	
13	APPEAL HEARINGS CASE FILES - Appeals to a quasi-judicial or judicial decision maker, e.g. hearing examiner and legal appeals to court.  Series revised - changed retention: replaced 'settlement' with 'final disposition 01/05  Series revised - added Description; added to Primary and Secondary Record Copy retention "Either decision maker or affected jurisdiction retains" - 07/05	OPR	Either decision maker or affected jurisdiction retains - 6 years after final disposition of case	Either decision maker or affected jurisdiction retains - Destroy when obsolete or superseded	GS50-16B-02	
14	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS -	OFM	Completion of project and/or certificate of occupancy	Destroy when obsolete or superseded	GS50-11-01	
15	APPROVED CONSTRUCTION SITE PLANS - Show "footprint" of development site. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - changed Title from "Approved (Binding) Site Plans"; added Description - 07/05	OPR	Life of building plus 6 years OR until subsequent permits changing the site plan is issued.	Destroy when obsolete or superseded	GS50-11-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standards.

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MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS - Series revised: Removed 'Uniform Building Code reference from Special and or Disposition Instructions Column 06/04	OFM	Completion of project plus 90 days - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) - Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions. ESSENTIAL RECORD - Needs security microfilm backup - see Remarks.	OPR	Life of building plus 6 years	Destroy when obsolete or superseded	GS50-11-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives standards.
18	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) - Permits issued in error in relation to code or jurisdiction.	OFM	3 years	Destroy when obsolete or superseded	GS50-11-08	
19	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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	LAND USE PLANNING, PERMITS, AND APPEALS					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20	HAZARDOUS WASTE DISPOSAL PERMITS - Series transferred to the Hazardous Materials Administration section - 09/05	OPR	30 years	Destroy when obsolete or superseded	GS55-01M-04	Reference WAC 173.303.281, and WAC 173.303.806.
21	CODE COMPLAINT & VIOLATION CASE FILES - E.g. building, development and land use complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.  Series revised - deleted "includes" from Description and added "E.g. building, development and land use" - 07/05	OPR	6 years after final action on violation	Destroy when obsolete or superseded	GS50-11-04	
22	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS - Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised - added to Description "Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities" - 07/05	OPR	PERMANENT - Potential archival value -See remarks	Until obsolete or superseded	GS50-16-01	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	<p>COMPREHENSIVE LAND USE PLAN HISTORY FILES - Statutory or locally required record of agency action leading to adoption of plan.</p> <p>Series revised - added Description - 07/05</p>	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-16-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
24	<p>CONDITIONAL USE PERMITS - Includes special use permits or equivalent.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added Description - 07/05</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-04	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25	<p>CRITICAL MATERIALS LIST - A list of chemical types and quantities for critical (hazardous) materials stored on a site as per regulations. ESSENTIAL RECORD Needs security microfilm backup - See remarks.</p>	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-10	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26	<p>LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES - Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.</p> <p>Series revised - changed Title from "Major Land Development Case Files", added first sentence and revised second sentence of Description; changed Primary Record Copy retention from "5 years after completion of development" - 07/05</p>	OFM	Permanent - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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LAND USE PLANNING, PERMITS, AND APPEALS						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27	<p>MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) - Official representation of comprehensive plan, including urban growth boundaries, critical area delineations, zoning boundaries, shoreline management boundaries, and other area-wide boundary delineations.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added to Description text following "Official representation of comprehensive plan..."; deleted from Description "Shoreline management, and zoning boundaries established and/or enforced by the agency" - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Until obsolete or superseded	GS50-16-02	Photographic negatives may be held in Regional Archives for permanent preservation and security backup. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical stand
28	<p>MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) - Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information. Photographic negatives may be held in Regional Archives for permanent preservation and security backup - See remarks.</p>	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-03	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29	<p>PLAT CASE FILES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series deleted - 07/05 See Land Division and Development Background/Reference Files and Land Division and Development Final Determination Files.</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-12	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
30	<p>SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE - Includes a Mitigated Determination of Nonsignificance (MDNS).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - added to Description "Includes a Mitigated Determination of Nonsignificance (MDNS)" - 07/05</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-13	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
31	<p>SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-14	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
32	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS - Submitted to and accepted by the agency as part of its building code enforcement duties. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-17	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
33	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-15	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
34	SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS - ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05	OPR	PERMANENT - Potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-16-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
35	SHORT PLAT CASE FILES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series deleted - 07/05 See Land Division and Development Background/Reference Files and Land Division and Development Final Determination Files.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-16	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
36	SURVEYS, STUDIES AND REPORTS - Includes Growth Management Act Comprehensive Plan drafts.  Series deleted - 07/05 Retain using the most applicable series.	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
37	UTILITY PERMIT FILES - Records document the issuance for the installation, modification, and removal of utility support in the public right-of-way. Records may include permit application, copies of the permit, plans, and inspection reports. New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-16B-19	
38	VARIANCES - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series deleted - 07/05 See Zoning and Land Use Exceptions/Waivers	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-06	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

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	LAND USE PLANNING, PERMITS, AND APPEALS					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
39	<p>WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION, AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION - May include permits issued but work not started within 180 days.</p> <p>Series revised - Added series description, reduced retention from 3 years and added code number to remarks column 04/04</p> <p>Series revised - added to Title "Land Use Development, Land Division" - 07/05</p>	OFM	Destroy after permit abandoned or withdrawn	Destroy when obsolete or superseded	GS50-11-23	
40	<p>ZONING AND LAND USE EXCEPTIONS/WAIVERS - May include permits issued but work not started within 180 days. ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - changed Title from "Zoning Exceptions/Waivers"; added Description - 07/05</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-21	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
41	<p>CRITICAL (SENSITIVE) AREA DESIGNATION - Documentation of designation of individual parcels of real property as critical areas.</p> <p>New series - 09/05</p>	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-25	

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LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
42	FOREST PRACTICE PERMIT FILES - Documentation of review, approval, and land inspections related to development applications that require forest practice permits.  New series - 09/05	OPR	Termination of forest practice designation plus 6 years - potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-26	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
43	HISTORIC SITE FILES - DESIGNATED - Files track, monitor and document all designated historic buildings, landmarks and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.  New series - 03/05	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-24	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
44	HISTORIC SITE FILES - NOMINATION DENIED - Nominations for landmark designation, which have been denied by the Landmarks Board. Series Revised: Original DAN assigned was a duplicate (GS50-11-25). New DAN assigned 03/07. New Series – 3/05.	OFM	Denial of nomination plus 6 years	Destroy when obsolete or superseded	GS50-11-25	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

LAND USE PLANNING, PERMITS, AND APPEALS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
45	HISTORIC SITE SPECIAL VALUATION TAX FILES - Files track and monitor landmarks, which are part of Special Valuation Tax program per RCW 84.26. Includes assessment of taxes, agreements, financial information, and application. Series Revised: Original DAN assigned was a duplicate (GS50-11-26). New DAN assigned 03/07. New series - 03/05.	OPR	Termination of special valuation plus 10 years	Destroy when obsolete or superseded	GS50-11-26	
46	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES - Includes all records leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plat, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully-contained communities. Records to include any critical (sensitive) area designations. Series Revised: Original Dan assigned was a duplicate (GS50-11-24). New DAN assigned 03/07. New series - 07/05.	OFM	10 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS50-11-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

## RECORDS CATEGORY: LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

LEGAL COUNSEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	ATTORNEY GENERAL OPINIONS -	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2	LEGAL ISSUES/ADVICE FILES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
3	BOND PROJECT FILES LEGAL COUNSEL - Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
4	LEGAL OPINIONS - Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-02-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	LITIGATION CASE FILES - Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency record copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - See remarks	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

## **RECORDS CATEGORY: LIBRARY**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

LIBRARY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	PETTY CASH RECORD - LIBRARY -	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-07	
2	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-12A-05	
3	CIRCULATION DOCUMENTATION - LIBRARY -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-02	
4	CIRCULATION STATISTICAL REPORTS - LIBRARY -	OFM	5 years	Destroy when obsolete or superseded	GS50-12A-03	
5	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE -	OFM	Action taken plus 1 year	Destroy when obsolete or superseded	GS50-12A-04	
6	CATALOG - LIBRARY - ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-12A-01	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7	INTERLIBRARY LOAN DOCUMENTATION - For materials lent or borrowed through agency's library. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Return of loaned material plus 6 years	Destroy when obsolete or superseded	GS50-12A-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

SUPERSEDED

LIBRARY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	SHELF LIST / INVENTORY OF HOLDINGS - LIBRARY - ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-12A-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

SUPERSEDED

## **RECORDS CATEGORY: LICENSES, PERMITS, FEES, AND TAXES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

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When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2006**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

---

For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS -	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-01	
2	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-02	
3	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES -	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-03	
4	BUSINESS AND OCCUPATION TAX TRANSMITTALS - Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-05	
5	CALIBRATION OF FIELD TEST STANDARDS Documents issued by State of WA metrology lab certifying field test weights and measures used by inspectors. New series-07/03	OPR	Completion of testing plus 6 years	Destroy when obsolete or superseded	GS50-12D-20	
6	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS -	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-07	
7	BUSINESS LICENSES - Application to run businesses within an agency's jurisdiction. Includes original application to start business and any relevant correspondence. Series Revised - 07/03	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-12D-06	Potential Archival Value

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	BUSINESS TAX REFUND FILES - Requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval, and signatures. New series-07/03	OPR	Refund issued or denied plus 6 years	Destroy when obsolete or superseded	GS50-12D-18	
9	COMBINED EXCISE TAX RETURNS - Report and transmittal of excise taxes collected through outside sales, leases, and other such transactions. Filed with the Department of Revenue. Series revised 07/02	OPR	Filing plus 5 years	Destroy when obsolete or superseded	GS50-12D-04	For retention period, reference RCW 82.32.070, and Department of Revenue Advisory No. 152.32.199.
10	DRINKING WATER SYSTEM PERMIT FILES - Permit and monitoring report for drinking water, required for continuous system operation. Monitoring requirements of water systems are to ensure safe drinking water standards which are set by Washington State Department of Health. Series Revised: Original DAN assigned was a duplicate (GS50-12D-21). New DAN assigned 03/07. New series 09/04.	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-12D-21	
11	AUDIT FILES - Audits of businesses completed to ensure compliance with tax regulations. Files include correspondence, working papers, history of business, narrative of audit, gross income of business, deductions and business finance summary. New series - 07/03	OPR	Audit Completed plus 10 years.	Destroy when obsolete or superseded	GS50-12D-14	

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12	FINAL AUDIT REPORTS - Final report of completed audits. Reports describe all findings and audit results and recommendations. New series-07/03	OPR	Audit Completed plus 10 years	Destroy when obsolete or superseded	GS50-12D-15	Archival
13	AUDIT STATISTIC LOG - Statistics on completed audits per year. Used to evaluate audit selection methodology for 2 audit cycles (each audit cycle is a five year period). Includes time spent on audit, audit results, date completed, who completed audit. New series-07/03	OPR	End of Calendar year plus 10 years	Destroy when obsolete or superseded	GS50-12D-16	
14	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS -	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-08	
15	MONTHLY REPORT OF FEE AND TAX COLLECTIONS -	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	
16	NON-BUSINESS LICENSES AND PERMITS - Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	OPR	Expiration plus 3 years	Destroy when obsolete or superseded	GS50-12D-10	

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17	Business Licenses - Regulatory and Personal Applications for businesses operating within the agency's jurisdiction that need to be regulated (i.e. occupations, professional or personal licenses). Files may include applications, background checks, appeals, hearings, suspensions and photographs. Series Revised - 07/03	OPR	Expiration of Licenses plus 6 years	Destroy when obsolete or superseded	GS50-12D-12	
18	Personal License Violations Files document the investigation into violations of the business code by individuals holding a personal license. Includes incident report, correspondence, hearing examiner information, final decisions, monitoring information, etc. New series-07/03	OPR	Completion of suspension plus 6 years	Destroy when obsolete or superseded	GS50-12D-17	
19	REGISTERS OF LICENSES OR PERMITS ISSUED -	OFM	Expiration of last entry plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-12D-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

	LICENSES, PERMITS, FEES, AND TAXES					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20	WEIGHING AND MEASURING DEVICE INSPECTIONS Inspection and testing of retail motor-fuel dispensers, scales, vehicle-tank meters, taxi meters, mass flow meters, length-measuring devices, timing devices, and other weighing and measuring devices used commercially. Inspections are performed at the Test Station or on location in order to verify compliance with allowable tolerances and other technical standards. Inspection reports include description of inspection, results, and corrective actions required. Also includes inspection reports for price scanning systems and checking net contents of packaged goods. New series-07/03	OPR	Completion of inspection plus 6 years	Destroy when obsolete or superseded	GS50-12D-19	
21	WEIGHTS AND MEASURES ENFORCEMENT FILES Criminal complaints (for misdemeanor violations), off-sale orders, out-of-service orders and correspondence. Includes consumer complaints. New series-07/03	OPR	Case closed or resolved plus 6 years	Destroy when obsolete or superseded	GS50-12D-21	

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22	STATE AND LOCAL TAX RETURNS - Returns and reports submitted for taxes paid to state an/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. Series revised - added list to Description - 03/03	OPR	Filing plus 5 years	Destroy when obsolete or superseded	GS50-12D-04	Reference RCW 82.32.070, and Department of Revenue Advisory No. 152.32.199.
23	PASSPORT APPLICATION TRANSMITTALS Documentation of the transmittal of passport applications to the United States State Department's Passport Office by local government agencies acting as passport acceptance agencies.  New series - 01/06	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-22	
24	Business Licenses Renewals Forms documenta businesses that are renewing their license to operate within an agency's jurisdiction. Includes correspondence from business for changes to business, renewal form, notice of closure, etc. New Series - 07/03	OPR	End of License Year plus 6 years	Destroy when obsolete or superseded.	GS50-12D-23	

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25	Business License Enforcement Inspections Inspections of businesses licensed in an agency's jurisdiction to ensure compliance with Municipal Code and licensing regulations. Information is input into database to create notices to comply and fix violations. Re-inspection is only done if violations are found. Includes inspection notes, notices to comply, etc. New Series - 07/03	OFM	Until Inspection Complete or Violations Resolved	Destroy when obsolete or superseded	GS50-12D-24	
26	Taxicab and For-Hire Vehicle License Files Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.	OFM	Expiration of Permit plus 6 years.	Destroy when obsolete or superseded.	GS50-12D-25	Potential Archival Value

SUPERSEDED

LICENSES, PERMITS, FEES, AND TAXES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27	Taxicab and For-Hire Vehicle License Files Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.	OFM	Expiration of Permit plus 6 years.	Destroy when obsolete or superseded.	GS50-12D-25	Potential Archival Value
28	Taxicab Industry Enforcement Records Taxicab inspection records including: taxicab safety inspections and taximeter tests. Records include taxicab field enforcement logs, notice of violation forms (association, owner, driver), summary suspension forms, license action forms, passenger complaints and decisions on appeal.	OPR	Completion of Suspension plus 6 years	Destroy when obsolete or superseded.	GS50-12D-26	

SUPERSEDED

## **RECORDS CATEGORY: MAIL SERVICES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

MAIL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	BULK MAILING PERMIT -	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG -	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT -	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT -	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE -	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG -	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	PRIVATE GROUND DELIVERY REGISTER - Series revised Changed title from 'UPS REGISTER' - 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	
8	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING -	OFM	3 years	Post office has other copies	GS50-06D-07	

SUPERSEDED

## **RECORDS CATEGORY: MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 10/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FUEL/OIL USAGE REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
2	PARTS CONTROL FILES - Record of vehicle/equipment parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
3	PARTS INVENTORY -	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
4	PARTS MASTER LISTING REPORTS -	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	
5	TIRE MAINTENANCE REPORTS -	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	
6	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD -	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
7	EQUIPMENT AND VEHICLE USE REQUEST -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
8	EQUIPMENT/VEHICLE PARTS ORDERS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
9	FUEL PUMP/TANK AUDIT REPORTS -	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
10	ACCIDENT/TRAFFIC COLLISION LOGS - Series revised Added 'TRAFFIC COLLISION' to title - 03/03	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	

MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	ACCIDENT/TRAFFIC COLLISION REPORTS - Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.  Series revised - Changed Description, changed Primary Copy retention from "Washington State Patrol retains for 5 years", and added to Secondary Copy retention "following date of report" - 10/05	OPR	Washington State Patrol retains for 6 years	Agency - retain for 6 years following date of report	GS51-05F-01	
12	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT -	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
13	CERTIFICATES OF VEHICLE TITLE -	OPR	Destroy after disposition of vehicle and completion of audit	Destroy when obsolete or superseded	GS50-06E-02	
14	EQUIPMENT AND VEHICLE CHECKOUT LOG -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
15	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
16	EQUIPMENT AND VEHICLE LEASES -	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
17	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
18	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	

MOTOR POOL, VEHICLE, AND EQUIPMENT MAINTENANCE						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES - Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
20	FUEL STORAGE FACILITY RECORDS - Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	

SUPERSEDED

## **RECORDS CATEGORY: NOXIOUS WEED CONTROL**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

---

For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

NOXIOUS WEED CONTROL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	APPEAL OF ENFORCEMENT ACTION - NOXIOUS WEED CONTROL -	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-01	Reference RCW 17.10.180.
2	APPEAL OF INFRACTION PENALTY - NOXIOUS WEED CONTROL -	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-02	Reference RCW 17.10.330.
3	INFRACTION REPORTS - ASSESSMENT OF PENALTY - NOXIOUS WEED CONTROL -	OFM	District Court has primary copy	3 years	GS58-05-05	Reference RCW 17.10.350.
4	INFRACTION REPORTS - DETERMINATION HEARING - NOXIOUS WEED CONTROL -	OPR	6 years	Destroy when obsolete or superseded	GS58-05-06	Reference RCW 17.10.330.
5	INFRACTION REPORTS - NOTICE OF INFRACTION - NOXIOUS WEED CONTROL -	OFM	District Court has primary copy	6 years	GS58-05-07	Reference RCW 17.10.310 and RCW 17.10.320.
6	CONTROL ACTIONS - NOXIOUS WEED CONTROL - Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-03	Reference RCW 17.10.170.
7	LANDOWNER PAYMENT RECEIPTS - NOXIOUS WEED CONTROL -	OFM	County Treasurer has primary copy	6 years	GS58-05-08	Reference RCW 17.10.170.

SUPERSEDED

NOXIOUS WEED CONTROL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8	FIELD INSPECTION RECORDS - NOXIOUS WEED CONTROL - Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS58-05-04	Reference RCW 17.10.160 and 17.10.170. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	SEARCH WARRANTS - NOXIOUS WEED CONTROL - Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-09	Reference RCW 17.10.160.
10	WEED CONTROL NOTIFICATION - Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-10	Reference RCW 17.10.170.

SUPERSEDED

## RECORDS CATEGORY: PARKS AND RECREATION

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

PARKS AND RECREATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FACILITIES USE PERMITS PARKS AND RECREATION -	OFM	3 years	Destroy when obsolete or superseded	GS50-13C-04	
2	GIFTS AND DONATIONS INFORMATION FILES PARKS AND RECREATION -	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-13C-05	
3	CONSTRUCTION & PLANNING PROJECT FILES PARKS AND RECREATION -	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-02	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	DESIGN STANDARDS REFERENCE FILE PARKS AND RECREATION - ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Keep until revised or superseded	Destroy when obsolete or superseded	GS50-13C-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.
5	HORTICULTURE ACTIVITY AND PROJECT FILE PARKS AND RECREATION -	OFM	Completion of project plus 5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-06	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PARKS AND RECREATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	PARK MAPS - May include park boundaries, facilities, landscaping, topography, and other pertinent information. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7	PROGRAM SCHEDULES PARKS AND RECREATION -	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-13C-09	
8	PROJECT PLANS, AND DRAWINGS PARKS AND RECREATION - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
9	RECREATION CLASS ATTENDANCE RECORDS - May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes. New Series 05/02	OPR	6 years after class completion	Destroy when obsolete or superseded	GS50-13C-19	

SUPERSEDED

PARKS AND RECREATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10	RECREATION SCHOLARSHIP APPLICATIONS APPROVED -	OPR	6 years	Destroy when obsolete or superseded	GS50-13C-17	
11	RECREATION PROGRAM FILES -	OFM	Until obsolete or superseded -Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-13C-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12	RECREATION SCHOLARSHIP APPLICATIONS NOT APPROVED -	OFM	Until completion of approval process plus 30 days	Destroy when obsolete or superseded	GS50-13C-18	
13	SPORTS LEAGUES PERMITS -	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-13C-16	

SUPERSEDED

## **RECORDS CATEGORY: PERSONNEL**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2006**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

---

For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES -	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2	AFFIRMATIVE ACTION FORECASTS -	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3	AFFIRMATIVE ACTION PLANS - ESSENTIAL RECORD - Needs security backup - See remarks	OPR	Keep until superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4	AFFIRMATIVE ACTION STUDIES AND REPORTS -	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED -	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	

SUPERSEDED

PERSONNEL						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	AUDIO/VIDEO TAPE RECORDINGS OF COMMISSION MEETINGS - Magnetic sound or video recordings of commission proceedings, which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved by Commission See remarks	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of commission proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
7	BENEFITS STUDIES AND SURVEYS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04D-01	
8	CIVIL SERVICE COMMISSION JOURNAL - Account of activity pertaining to certain civil service job openings. Contains names, test scores, and an indication of whether or not the persons involved are on an eligibility list, etc.	OFM	Expiration plus 1 year	Destroy when obsolete or superseded	GS50-04A-02	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
9	VOLUNTEER APPLICATIONS NOT ACCEPTED OR INELIGIBLE - New Series 06/03	OFM	Application denied plus 1 year	Destroy when obsolete or superseded	GS50-04B-24	
10	CUMULATIVE LEAVE RECORD -	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
11	ELIGIBILITY LIST OR REGISTER - List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04	
12	EMPLOYEE ASSISTANCE PROGRAM FILES - Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
13	EMPLOYEE CONTRACTS SUPERSEDED - Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) - Examinations of those applicants that are on eligibility list, but have not been hired.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-03	
15	COLLECTIVE BARGAINING AGREEMENTS - ESSENTIAL RECORD - Needs security backup -- See remarks.	OPR	Termination plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES - Series revised Removed 'subject to any restrictions provided by collective bargaining contracts and agreements' from remarks column 05/04	OFM	Until approval of negotiated agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04E-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
17	CONTINUING PROFESSIONAL EDUCATION RECORDS - Records document the continuing education requirement for employees. New series 05/04	OFM	End of licensing or reporting period plus 4 years	Destroy when obsolete or superseded	GS50-05A-23	
18	DRUG/ALCOHOL TEST RESULTS NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES) - New series 05/04	OPR	Results posted or test canceled plus 1 year	Destroy when obsolete or superseded	GS50-04B-33	Reference 49CFR382.401.

SUPERSEDED

PERSONNEL						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19	DRUG/ALCOHOL TEST RESULTS - POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) - Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/ alcohol test results, corrective action, treatment, etc. Series revised - Added 'Positive Results' and 'or Refusal to Test' to title, added Description, changed designation from OPR, reduced retention from 6 years, and added CFR citation to Remarks - 05/04	OFM	Date of results plus 5 years	Destroy when obsolete or superseded	GS50-04B-27	Reference 49CFR382.401.
20	EMPLOYEE & VOLUNTEER FINGERPRINT LISTING - Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	
21	EMPLOYEE ASSISTANCE PROGRAM SUPERVISOR'S REFERRAL DOCUMENTATION - Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems. Revised series - Corrected DAN 07/02	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-28	
22	EMPLOYEE ASSISTANCE PROGRAM CASE FILES - Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan. New Series 07/02	OPR	8 years after last treatment or session	Destroy when obsolete or superseded	GS50-04A-06	Reference RCW 4.16.350 (3).

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS - Includes insurance, deferred compensation, health care, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
24	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
25	EMPLOYEE CONTRACTS FINAL - Includes riders issued. Series revised Added 'Termination of employment plus' to primary copy retention 06/03 Series Deleted Covered by GS 50-01-11 'Contracts, Agreements, and Warranties' 08/04	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-12	
26	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS -	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	
27	EMPLOYEE DIRECTORY/ROSTER -	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS50-04B-14	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PERSONNEL						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28	EMPLOYEE HEALTH HISTORY FILES - Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment. Series Deleted Combined with Employee Medical and Exposure Records 05/04	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
29	EMPLOYEE HISTORY - May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. Series deleted - combined with Personnel History Files - 06/03	OFM	Termination plus 6 years See remarks	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.

SUPERSEDED

PERSONNEL						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
30	<p>EMPLOYEE MEDICAL AND EXPOSURE RECORDS - Documentation of on-the-job exposure of agency employees to hazardous materials, as well as medical information compiled and maintained by the agency on individual employees to document their physical condition, the effects of workplace conditions on their health, and their physical ability to perform essential job functions. See 29CFR1910.1020, WAC 296-800-20005 and WAC 296-800-20010 for full description. See Remarks.</p> <p>Series Revised: Original DAN assigned was a duplicate (GS50-04B-30). New DAN assigned 03/07.</p> <p>Series revised: Description, citations and Remarks revised. Revised citations and Remarks to reflect new WAC chapters and clarify status of separately held health insurance claims and first-aid treatment records. A more detailed listing of the types of information included in this series is contained in 29CFR1910.1020 - 06/05 Series revised - Changed Description, added CFR and WAC references to Remarks, and absorbed Employee Health History Files (GS50-04B-26)-05/04.</p>	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-30	Reference 29CFR1910.1020, WAC 296-800-20005, and WAC 296-800-20010. Health insurance claims records maintained separately from your medical program records, and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series by WAC 296-800-20005.
31	EMPLOYEE SUGGESTION PROGRAM FILES - Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
32	UNION ARBITRATION FILES - Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
33	UNION ORGANIZATION LISTS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	
34	VOLUNTEER APPLICATIONS - Series deleted Is part of 'VOLUNTEER FILES' 06/03	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
35	EMPLOYEE TRAINING HISTORY FILE - Files documenting the training history of individual employees who have participated in training and staff development programs. May include in -service and class registrations, confirmations, and documentation of training completed.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-04G-01	
36	EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (INS) FORM I-9 - Documents used to verify employment eligibility within the United States. Series may include: Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalization, etc. New Series 07/03	OPR	Date employee hired plus 3 years or termination of employment plus 1 year, whichever is longer See remarks	Destroy when obsolete or superseded	GS50-05A-22	Reference 8CFR24a.2 (2) (A)
37	EMPLOYMENT INQUIRIES - Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05	
38	EMPLOYMENT INTERVIEW EVALUATION FILES - Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
39	EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST - May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	
40	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS -	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
41	EQUAL EMPLOYMENT OPPORTUNITY REPORTS - Series revised Reduced primary copy retention from 5 years and added reference to remarks - 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-04C-05	Reference 29CFR1602.41.
42	GRIEVANCES AND APPEALS PERSONNEL EMPLOYEE RELATIONS -	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
43	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
44	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES - Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
45	JOB ANNOUNCEMENTS OR POSTINGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
46	JOB DESCRIPTIONS - Current statement of qualifications, responsibilities, and duties of each individual position. Revised series - Changed description 07/02	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-05	
47	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID -	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
48	REQUESTS FOR LEAVE/OVERTIME -	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
49	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES -	ORM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
50	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES -	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	
51	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS EMPLOYEE BENEFITS - Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
52	MINUTES OF CIVIL SERVICE COMMISSION PROCEEDINGS, APPROVED AND SIGNED - Official account of civil service commission meetings. Includes agendas and all referenced and attached documents. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-13	The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

PERSONNEL						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
53	PERFORMANCE EVALUATION BACKGROUND FILE SUPERVISOR - Series revised Changed title from SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE 12/03	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-31	
54	PERFORMANCE EVALUATIONS - Evaluation of employee work performance, prepared by supervisor on a regular schedule. New Series 12/03	OFM	Completion of Evaluation plus 3 years	Destroy when obsolete or superseded	GS50-04A-08	
55	PERSONNEL FILE - May include but is not limited to: Application for employment when hired; start of employment, identification, oaths of officials elected and appointed; bonds of officials elected and appointed; criminal history, background checks and investigations; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises; retirement or disability resulting in employment termination; evaluation of applications of recognition or non-college credit courses. ESSENTIAL RECORD - needs security backup - see Remarks. Series revised - combined with Employee History Files and changed wording in Description - 06/03. Series revised - removed evaluation reports of job performance to create a new series - 12/03	OFM	Termination plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
56	POSITION CLASSIFICATION STUDIES - Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
57	POSITION DESCRIPTION HISTORY FILES - A history of positions, classifications, and corresponding job descriptions as these positions are revised. (Serves as writing aid for the development of future positions.) Revised series - Added description 07/02	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
58	RECRUITMENT FILES - Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.  Series revised - changed Primary Copy retention from 2 years, and added RCW citation to Remarks - 11/05	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-22	RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is 3 years.
59	SALARY SCHEDULE - EMPLOYEE - New Series 07/02	OFM	Destroy when superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04A-07	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
60	TEMPORARY AGENCY WORKER ACCOUNTS - Tracks temporary agency workers hired using original request forms moved to individual departments. New Series - 05/04	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	

SUPERSEDED

PERSONNEL						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
61	TRAINING/CLASS COMPLETION REPORT - Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	
62	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF CIVIL SERVICE COMMISSION OFFICIAL PROCEEDINGS -	OPR	6 years after minutes approved by commission	Destroy when obsolete or superseded	GS50-05A-21	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
63	VOLUNTEER FILES - Documents work service of individual volunteer. Includes application. ESSENTIAL RECORD - Needs security backup - See remarks. Series revised - Changed 'history' to 'service' in description, added 'Includes application' to description, and changed 'employment' to 'service' in Primary Copy Retention - 06/03	OPR	Termination of volunteer service plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
64	WHISTLEBLOWER INVESTIGATION REPORTS - Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations. Series Revised: Added the last sentence which begins with 'Also includes' - 06/06	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
65	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG - Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

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PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
66	<p>WORKPLACE VIOLENCE CASE FILES - Case files document incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file.</p> <p>New series - 05/05</p>	OFM	Case closed plus 6 years*	Destroy when obsolete or superseded	GS50-05A-24	*"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up are required.
67	<p>RETIREMENT INVESTMENT PORTFOLIOS - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS</p> <p>Documentation of all agency retirement system investment contracts, agreements and accounts, including domestic and international equities, domestic fixed income, real estate, venture and cash equivalents. May also include broker and partnership agreements, performance reports, correspondence, asset review and additional investment information.</p> <p>New series - 01/06</p>	OPR	Closeout of agreement, contract or account plus 6 years	Destroy when obsolete or superseded	GS50-04B-36	
68	<p>APPRENTICE CERTIFICATION FILES - Documentation of classes taken, attendance, evaluations, certifications and on-the-job performance compiled for individuals participating in an apprenticeship program that will be used to meet future job requirements in and out of the agency. New series - 02/06</p>	OPR	50 years	Destroy when obsolete or superseded	GS50-04B-34	

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
69	Employee Retirement Benefit History Files - For Agencies Operating Their Own Pension Systems Documentation used to track status and changes in individual employee retirement benefits. New Series - 04/06	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-40	
70	Employee Retirement Benefit History Files for Employees that have Withdrawn from the System - For Agencies Operating Their Own Pension Systems Documentation used to track status and changes in individual employee retirement benefits for employees that have withdrawn from agency's pension system, but retain rights to re-vest. New Series - 04/06	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-41	
71	Employee Retirement Benefit Verification Files - Agencies Operating Their Own Pension Systems Documentation of appropriate dispersal of employee retirement benefits. New Series - 04/06	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-42	
72	Employee Retirement Benefit Verification Files for Employees That Have Withdrawn from the System - For Agencies Operating Their Own Pension Systems Documentation of appropriate dispersal of employee retirement benefits for employees that have withdrawn from the agency's pension system, but retain rights to re-vest. New Series - 06/06	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-43	

SUPERSEDED

PERSONNEL						
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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
73	Civil Service Commission Case File Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission. New Series - 04/06	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-35	
74	Civil Service Commission Exhibits - Petition for Review Filed Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions. New Series - 04/06	OFM	Petition for review or petition for reconsideration filed plus 3 years, whichever is longer.	Destroy when obsolete or superseded	GS50-04B-37	
75	Civil Service Commission Exhibits - Petition for Review Not Filed Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have not been filed, including documents, affidavits and depositions. New Series - 04/06	OFM	Expiration of review or reconsideration period plus 3 years	Destroy when obsolete or superseded	GS50-04B-38	
76	Civil Service Commission Investigation Files Documentation of investigation of improper hiring decisions and practices. New Series - 04/06	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-39	

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
77	EMPLOYEE AWARD FILES Files contain records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information. (New Series - 06/06)	OFM	Date of Award plus 2 years.	Destroy when obsolete or superseded.	GS50-04B-44	Potentially Archival
78	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn. New Series - 06/06	OFM	Administrative Closure plus 3 years.	Destroy when obsolete or superseded.	GS50-04B-45	
79	EMPLOYEE MISCONDUCT INVESTIGATION FILES - SUSTAINED Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes. New Series - 08/06	OFM	Case Closed plus 3 Years	Destroy when obsolete	GS50-04B-46	Investigative summary report goes in the employee's Personnel File. See also State Law Enforcement/Administrative and Operational Records retention schedule for Internal Investigations (Sustained) and Internal Investigations (Unfounded) L03-01-23 and L03-01-24, respectively. Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.

SUPERSEDED

PERSONNEL						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
80	EMPLOYEE MISCONDUCT INVESTIGATION FILES - UNFOUNDED Documentation compiled in official investigations of employee misconduct that do not result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes. New Series - 08/06	OFM	Case Closed	Destroy when obsolete	GS50-04B-47	Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.
81	EMPLOYEE MISCONDUCT REPORTS Official reports on findings of misconduct by agency employees and corrective action taken by the agency. New Series - 08/06	OPR	Termination of Employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-48	Usually retained as part of the employee's Personnel file.

SUPERSEDED

## RECORDS CATEGORY: PORT DISTRICTS

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

PORT DISTRICTS						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	CUSTOMER BILLINGS PORT DISTRICTS -	OPR	6 years	Destroy when obsolete or superseded	GS55-04-06	
2	F.A.A. REGULATORY FILES -	OFM	5 years	Destroy when obsolete or superseded	GS55-04-08	
3	TRANSIENT AIRCRAFT FILES - Billing, landing fees, gate usage, and ticket counter fees.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-15	
4	COLD STORAGE TIME AND TEMPERATURE RECORDS -	OPR	6 years	Destroy when obsolete or superseded	GS55-04-05	
5	INTERNATIONAL CUSTOMS REPORTS -	OFM	5 years	Destroy when obsolete or superseded	GS55-04-10	
6	LANDING FEE REPORTS -	OPR	6 years	Destroy when obsolete or superseded	GS55-04-11	
7	LONGSHORE WORK REPORTS AND PAYROLL -	OFM	Pacific Maritime Association retains primary copy	Destroy when obsolete or superseded	GS55-04-12	
8	PASSENGER FACILITIES CHARGES PORT DISTRICTS -	OPR	6 years	Destroy when obsolete or superseded	GS55-04-13	
9	TARIFF MEMORANDUM - Documentation of tariffs and history of tariff changes.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-04-14	

SUPERSEDED

PORT DISTRICTS		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10	AIRLINE STATISTICS -	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-01	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	AIRPORT CERTIFICATION FILES - ESSENTIAL RECORD - Needs security microfilm backup - see Remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-04-02	The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
12	CARGO HANDLING AND STORAGE DOCUMENTATION - Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-03	
13	CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES -	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-04	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
14	CUSTOMER FILES PORT DISTRICTS - Includes applications and contracts.	OPR	6 years after termination of agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-07	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
15	FOREIGN TRADE ZONE APPLICATION	OFM	Department of Commerce keeps PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-09	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

PORT DISTRICTS						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16	VESSEL FILES - Cargo manifests, bills of lading discharge list, dockage report.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-16	Please contact your Regional Archivist before destroying the original records of passenger manifests and dockage reports. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	VESSEL LOGS - Record of each visit by vessel.	OPR	Retain 6 years after last entry in log - Potential archival value - See remarks		GS55-04-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## **RECORDS CATEGORY: PROSECUTING ATTORNEY**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

	PROSECUTING ATTORNEY					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	ANNUAL REPORT TO STATE LIQUOR CONTROL BOARD -	OFM	Liquor Control Board PERMANENT	Prosecutor 2 years	GS52-07-01	
2	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor - 3 years	GS52-07-04E	
3	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor - 3 years	GS52-07-05E	
4	DISTRICT COURT CASE FILES - B. DUI	OFM	District court/DISCIS - PERMANENT	Prosecutor - 5 years	GS52-07-07B	
5	DISTRICT COURT CASE FILES - D. INFRACTIONS AND MISDEMEANORS	OFM	District court/DISCIS - 3 years after final disposition	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07D	
6	CIVIL LITIGATION FILES - Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff.	OFM	Official court of record PERMANENT	Prosecutor 10 years after case closed - Potential archival value See remarks	GS53-02-04	Limitation of Action RCW 4.16.020 (2). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.

SUPERSEDED

PROSECUTING ATTORNEY						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7	CIVIL TOPICAL AND WORKING FILES - Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.	OFM	Destroy when obsolete or superseded. Potential archival value see remarks	Destroy when obsolete or superseded	GS52-07-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
8	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-04A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.
9	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS - Series revised - Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-04B	*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCE 40.14.070.2.

SUPERSEDED

PROSECUTING ATTORNEY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONIES AND DUI CONVICTIONS - Series revised Added 'CONVICTIONS' to title -09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-04C	
11	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS - Series revised Changed secondary record copy retention from 'sentencing.'	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-04D	
12	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS - New Series 07/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-04F	

SUPERSEDED

	PROSECUTING ATTORNEY					
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-05A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.
14	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS - Series revised Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-05B	
15	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONY AND DUI CONVICTIONS - Series revised - Added 'CONVICTIONS' to title 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-05C	

SUPERSEDED

PROSECUTING ATTORNEY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS - Series revised - Changed secondary record copy retention from 'sentencing.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-05D	
17	CRIMINAL CASE FILES - JUVENILES - Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS - New Series 06/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-05F	
18	EXTRADITIONS -	OFM	1 year	Destroy when obsolete or superseded	GS52-07-08	Cases for fugitives from other jurisdictions become regular case files; apply retention based on type.
19	FAMILY LAW FILES - A. PATERNITY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - Until child is age 19	GS52-07-09A	
20	FAMILY LAW FILES - B. IV-D PROGRAM FILES	OFM	Washington state Department of Social and Health Services	Prosecutor - 6 years	GS52-07-09B	
21	FAMILY LAW FILES - C. SUPPORT ENFORCEMENT FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09C	
22	DAMAGE AND LOSS CLAIMS PROSECUTING ATTORNEY -	OFM	County fiscal agent until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Prosecutor - destroy when obsolete or superseded	GS50-08A-03	

SUPERSEDED

PROSECUTING ATTORNEY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	DISTRICT COURT CASE FILES - A. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 3 years after case sentencing, dismissed, or declined	GS52-07-07A	
24	FAMILY LAW FILES - E. DEPENDENCY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 6 years	GS52-07-09E	
25	INVOLUNTARY COMMITMENT CASE FILES - Includes commitment orders, psychiatrist reports, etc.	OFM	Superior Court Clerk PERMANENT	Prosecutor 3 years after case closed	GS52-07-10	
26	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES -	OFM	6 years	Destroy when obsolete or superseded	GS52-07-13	
27	DISTRICT COURT CASE FILES - C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07C	
28	DISTRICT COURT CASE FILES - E. CIVIL CASE FILES	OFM	District court/DISCIS - 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07E	
29	FAMILY LAW FILES - D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09D	

SUPERSEDED

PROSECUTING ATTORNEY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
30	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) - Orders to hold a person for possible substance abuse or mental health problems. If charges are filed, the order becomes part of the case file. New Series 09/02	OFM	3 years after release from hold	Destroy when obsolete or superseded	GS52-06C-09	
31	LEGAL OPINIONS PROSECUTING ATTORNEY - Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT Potential archival value see remarks	Destroy when obsolete or superseded	GS53-02-03	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
32	PRE-PROSECUTION DIVERSION CASE FILES -	OFM	State Office of the Administrator for the Courts	Prosecutor 1 year after completion of diversion contract	GS52-07-12	
33	VICTIM / WITNESS CASE FILES - Includes interview notes and case-related documents used for client reference and statistical reports.	OFM	6 years	Destroy when obsolete or superseded	GS52-07-14	

## **RECORDS CATEGORY: PUBLIC INFORMATION**

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Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

PUBLIC INFORMATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	BIOGRAPHICAL FILES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	HISTORICAL FILES OF THE AGENCY -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MASTER FILE OF AGENCY PUBLICATIONS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remark	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	NEWSPAPER CLIPPINGS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC INFORMATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL - Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7	PRESS RELEASES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8	SCRAPBOOKS AND ALBUMS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	SPEECHES -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## **RECORDS CATEGORY: PUBLIC WORKS - ENGINEERING**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

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Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 10/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	TRAFFIC SIGNAL TESTING AND INSTALLATION RECORDS -	OFM	3 years	Destroy when obsolete or superseded	GS50-18-41	
2	TRAFFIC SIGNAL HISTORY RECORD -	OFM	Life of equipment plus 3 years	Destroy when obsolete or superseded	GS50-18-39	
3	TRAFFIC SIGNAL OPERATIONS REPORTS AND LOGS -	OFM	3 years	Destroy when obsolete or superseded	GS50-18-40	
4	PLAT REVIEW WORKING FILES - Documentation of review of recorded land subdivisions.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-20	
5	STREET LIGHT HISTORY RECORDS -	OFM	Life of equipment	Destroy when obsolete or superseded	GS50-18-30	
6	TRAFFIC COUNT DATA - Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	GS50-18-33	
7	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS PUBLIC WORKS-ENGINEERING -	OFM	Destroy	Destroy	GS50-18-01	
8	AERIAL SURVEY PHOTOGRAPH PRINTS, NEGATIVES, AND FLIGHT MAP - PUBLIC WORKS-ENGINEERING - Recording physical features of areas within agency's jurisdiction at specific points of time. ESSENTIAL RECORD - Negatives may be held at regional archives for permanent preservation and security backup.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-02	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. This record should be protected from damage or loss by offsite storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9	CREW CHIEF/FOREMAN'S PRODUCTION REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-18-12	
10	EMERGENCY RESPONSE LOGS - PUBLIC WORKS-ENGINEERING -	OPR	6 years	Destroy when obsolete or superseded	GS50-18-14	
11	ANNUAL BRIDGE REPORTS - Annual report by bridge engineer on the condition of bridges within the agency's jurisdiction and the status of the agency's bridge maintenance program.	OPR	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12	ANNUAL CONSTRUCTION PROGRAM (ACP) - Identifies the planned transportation construction projects for each year as approved by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-04	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13	ANNUAL CONSTRUCTION PROGRAM (ACP) AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT FILES - Background documentation and data used in developing each year's ACP and TIP.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-05	

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14	AS-BUILT CONSTRUCTION PROJECT PLANS - Documentation of the actual physical product of each construction project. Documents both the as-approved design and changes made during construction. ESSENTIAL RECORD- Needs security microfilm backup - See remarks.	OPR	Life or sale of facility plus 3 years Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
15	AS-DESIGNED DRAWINGS - Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (i.e., project traffic, erosion control, etc). May be posted with changes during construction and become as-builts (see #6).	OFM	Completion of project plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-18-07	If as-built is not produced, then the as-designed becomes primary copy and needs to be kept for life of structure plus 3 years
16	BRIDGE INSPECTION FILES - Documentation of periodic inspections, including bridge condition, testing, and load rating data. ESSENTIAL RECORD- Needs security microfilm backup - See remarks	OPR	Life of structure plus 10 years	Destroy when obsolete or superseded	GS50-18-08	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
17	BRIDGE MAINTENANCE HISTORY FILES - Documentation of routine maintenance performed on bridges over time. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of bridge	Destroy when obsolete or superseded	GS50-18-37	Reference RCW 36.80.040. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18	CITIZEN SERVICE REQUESTS / COMPLAINTS - PUBLIC WORKS-ENGINEERING - Documentation of citizen's request to agency regarding maintenance and repair issues such as potholes, ditch cleaning, brush cutting, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-09	
19	CONSTRUCTION PROJECT FILES - Case file documentation on the progress and completion of each agency public works or engineering construction project. May include signed time cards. Series revised Added last sentence to description 04/04	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10	
20	CONSTRUCTION PROJECTS: PRELIMINARY PLANS AND WORKSHEETS - Drawings, specifications, and other documentation used for review and comment prior to preparation of design plans for proposed construction of roads, bridges, buildings, and public facilities.	OFM	Completion of project	Destroy when obsolete or superseded	GS50-18-11	
21	DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS - PUBLIC WORKS-ENGINEERING - Documentation of activities and locations of work performed.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22	FRANCHISE HISTORY FILES - Core documentation of awards of franchises. ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-36	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23	FRANCHISE WORKING FILES - Agreements allowing activities within specified jurisdictions. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
24	GEOLOGICAL DATA - Reports relating to slides, borings, drainage, subsurface ground conditions, and other geodetic data.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25	LAND SURVEY FIELD BOOKS - Field notes documenting locations and physical features within agency's jurisdiction. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26	LOCAL IMPROVEMENT DISTRICT FILES - Including petition, funding, and expenditure approval documentation.	OPR	Clerk of governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-18-17	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27	PIT AND QUARRY MATERIAL CONTROL FILES - Documentation of quantities of material mined, crushed, stockpiled, loaded, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-19	
28	PESTICIDE SPRAY APPLICATION DOCUMENTATION - Includes location and crop or site where applied, date and time application of pesticide was applied, product name and environmental protection agency registration number, amount and concentration of pesticide applied, number of acres or other appropriate measure to which pesticide applied, licensed applicator's information, direction/estimated velocity of wind at time of application, etc. New series - 07/02	OPR	7 years	Destroy when obsolete or superseded	GS50-18-43	Reference RCW 17.21.100 (3)

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
29	REFERENCE MAPS AND DRAWINGS -	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-38	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
30	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FILES FOR FEDERAL AND FEDERALLY ASSISTED PROGRAMS - Documentation required to be maintained on the acquisition of individual parcels of real property and the relocation of the property owners for federally funded and federally assisted transportation projects. New Series 06/03	OPR	3 years See remarks	Destroy when obsolete or superseded	GS50-18-44	Reference CRF49.24.9, and WAC 468-100-009.
31	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION REPORTS - Reports to be submitted to the US Department of Transportation regarding real property acquisition and relocation activities for federally funded and federally assisted transportation projects. New Series 06/03	OPR	6 years Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-45	Reference CRF49.24.9, and WAC 468-100-009. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
32	RIGHT-OF-WAY CASE FILES - Documentation of land acquisitions through purchase, condemnation, etc., and disposal through sale, vacation, and related right of way issues. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of right of way - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-21	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
33	RIGHT-OF-WAY VACATION FILES - Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
34	ROAD AND BRIDGE CLOSURE NOTICES - Public notice of road and bridge closure due to construction or hazardous conditions.	OFM	Reopening plus 6 years	Destroy when obsolete or superseded	GS50-18-23	

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
35	ROAD ESTABLISHMENT CASE FILES - Document process of statutory road establishment. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Life of road plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-25	Reference RCW 36.80.040. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
36	ROAD IMPROVEMENT DISTRICT (RID) CASE FILES - Document the process of establishing a road improvement district.	OFM	Close out of funding plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-26	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
37	ROAD MAINTENANCE HISTORY FILES - Documentation of routine maintenance performed over time on roads, ditches, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	10 years	Destroy when obsolete or superseded	GS50-18-24	Reference RCW 36.80.040. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
38	ROAD MAINTENANCE PROJECT FILES - Documentation of non-routine maintenance projects such as enclosing ditches, installing walkways, drainage projects, road re-channelization, etc.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-27	

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
39	STORM/DISASTER RESPONSE ACTION FILES - Documentation of agency's activities and locations of work performed on storms, floods, and other emergencies.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-29	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
40	SURVEY MAPS FILED FOR RECORD - Includes section and quarter section maps. ESSENTIAL RECORD - needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-31	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
41	TRAFFIC ACCIDENT REPORTS - PUBLIC WORKS-ENGINEERING - Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.  Series revised - added "for traffic monitoring purposes" to Description, changed Secondary Copy retention from "Destroy when obsolete or superseded" - 10/05	OFM	Washington State Patrol keeps 6 years	6 years following date of report	GS50-18-32	
42	TRAFFIC COUNT REPORTS - Compilations of traffic count data on summary reports, printouts, and/or maps showing traffic volume on individual roads and streets.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-34	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

PUBLIC WORKS - ENGINEERING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
43	TRAFFIC SIGN INVENTORY - Documents location, installation, and repair of individual traffic control signs.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-35	
44	TRANSPORTATION IMPROVEMENT PROGRAMS - Identifies planned transportation construction projects for the ensuing six years as adopted by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-28	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
45	UNDERGROUND UTILITIES LOCATION REPORTS - Information regarding the location of underground utility pipes and lines provided upon request to parties excavating on specific sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-42	

SUPERSEDED

## **RECORDS CATEGORY: PURCHASING**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 12/1/2004**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

PURCHASING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	MATERIALS RECEIPTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
2	MATERIALS RECEIVING AND DISBURSEMENT REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
3	PACKING SLIPS -	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	
4	PRICE CHECKS AND INFORMAL QUOTATIONS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
5	REQUISITIONS - Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
6	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS -	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
7	EQUIPMENT/VEHICLE PARTS ORDERS -	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
8	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
9	INVENTORY/YEAR-END REPORT -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
10	MATERIALS DISBURSEMENT TICKETS -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	

PURCHASING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	MATERIALS ORDERS/REQUISITIONS -	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
12	DELIVERY RECEIPT-INTERNAL PURCHASING -	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
13	CONSULTANT AND CONTRACTOR ROSTERS -	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
14	CREDIT/DEBIT PURCHASE CHARGE RECEIPTS PURCHASER'S COPY - Revised Changed title from 'DEBIT/CREDIT CHARGES.' 07/03	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
15	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) - Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, bid evaluation documents, the chosen bid or proposal, and statements of qualification. Series Revised: Added 'bid evaluation documentation' in front of phrase 'the chosen bid or proposal' - 06/06	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
16	DAMAGE AND LOSS CLAIMS PURCHASING -	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	

SUPERSEDED

PURCHASING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17	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. - New series 07/03	OFM	Date approved plus 3 years	Destroy when obsolete or superseded	GS50-08A-14	
18	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.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
19	PURCHASE/FIELD ORDERS - Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
20	RECEIVING REPORTS - Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
21	STORES REPORTS AND BACKUP DOCUMENTATION - Reports document all transactions, used to determine cost allocation. New Series -07/03	OFM	End of calendar year plus 3 years	Destroy when obsolete or superseded	GS50-08A-15	
22	UNSUCCESSFUL BIDS AND PROPOSALS - Includes statement of qualification. Series revised - Increased primary copy retention from 2 years - 07/03	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-11	

PURCHASING						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS -	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

SUPERSEDED

## **RECORDS CATEGORY: RECORDS MANAGEMENT**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 9/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

RECORDS MANAGEMENT						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FILES CLASSIFICATION GUIDELINES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2	PUBLIC DISCLOSURE REQUEST LOGS -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
3	GENERAL RECORDS RETENTION SCHEDULE - Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
4	PUBLIC DISCLOSURE REQUEST FILES - Formal request submitted by individuals for access to agency records.  Series revised - changed Primary Copy retention from "Current year plus 1 year", and added last two sentences to Remarks - 09/05	OPR	Requests and responses received through July 23, 2005 are retained for 5 years. Requests received on or after July 24, 2005 are retained for 1 year. See Remarks.	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01. Agencies should retain an inventory or list of copies produced. Agencies shall retain copies of redacted records produced.
5	PUBLIC RECORDS DESTRUCTION AFFIDAVITS - Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6	PUBLIC RECORDS DESTRUCTION LOG - ESSENTIAL RECORD Needs security backup See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

RECORDS MANAGEMENT						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION - Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES - ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) - Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10	RECORDS RETENTION SCHEDULES - INTERNAL - Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	
11	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION - Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

SUPERSEDED

## **RECORDS CATEGORY: SEWER AND WATER SYSTEM DOCUMENTATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2006**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FLOW RECORD WATER SYSTEM DOCUMENTATION - Documentation of volume in distribution system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-06	
2	FLOW REPORTS SEWAGE TREATMENT PLANTS - Daily reports of influent and effluent flow.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-04	
3	FLUORIDE CHARTS WATER SYSTEM DOCUMENTATION - Test reports showing water usage and amount of fluoride in water system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-07	
4	WATER TEST REPORTS - Tests and correspondence related to Health Department or District requirements.	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-21	
5	BACKFLOW INCIDENT RECORDS - Documentation of incidents of backflow contamination in water systems. Series revised Changed title, added description, revised retention from Settlement plus 6 years, and added Reference to Remarks Column 01/05	OPR	5 years See remarks	Destroy when obsolete or superseded	GS55-06A-03	Reference WAC 246-290-490 (8) (a)(iii)
6	BACKFLOW PREVENTER INSPECTION AND INVENTORY - Documentation required to be maintained on individual approved backflow preventers installed at water system service connections. Series revised Changed title, added description, revised retention from 3 years, and added Reference to Remarks Column 01/05	OFM	5 years or life of backflow preventer, whichever is shorter See remarks	Destroy when obsolete or superseded	GS55-06A-01	Reference WAC 246-290-490 (8) (a)(ii)

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7	BACKFLOW PREVENTER MASTER LIST - Master list of connections and premises for which backflow preventers are required, including names and addresses of owners. Series revised Changed title and description, revised retention from Destroy when obsolete or superseded, and added reference to Remarks - 01/05	OPR	Retain documentation of individual backflow preventers until connection no longer pose a contamination threat to the water distribution system. See remarks	Destroy when obsolete or superseded	GS55-06A-02	Reference WAC 246-290-490 (8) (a)(i)
8	CAPACITY STUDIES SEWAGE TREATMENT PLANTS - Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-01	
9	CROSS-CONNECTION CONTROL ANNUAL SUMMARY REPORTS - Annual reports summarizing cross-connection control activities by water utilities required by the Washington State Department of Health. New Series 01/05	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-06A-25	Reference WAC 246-290-490 (8) (a)(iii)
10	DISCHARGE MONITORING REPORTS SEWAGE TREATMENT PLANTS - Daily reports required by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-02	
11	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS SEWAGE TREATMENT PLANTS - Annual report on volume of customers served by treatment plant.	OFM	6 years	Destroy when obsolete or superseded	GS55-06B-03	

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12	FACILITY RETIREMENT AUTHORIZATION SEWER AND WATER SYSTEM DOCUMENTATION - Official authorization for facility retirement, including basis of determination and estimates of cost.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-04	
13	FACILITY RETIREMENT WORK ORDER SEWER AND WATER SYSTEM DOCUMENTATION - Basic record of facility removal and replacement.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-05	
14	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS SEWER AND WATER SYSTEM DOCUMENTATION - ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
15	HISTORY FILES SEWAGE TREATMENT PLANTS - Documentation of plant operations and compliance with state and federal permit requirements. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of the facility plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06B-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16	HYDRANT RECORDS WATER SYSTEM DOCUMENTATION - Documentation of hydrant location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
17	INDUSTRIAL WASTE PERMITS SEWER SYSTEM DOCUMENTATION - Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
18	SEWER JETTING AND VACTORING RECORDS - Documentation of routine cleaning of sewer lines.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-16	
19	WATER CONSUMPTION REPORTS SEWAGE TREATMENT PLANTS -	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-11	
20	INSPECTION AND MONITORING REPORTS SEWER AND WATER SYSTEM DOCUMENTATION - Reports on the system operating conditions such as chlorine test, laboratory reports, television surveillance tapes, telemetry, etc.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-17	

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21	LABORATORY PERFORMANCE EVALUATIONS SEWAGE TREATMENT PLANTS - Periodic blind test performed by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-05	
22	MANHOLE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION - Documentation of location, installation, size, flow direction, maintenance, materials, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06A-11	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
23	MAPS AND GEOGRAPHIC DATA SEWER AND WATER SYSTEM DOCUMENTATION - ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-18	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
24	METER RECORDS SEWER AND WATER SYSTEM DOCUMENTATION - Account of water meter installation, serial number, location, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-12	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT SEWER SYSTEM DOCUMENTATION -	OPR	Expiration plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26	OPERATIONS AND MAINTENANCE MANUALS SEWAGE TREATMENT PLANTS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-06	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
27	OPERATORS LOG SEWAGE TREATMENT PLANTS - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
28	PIPE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION - Records of pipe installation, location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-13	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
29	POLLUTION AND POLLUTION CONTROL STUDIES SEWER AND WATER SYSTEM DOCUMENTATION - Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
30	POLLUTION CONTROL INSPECTION REPORTS SEWER AND WATER SYSTEM DOCUMENTATION - Reports on levels of pollutants being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
31	PROJECT FILES SEWER AND WATER SYSTEM DOCUMENTATION - Official account of various water system construction projects, including work orders, ledgers, studies, etc.	OPR	Life of facility plus 6 years	Destroy when obsolete or superseded	GS55-06A-19	
32	SURFACE WATER GROUNDWATER PERMIT FILES - Documents the amount, function, and use of surface and groundwater. Includes background and permit files New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS55-06B-12	
33	VALVE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION - Account of valve location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-20	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
34	VIBRATION ANALYSIS DATA SEWAGE TREATMENT PLANTS - Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-10	
35	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS -	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-22	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
36	WATER AVAILABILITY/SEWER SYSTEM HOOKUP REQUEST FORMS - May be required for building permit for properties hooked up to a provider's water supply and/or sewer system. Series revised -Added '/SEWER SYSTEM HOOKUP' to title, and 'and/or sewer system.' to description 11/02	OFM	2 years	Destroy when obsolete or superseded	GS50-11-21	
37	WILDLIFE HABITAT MANAGEMENT PLAN SEWER AND WATER SYSTEM DOCUMENTATION -	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-23	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
38	DEFECTIVE SIDE SEWER NOTICE Notification sent to individual property owners with defective side sewers, including a description of defects and requirements for repair.  New series - 01/06	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-26	
39	WATER AND SEWER SYSTEM EMERGENCY INCIDENT REPORTS - Reports documenting incidents that damage or disrupt the operation of water and sewer systems, including date, time, type of incident, and measures taken to resolve the problem, clean up contaminants and restore service.  Series Revised: Original DAN assigned was a duplicate (GS55-06A-26). New DAN assigned 03/07. New series - 02/06.	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-26	

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
40	CHEMICAL ANALYSIS REPORTS - REGULATORY COMPLIANCE Records are compilations of finished data used to document compliance with State and Fed water quality regulations. Includes but is not limited to, annual inorganic reports and additional data summaries used to document compliance with State water quality regulations. New Series - 02/07	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-27	Contact your Regional Archivist before destroying original records. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. 40 CFR 141.33; WAC 246-290-480(a)
41	CHEMICAL RAW DATA RECORDS - REGULATORY COMPLIANCE Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. Used to document compliance with State drinking water regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc. New Series - 02/07	OPR	Life of water system	Destroy when obsolete or superseded	GS55-06A-28	40 CFR 141.33; WAC 246-290-480(a)
42	LEAD AND COPPER COMPLIANCE RECORDS Records used to document compliance with State and Federal drinking water regulations related to lead and copper monitoring. May include sampling data and analyses, reports, surveys, letters, evaluations, schedules, etc. New Series - 02/07	OPR	End of Calendar Year plus 12 years	Destroy when obsolete or superseded	GS55-06A-29	40 CFR 141.91

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
43	LIMNOLOGY REPORTS Reports summarize long-term data used to evaluate changes in reservoir water quality and ecology. Includes biological, chemical, and physical data related to the water body in addition to conclusions and recommendations for improved water quality. New Series - 02/07	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-30	
44	SANITARY SURVEY COMPLIANCE FILES Records document the agency's response to sanitary survey findings. May include list of findings or deficiencies submitted by the State, documentation of corrective action taken or explanations of why repairs cannot be made, out of service orders, spreadsheets used to track completion of repairs, and additional supporting documentation. New Series - 02/07	OPR	Completion of survey and applicable corrective action plus 10 years	Destroy when obsolete or superseded	GS55-06A-31	WAC 246-290-480(c)
45	WATER FACILITIES INVENTORY (WFI) FORM Inventory of water system updated and reported annually to the Washington State Department of Health. Information includes identification of water sources, number of connections, population served, type of treatment used, type of system, contact information, etc. New Series - 02/07	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-06A-32	

SUPERSEDED

SEWER AND WATER SYSTEM DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
46	<p>WATER QUALITY MONITORING WAIVERS</p> <p>Requests submitted to the Washington State Department of Health for exceptions from the water quality monitoring requirements. May include waiver application, approval/denial from State, correspondence, etc.</p> <p>New Series - 02/07</p>	OPR	Upon revocation, expiration or denial of waiver plus 6 years	Destroy when obsolete or superseded	GS55-06A-33	40 CFR 141-33(d)
47	<p>WATER QUALITY VIOLATION NOTICES</p> <p>Records are notices to consumers informing them when water supply is out of compliance with drinking water regulations. Information includes description of violation, violation date, populations affected, actions consumers can take, summary of corrective action, etc. Also includes documentation of notice distribution (media, web, mail, etc.).</p> <p>New Series - 02/07</p>	OPR	Upon issuance of notice plus 6 years	Destroy when obsolete or superseded	GS55-06A-34	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. WAC 246-290-480(f)

SUPERSEDED

## **RECORDS CATEGORY: SOCIAL SERVICES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

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Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

SOCIAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) SOCIAL SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Adults: 8 years; Minors: 8 years, or 3 years past age of majority, whichever is longer.	Destroy when obsolete or superseded	GS50-25-02	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) SOCIAL SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years	Destroy when obsolete or superseded	GS50-25-03	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
3	FACILITIES INSPECTIONS AND CERTIFICATIONS SOCIAL SERVICES - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-25-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	INVOLUNTARY COMMITMENT CASE FILES SOCIAL SERVICES (PROCEEDINGS COMPLETED AND CASE CLOSED) -	OFM	Superior Court retains the primary copy	10 years	GS50-25-05	Reference RCW 4.16.350.
5	PROJECT FILES SOCIAL SERVICES -	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-06	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

SOCIAL SERVICES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES -	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	CLIENT CASE FILES (SUPPORT SERVICES) - Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program. New Series - September 2007.	OPR	Close of case plus 6 years	Destroy when obsolete or superseded	GS50-25-08	

SUPERSEDED

## **RECORDS CATEGORY: SOLID WASTE MANAGEMENT**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

SOLID WASTE MANAGEMENT						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	SOLID WASTE RECEIVING AND PROCESSING LOGS - Chronological documentation of materials received and processed by solid waste facilities. Series revised - changed Title from "Solid Waste Load Check Logs" and Description from "Document checking of solid waste loads for unacceptable waste" - 02/06	OFM	3 years	Destroy when obsolete or superseded	GS50-26-11	
2	CERTIFICATE OF DISPOSAL AND DESTRUCTION OF HAZARDOUS WASTE - ESSENTIAL RECORD - Needs security microfilm backup - see Remarks	OPR	50 years	Destroy when obsolete or superseded	GS50-26-01	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3	COMPREHENSIVE SOLID WASTE PLANS - Please contact your Regional Archivist before destroying this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.	OPR	Destroy when superseded plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-26-16	
4	CONSTRUCTION SITE INSPECTIONS SOLID WASTE MANAGEMENT - Inspection of construction projects to verify proper waste disposal.	OPR	6 years	Destroy when obsolete or superseded	GS50-26-02	
5	DAILY TRIP STATUS REPORT/LOG SOLID WASTE MANAGEMENT - Documentation of the number of loads dumped by each hauler for the day.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-04	

SUPERSEDED

SOLID WASTE MANAGEMENT						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6	LANDFILL / TRANSFER STATION HISTORY FILES - Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions. ESSENTIAL RECORD - needs security microfilm backup - see Remarks	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7	LANDFILL / TRANSFER STATION SURVEY FILES - May include maps, sketches, field notes, and volume calculations. ESSENTIAL RECORD - needs security microfilm backup - see Remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-06	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
8	LANDFILL SITE CLOSURE AND CUSTODIAL FILES - Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian. ESSENTIAL RECORD - Needs security microfilm backup - see Remarks	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-07	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
9	LANDFILL/TRANSFER STATION SITE TESTING AND MONITORING RECORDS - Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement. ESSENTIAL RECORD - Needs security backup - see Remarks	OPR	6 years	Destroy when obsolete or superseded	GS50-26-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
10	OUTSIDE WASTE GENERATOR CLEARANCE DOCUMENTATION - Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-26-09	

SUPERSEDED

SOLID WASTE MANAGEMENT						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	SOLID WASTE LOAD TRIP TICKETS - Documentation of number and content of loads dumped by each hauler.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-12	
12	WASTE DISPOSAL VIOLATION FILES SOLID WASTE MANAGEMENT -	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-15	
13	SCALE HOUSE VIDEO MONITORING TAPES - Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-10	
14	UNACCEPTABLE WASTE STATEMENTS - Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	OFM	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-14	
15	SPECIALIZED MATERIALS CONTAINMENT, STORAGE AND DISPOSAL PERMITS - Permits issued to Solid Waste agencies for the containment, storage, and disposal of specialized materials. New series - 02/06	OPR	Termination or renewal of permit plus 6 years	Destroy when obsolete or superseded	GS50-26-17	

SUPERSEDED

## **RECORDS CATEGORY: SURFACE WATER DRAINAGE DOCUMENTATION**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

SURFACE WATER DRAINAGE DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	FLOOD DAMAGE SURVEY REPORTS - Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2	FLOOD FILES - Documentation of significant individual floods and flooding issues.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	MONITORING, TEST AND SAMPLE DATA SURFACE WATER, DRAINAGE, AND FLOOD CONTROL - Surface water, flood, and drainage related data collected by the agency, including stream flow, rainfall, and water samples.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT SURFACE WATER, DRAINAGE, AND FLOOD CONTROL -	OPR	Expiration plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

SURFACE WATER DRAINAGE DOCUMENTATION						
		MINIMUM RETENTION PERIOD				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL -	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	RIVER MANAGEMENT PROJECT FILES - Document requests for funding and execution of river improvement projects.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	RIVER MODELING FILES - Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-13	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS - ESSENTIAL RECORD - Needs security microfilm backup See remarks.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-14	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SURFACE WATER DRAINAGE DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9	SURFACE WATER/DRAINAGE CAPITAL IMPROVEMENT PROJECTS - Documentation of design and development work done on construction projects intended to relieve drainage and other surface water management problems (For construction project files, plans, and specifications retention requirements, see Public Works - Engineering section.)	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	WATER QUALITY PROJECT FILES SURFACE WATER, DRAINAGE, AND FLOOD CONTROL - Documentation of planning projects for improvement of surface water quality.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-16	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	WATERSHED MANAGEMENT POLICY FILES - Background documentation for agency surface water management policy development projects.	OFM	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-17	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12	DIKING AND DRAINAGE DISTRICT HISTORY FILES - Documentation on the formation, location, and activities in each district.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13	DIKING AND DRAINAGE FACILITY MAINTENANCE HISTORY FILES - Documentation of ongoing inspection and maintenance.	OPR	Life of facility	Destroy when obsolete or superseded	GS50-27-02	

SUPERSEDED

SURFACE WATER DRAINAGE DOCUMENTATION						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES - Documentation of requests for funding and execution of non-routine maintenance projects.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-27-03	
15	DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES - Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.	OPR	Resolution of complaint plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
16	DRAINAGE BASIN AND WATERSHED HISTORY FILES - Background documentation for planning and capital improvement projects as well as lawsuits.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	FLOOD CONTROL PLAN - Comprehensive management plans for flood control within the agency's jurisdiction. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Until obsolete or superseded	GS50-27-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
18	FLOOD CONTROL PLAN DEVELOPMENT FILES - Documentation of the development of the agency's current flood control plan.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## **RECORDS CATEGORY: SURPLUS PROPERTY**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

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Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

SURPLUS PROPERTY						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	ADVANCE NOTIFICATIONS OF AUCTION -	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2	BILL OF SALE SURPLUS PROPERTY - Series deleted. Covered by 'BILLS OF SALE'	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
3	SURPLUS PROPERTY INVENTORY -	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
4	SURPLUS PROPERTY INVENTORY TRANSFER SHEET - Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	
5	AUCTION AUTHORIZATION FILES - Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	

SUPERSEDED

## **RECORDS CATEGORY: TRANSIT AUTHORITIES**

The following general records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

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When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

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Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by local government agencies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

**APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE - UPDATED 1/1/2005**  
**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

TRANSIT AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	CUSTOMER COMMENT FILES -	OPR	6 years	Destroy when obsolete or superseded	GS50-31-10	
2	DISPATCH CHANGE SHEETS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-12	
3	DISPATCH LOGS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-13	
4	EMPLOYEE WORK SCHEDULES TRANSIT AUTHORITIES -	OFM	1 year	Destroy when obsolete or superseded	GS50-31-14	
5	FARE INFORMATION REFERENCE AND BACKGROUND FILES TRANSIT AUTHORITIES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-15	
6	BUS (COACH) CHANGE SHEETS -	OFM	2 years	Destroy when obsolete or superseded	GS50-31-04	
7	BUS (COACH) CLEANER CHECK SHEETS -	OFM	30 days	Destroy when obsolete or superseded	GS50-31-05	
8	BUS (COACH) MAINTENANCE HISTORY FILES -	OFM	Until sale or disposal of vehicle	Destroy when obsolete or superseded	GS50-06E-06	
9	BUS ROUTE SCHEDULES/TIMETABLES -	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	GS50-31-07	
10	BUS SHELTER LISTINGS - Listing of shelter sights. Adopt a shelter program.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-09	

TRANSIT AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11	LOST AND FOUND REPORTS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-17	
12	MISSED TRIP LOGS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-19	
13	ON-TIME PERFORMANCE REPORTS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-20	
14	OPERATIONS REPORTS TRANSIT AUTHORITIES - Daily, weekly or other periodic reports summarizing transit system operations.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-21	
15	OPERATOR INCIDENT REPORTS TRANSIT AUTHORITIES -	OPR	6 years	Destroy when obsolete or superseded	GS50-31-23	
16	PARATRANSIT MANIFESTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-25	
17	PARATRANSIT SERVICE HISTORY FILES OR DATABASE -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-26	
18	PROPERTY APPRAISAL FILES TRANSIT AUTHORITIES -	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-31-27	
19	RADIO DISPATCH RECORDINGS - Recordings of dispatch radio messages to and from transit operators. New Series 07/03	OFM	90 days	Destroy when obsolete or superseded	GS50-31-43	
20	ACCESSIBLE BOARDINGS REPORTS TRANSIT AUTHORITIES -	OFM	5 years	Destroy when obsolete or superseded	GS50-31-01	

SUPERSEDED

TRANSIT AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21	BUS (COACH) ASSIGNMENT SHEETS -	OFM	2 years	Destroy when obsolete or superseded	GS50-31-03	
22	AMERICANS WITH DISABILITIES ACT (ADA) CUSTOMER ELIGIBILITY FILES -	OFM	6 years after termination of service or participation by customer	Destroy when obsolete or superseded	GS50-31-02	
23	BUS SHELTER HISTORY FILES - Correspondence with Public Works and contractors about new shelter locations. Includes site permission for rights of way and easements.	OFM	Keep until site vacation	Destroy when obsolete or superseded	GS50-31-08	
24	DISPATCH FILES - TRANSIT AUTHORITIES - Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, bid mark-ups.	OFM	6 years	Destroy when obsolete or superseded	GS50-31-11	
25	FEDERAL TRANSIT ADMINISTRATION (FTA) NATIONAL TRANSIT DATABASE REPORT (ALSO KNOWN AS SECTION 15 REPORT) - Operating and financial data reported annually to the FTA and used as the basis for calculating FTA funding provided to each transit district or authority.	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-16	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be tr
26	MARKETING AND PROMOTION PROJECT FILES TRANSIT AUTHORITIES - Reference materials relating to transit promotion.	OFM	Completion of project plus 3 years	Destroy when obsolete or superseded	GS50-31-18	

SUPERSEDED

TRANSIT AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27	OPERATOR ASSIGNMENT AND SHAKE-UP RECORDS TRANSIT AUTHORITIES - Documentation of assignment of individual operators to routes and shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-22	
28	OPERATOR PRE/POST-SHIFT INSPECTION REPORTS TRANSIT AUTHORITIES - Reports of operators' inspections of buses at the beginning and end of their shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-24	
29	RADIO LOGS TRANSIT AUTHORITIES -	OFM	90 days	Destroy when obsolete or superseded	GS50-31-28	
30	RIDEMATCHING PARTICIPANT INFORMATION - Information maintained for each participant.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-29	
31	RIDERSHIP REPORTS -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-30	
32	ROAD CALL REPORTS TRANSIT AUTHORITIES -	OFM	3 years	Destroy when obsolete or superseded	GS50-31-31	
33	ROUTE CHANGE FILES - Correspondence and working papers regarding route changes.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-32	
34	ROUTE HISTORY DOCUMENTATION -	OFM	Life of the route	Destroy when obsolete or superseded	GS50-31-33	
35	ROUTE MAINTENANCE FILES - Check sheets used to record needed improvements in the route (actual physical improvements).	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-34	

TRANSIT AUTHORITIES						
			MINIMUM RETENTION PERIOD			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
36	SALES REPORTS TRANSIT AUTHORITIES - Periodic (daily, weekly, etc) reports of tickets, passes and other items sold.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-35	
37	SERVICE AREA ANNEXATION PLANS TRANSIT AUTHORITIES -	OFM	6 years	Destroy when obsolete or superseded	GS50-31-36	
38	SERVICE PERFORMANCE EVALUATIONS TRANSIT AUTHORITIES -	OFM	1 year	Destroy when obsolete or superseded	GS50-31-37	
39	SERVICE PLANNING AND DEVELOPMENT FILES TRANSIT AUTHORITIES -	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-38	
40	TAXI SCRIP RECEIPTS - Verifies receipt of taxi scrip for sales to public.	OPR	6 years	Destroy when obsolete or superseded	GS50-31-39	
41	TRANSIT PLANNING REFERENCE FILES - Files containing surveys, statistics, and correspondence used for future planning in transit.	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-40	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

TRANSIT AUTHORITIES						
MINIMUM RETENTION PERIOD						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
42	TRIENNIAL REVIEW AUDITS TRANSIT AUTHORITIES -	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-41	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be tr
43	VANPOOL MONTHLY REPORTS TRANSIT AUTHORITIES -	OPR	Termination of pool plus 6 years	Destroy when obsolete or superseded	GS50-31-42	

SUPERSEDED