



State of Washington
Office of the Secretary of State
Division of Archives and Records Management

Local Government
General Records
~~Retention Schedule~~
&
Records Management
Manual

September 1997

INTRODUCTION

We are pleased to present the first General Records Retention Schedule and Records Management Manual for local government agencies. It standardizes retention policy for commonly held administrative, fiscal, governance, and operational records.

New sections have been added for electronic mail, environmental quality for agency-owned property, hazardous materials administration, land ownership and access rights, sewage treatment plants, solid waste management, surface water drainage and flood control, and training and staff development.

Sections for accounting, administration, building and land use code enforcement, electric power utilities, electronic information, fire protection, public works/engineering, sewer, and water systems have been significantly revised and expanded.

ACKNOWLEDGEMENTS

This manual is the culmination of several years of effort by county and city officials and records managers. The following individuals participated in the development:

Susan Alden, Records & Information Technology Manager, State Archives
Gordon Aleshire, Pierce County Official
Dia Bock, City of Edmonds
Tomi Bonneville, City of Bellevue
Mark Burnfield, Jefferson County Public Works
Nancy Craver, King County Records and Elections
Abner DeFelice, Pierce County General Service
Tim Eckert, Regional Archivist, State Archives
Dennis Frimml, Snohomish County Public Works
Gay Hardiman, Snohomish County Information Services
James Manson, Spokane County Building Official
Cory Russell, Skagit County
Mike Saunders, Regional Archivist, State Archives
Larry Sharp, Clark County Records Officer
Verl Sly, City of Everett Public Works
Charlotte Taylor, Lacey City Clerk
Mary Vanderhoof, Forms & Records Analyst, State Archives
Jeanne Wagner, Local Records & Publications Specialist, State Archives
Barbara Werelius, Tacoma Public Utilities
Sherry White, City of Poulsbo
David Wolf, City of Bellingham Building Official

RECORDS MANAGEMENT SERVICES AND ASSISTANCE

The Washington State Archives is a division of the Office of the Secretary of State. State Archives operates under the provision of Chapter 40.14 RCW, the Public Records Act, which also regulates the disposition of all records generated by state and local government agencies.

TECHNICAL ASSISTANCE

The State Archives provides technical assistance in complying with legal requirements and developing systems for managing records. Information is provided on records retention scheduling, micrographics, filing and information retrieval, essential records protection, disaster preparedness and recovery, records center operations, records access and disclosure, and media storage standards.

MICROFILM AND DOCUMENT CONSERVATION

The State Archives provides certain records management services on a charge-back basis, including source-document microfilming, microfilm processing and duplication, and conservation of historical documents.

ARCHIVES

The State Archives is responsible for identifying, storing, preserving, and providing public access to state and local government records which have continuing historical value beyond their usefulness to the agencies which created them. Such records must be transferred to the Division's nearest regional branch (see map) rather than being destroyed.

THE REGIONAL ARCHIVES BRANCH SYSTEM

The State Archives has developed a system of regional branches in order to make its services more directly available to agencies and citizens throughout the state. For assistance with public records management and archival transfer, contact the archivist located in your region (see map-next page).

Central Branch

Bledsoe-Washington Building
Central Washington University
MS: 7547

Ellensburg WA 98926

Tim Eckert, Regional Archivist

Phone: (509) 963-2136

FAX: (509) 963-1753

Northwest Branch

Goltz-Murray Building
Western Washington University
808 25th Street

Bellingham WA 98225-9123

James Moore, Regional Archivist

Phone: (360) 650-3125

FAX: (360) 650-3323

Southwest Branch

State Archives Building
1120 Washington St. SE
P.O. Box 40238

Olympia WA 98504-0238

Wayne Lawson, Regional Archivist

Phone: (360) 753-1684

FAX: (360) 664-8814

Eastern Branch

Eastern Washington University
MS-84, 816 "F" Street
Cheney WA 99004-2423

Richard Hobbs, Regional Archivist

Phone: (509) 359-6900

FAX: (509) 359-2476

Puget Sound Branch

1809 South 140th Street
PO Box 68286
Seattle WA 98168-0286

Mike Saunders, Regional Archivist

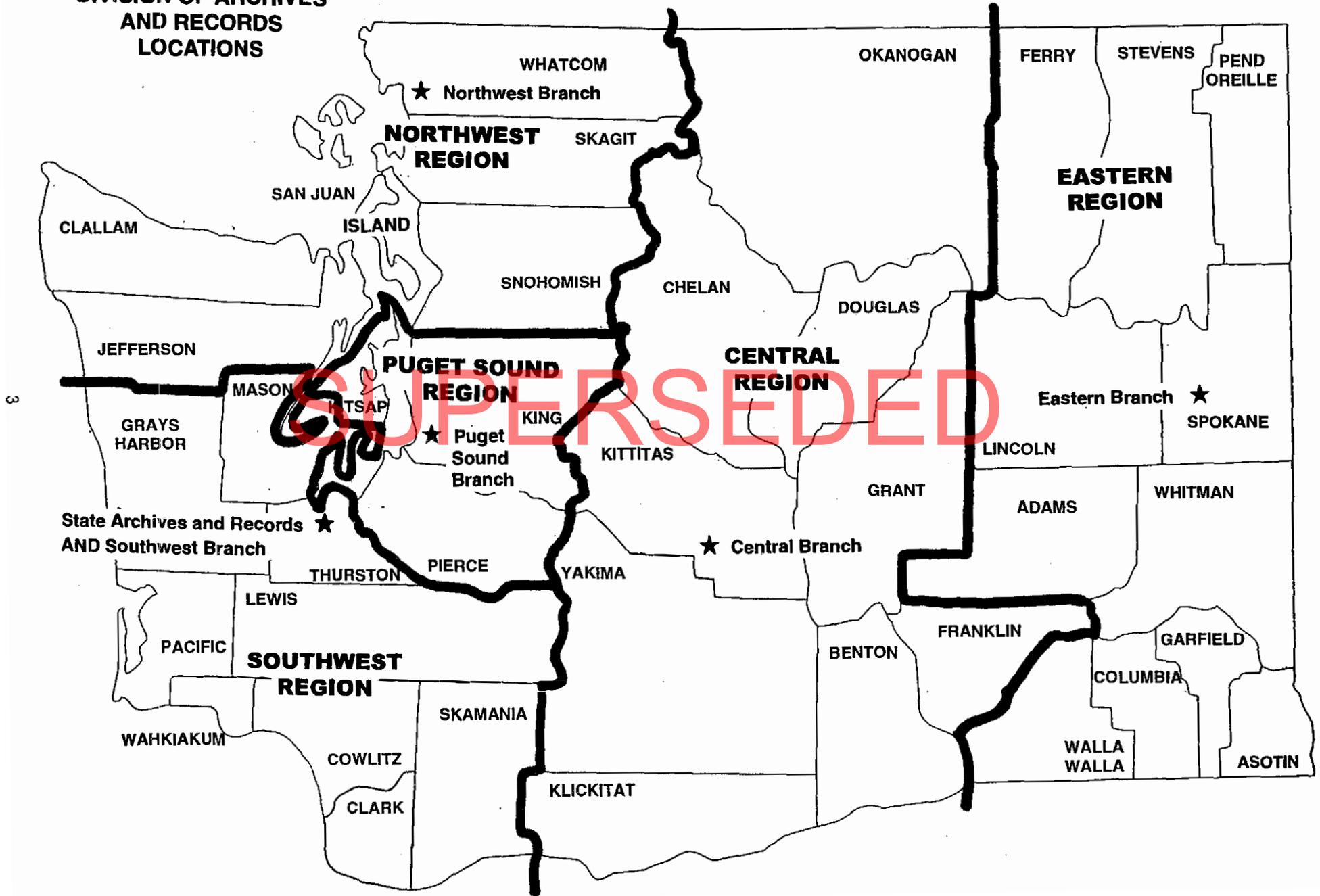
Phone: (206) 439-3793

FAX: (206) 439-3708

SPECIAL SERVICE TELEPHONE/FAX NUMBERS

Microfilm.....	(360) 586-4899	FAX: (360) 664-8814
State Archivist/Deputy State Archivist.....	(360) 753-5485	FAX: (360) 664-8814
Document Conservation.....	(360) 753-1801	FAX: (360) 664-8814
State Archives Research.....	(360) 586-1492	FAX: (360) 664-8814

**SECRETARY OF STATE
DIVISION OF ARCHIVES
AND RECORDS
LOCATIONS**



BASIC CONCEPTS OF RECORDS MANAGEMENT

The Challenge

Our ability to control information has not kept pace with our capacity to produce it. For example, who in your agency knows:

- The total volume of records being held?
- What portion(s) of those records are active, inactive, or obsolete?
- How rapidly those records are growing?
- How many forms are being used?
- How much time is required to prepare each form?
- How many reports are being produced and who receives them?
- How much time it takes to file, reference and re-file records?

The absence of answers to these questions may have a tremendous impact on the efficiency and cost effectiveness of your agency. *Consider the following:*

OUR INVESTMENT IN RECORDS

Records Creation: Each inch of file space contains up to 160 pieces of correspondence, reports, or forms. Original correspondence has been reliably estimated to cost as much as \$12.00 in professional and clerical time to prepare. That adds up to as much as \$1,920.00 per inch, or \$48,000.00 per file drawer in value.

Records Maintenance: The average annual cost of filing and retrieval is about \$48.30 per file inch in clerical and supervisory costs.

Records Storage: The average cost of office space is about \$12.00 per square foot per year. On that basis, it costs \$96.00 per year to house each letter-size four-drawer filing cabinet and \$144.00 per year to house each legal-size four-drawer filing cabinet.

THE SOLUTION: RECORDS MANAGEMENT

"Records management" is a general term which encompasses a number of activities and techniques that contribute to the common goal of making records-keeping easier, more efficient and more cost-effective. These include, but are not restricted to, records retention scheduling, non-current records storage, files management, forms management, micrographics, reports management, and essential records protection. Any or all of these techniques may be incorporated into a specific program to meet the needs of your agency.

The State Archives publishes a number of manuals and handbooks on records, available on request through your regional archivist. In addition, published records management information is available from several professional associations.

PUBLIC RECORDS: A SUMMARY OF LEGAL REQUIREMENTS

Revised Code of Washington (RCW), Chapter 40.14, and Washington Administrative Code (WAC), Section 434, regulate the retention and disposition of public records.

PUBLIC RECORDS DEFINED

The term "public records" applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing, or other document, regardless of media, that has been created or received by any state or local government agency during the course of public business (RCW 40.14.010 and WAC 434-610-010).

RECORDS AS PUBLIC PROPERTY

All public records shall be and remain the property of the agency. Outgoing officials and employees must pass such records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed and otherwise managed according to the provisions of Chapter 40.14 RCW unless otherwise provided by law (WAC 434-615-010).

CUSTODY OF PUBLIC RECORDS

Public records must remain in the custody of the agency in which they were originally created or received. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except for disposition pursuant to law or as otherwise provided by law (RCW 40.14.070 and WAC 434-615-020).

ACCESS TO PUBLIC RECORDS

Access must be provided for the public inspection and copying of agency records according to the provisions of the Public Disclosure Act (RCW 42.17) See Appendix L.

DISPOSITION OF PUBLIC RECORDS:

Public records may be destroyed or transferred only in accord with the instructions and approval of the State of Washington's Local Records Committee (RCW 40.14.070).

THE LOCAL RECORDS COMMITTEE

The Washington State Local Records Committee includes the State Archivist and representatives of the State Auditor and the State Attorney General. This committee has the authority to review and approve the disposition of all local government records (RCW 40.14.070 and WAC 434-630).

RECORDS RETENTION SCHEDULES

Local agencies may establish a records control program based on records retention schedules submitted to the Local Records Committee for approval. The Committee may approve, amend, or reject these schedules. Once a records retention schedule is approved by the Committee, the local agency

DEFINITION AND USE OF GENERAL RECORDS RETENTION SCHEDULES

WHAT IS A GENERAL RECORDS RETENTION SCHEDULE?

A general records retention schedule fulfills all of the functions of a records retention schedule approved for an individual agency, and is issued by the Local Records Committee to serve as the retention standard and disposition authority for records series commonly held by particular types of local government agencies. Disposition authority for records not covered by a general records retention schedule must be obtained separately through the Committee. Such records retention schedules are prepared by the office of record on Form SSA 24 , "Public Records Retention Schedule and Destruction Authorization." This form is available through the State Archives.

USE OF GENERAL RECORDS RETENTION SCHEDULES

Direct Application: General records retention schedules may be applied directly as an authority to destroy the records listed thereon after the expiration of the required retention period. This requires no further authorization or approval and no additional paperwork except as may be required by your agency to verify the date and method of destruction of disposal for public disclosure purposes (see "Documenting Records Destruction," Appendix K).

As a Guide for Formulating Internal Working Schedules: The general records retention schedules may list records which are not maintained by your agency. Therefore, an "internal working schedule," which is restricted to records that are specifically kept by your agency, may be abstracted from the general records retention schedule. The "internal working schedule" must cite the disposition authority number, schedule number and item number from the general schedule, but otherwise may be formatted to meet the needs of your agency. The "internal working schedule" carries the same authority in law as the general records retention schedule provided the general schedule is cited.

Disposition of Series Not Covered by the General Schedule: Records series held by your agency which are not listed on the general records retention schedule may be scheduled for disposal by preparation and submittal of a Form SSA-24, "Public Records Retention Schedule and Destruction Authorization," which may be obtained from the nearest branch of the State Archives (see Page 2). Once approved by the Local Records Committee, these individual schedules should be incorporated into your internal working schedule.

Reduction of Retention Periods: Generally, retention periods for official public records (OPR) are fixed by law and cannot be reduced. The retention for office files and memoranda (OFM) are often more flexible. If your agency wishes to have retention periods for OFM records listed on the general schedules reduced, you must prepare Form SSA-24 citing the records series and retention periods requested, and submit it to the Local Records Committee for approval.

GENERAL RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENT AGENCIES

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SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - BANKING

Disposition Authority Number: GS50-03B

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	
2	BANK DEPOSIT RECORDS Includes pass books, deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	
3	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	
4	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	
5	CASH BOOK	OPR	6 years	Destroy when obsolete or superseded	
6	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	
7	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OPR	6 years after withdrawal of designation	Destroy when obsolete or superseded	
8	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	
9	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

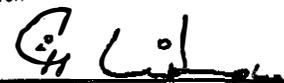
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - BUDGET

Disposition Authority Number: GS50-03D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	
2	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.	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3	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	
4	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	
5	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	
6	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	
7	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	
8	FINAL BUDGET	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist - one copy of each available record should be assembled for transfer to Regional Archives.
9	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	
10	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED

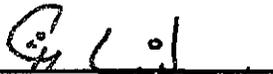
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - GENERAL

Disposition Authority Number: GS50-03A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ACCOUNTS PAYABLE LEDGER, 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	
2	ACCOUNTS PAYABLE SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to accounts payable.	OFM	3 years	Destroy when obsolete or superseded	
3	ACCOUNTS RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to accounts receivable.	OFM	3 years	Destroy when obsolete or superseded	
4	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	
5	BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	
6	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	
7	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	
8	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	
9	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	
10	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	
11	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	
12	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year end) as well as documentation of current status, updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	
13	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - GENERAL

Disposition Authority Number: GS50-03A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
14	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	
15	GENERAL LEDGER ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 the natural dispersal of copies inside and outside the agency should be documented.
16	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OPR	6 years	Destroy when obsolete or superseded	
17	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OPR	6 years	Destroy when obsolete or superseded	
18	INVENTORY OF FIXED ASSETS Year-end report	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	
19	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	
20	PETTY CASH RECORD	OPR	3 years	Destroy when obsolete or superseded	
21	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	
22	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	
23	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	
24	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	
25	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	
26	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Agency's copies - Destroy when obsolete or superseded	
27	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - GENERAL

Disposition Authority Number: GS50-03A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
28	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	
29	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	
30	VOUCHERS All invoices for all funds and purposes with attached supporting documentation.	OPR	6 years	Destroy when obsolete or superseded	
31	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

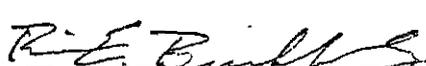
FOR THE ATTORNEY GENERAL <i>R. E. Billings</i>	FOR THE STATE AUDITOR <i>Ch. Linder</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Rule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - GRANTS

Disposition Authority Number: GS50-03C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ANNUAL FINANCIAL STATUS REPORTS Annual report submitted for continuing grants containing summaries and break downs of expenditures for the past year.	OFM	3 years after completion of grant audit or retain for period required by grant or program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
2	FINAL EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years after completion of grant audit or retain for period required by grant or program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
3	FINANCIAL SUPPORT DOCUMENTS (CONTINUING GRANTS) Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years after completion of grant audit or retain for period required by grant or program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
4	FINANCIAL SUPPORT DOCUMENTS (NON-CONTINUING GRANTS) Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years after completion of audit or as per requirements of grant program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
5	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 after completion of grant audit or retain for period required by grant or program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
6	GRANT APPLICATIONS (APPROVED) Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contribution and plan of work.	OPR	3 years after completion of grant audit or retain for period required by grant or program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102.
7	GRANT APPLICATIONS (NOT APPROVED)	OFM	1 year	Destroy when obsolete or superseded	
8	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	
9	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 after completion of audit or as per requirements of grant program - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.
10	STATISTICAL DOCUMENTATION	OFM	3 years after State Auditor's examination report on grant expenditures - Potential archival value - See Remarks	Destroy when obsolete or superseded	Federal grants reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.
11	WARRANT, CHECK, OR VOUCHER REGISTERS Numerical listings 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	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - INTERNAL AUDIT

Disposition Authority Number: GS50-03F

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	TECHNICAL REFERENCE MATERIALS Audit related publications and documents gathered for reference.	OFM	Until obsoleted or superseded	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>C. H. Wilson</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - PAYROLL

Disposition Authority Number: GS50-03E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	
2	BENEFIT DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	
3	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	
4	DAILY, WEEKLY OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. ESSENTIAL RECORD - See remarks.	OFM	If used for retirement verification - 60 years If NOT used for retirement verification - 3 years See remarks	1 year	Retain 60 years if employee pay histories or payroll registers are not used for retirement verification.
5	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	
6	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	
7	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	
8	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	
9	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	
10	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	
11	DISABILITY, HEALTH AND WELFARE CLAIMS	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
12	EMPLOYEE EARNINGS QUARTERLY REPORTS	OFM	4 years	Destroy when obsolete or superseded	
13	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	Destroy when obsolete or superseded	
14	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	OFM	4 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - PAYROLL

Disposition Authority Number: GS50-03E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
15	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	If used for retirement verification - 60 years If NOT used for retirement verification - Termination plus 6 years See remarks	Until obsolete or superseded	Either the individual employee pay history or the payroll register must be kept for long term verification of retirement eligibility. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
16	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	
17	LEAVE BUY-BACK ELECTION FORMS	OPR	6 years	Destroy when obsolete or superseded	
18	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	
19	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	
20	MEDICAL INSURANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	
21	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	
22	PAYROLL REGISTER May be used as verification of eligibility for retirement benefits. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	If used for retirement verification - 60 years If NOT used for retirement verification - 6 years See remarks	Destroy when obsolete or superseded	Either the individual employee pay history or the payroll register must be kept for long term verification of retirement eligibility. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
23	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	
24	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	
25	SUPPORTING DOCUMENTS AND REPORTS Documentation of status of and adjustments to payroll accounts.	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL <div style="text-align: center; font-family: cursive; font-size: 1.2em;">R. E. Burt</div>	FOR THE STATE AUDITOR <div style="text-align: center; font-family: cursive; font-size: 1.2em;">G. H. L...</div>	FOR THE STATE ARCHIVIST <div style="text-align: center; font-family: cursive; font-size: 1.2em;">David W. Owens</div>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - UTILITIES

Disposition Authority Number: GS55-05B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BILLING STATEMENTS (CARDS) 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	
2	BILLING STUBS	OFM	3 years	Destroy when obsolete or superseded	
3	BILLING SUMMARIES (REGISTERS)	OFM	3 years	Destroy when obsolete or superseded	
4	COLLECTION AGENCY REPORTS	OFM	3 years	Destroy when obsolete or superseded	
5	CUSTOMER ACCOUNT ADJUSTMENT FILES	OFM	3 years	Destroy when obsolete or superseded	
6	CUSTOMER ACCOUNT INDEX	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
7	CUSTOMER CREDIT FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
8	DELINQUENT ACCOUNT LISTS	OFM	3 years	Destroy when obsolete or superseded	
9	DEPOSIT RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	
10	DEPOSIT REGISTER	OPR	6 years	Destroy when obsolete or superseded	
11	DISCONNECTION NOTICES	OFM	3 years	Destroy when obsolete or superseded	
12	ELECTRIC UTILITIES GENERAL AND SUBSIDIARY LEDGERS AND INDEXES Ledgers documenting funds and functions relating to the finances of electric utilities. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 10(a)(2), National Association of Regulatory Utility Commissioners NARUC 10(a)(1), and NARUC 10(b)(1). 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 State Archives standards.
13	ELECTRIC UTILITY ADVERTISEMENTS File copies advertisements for service provided by electric utilities as individual entities or as part of a larger group.	OPR	6 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 66(a), National Association of Regulatory Utility Commissioners NARUC 66 (a).
14	ELECTRIC UTILITY COST OF SERVICE REPORT Filed under section 133 of the Public Utilities Regulatory Policies Act (PURPA).	OPR	5 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.33 65(d).
15	FINAL CLOSURE OF ACCOUNT SCHEDULES	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">R. E. B. [Signature]</div>	FOR THE STATE AUDITOR <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">C. H. [Signature]</div>	FOR THE STATE ARCHIVIST <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">David W. Owens</div>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ACCOUNTING - UTILITIES

Disposition Authority Number: GS55-05B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
16	GENERAL AND SUBSIDIARY JOURNALS FOR ELECTRIC UTILITIES AND INDEXES Journals documenting all funds and functions relating to the finances of electric utilities. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 11, National Association of Regulatory Utility Commissioners NARUC 11. 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 State Archives standards.
17	JOURNAL VOUCHERS FOR ELECTRIC UTILITIES AND INDEXES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 12(a), National Association of Regulatory Utility Commissioners NARUC 12(a). 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 State Archives standards.
18	METER BOOKS	OFM	3 years	Destroy when obsolete or superseded	
19	METER READING CARDS	OFM	3 years	Destroy when obsolete or superseded	
20	RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION Service rate calculations and documentation on billing and collection systems.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
21	RATE AND COLLECTION SYSTEM REVISION NOTICES Notices to customers of changes in billing rates and collection policies and procedures.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
22	RATE SCHEDULES	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Until obsolete or superseded	Contact your Regional Archivist before disposing of this record.
23	RECORD OF CUSTOMER PUBLIC HEARINGS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
24	SERVICE APPLICATIONS	OFM	3 years	Destroy when obsolete or superseded	
25	SERVICE ORDERS	OPR	6 years	Destroy when obsolete or superseded	
26	UNCOLLECTABLE ACCOUNT LISTS	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
Schedule Title: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

Disposition Authority Number: GS50-02

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:

1	CATALOGS, TRADE JOURNALS, AND OTHER PRINTED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
2	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
3	LETTERS OF TRANSMITTAL Letters of transmittal which do not add any information to the transmitted materials.
4	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.
5	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes which do not represent significant basic steps in the preparation of record documents.
6	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
7	ROUTING SLIPS Routing slips used to direct the distribution of documents.
8	SHORTHAND NOTES Shorthand notes, stenotype tapes, word processing disks, and mechanical recordings which have been transcribed into typewritten or printed form.
9	STOCKS OF OUTDATED OR SUPERSEDED PUBLICATIONS Stocks of agency publications, forms, and printed documents, preserved for supply purposes, which are superseded, outdated, or otherwise valueless (a minimum supply of each publication must be on file with the state library for distribution purposes, and one copy should be sent to the state archives for historical preservation), EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED.
10	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.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

Disposition Authority Number: GS50-01

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records series organized by issue, person, subject, or other areas of interest.	OFM	Agency option - elected official, executive and department head files are potentially archival - See remarks	None	Contact your Regional Archivist before disposing of elected official, executive, or department head files.
3	AGENCY HISTORY FILES	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
4	AGENCY PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - See remarks.	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
5	ANNUAL REPORTS Office reference copies of reports of activities submitted yearly to the governing council, commission, or board.	OFM	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
6	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
7	BUDGET AND BUDGET DEVELOPMENT FILES Office reference copies of the final budget and budget development files. The official record copies of the final budgets are retained permanently as reference attachments to the ordinances or resolutions which adopt them. Budget development and request files are retained 2 years by the finance or budget office.	OFM	Final budget held by clerk of governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded	
8	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Agency option - elected official, executive, and department head files are potentially archival - See remarks	None	Contact your Regional Archivist before disposing of elected official, executive, or department head files.
9	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	
10	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
11	CONTRACTS AND AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	
12	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	Contact your Regional Archivist before disposing of elected official, executive, or department head files.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST
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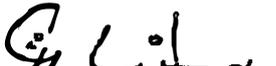
Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

Disposition Authority Number: GS50-01

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
13	COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS Office reference copies.	OFM	Clerk of governing board or commission - 3 years	Destroy when obsolete or superseded	
14	COUNCIL, COMMISSION, OR BOARD MINUTES Office reference copies of minutes retained permanently by the clerk of the council, commission, or board.	OFM	Clerk of governing council, commission or board - PERMANENT	Destroy when obsolete or superseded	
15	EMPLOYMENT APPLICATIONS (NOT HIRED) Office copies of employment applications submitted by applicants who were not hired.	OFM	Personnel office - 3 years	Destroy when obsolete or superseded	
16	FINANCIAL REPORTS Office reference copies of monthly, quarterly, and annual 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	Destroy when obsolete or superseded	
17	FISCAL, PURCHASE AND RECEIVING DOCUMENTS Office reference copies of vouchers, purchase orders, field orders, requisitions, invoices, work orders. The official record copies of these records are retained for 6 years by the agency finance and/or purchasing officer.	OFM	Finance or Purchasing Office - 6 years	Destroy when obsolete or superseded	
18	JOB DESCRIPTIONS Office reference copies of job descriptions approved and held permanently by the civil services commission or personnel department.	OFM	Civil Service Commission or personnel department - PERMANENT	Destroy when obsolete or superseded	
19	LEGAL OPINIONS Office reference copies of official legal opinions issued and retained permanently by the agency attorney. If the agency attorney is not an agency employee, the permanent copy should be held by the agency executive or the clerk of the governing council, board, or commission.	OFM	Agency attorney - PERMANENT	Destroy when obsolete or superseded	
20	LITIGATION FILES Documentation of civil suits by the agency against another party or defense of the agency and/or agency employees against suits filed by another party.	OFM	Case closed plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	The official court files are held permanently by the Clerk of the Superior Court or 10 years by the District or Municipal Court Administrator - Contact your Regional Archivist before disposing of this record.
21	MAILING LISTS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
22	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
23	NEWSPAPER CLIPPINGS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

Disposition Authority Number: GS50-01

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD/COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
24	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - See remarks. (see item #1 for administrative procedures and instructions).	OPR	PERMANENT as adopted - One copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
25	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	Contact your Regional Archivist before disposing of this record.
26	ORDINANCES AND RESOLUTIONS Office reference copies of ordinances and resolutions retained permanently by the clerk of the governing council board or commission.	OFM	Clerk of the governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded	
27	PAYROLL REPORTS Office reference copies of reports issued and retained by the payroll office for 6 years or to satisfy state retirement system audit requirements.	OFM	Payroll office - 6 years, OR 60 years if needed for retirement audit	Destroy when obsolete or superseded	
28	PERSONNEL FILES Office reference copies of files compiled and retained for 6 years after termination of employment by the personnel department.	OFM	Personnel office - Termination of employment plus 6 years	Destroy when obsolete or superseded	
29	PRESS RELEASES	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
30	PUBLIC OPINION POLLS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
31	RECEIPTS FOR CASH RECEIVED Office reference copies.	OFM	Finance office - 6 years	3 years	
32	REPORTS, STUDIES AND SURVEYS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
33	SCRAPBOOKS AND ALBUMS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
34	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
35	TELEPHONE LOGS AND DETAIL REPORTS	OFM	3 years OR until completion of State Auditor's examination report	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ADVISORY COUNCILS, COMMISSIONS, AND BOARDS

Disposition Authority Number: GS50-05B

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CORRESPONDENCE	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	MEETING AGENDAS, MINUTES AND TAPE RECORDINGS Includes all reference and attached documents.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION OR EXECUTIVE	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Burk</i>	FOR THE STATE AUDITOR <i>C. L. L.</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ANIMAL CONTROL

Disposition Authority Number: GS50-10B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ANIMAL BITE REPORTS	OFM	3 years	Destroy when obsolete or superseded	
2	ANIMAL BOOKING CARDS	OFM	Release, placement, or disposal, plus 1 year	Destroy when obsolete or superseded	
3	ANIMAL CONTROL OFFICER DAILY REPORT	OFM	2 years	Destroy when obsolete or superseded	
4	ANIMAL DISPOSAL NOTICE	OFM	2 years	Destroy when obsolete or superseded	
5	ANIMAL PLACEMENT NOTICE	OFM	2 years	Destroy when obsolete or superseded	
6	ANIMAL RELEASE CERTIFICATE	OFM	2 years	Destroy when obsolete or superseded	
7	CITATIONS	OPR	6 years	Destroy when obsolete or superseded	
8	COMPLAINTS	OFM	3 years	Destroy when obsolete or superseded	
9	INVESTIGATION REPORTS Reports resulting in citations.	OPR	6 years	Destroy when obsolete or superseded	
10	INVESTIGATION REPORTS Reports not resulting in citations.	OFM	3 years	Destroy when obsolete or superseded	
11	KENNEL LICENSES	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	
12	LICENSE APPLICATIONS	OFM	3 years	Destroy when obsolete or superseded	
13	PATROL AND PICKUP REQUESTS OR CALLBOOKS	OFM	2 years	Destroy when obsolete or superseded	
14	PET LICENSES	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	
15	PET OWNER INDEX	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
16	STATISTICAL REPORTS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
17	VETERINARIAN SERVICE BILLS	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

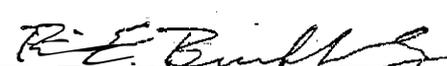
FOR THE ATTORNEY GENERAL <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">R. E. Bunk</div>	FOR THE STATE AUDITOR <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">C. H. Liles</div>	FOR THE STATE ARCHIVIST <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">David W. Owens</div>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: BUILDING AND LAND USE CODE APPEALS / HEARINGS EXAMINER

Disposition Authority Number: GS50-16B

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ADMINISTRATIVE APPEALS CASE FILES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
2	APPEAL HEARINGS CASE FILES	OPR	6 years after settlement of case	Destroy when obsolete or superseded	
3	APPEAL HEARINGS RECORDINGS AND TRANSCRIPTIONS	OPR	6 years after settlement of case	Destroy when obsolete or superseded	
4	CONDITIONAL USE PERMITS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
5	OPEN SPACE CLASSIFICATION CASE FILES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
6	VARIANCES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
7	ZONING EXCEPTIONS/WAIVERS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	The records series should be protected from loss or damage by storage of a security backup at the State Archives. Security microfilm must meet State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: BUILDING AND LAND USE CODE ENFORCEMENT

Disposition Authority Number: GS50-11

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS	OFM	Completion of project and/or certificate of occupancy	Destroy when obsolete or superseded	
2	APPROVED (BINDING) SITE PLANS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of building plus 6 years, OR until subsequent permits changing the site plan are issued	Destroy when obsolete or superseded - Potential archival value - See remarks	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
3	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS	OFM	Completion of project plus 90 days* - Potential archival value - See remarks	Destroy when obsolete or superseded	*Uniform Building Code (State Archives suggests that drawings and specifications for all industrial, commercial, and high-density housing structures be kept for the life of the structure plus 6 years). Contact your Regional Archivist before disposing of this record.
4	BUILDING AND FIRE CODE VIOLATION CASE FILES Includes complaints, notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.	OPR	6 years after final action on violation - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	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 - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
6	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
7	BUILDING INSPECTION REPORTS (Existing buildings)	OPR	6 years	Destroy when obsolete or superseded	
8	BUILDING PERMITS - INVALID Permits issued in error in relation to code or jurisdiction.	OFM	3 years	Destroy when obsolete or superseded	
9	BURNING PERMITS	OPR	3 years	Destroy when obsolete or superseded	
10	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.	OPR	Life of approved activity	Destroy when obsolete or superseded	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 State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: BUILDING AND LAND USE CODE ENFORCEMENT

Disposition Authority Number: GS50-11

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
11	MAJOR LAND DEVELOPMENT CASE FILES Includes major land use developments such as planned unit developments, planned development districts, and major platted subdivisions.	OFM	5 years after completion of development - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
12	PLAT CASE FILES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
13	SEPA DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
14	SEPA ENVIRONMENTAL CHECKLIST ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity	Destroy when obsolete or superseded	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 State Archives standards.
15	SHORELINE MANAGEMENT PERMITS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
16	SHORT PLAT CASE FILES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
17	STATE ENVIRONMENTAL POLICY ACT (SEPA) 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
18	TEMPORARY PERMITS: MOVING, LOG HAULING, DEMOLITION, BLASTING, RIGHT OF WAY USE, ET AL	OFM	3 years	Destroy when obsolete or superseded	
19	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS	OFM	Until permit issued	Destroy when obsolete or superseded	
20	ZONING ENFORCEMENT CASE FILES	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: CIVIL SERVICE COMMISSION

Disposition Authority Number: GS50-04A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	AUDIO/VIDEO TAPE RECORDINGS OF COMMISSION MEETINGS Magnetic sound or video recordings of commission proceedings which may be used to prepare minutes. 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.	OFM	6 years, OR 1 year if verbatim transcription is made	Destroy when obsolete or superseded	
2	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	
3	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	
4	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	
5	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	
6	JOB DESCRIPTIONS Statement of qualifications, responsibilities, and duties of each position.	OFM	PERMANENT	Destroy after expiration of current eligibility list and adoption of new or revised description	
7	MINUTES OF MEETINGS Official account of civil service commission meetings. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
8	TRANSCRIPTION OF AUDIO/VIDEO TAPES	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER DISTRIBUTION SYSTEM

Disposition Authority Number: GS55-05E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	APPARATUS FAILURE REPORTS	OPR	6 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(f), National Association of Regulatory Utility Commissioners NARUC 23.1(f).
2	FACILITY RETIREMENT AUTHORIZATION	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 32(b), National Association of Regulatory Utility Commissioners NARUC 32(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.
3	FACILITY RETIREMENT WORK ORDER Basic record of facility removal and/or replacement.	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 32(a), National Association of Regulatory Utility Commissioners NARUC 32(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.
4	INSULATOR TEST RECORDS	OFM	Until obsolete or superseded - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(i), National Association of Regulatory Utility Commissioners NARUC 23.1(i).
5	LIGHTENING AND STORM DATA	OFM	Until obsolete or superseded - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3(h), National Association of Regulatory Utility Commissioners NARUC 23.1(h).
6	LINE INSPECTION REPORTS	OPR	6 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(g), National Association of Regulatory Utility Commissioners NARUC 23.1(g).
7	LINE TROUBLE REPORTS AND RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 21.1(g), National Association of Regulatory Utility Commissioners NARUC 23.1(g).
8	METER HISTORY DATA Historical data on each meter, including specification, serial number, location, and maintenance history.	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(m), National Association of Regulatory Utility Commissioners NARUC 23.1(m).
9	METER SHOP REPORTS Monthly/periodic reports summarizing test, repairs, and other work done on meters.	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(l), National Association of Regulatory Utility Commissioners NARUC 23.1(l).
10	OPERATIONS LOGS Including, but not limited to, equipment, operator, storage battery, substation, and transmission.	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125 23.1(a), 18CFR125.3 23.1(b), 18CFR125.3 23.1(c), National Association of Regulatory Utility Commissioners NARUC 23.1(a), NARUC 23.1(b), NARUC 23.1(c).
11	OUTAGE LOG	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(d), National Association of Regulatory Utility Commissioners NARUC 23.1(d).

SUPERSEDED

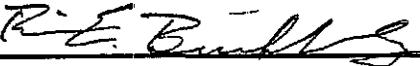
FOR THE ATTORNEY GENERAL <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">R.E. Billings</div>	FOR THE STATE AUDITOR <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">C.H. Wilson</div>	FOR THE STATE ARCHIVIST <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 10px;">David W. Owens</div>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER DISTRIBUTION SYSTEM

Disposition Authority Number: GS55-05E

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
12	POLE LIST Record of utility pole type, description, location, ancillary equipment, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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 State Archives standards.
13	POWER DEMAND CHARTS	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
14	POWER DISTRIBUTION FACILITIES INSPECTION AND MAINTENANCE REPORTS Periodic reports on the condition of substations, underground vaults, and other distribution system facilities.	OPR	6 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(k), National Association of Regulatory Utility Commissioners NARUC 23.1(k).
15	POWER DISTRIBUTION SYSTEM MAPS AND AREA PLATS Shows distribution lines, facilities, and service area. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Until superseded OR 6 years after system retired. Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
16	STAKING SHEETS Form describing power line construction or extension. ESSENTIAL RECORD - Needs security microfilm backup - See remarks	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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 State Archives standards.
17	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	
18	STREET OPENING INSPECTION AND REPAIR REPORTS	OFM	Until obsolete or superseded - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).
19	SURPLUSED TRANSFORMER FILES Documentation of transformers taken out of service and sold to other parties or disposed of as scrap.	OFM	Sale or disposal plus 10 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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.
20	TRANSFORMER HISTORY DATA Includes specifications, location, and maintenance history. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(n), National Association of Regulatory Utility Commissioners NARUC 23.1(n). 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 State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER DISTRIBUTION SYSTEM

Disposition Authority Number: GS55-05E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
21	TRANSFORMER INSPECTION REPORTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(o), National Association of Regulatory Utility Commissioners NARUC 23.1(o). 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.
23	UNDERGROUND LINE FILES Data on underground lines, including location and specification. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 23.1(p), National Association of Regulatory Utility Commissioners NARUC 23.1(p). 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 State Archives standards.
24	VOLTAGE CHARTS Documentation of voltage delivered to the power distribution system.	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Bunkley</i>	FOR THE STATE AUDITOR <i>Ch. Wilson</i>	FOR THE STATE ARCHIVIST <i>David W. Owen</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER GENERATION SYSTEM

Disposition Authority Number: GS55-05D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BOILER TUBE FAILURE REPORT	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(c), National Association of Regulatory Utility Commissioners NARUC 22.1(c).
2	COAL LOGS	OFM	3 years- See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h).
3	EQUIPMENT LOGS Records of use and performance, including in and out times.	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).
4	FISH COUNT REPORTS Periodic reports on fish population, including charts, summaries, and accounts of population increases and decreases.	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW)	OFM	2 years- See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22(i), National Association of Regulatory Utility Commissioners NARUC 22(i).
6	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA	OPR	6 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR.3 22.1(d), National Association of Regulatory Utility Commissioners NARUC 22.1(d).
7	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(f), National Association of Regulatory Utility Commissioners NARUC 22.1(f).
8	HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS Includes daily and hourly logs, shift records, supervisor's and plant operations daily diaries. May be needed for documentation of issues in litigation.	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(a).
9	LOAD CURVES	OFM	3 years- See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h).
10	LOAD DISPATCHER PERMITS	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
11	MAINTENANCE REPORTS For hydro-electric equipment and facilities performance and repairs.	OFM	3 years - See remarks	Destroy when obsolete or superseded	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).
12	POLLUTION REPORTS/STUDIES Related to waste accumulation and water, chemical, oil, noise, and radioactive pollution.	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations crf125.3 22(g), National Association of Regulatory Utility Commissioners NARUC 22.1(g) - Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
13	RECORDING INSTRUMENT CHARTS	OFM	1 year - See remarks		Reference Code of Federal Regulations 18CFR125.3 22.1(l), National Association of Regulatory Utility Commissioners NARUC 22.1(l).

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER GENERATION SYSTEM

Disposition Authority Number: GS55-05D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
14	STATION AND SYSTEM GENERATION REPORTS Periodic reports on the amount of power being generated.	OPR	25 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(e), National Association of Regulatory Utility Commissioners NARUC 22.1(e).
15	STATION LOAD PERMITS	OPR	Until obsolete or superseded - See remarks	Destroy when obsolete or superseded	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
16	TECHNICAL DATA FILES Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, topography created for reference use.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
17	TEMPERATURE LOGS	OFM	3 years- See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22.1(h).
18	WATER LOGS	OFM	3 years- See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22.1(h), National Association of Regulatory Utility Commissioners NARUC 22(h).
19	WATER/RIVER FLOW REPORTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 22(i), National Association of Regulatory Utility Commissioners NARUC 22(i) - Contact your Regional Archivist before disposing of this record.

SUPERSEDED

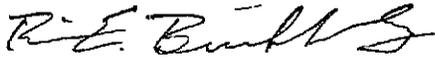
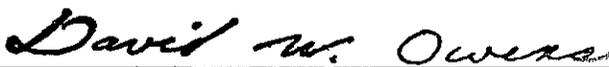
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION

Disposition Authority Number: GS55-05G

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CONSTRUCTION COST ANALYSIS STUDIES	OFM	10 years after clearance to plant account - Potential archival value - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 31(f), National Association of Regulatory Utility Commissioners NARUC 31(f) - Contact your Regional Archivist before disposing of this record.
2	CONSTRUCTION PROJECT FILES	OPR	Completion of project plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 31(e), 18CFR125.3(g), National Association of Regulatory Utility Commissioners NARUC 31(e), NARUC 31(g). Contact your Regional Archivist before disposing of this record.
3	EXPENDITURE REQUISITION AND AUTHORIZATION FILES	OPR	10 years - See remarks	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 31(c), National Association of Regulatory Utility Commissioners NARUC 31(c).
4	STANDARDS AND SPECIFICATIONS MANUAL ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	10 years after superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. - This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
5	WORK IN PROGRESS LEDGERS OR REPORTS	OPR	10 years after clearance to plant account	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 31(a), National Association of Regulatory Utility Commissioners NARUC 31(a).
6	WORK ORDERS	OPR	10 years after clearance to plant account	Destroy when obsolete or superseded	Reference Code of Federal Regulations 18CFR125.3 31(b), National Association of Regulatory Utility Commissioners NARUC 31(b).

SUPERSEDED

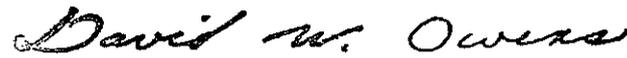
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRONIC INFORMATION - DATA AND INPUT DOCUMENTATION

Disposition Authority Number: GS50-20B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	DATABASE AND SPREADSHEET DATA (USER WORKING COPY) User copies of master files used to collect, retain, retrieve, update, transmit, issue, or present data or information.	OFM	Until obsolete or superseded - See remarks	Destroy when obsolete or superseded	Hard copy printouts are required to be made, filed, and retained according to records retention schedules or general records retention schedules approved by the Local Records Committee. If such records are routinely maintained on an electronic records storage system, they must also be retained according to records retention schedules or general records retention schedules approved by the Local Records Committee.
2	FINDING AIDS AND INDEXES (USER WORKING COPY) Includes lists, registers, cross reference and other finding aid copies (on any medium) used to provide access to files.	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
3	INPUT DOCUMENTS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
4	WORD PROCESSING FILES Electronically stored working files for the preparation, revision, and reissuance of letters, reports, manuals, directives, and other records.	OFM	Retain each document in hard copy or electronic file as per approved records retention schedule - See remarks	Destroy when obsolete or superseded	Hard copy printouts are required to be made, filed, and retained according to records retention schedules or general records retention schedules approved by the Local Records Committee. If such records are routinely maintained on an electronic records storage system, they must also be retained according to records retention schedules or general records retention schedules approved by the Local Records Committee.

SUPERSEDED

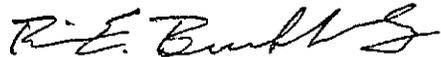
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRONIC INFORMATION - ELECTRONIC MAIL

Disposition Authority Number: GS50-20C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	INFORMATION WITH NO RETENTION VALUE Appointment calendar messages, information down-loaded from bulletin boards or web sites, information-only copies of documents which do not relate directly to the functional responsibility of the agency or office that receives them. These files should be deleted as soon as possible after the information has been received and examined.	OFM	Delete upon review	System file and backup - Destroy when obsolete or superseded	
2	PUBLIC RECORDS Official correspondence, original reports, original policy and procedures directives, official minutes or other documentation that facilitates action by agency officials and their successors, original messages related to legal issues, original messages related to audit issues, original messages documenting agency actions and responsibilities - See remarks.	OFM	File a print-out with the appropriate records series - then delete from electronic mail	System file and backup - Destroy when obsolete or superseded	Electronic mail is not a records storage system. Public record information should be retained on electronic mail only as long as it is being worked on or distributed. Upon completion it should be printed out and deleted from the electronic mail system. The printout should be filed and retained in the agency's records storage system by records series - not as electronic mail.

SUPERSEDED

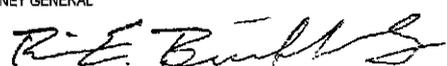
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

Disposition Authority Number: GS50-06A

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/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	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data which is revised and recreated in a regular cycle. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
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. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - termination plus 2 years	Destroy when obsolete or superseded	Must be maintained in hard copy or on computer output microfilm (com) to satisfy audit requirements. Source document microfilming is not recommended for this purpose. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and 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 - termination plus 2 years	Destroy when obsolete or superseded	Must be maintained in hard copy or on computer output microfilm (com) to satisfy audit requirements. Source document microfilming is not recommended for this purpose.
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, and input edit listings.	OFM	1 year	Destroy when obsolete or superseded	
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	
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 - termination plus 2 years	Destroy when obsolete or superseded	Must be maintained in hard copy or on computer output microfilm (com) to satisfy audit requirements. Source document microfilming is not recommended for this purpose. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

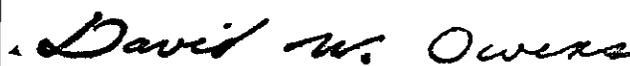
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: EMERGENCY SERVICES

Disposition Authority Number: GS50-14

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	OPR	Until obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	DISASTER DAMAGE DECLARATION STATEMENTS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	DISASTER PREPAREDNESS AND RECOVERY PLANS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	FALLOUT SHELTER MANAGEMENT FILE	OPR	Until superseded plus 6 years	Destroy when obsolete or superseded	
5	PROJECT FILES	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
6	RADIOLOGICAL FACILITIES INSPECTION REPORTS	OPR	Until superseded plus 6 years	Destroy when obsolete or superseded	
7	SEARCH AND RESCUE MISSION FILES	OPR	6 years	Destroy when obsolete or superseded	
8	SEARCH AND RESCUE TRAINING MISSION FILES	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: ENVIRONMENTAL QUALITY - FOR AGENCY-OWNED PROPERTY

Disposition Authority Number: GS55-05H

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION REMARKS
1	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. Environmental records for electrical utility facilities must be retained at least 25 years as provided by FPC 125.2 (i).
2	SEPA DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	Environmental records for electrical utility facilities must be retained at least 25 years as provided by FPC 125.2 (i).
3	SEPA ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	Environmental records for electrical utility facilities must be retained at least 25 years as provided by FPC 125.2 (i).
4	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	Contact your Regional Archivist before disposing of this record. Environmental records for electrical utility facilities must be retained at least 25 years as provided by FPC 125.2 (i).

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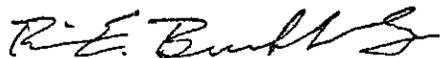
FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>C. H. Wilson</i>	FOR THE STATE ARCHIVIST <i>David M. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: FACILITIES MANAGEMENT

Disposition Authority Number: GS50-06B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BOILER VESSEL REPORTS A) Report of boiler inspection by custodian. B) Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
2	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposition or sale of facility plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
3	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
4	FIXED ASSET INVENTORIES	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	
5	KEY INVENTORY Documentation of facility keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
6	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 of building	Destroy when obsolete or superseded	
7	MAINTENANCE LOGS	OFM	3 years	Destroy when obsolete or superseded	
8	MAINTENANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	
9	OPERATING MANUALS Prepared by contractors for use of the agency in maintaining equipment installed in buildings - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposition or sale of facility or equipment plus 10 years	Destroy when obsolete or superseded	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 State Archives standards.
10	OPERATING PERMITS Boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
11	VANDALISM REPORTS	OFM	3 years	Destroy when obsolete or superseded	
12	VISITOR LOGS	OFM	3 years	Destroy when obsolete or superseded	
13	WORK ORDER Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: FIRE PROTECTION - FIRE AND EMERGENCY MEDICAL OPERATIONS

Disposition Authority Number: GS53-04

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ALARM INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	
2	ALARM LOCATION RECORD	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
3	ALARM SYSTEMS TEST AND MAINTENANCE RECORD	OFM	3 years	Destroy when obsolete or superseded	
4	BUILDING INFORMATION HISTORY CARD	OFM	Life of building - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	BUILDING INSPECTION REPORTS	OFM	6 years	Destroy when obsolete or superseded	
6	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	
7	BURNING REQUEST LOG Listing of burning permit applications.	OPR	3 years	Destroy when obsolete or superseded	
8	CAPITAL EQUIPMENT INVENTORY	OFM	Until superseded plus 3 years OR completion of State Auditor's examination report	Destroy when obsolete or superseded	
9	DAILY RECORD OR LOG OF OPERATIONS	OFM	3 years	Destroy when obsolete or superseded	
10	FIRE ALARM RESPONSE RECORD	OFM	3 years	Destroy when obsolete or superseded	
11	FIRE ALARM SYSTEMS DRAWINGS	OFM	Life of facility	Destroy when obsolete or superseded	
12	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	
13	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	
14	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	
15	FIRE INVESTIGATION REPORTS	OPR	6 years	Destroy when obsolete or superseded	
16	FIRE ORDINANCES Local and state requirements, rules, guidelines, authority, etc.	OFM	PERMANENT	Destroy when obsolete or superseded	
17	INDIVIDUAL FIRE ALARM BOX HISTORY	OFM	Life of box	Destroy when obsolete or superseded	

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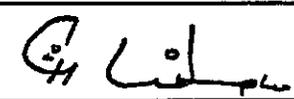
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: FIRE PROTECTION - FIRE AND EMERGENCY MEDICAL OPERATIONS

Disposition Authority Number: GS53-04

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
18	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	OFM	Life of equipment	Destroy when obsolete or superseded	
19	INVENTORY OF PERSONAL EQUIPMENT ISSUED TO FIREFIGHTERS	ORM	Until superseded plus 3 years OR completion of State Auditor's examination report	Destroy when obsolete or superseded	
20	MEDICAL INCIDENT REPORTS	OPR	Hospital/care provider* - See remarks	Fire protection agency - 8 years *	Reference RCW 4.16.350 *See Appendix N.
21	NOTIFICATION OF FIRE CODE VIOLATION Official notice of violation and statement of required corrective action.	OPR	6 years	Destroy when obsolete or superseded	
22	PERSONNEL ASSIGNMENT ROSTER	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
23	RADIO LOGS	OFM	90 days	Destroy when obsolete or superseded	
24	TAPE RECORDS OF FIRE ALARM CIRCUITS	OFM	3 years	Destroy when obsolete or superseded	
25	VEHICLE SERVICE RECORDS	OFM	Life of vehicle	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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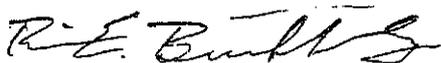
Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: FIRE PROTECTION / VOLUNTEER FIRE FIGHTER BOARD OF TRUSTEES

Disposition Authority Number: GS58-04A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ACCIDENT / INCIDENT REPORTS	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
2	ANNUAL REPORT ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
3	CLAIM FILES Documentation of claims for injury and disability relief filed by volunteer fire fighters.	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
4	CLAIM INVOICES	OPR	6 years	Destroy when obsolete or superseded	
5	MINUTES OF BOARD PROCEEDINGS 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
6	REMITTANCE FILES See remarks.	OPR	Retirement of last item plus 6 years - See remarks	Destroy when obsolete or superseded	Primary copy may be held by the County Auditor, Treasurer, or Finance Officer.
7	TRANSMITTAL OF FEES	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: **ALL LOCAL GOVERNMENT AGENCIES**
 Schedule Title: **GOVERNING COUNCILS, COMMISSIONS, AND BOARDS**

Disposition Authority Number: **GS50-05A**

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	AGENCY CHARTERS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
2	AGENDA REQUEST	OFM	1 year	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	AGENDAS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
4	ANNUAL REPORTS ADOPTED BY THE BOARD May also include annual messages of chief executive officer.	OFM	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	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	
6	AUDIO TAPE RECORDS OF OFFICIAL PROCEEDINGS Although this series cannot serve as the permanent record of proceedings, it may be used to satisfy court requirements for verbal accounts of the process and intent behind approved ordinances and resolutions.	OPR	6 years	Destroy when obsolete or superseded	
7	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county charter review.	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
8	COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
9	COUNCIL, COMMISSION OR BOARD MEMBER BRIEFS/PACKETS	OFM	1 year - Potential archival value - 1 copy only - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
10	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
11	GOALS & OBJECTIVES WORKING FILE	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
12	INDEXES TO MINUTES AND RESOLUTIONS ESSENTIAL RECORD - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: GOVERNING COUNCILS, COMMISSIONS, AND BOARDS

Disposition Authority Number: GS50-05A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
13	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
14	NOTICES OF PUBLIC MEETINGS	OFM	3 years	Destroy when obsolete or superseded	
15	OATHS OF OFFICE ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
17	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
18	RECORDS OF PUBLIC HEARINGS Includes verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notice. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards

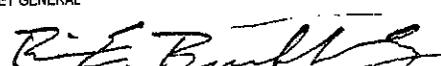
FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>C. J. Linder</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

Disposition Authority Number: GS50-19

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	EMPLOYEE ASBESTOS PHYSICAL EXAMINATION ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	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 State Archives standards.
2	GENERATOR ANNUAL DANGEROUS WASTE REPORT (To department of ecology) summary of hazardous waste removal - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	This records series should be protected from loss or damage by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
3	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and clean-up. Includes information on personal exposure. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	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 State Archives standards.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	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 State Archives standards.
5	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
6	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	50 years	Destroy when obsolete or superseded	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 State Archives standards.
7	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	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 State Archives standards.
8	HAZARDOUS MATERIALS MANAGEMENT PLAN - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	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 State Archives standards.
9	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	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 State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

Disposition Authority Number: GS50-19

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
10	HAZARDOUS WASTE 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	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 State Archives standards.
11	MATERIALS SAFETY DATA SHEET (MSDS) ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

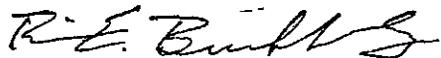
FOR THE ATTORNEY GENERAL <i>R. E. Burk</i>	FOR THE STATE AUDITOR <i>G. H. L...</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: INSURANCE/RISK MANAGEMENT

Disposition Authority Number: GS50-06C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ACCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	
2	ACCIDENT REPORTS - EMPLOYEE - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
3	ACCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports which are submitted to other agencies as necessary.	OFM	Department of Labor and Industries - Settlement plus 6 years	Settlement plus 2 years	
4	CERTIFICATES OF INSURANCE	OPR	6 years	Destroy when obsolete or superseded	
5	CERTIFICATION OF EMPLOYER AS SELF-INSURER	OFM	Department of Labor and Industries - Termination plus 6 years	Until certification withdrawn or surrendered.	
6	COMPENSATION QUARTERLY REPORTS	OFM	Department of Labor and Industries - 6 years	3 years	
7	DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - needs security backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
8	FACILITY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	
9	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	
10	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	
11	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	
12	FIRE INSPECTION REPORT	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	
13	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: INSURANCE/RISK MANAGEMENT

Disposition Authority Number: GS50-06C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
14	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES Includes vehicle accidents.	OPR	Conclusion of incident plus 6 years	Destroy when obsolete or superseded	
15	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	
16	INSURANCE POLICIES PURCHASED Includes accident, 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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
17	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	
18	INSURANCE, SAFETY & FIRE INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	
19	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	
20	NOTIFICATION OF PENALTY ASSESSMENT	OPR	6 years	Destroy when obsolete or superseded	
21	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	
22	PARENT/GUARDIAN FIELD TRIP AUTHORIZATION For educational agencies only.	OPR	6 years	Destroy when obsolete or superseded	
23	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notices.	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
24	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	
25	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	
26	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: INSURANCE/RISK MANAGEMENT

Disposition Authority Number: GS50-06C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
27	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries - PERMANENT - See remarks	Last payment plus completion of State Auditor's examination report.	Note: For self-insured entities, the primary file copy will be maintained at the self-insured's office for 6 years from date of closure.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Burt</i>	FOR THE STATE AUDITOR <i>G. H. Wilson</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: **ALL LOCAL GOVERNMENT AGENCIES**

Schedule Title: **LAND OWNERSHIP AND ACCESS RIGHTS - AGENCY OWNED PROPERTY**

Disposition Authority Number: **GS55-05A**

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	APPRAISALS Statement of land values, provided by independent appraisers under contract to the agency.	OPR	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	DEEDS/TITLES Legal documents of ownership.	OPR	County auditor or recorder - PERMANENT	Sale or disposal of land plus 10 years - See remarks	Additional copies may be disposed of when obsolete or superseded.
3	EASEMENTS Granted by and to agency.	OPR	County auditor or recorder - PERMANENT	Reassignment or vacation of easement plus 10 years - See remarks	Additional copies may be disposed of when obsolete or superseded.
4	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	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 State Archives standards.
5	FRANCHISES Agreements allowing activities within specified jurisdictions. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	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 State Archives standards.
6	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
7	LEASES Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
8	REAL PROPERTY VACATIONS Documentation of the process of relinquishing road, street, alley, and other rights of way owned by the agency - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Approval by council, commission, or board plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	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 State Archives standards.

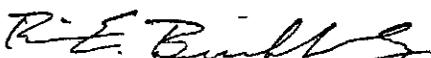
FOR THE ATTORNEY GENERAL <i>R. E. Burk</i>	FOR THE STATE AUDITOR <i>C. H. L...</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: LAND USE PLANNING

Disposition Authority Number: GS50-16

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Including Growth Management Act Appeal determinations which amend the Comprehensive Plan. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Until obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
2	MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) Official representation of comprehensive plan, shoreline management and zoning boundaries established and/or enforced by the agency. ESSENTIAL RECORD - Needs security microfilm backup - See remarks. Photographic negatives may be held in Regional Archives for permanent preservation and security backup - contact your Regional Archivist.	OPR	PERMANENT - Potential archival value - See remarks	Until obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
3	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.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. or to discuss transfer of negatives for permanent preservation and security backup.
4	REFERRED PROJECT FILES Project plans and statements referred from other agencies for land use planning review.	OFM	3 years	Destroy when obsolete or superseded	
5	SHORELINE MANAGEMENT PROGRAM PLAN AND AMENDMENTS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
6	SURVEYS, STUDIES AND REPORTS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
7	ZONING DISTRICT CASE FILES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: LEGAL COUNSEL

Disposition Authority Number: GS53-02

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Until obsolete or superseded.	
2	CRIMINAL/CITATION PROSECUTION CASE FILES	OFM	Case closed plus 10 years	Destroy when obsolete or superseded	
3	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	Contact your Regional Archivist before disposing of this record.
4	LITIGATION 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	Case closed plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	The official court files 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.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Burt</i>	FOR THE STATE AUDITOR <i>G. L. L...</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: LIBRARY

Disposition Authority Number: GS50-12A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CATALOG ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
2	CIRCULATION DOCUMENTATION	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
3	CIRCULATION STATISTICAL REPORTS	OFM	5 years	Destroy when obsolete or superseded	
4	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE	OFM	Action taken plus 1 year	Destroy when obsolete or superseded	
5	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS	OPR	6 years	Destroy when obsolete or superseded	
6	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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
7	PETTY CASH REPORT	OFM	3 years	Destroy when obsolete or superseded	
8	SHELF LIST/INVENTORY OF HOLDINGS ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Until superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

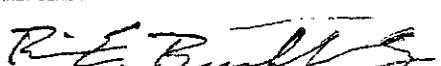
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: LICENSES, PERMITS, FEES, AND TAXES

Disposition Authority Number: GS50-12D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	OPR	6 years	Destroy when obsolete or superseded	
2	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	OFM	3 years	Destroy when obsolete or superseded	
3	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	OFM	3 years	Destroy when obsolete or superseded	
4	BUSINESS AND OCCUPATION TAX STATEMENTS AND RETURNS	OPR	6 years	Destroy when obsolete or superseded	
5	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	
6	BUSINESS LICENSES AND PERMITS Application, stub, and/or copy of licenses to own and operate businesses within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
7	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	
8	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	
9	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	OFM	3 years	Destroy when obsolete or superseded	
10	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 6 years	Destroy when obsolete or superseded	
11	NOTICES OF HEARINGS ON TAX AND FEE ASSESSMENTS	OFM	1 year	Destroy when obsolete or superseded	
12	OCCUPATIONAL LICENSES AND PERMITS Application, stub or copy of license or permit for individuals pursuing professions and vocations, or rendering services to the public within the agency's jurisdiction.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
13	REGISTERS OF LICENSES OR PERMITS ISSUED	OFM	Expiration of last entry plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: MAIL SERVICES

Disposition Authority Number: GS50-06D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	
5	POSTAGE METER LICENSE	OPR	Until obsolete or superseded plus 6 years	Destroy when obsolete or superseded	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office	
8	UPS REGISTER	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

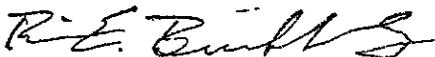
FOR THE ATTORNEY GENERAL <div style="text-align: center; font-family: cursive; font-size: 1.2em;">R. E. Bunkley</div>	FOR THE STATE AUDITOR <div style="text-align: center; font-family: cursive; font-size: 1.2em;">C. H. Linder</div>	FOR THE STATE ARCHIVIST <div style="text-align: center; font-family: cursive; font-size: 1.2em;">David W. Owens</div>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

Disposition Authority Number: GS50-06E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	
2	CERTIFICATES OF TITLE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	
3	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	
4	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	
5	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	
6	EQUIPMENT AND VEHICLE MAINTENANCE HISTORY	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	
7	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	
8	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	
9	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	
10	FUEL/OIL USAGE RECORD	OFM	3 years	Destroy when obsolete or superseded	
11	VEHICLE MILEAGE LOG	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PARKS AND RECREATION

Disposition Authority Number: GS50-13C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CITIZEN COMPLAINTS AND REQUESTS	OFM	3 years	Destroy when obsolete or superseded	
2	CONSTRUCTION & PLANNING PROJECT FILES	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	DESIGN STANDARDS REFERENCE FILE ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Until revised or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	FACILITIES USE PERMITS	OFM	3 years	Destroy when obsolete or superseded	
5	GIFTS AND DONATIONS INFORMATION FILES	OFM	PERMANENT	Destroy when obsolete or superseded	
6	HORTICULTURE ACTIVITY AND PROJECT FILE	OFM	Completion of project plus 5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
7	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
8	PHOTOGRAPHS Negatives may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Completion of project plus 5 years - potential archival value. See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
9	PROGRAM SCHEDULES	OFM	Until superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	
10	PROJECT MAPS, PLANS, AND DRAWINGS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
11	QUARTER SECTION MAPS	OFM	Until revised or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	
12	RATE AND FEE REGULATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
13	RECREATION PROGRAM FILES	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
14	REQUEST FOR MATERIALS AND SERVICES	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

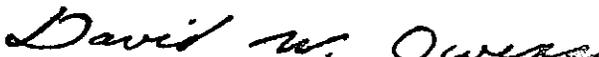
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PARKS AND RECREATION

Disposition Authority Number: GS50-13C

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
15	RESOURCE DATA, MAPS	OFM	Until revised or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
16	SPORTS LEAGUES PERMITS	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	
17	SURVEY FIELD BOOKS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potentially archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
18	UTILITY MAPS Show utilities within park boundaries. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Until revised or superseded	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

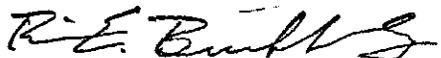
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PERSONNEL - AFFIRMATIVE ACTION

Disposition Authority Number: GS50-04C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/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	
2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	
3	AFFIRMATIVE ACTION PLANS ESSENTIAL RECORD - Needs security backup - See remarks	OPR	Until superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	2 years	Destroy when obsolete or superseded	
6	STUDIES AND REPORTS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

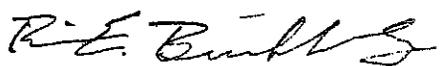
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PERSONNEL - BENEFITS

Disposition Authority Number: GS50-04D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
2	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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
3	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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	
5	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PERSONNEL - EMPLOYEE RELATIONS

Disposition Authority Number: GS50-04E

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	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	Contact your Regional Archivist before disposing of this record. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
2	GRIEVANCES AND APPEALS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	
3	UNION CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
4	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Buntline

FOR THE STATE AUDITOR

G. H. Wilson

FOR THE STATE ARCHIVIST

David W. Owens

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PERSONNEL - GENERAL

Disposition Authority Number: GS50-04B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	
2	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	
3	EMPLOYEE HISTORY This record may be kept as part of item #6. Gives details on employee application, start of employment, promotion and demotion, evaluations, raises, investigations, and retirement or disability resulting in employment termination. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Termination plus 6 years	Destroy when obsolete or superseded	May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	HBV AND HIV EXPOSURE REPORTS AND WAIVERS - ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	30 years	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
5	JOB DESCRIPTIONS Duties and qualifications necessary for each job.	OFM	Until obsolete or superseded plus 6 years	Destroy when obsolete or superseded	
6	PERSONNEL FILE Application for employment when applicant is hired. Includes application form, recommendation, identification, oath of officials, elected and appointed; bonds of officials, elected and appointed; evaluation reports on employee job performance; investigation reports; records of demotion and promotion; citations, reprimands and letters of recommendation; personal history card). ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Termination plus 6 years	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
7	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Until obsolete or superseded plus 6 years	Destroy when obsolete or superseded	
8	POSITION DESCRIPTION HISTORIES Details on function of various personnel positions (specific duties, requirements, etc.)	OPR	Until obsolete or superseded plus 6 years	Destroy when obsolete or superseded	
9	REQUESTS FOR LEAVE	OFM	3 years	Destroy when obsolete or superseded	
10	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PERSONNEL - TRAINING AND STAFF DEVELOPMENT

Disposition Authority Number: GS50-04G

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include inservice and class registrations, confirmations, and documentation of training completed.	OPR	6 years after termination of employment	Destroy when obsolete or superseded	
2	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	

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burt

FOR THE STATE AUDITOR

C. H. Wilson

FOR THE STATE ARCHIVIST

David W. Owens

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PUBLIC INFORMATION/RELATIONS

Disposition Authority Number: GS50-06F

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BIOGRAPHICAL FILES	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	HISTORICAL FILES	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
4	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	NEWSPAPER CLIPPINGS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
6	PHOTOGRAPHS, AUDIOVISUAL MATERIAL Photographic negatives may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
7	PRESS RELEASES	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
8	SCRAPBOOKS AND ALBUMS	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
9	SPEECHES	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PUBLIC WORKS - ENGINEERING

Disposition Authority Number: GS50-18

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS	OFM	Destroy	Destroy	
2	AERIAL SURVEY PHOTOGRAPH PRINTS, NEGATIVES, AND FLIGHT MAP 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	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 documenting the natural dispersal of copies inside and outside the agency.
3	ANNUAL BRIDGE REPORT 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	Contact your Regional Archivist before disposing of this record.
4	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 board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
5	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	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
6	AS-BUILT CONSTRUCTION PROJECT PLANS AND SPECIFICATIONS Documentation of the actual physical product of each construction project. Document both the as-approved design and changes made during construction. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	Life or structure plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
7	AS-DESIGNED DRAWINGS AND SPECIFICATIONS Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May be posted with changes during construction and become as-builts (see 8).	OPR	Life of structure plus 10 years	Destroy when obsolete or superseded	
8	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 - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.

SUPERSEDED

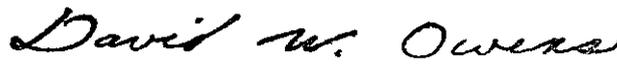
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PUBLIC WORKS - ENGINEERING

Disposition Authority Number: GS50-18

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
9	CITIZEN SERVICE REQUESTS/COMPLAINTS 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	
10	CONSTRUCTION PROJECT FILES Case file documentation on the progress and completion of each agency public works or engineering construction project.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
11	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	
12	CREW CHIEF/FOREMAN'S WEEKLY PRODUCTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	
13	DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS Documentation of activities and locations of work performed.	OFM	3 years	Destroy when obsolete or superseded	
14	EMERGENCY RESPONSE LOGS	OPR	6 years	Destroy when obsolete or superseded	
15	GEOLOGICAL DATA Reports relating to slides, borings, drainage, subsurface ground conditions, and other geodetic data.	OPR	Until obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
16	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
17	LOCAL IMPROVEMENT DISTRICT FILES Including petition, funding and expenditure approval documentation.	OPR	Clerk of governing council, commission, or board - PERMANENT	Until obsolete or superseded - Potential archival value - See remarks	Contact your Regional Archivist before disposing of this record.
18	MAINTENANCE FOREMEN'S REPORTS Documentation of activities and locations of maintenance work performed.	OFM	3 years	Destroy when obsolete or superseded	
19	PIT AND QUARRY MATERIAL CONTROL FILES Documentation of quantities of material mined, crushed, stockpiled, loaded, etc.	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

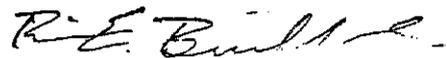
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PUBLIC WORKS - ENGINEERING

Disposition Authority Number: GS50-18

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
20	PLATS Documentation of recorded land subdivisions, including drawings, dedications, and certifications.	OFM	County auditor - PERMANENT	Destroy when obsolete or superseded	
21	RIGHT-OF-WAY CASE FILES Document 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
22	RIGHT-OF-WAY VACATION FILES Document 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
23	ROAD AND BRIDGE CLOSURE NOTICES Public notice of road and bridge closure due to construction or hazardous conditions.	OFM	Reopening plus 6 year - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
24	ROAD AND BRIDGE MAINTENANCE HISTORY FILES Documentation of maintenance performed over time on roads, bridges, traffic signs, etc.	OFM	10 years	Destroy when obsolete or superseded	
25	ROAD ESTABLISHMENT CASE FILES Document process of statutory road establishment. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of road plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Reference RCW 36.80.040. Contact your Regional Archivist before disposing of this record. 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 State Archives Standards.
26	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	Contact your Regional Archivist before disposing of this record.
27	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	
28	SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) Identifies the planned transportation construction projects for the ensuing six years as adopted by agency council, commission, or board. The TIP is updated and adopted each year.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

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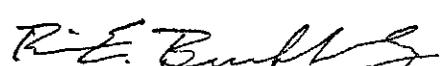
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PUBLIC WORKS - ENGINEERING

Disposition Authority Number: GS50-18

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
29	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	Contact your Regional Archivist before disposing of this record.
30	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	
31	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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
32	TRAFFIC ACCIDENT REPORTS Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction.	OFM	District or municipal court - 3 years	Agency's copies - Destroy when obsolete or superseded	
33	TRAFFIC COUNT DATA Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	
34	TRAFFIC COUNT REPORTS Compilations of traffic count data on summary reports, printouts, and/or maps showing traffic volume on individual roads and streets.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
35	TRAFFIC SIGN INVENTORY Documents location, installation, and repair of individual traffic control signs.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	

SUPERSEDED

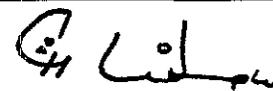
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PURCHASING - CENTRAL STORES

Disposition Authority Number: GS50-08B

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	
2	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	
3	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	
4	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	
5	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	
6	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	
7	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	
8	PACKING SLIPS	OFM	3 years	Destroy when obsolete or superseded	

SUPERSEDED

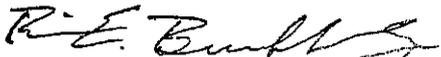
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PURCHASING/PROCUREMENT

Disposition Authority Number: GS50-08A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	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 and the chosen bid or proposal.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	
2	CONSULTANT AND CONTRACTOR ROSTERS	OFM	Until superseded plus 6 years	Destroy when obsolete or superseded	
3	DAMAGE AND LOSS CLAIMS	OFM	Until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	
4	DEBIT/CREDIT CHARGES	OFM	3 years	Destroy when obsolete or superseded	
5	DELIVERY RECEIPT-INTERNAL	OFM	3 years	Destroy when obsolete or superseded	
6	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	3 years	Destroy when obsolete or superseded	
7	PURCHASE ORDER, REQUISITION AND BID LOGS OR LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	6 years	Destroy when obsolete or superseded	
8	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	
9	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	
10	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	
11	UNSUCCESSFUL BIDS AND PROPOSALS	OFM	2 years	Destroy when obsolete or superseded	
12	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	
13	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: PURCHASING - SURPLUS PROPERTY

Disposition Authority Number: GS50-08C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	ADVANCE NOTIFICATIONS OF AUCTION	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	
2	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 - Attached to resolution or ordinance	Destroy when obsolete or superseded	
3	AUCTION TERMS AND CONDITIONS AGREEMENTS	OPR	Completion of auction plus 6 years	Destroy when obsolete or superseded	
4	BILL OF SALE	OPR	6 years	Destroy when obsolete or superseded	
5	COOPERATIVE SURPLUS PROPERTY AUCTION OR SALES AGREEMENT Agreements established with other agencies disposing of surplus property.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	
6	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

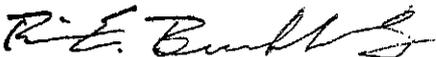
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: RECORDS MANAGEMENT

Disposition Authority Number: GS50-09

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	GENERAL RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Records retention schedule issued by the Local Records Committee which provides all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	
2	INTERNAL RECORDS RETENTION SCHEDULES 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	
3	OFFICE OF RECORD DESTRUCTION AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	
4	PUBLIC DISCLOSURE REQUEST Formal request submitted by citizen for access to agency records.	OPR	6 years	Destroy when obsolete or superseded	
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	
6	PUBLIC RECORDS DESTRUCTION LOG	OFM	PERMANENT	Destroy when obsolete or superseded	
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	6 years after superseded or 6 years after disposition of last records series listed on schedule	Destroy when obsolete or superseded	
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destruction of last item listed plus 1 year	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
9	RECORDS CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Until materials returned to records center	Destroy when obsolete or superseded	
10	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	
11	RECORDS RETRIEVAL REQUEST (INTERNAL)	OFM	1 year	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SAFETY

Disposition Authority Number: GS51-05D

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	
2	FIRE INSPECTIONS	OPR	6 years	Destroy when obsolete or superseded	
3	NOTIFICATION OF PENALTY ASSESSMENT	OPR	6 years	Destroy when obsolete or superseded	
4	REFERENCE & INFORMATIONAL MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notices.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
5	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

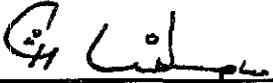
FOR THE ATTORNEY GENERAL <i>R. E. Bunkley</i>	FOR THE STATE AUDITOR <i>Ch. L. L...</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SEWAGE TREATMENT PLANTS

Disposition Authority Number: GS55-06B

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CAPACITY STUDIES Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.	OFM	3 years	Destroy when obsolete or superseded	
2	DISCHARGE MONITORING REPORTS Daily reports required by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	
3	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS Annual report on volume of customers served by treatment plant.	OFM	6 years	Destroy when obsolete or superseded	
4	FLOW REPORTS Daily reports of influent and effluent flow.	OFM	3 years	Destroy when obsolete or superseded	
5	LABORATORY PERFORMANCE EVALUATIONS Periodic blind test performed by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	
6	OPERATIONS AND MAINTENANCE MANUALS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
7	TREATMENT PLANT HISTORY FILES Documentation of plant operations and compliance with state and federal permit requirements. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of the facility plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your regional archivist before disposing of this record. 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 State Archives standards.
8	TREATMENT PLANT OPERATORS LOG ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT	Destroy when obsolete or superseded	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 State Archives standards.
9	TREATMENT PLANT WORK SHIFT SCHEDULES	OFM	1 year	Destroy when obsolete or superseded	
10	VIBRATION ANALYSIS DATA Data collected on treatment plant equipment for use in preventative maintenance and trouble shooting.	OFM	3 years	Destroy when obsolete or superseded	
11	WATER CONSUMPTION REPORTS	OFM	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SEWER AND WATER SYSTEM DOCUMENTATION

Disposition Authority Number: GS55-06A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	BACKFLOW DEVICE INSPECTION NOTICES	OFM	3 years	Destroy when obsolete or superseded	
2	BACKFLOW DEVICE LIST List of addresses for which backflow devices are required, including names and addresses of owners.	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	
3	BACKFLOW VIOLATION CASE FILES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	
4	FACILITY RETIREMENT AUTHORIZATION 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	
5	FACILITY RETIREMENT WORK ORDER Basic record of facility removal and replacement.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	
6	FLOW RECORD Documentation of volume in distribution system.	OFM	3 years	Destroy when obsolete or superseded	
7	FLUORIDE CHARTS Test reports showing water usage and amount of fluoride in water system.	OFM	3 years	Destroy when obsolete or superseded	
8	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	This record should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
9	HYDRANT RECORDS Documentation of hydrant location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
10	INDUSTRIAL WASTE PERMITS Permits issued to industrial customers allowing them to discharge industrial waste. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
11	MANHOLE RECORDS Documentation of location, installation, size, flow direction, maintenance, materials, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
12	METER RECORDS 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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SEWER AND WATER SYSTEM DOCUMENTATION

Disposition Authority Number: GS55-06A

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
13	PIPE RECORDS 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	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
14	POLLUTION AND POLLUTION CONTROL STUDIES 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	Contact your Regional Archivist before disposing of this record.
15	POLLUTION CONTROL INSPECTION REPORTS 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	Contact your regional archivist before disposing of this record.
16	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	OFM	3 years	Destroy when obsolete or superseded	
17	SYSTEM INSPECTION AND MONITORING REPORTS 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	
18	SYSTEM MAPS AND GEOGRAPHIC DATA ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your regional archivist before disposing of this record. 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 State Archives standards.
19	SYSTEM PROJECT FILES Official account of various water system construction projects, including work orders, ledgers, studies, etc.	OPR	Life of facility plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
20	VALVE RECORDS Account of valve location, specifications, maintenance history, etc. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
21	WATER TEST REPORTS Tests and correspondence related to Health Department or District requirements.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

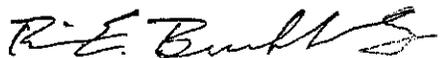
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SOCIAL SERVICES

Disposition Authority Number: GS50-25

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	AGENCY RESEARCH REPORTS, SURVEYS AND STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) 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	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
3	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	8 years	Destroy when obsolete or superseded	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
4	FACILITIES INSPECTIONS AND CERTIFICATIONS ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
5	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	Adults: 8 years Minors: 8 years, or 8 years past age of majority, whichever is longer	Destroy when obsolete or superseded	Reference RCW 4.16.350. Permanent record held by Superior Court.
6	PROJECT FILES	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
7	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

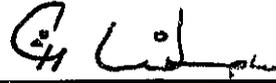
FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SOLID WASTE MANAGEMENT

Disposition Authority Number: GS50-26

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	CERTIFICATE OF DISPOSAL AND DESTRUCTION OF HAZARDOUS WASTE ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
2	CONSTRUCTION SITE INSPECTIONS Inspection of construction projects to verify proper waste disposal and investigate illegal waste disposal.	OPR	6 years	Destroy when obsolete or superseded	
3	DAILY LOAD TICKETS Documentation of what kind of waste individual haulers are dumping on a given day.	OFM	3 years	Destroy when obsolete or superseded	
4	DAILY TRIP STATUS REPORT/LOG Documentation of the number of loads dumped by each hauler for the day.	OFM	3 years	Destroy when obsolete or superseded	
5	LANDFILL / TRANSFER STATION HISTORY FILES Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, legal descriptions. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
6	LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
7	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 - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
8	LANDFILL/TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gasses, weather and fill settlement. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years	Destroy when obsolete or superseded	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
9	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	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SOLID WASTE MANAGEMENT

Disposition Authority Number: GS50-26

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
10	SCALEHOUSE VIDEO MONITORING TAPES Used to surveil scale houses at landfills, transfer stations, and other solid waste operating sites.	OFM	3 years	Destroy when obsolete or superseded	
11	SOLID WASTE LOAD CHECK LOGS Document checking of solid waste loads for unacceptable waste.	OFM	3 years	Destroy when obsolete or superseded	
12	SOLID WASTE LOAD TRIP TICKETS Documentation of number and content of loads dumped by each hauler.	OFM	3 years	Destroy when obsolete or superseded	
13	SOLID WASTE PLANNING STUDIES AND REPORTS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
14	UNACCEPTABLE WASTE STATEMENTS Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	OFM	6 years	Destroy when obsolete or superseded	

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>G. H. Liles</i>	FOR THE STATE ARCHIVIST <i>David W. Owens</i>
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SURFACE WATER DRAINAGE AND FLOOD CONTROL

Disposition Authority Number: GS50-27

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION REMARKS
1	DIKING AND DRAINAGE DISTRICT HISTORY Documentation on the formation, location, and activities in each district.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	DIKING AND DRAINAGE FACILITY MAINTENANCE FILES Documentation of ongoing inspection and maintenance.	OPR	Life of facility	Destroy when obsolete or superseded	
3	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES Documentation of requests for funding of and execution of non-routine maintenance projects.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	
4	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	Contact your Regional Archivist before disposing of this record.
5	DRAINAGE BASIN AND WATERSHED HISTORY FILES Background documentation for planning and capital improvement projects as well as lawsuits.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
6	FLOOD CONTROL PLAN Comprehensive management plan 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	Contact your Regional Archivist before disposing of this record. 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 State Archives standards.
7	FLOOD CONTROL PLAN DEVELOPMENT FILES Documentation of the development of the agency's current flood control plan.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
8	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	Contact your Regional Archivist before disposing of this record. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency
9	FLOOD FILES Documentation of significant individual floods and flooding issues.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
10	MONITORING, TEST AND SAMPLE DATA 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	Contact your Regional Archivist before disposing of this record.
11	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES
 Schedule Title: SURFACE WATER DRAINAGE AND FLOOD CONTROL

Disposition Authority Number: GS50-27

ITEM NO	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
12	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	Contact your Regional Archivist before disposing of this record.
13	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
14	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	Contact your Regional Archivist before disposing of this record. This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
15	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).	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
16	WATER QUALITY PROJECT FILES 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	Contact your Regional Archivist before disposing of this record.
17	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	Contact your Regional Archivist before disposing of this record.

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FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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GLOSSARY

ACCESSION

1. The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency.
2. The materials involved in such a transfer of custody.

ACTIVE RECORDS

Records that are referred to more than once per month per file drawer. Active records should be maintained in the office.

ADMINISTRATIVE FILES

Records documenting the operation, management, and administration of an office; usually distinguished from program records that relate to the office's primary function.

ADMINISTRATIVE VALUE

The usefulness of a specific records series for the administration of current business.

ALPHABETICAL FILING

Arrangement of records according to the alphabet; used mainly for files referred to by name or topic.

ARCHIVES

1. The non-current records of an organization or institution preserved because of their permanent, continuing value.
2. The agency responsible for selecting, preserving, and making available archival materials.
3. The building where such materials are located.

CASE FILES - see Project Files

CD-ROM - see Compact Disk, or Read-Only Memory

CENTRALIZED FILES

The files of several offices of organizational units physically and/or functionally centralized and supervised in one location.

CHRONOLOGICAL FILING

The filing of documents in sequence by date.

CODING

Marking a file code on the document to be filed.

COMPACT DISK

A machine-readable medium used to reproduce records for rapid retrieval.

CONVENIENCE FILES

Extra copies of records created and kept for quick reference.

CORRESPONDENCE

Any format of information that is an addressed, written communication to or from an agency or its employees.

CUSTODY (OF RECORDS)

The guardianship of records that includes both physical possession and legal title.

CUT-OFF

The termination of files at regular intervals to permit their transfer, retirement, or disposal in complete blocks. Under this process, a file is terminated regularly at the end of a specified period of time or event, and a new file of the same records series is established.

MATERIAL WITH NO RETENTION VALUE

Material that does not need to be filed or that may be destroyed after a short retention. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications, and extra copies of documents created for convenience or public distribution (see Non-Records Schedule).

MICROFILM

1. A high-resolution photographic film used to record reduced-size images from original records.
2. The act of recording micro-photographs on film.

NUMERICAL FILING

Arrangement of records in sequence according to document number.

OFM (Office Files and Memoranda)

A public records classification provided by RCW 40.14 which identifies records that only have administrative value.

OPR (Official Public Record)

A public records classification provided by RCW 40.14 which identifies records that have significant legal or fiscal value.

OPTICAL DISK

A machine-readable medium used to reproduce records for rapid retrieval.

OUT-CARD

A guide card used to indicate that records have been taken from the file. The out-card should identify the specific item/file, date, and name of the person temporarily holding the record.

PERMANENT RECORDS

Records which have sufficient legal, fiscal, and/or historical value, to be retained indefinitely.

PRIMARY FILING CLASSIFICATION

The most general category under which records can be sorted and arranged for filing.

PROJECT (CASE) FILES

Groups of documents that pertain to a particular action, event, person, or place. May consist of correspondence, form records, memoranda, or a combination of such records.

PROPRIETARY RECORDS

Records containing information of a confidential or highly sensitive nature, requiring destruction by shredding, to eliminate the possibility of illegal or undesirable disclosure.

PURGING - See Screening

READ-ONLY MEMORY (ROM)

Electronic record storage systems that allow for research or "reading" access but protect the record from additional entries or alterations.

READING (DAY) FILE

A file of extra copies of outgoing correspondence arranged in chronological order.

RECORDS

Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, microfilm, sound recordings, maps, drawings, or other documents, regardless of physical form or characteristics, and including all copies thereof, either organized or received by an institution.

RECORDS CENTER

A low-cost facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive or non-current records.

RECORDS COORDINATOR - see Records Officer

SUPERSEDED

RECORDS RETENTION VALUES***Administrative Value***

Records have administrative value as long as they provide information needed for current or future work. Generally, eighty percent of the references made to a record occur within one year from the date it is created. The administrative value of most records is exhausted within two years. However, a few records provide information about an agency's origin, organization, policies and functions which have long term administrative value.

Legal Value

Records have legal value as long as they provide enforceable documentation of the agency's rights and obligations. Ordinances, resolutions, official court documents such as ordinances and resolutions, and contracts and agreements are examples of records of primary legal value. Some records have permanent legal value. The legal value of other records, such as contracts and agreements is limited by the time they remain in effect plus the statute of limitations on the agency's liability for the terms and conditions that they document. Thus, the standard retention period for contracts and agreements is termination plus six years.

Fiscal Value

Records have fiscal value as long as they provide information needed to track agency finances and document its financial transactions. Examples of records with primary fiscal value include budgets, allotments, ledgers, periodic accounting reports, vouchers, and warrants. Fiscal records that also have legal or official value, such as primary copies of budgets, ledgers, and vouchers have longer term retention value than fiscal records with administrative value, such as periodic accounting reports.

Research / Historical / Archival Value

Some records have long term research value because they provide significant documentation concerning the development of the agency's mission, policies, programs, and the area(s) it serves through time. Once the agency's administrative, legal, and fiscal needs for such records have exhausted they should be transferred to the Regional Archives for long term preservation and public research use.

PREPARING A PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION

Scheduling Unique Records Series

In some instances, an agency may need to schedule records series not covered by the general records retention schedule. Such schedules should be prepared using Form SSA-24, Public Records Retention Schedule and Destruction Authorization, according to the following instructions, and submitted in triplicate for Local Records Committee review and approval in care of Washington State Archives, 1120 Washington Street SE, PO Box 40238, Olympia, WA 98504-0238.

Agencies may find it useful to abstract General Records Retention Schedules into internal working schedules which may more closely reflect the agency's organization and the distribution of its records. Some elements in the following instructions may also prove useful in the compilation of such schedules.

Instructions for Preparation of Form SSA-24

1. *Agency Title and Mailing Address:* Enter the name of the parent agency, and the mailing address to which the schedule should be returned.
2. *Office of Record:* Enter the name of the office preparing the form.
3. *Name and Title of Responsible Officer:* Enter the name of the person who has custody or responsibility for the records.
4. *Phone:* Enter the Responsible Officer's telephone number.
5. *Date of Submittal:* Enter the date that the schedule is being submitted for Local Records Committee approval.
6. *Item No:* Enter a number for each records series beginning with 1. Each new records series should be issued the next number in sequence.
7. *Records Series Title and Description:* Enter a title for each records series which clearly identifies a functional group of records. A records series is defined as any group of records performing a particular function, which are used as a unit, filed as a unit, and may be transferred or disposed of as a unit because they relate to a particular subject or function, result from the same activity or document a specific kind of transaction. A records series may include a single form or a many document types. *Description:* Describe the function, purpose, and content of the records series. Indicate the full name of any abbreviations or acronyms that are used. Providing detailed information will assist the Local Records Committee's review and approval process.
8. *OPR or OFM:* Each records series must be classified as either an Official Public Record (OPR) or Office Files and Memoranda (OFM). See Glossary.

- * How frequently is it referenced?
- * What is its volume?
- * What are the inclusive dates of the records currently held by the agency?
- * What volume of new records is created each year?

SUPERSEDED

DEVELOPING A RECORDS MANAGEMENT PROGRAM

These guidelines have been developed utilizing the experiences of successful records management programs. They can be applied to the development of any type of management program and may be modified to meet your agency's specific needs.

ESTABLISH THE PROGRAM

- ☛ *Determine the Scope of the Program:* The scope should be based on the size and complexity of your agency, its resources, and its records management requirements. Gather information on how records are currently managed in the agency, identifying problem areas.
- ☛ *Develop a Program Statement:* The program statement should include the program's mission, goals, objectives, and the resources necessary to successfully carry out the program. Ask your Regional Archivist, other agencies with successful records management programs, and key agency personnel for input.
- ☛ *Obtain Support From the Top:* The success of any program is dependent on active support from the highest level of management. Your agency head should understand the program's mission, goals, and objectives, as well as provide the resources needed for the program.
- ☛ *Appoint a Records Officer:* The Records Officer is responsible for coordinating the development and maintenance of the records management program. Programs in larger agencies may require a full time dedicated position to accomplish this task. In smaller agencies, Records Officer responsibilities may be assigned to an existing position. Agencies with successful records management programs can be used as benchmarks for the appropriate level of staff support.
- ☛ *Announce the Program:* The program should be officially announced by the head of your agency before implementation. The announcement should state the program mission, identify the Records Officer, and mandate cooperation throughout the agency. The following is an example which can be modified for your agency:

To: All Departments - All Personnel
 From: Agency Head
 Subject: Records Management Program

It is the policy of this agency to comply with state law regarding the retention, protection, public accessibility, and disposal of all agency records and adopt efficient records management practices. This policy is being implemented through a new Records Management Program.

The Records Management Program will help us make our records easier to access and less expensive to keep. It will allow us to get the maximum benefit out of limited resources available for records and information systems, and will save time in filing and retrieval. It will also insure the preservation of essential and permanently valuable records.

(Mr/Ms) X will serve as our agency's Records Officer and will be responsible for coordinating the program. (He/she) has my full support in this effort. Please give (him/her) your complete cooperation

designated by the General Records Retention Schedules as having potential archival value. These records must be appraised by Regional Archives staff for possible transfer to the State Archives.

- ☛ *Maintain an Annual Records Disposition Process:* The program should establish and maintain a regular (preferably annual) process for the disposition of records which have reached the end of their retention period, and the transfer of historically valuable records to Archives. If needed, update program procedures at this time also.

DEVELOP OTHER KEY RECORDS MANAGEMENT COMPONENTS

- ☛ *Non-Current Records Storage Center:* If possible, develop a non-current records storage center away from the agency's active office area. The active reference life of most records series varies from one to two years. Older, less active records be shifted to cost-efficient, accessible non-current records storage centers for the remainder of their required retention periods. To facilitate this process, the retention period for each records series should be divided into current and non-current phases. For further information, contact your Regional Archivist. Other agencies or commercial vendors who operate non-current records storage centers may provide valuable advice and assistance.
- ☛ *Standard Function-Based Files Classification:* A standard function-based files classification system can provide a common filing language which will expedite access and will simplify the exchange of information between the different units in your agency. Function based filing and standard file cutoff practices allow for the efficient application of records retention schedules, the timely transfer of inactive records to non-current records storage centers, and the disposal of obsolete records. Contact your Regional Archivist for further information.
- ☛ *Essential Records Protection:* Use Records Retention Schedules to identify the records which your agency absolutely must have in order to maintain or re-establish its authority and operations. Security copies should be stored off-site so that working copies of those records can be replaced if they are lost or destroyed. The State Archives provides security storage for essential records at its Olympia facility. Contact your Regional Archivist for further information.
- ☛ *Disaster Preparedness:* Develop a plan and procedures for identifying and recovering records damaged by fire, flood, earthquake, or other disaster. For information and guidelines, contact your Regional Archivist.
- ☛ *Electronic records management:* Public records in electronic format also need to be scheduled and managed to ensure that access to those records is maintained for the duration of the established retention period. The retention period is based on the informational content of the records, not the format in which the records are stored. Standards and guidelines can be obtained through your Regional Archivist.
- ☛ *Public Disclosure:* The provisions of the Public Disclosure Act (RCW 42.17) require your agency to provide public access to the records it maintains, and to protect them from loss or damage. Your agency is required to publish and provide public access to its policies and procedures, as well as the indexes to all records which are classified as being open for

MODEL
**Policy and Procedures for Organizing a
Public Records Management Program for Your Agency**

The following is a generic policies and procedures model for your agency to use:

PROGRAM STATEMENT

The purpose of this program is to establish an agency-wide policy and standard procedures for managing records according to the provisions of the Public Records Act (RCW 40.14) and all other state and federal statutes and regulations which govern agency records management practices, including the systematic identification and disposal of records which have reached the end of the retention period specified on the retention schedule; transfer of historically valuable records to the State Archives; removal of non-current records from active office storage; protection and security backup of records essential to agency authority and operations; disaster preparedness; insurance of records systems integrity and accessibility; and effective compliance with public disclosure requirements.

DEPARTMENTS AFFECTED

All departments.

SUPERSEDED

POLICY

All departments will work with the agency Records Officer to insure that:

- ✦ Only active (referred to at least once per month) records are stored in valuable office space.
- ✦ Non-current records are shifted to low-cost records center storage on a regular basis.
- ✦ Historically valuable records are preserved and transferred to the State Archives.
- ✦ Records are destroyed at the end of the retention period specified on the retention schedule.
- ✦ Records essential to agency authority and operations are adequately protected from damage or loss.
- ✦ The agency will be prepared to recover or replace records damaged or lost in a disaster.
- ✦ All information systems preserve the integrity and accessibility of the public records they hold for the duration of the established retention periods.
- ✦ Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act.

RECORDS OFFICER: ROLES AND RESPONSIBILITIES

- ✦ The Records Officer coordinates the agency wide Records Management Program, including:
 - ◇ Disposal of records which have reached the end of their retention period.
 - ◇ Non-current records storage.
 - ◇ Transfer of historically valuable records to State Archives.
 - ◇ Essential records protection.

✦ **The Regional Branch Archives:**

- ◇ Assemble, preserve and provide public research access to local government archives.
- ◇ Serve as focal points for local government access to public records management standards guidelines, procedures and educational offerings.

SUPERSEDED

ARCHIVAL RECORDS

State law (Chapter 40.14.070) requires that all public records designated by the Local Records Committee as having historical or archival value must be either transferred to the State Archives or retained by the office of record in accord with standards established by the State Archivist.

Contact the regional State Archivist in your area (see map on Page 3) for appraisal, transfer and other assistance on archival and records management matters.

SUPERSEDED

MICROFILM**ITS USE AND ABUSE**

Microfilm is a powerful records management tool. Unfortunately, it is often abused. Microfilm should never be used simply to reduce the volume of records stored in a filing system. Records that contain information with temporary value, which includes most agency records, should not be microfilmed.

Before launching a costly microfilm project, a complete cost-benefit and systems analysis should be conducted, preferably by someone other than a prospective vendor. If a specialist is not available for this purpose, then the agency should request analysis and proposals from more than one vendor.

MICROFILM STANDARDS

Before proceeding with any microfilm project, you should obtain a copy of Washington State Standards for the Production and Use of Microfilm, available by request from the State Archives. Prospective vendors should then be made aware of the need to meet these standards. To insure that these standards are met once the system is installed, your agency should send a written request for project certification to the State Archives. This will help protect you from any unstable or unusable microfilm product.

STATE AUDITOR'S APPROVAL

State law requires that all local government agencies have State Auditor approval for the use of any microfilm system. The proposed system should be evaluated by state microfilm specialists. This is done using Form SSA-31, "Local Agency Microfilming Project Authorization Request," which may be obtained from the State Archives. The systems analysis, along with the SSA-31, should be submitted to the State Archives.

For further information, see "Washington State Standards for the Production and Use of Microfilm"- available from the State Archives

ELECTRONIC IMAGING

While electronic imaging may be legally used for recording, producing, reproducing, maintaining, and storing public records (RCW 40.14.020), the choice to use electronic storage systems must be based on sound records management requirements. Chapter 434-663 WAC outlines the regulations that the State Archives has developed for the use of this technology. A copy of WAC 434-663 may be obtained through your Regional Archivist.

SCHEDULING

Public records maintained in electronic format must be scheduled prior to implementation of the system per RCW 40.14. Both the imaged copy and the original source document must be listed on this schedule with the retention period indicated for each format. **It is strongly recommended that the primary copy of permanent records and records with retention periods greater than ten years be stored in human-readable format, either on microfilm or paper.**

TECHNICAL DOCUMENTATION

A data migration plan must be developed for all digital imaging systems that store public records with a retention period in excess of ten years. The plan should include a reasonable estimate of the useful life expectancy of the system, header file information, and a proposed strategy for migrating the information to new systems. Technical documentation on system components, application software, and operating systems is essential to facilitate long-term access to records stored in electronic media.

SYSTEM OPERATION

Each imaging system should have a system administrator. A written policy statement can formalize the use of imaging as part of an agency's regular business practices. Operating procedures should be fully documented. Periodic performance audits must be conducted on the system's functionality.

For further information, see "Electronic Records Inventory and Scheduling" - available from the State Archives.

RECORDS STORAGE PROBLEMS AND STANDARDS

Paper manufactured since the late 18th century is perishable due to its high acid content, which causes the paper to become weak, brittle, and discolored. Poor storage conditions can also damage paper records.

RECORDS IN PAPER FORMAT: MAJOR CAUSES OF DETERIORATION

1. **HEAT** - Heat affects paper records by increasing the rate of reaction time by which chemicals are absorbed by paper. Heat can warp magnetic tapes and disks and can cause the recording emulsions to separate from the carrier bases of all photographic media.
2. **HUMIDITY** - Humidity by itself does not harm most recording media, including paper. In fact, without some moisture, paper and some other media such as film lose flexibility, and become brittle and susceptible to damage. High humidity and heat, however, promote mold growth. Wide variations in humidity can also be damaging, especially to paper. When the moisture content of paper changes, the individual fibers expand or contract, stressing the paper and accelerating deterioration.
3. **LIGHT** - Radiant energy, particularly ultraviolet light, reacts photo-chemically with impurities in paper such as acids, glues, starch, and dyes. The product of this reaction is oxidization of the fibers, causing yellowing, brittleness, and weakening of the paper, by breaking the molecular chains in the cellulose. Long-term exposure to ultraviolet light will cause fading of photographic dyes and almost all writing and printing inks.
4. **INSECTS AND RODENTS** - Books and paper are subject to attack by many pests including silverfish, bookworms, termites, book lice, cockroaches, and firebrats, which feed and thrive on cellulose, leather, glues and cloth. These same materials are extremely susceptible to rodent damage. Mice, rats and squirrels will shred paper, leather, and vellums for nest-building purposes, and the acids in rodent droppings can damage paper.
5. **ACIDS** - Chemicals are introduced to paper during manufacture and later by contact with atmospheric pollutants or acids in storage containers, folders, wood shelving, and other paper records. These chemicals react with moisture in or are absorbed by the paper. This process, called hydrolysis, produces acids which break down paper fibers and cause brittleness and ultimately disintegration. Hydrolysis is characterized by yellowing, as often observed in newsprint.

STORAGE OF RECORDS

The following guidelines should be followed in order to insure that your records are usable for the required retention periods and that they are reasonably well protected from disaster.

DISASTER PREPAREDNESS

Each agency needs to develop a disaster preparedness plan before a disaster occurs. A disaster preparedness plan details how records and information should be protected in the course of normal operations, and how they should be handled in recovery efforts after an actual disaster. For general guidelines on developing a disaster preparedness plan, contact the State Archives for a copy of the Disaster Preparedness manual. In the event of a disaster, please contact Conservation Associates of the Pacific Northwest at (360) 754-2093.

EMERGENCY PROCEDURES FOR THE RECOVERY OF PAPER RECORDS

Emergency recovery procedures are best implemented as part of a pre-established disaster preparedness plan, rather than based on ad hoc decisions following a disaster.

- ◆ Assess the damage. Determine the extent and kinds of damage, and the volume of records damaged.
- ◆ Set priorities for recovery using your disaster preparedness plan as a guide. Records which are still active, necessary for current business, and not duplicated elsewhere, should receive attention first.
- ◆ Prepare a damage assessment and control worksheet for each records series damaged. The worksheet should note the records series title, original location of the records, damage incurred, and restoration plan and priority. This record should be maintained and kept as a control throughout the recovery process. It can be organized by file cabinet, shelf unit, or by other logical grouping.
- ◆ Arrange for a temporary storage area if necessary.
- ◆ Arrange for restoration services if necessary (Contact your Regional Archivist).
- ◆ Remove damaged records in the order in which they were stored. Note original locations on the damage-control worksheet.
- ◆ Transfer damaged records to temporary storage or to an area where restoration can begin.
- ◆ Arrange for storage once restoration is complete.

FIRE DAMAGE

Closely packed paper burns with difficulty; therefore, the damage caused by fire may be more apparent than real.

Salvage Procedures:

- * Remove documents from containers.
- * Gently spread papers out to inspect the extent of the damage.
- * For minimum damage (smoke damage, sooty, lightly charred at edges):
 - * Allow paper to dry in an open place
 - * Clean gently with a soft brush
 - * Humidify by circulating moist air
 - * Re-file in clean folders
 - * Replace in new or restored cabinets

DOCUMENTING RECORDS DISPOSAL

The following forms can be used by your agency to document the date and method of destruction for non-archival records which have reached the end of their retention period assigned to them by the Local Records Committee as per WAC 434-640.

Certificate of Records Destruction
(Sample)

I, _____, acting as an agent of ____ (Agency Name) ____, hereby certify that the following public records were destroyed according to the provisions of WAC 434-640.

Vouchers: 1967-1990, Disposition Authority GS50-03A.20
Internal Audit Reports: 1985-1991, Disposition Authority GS50-03F.1
Audio Tape Recordings of Council Meetings: 1990-1991, Disposition Authority GS50-05A.2

Destruction executed by ____ (Method of Destruction) ____, on this ____ day of _____, 19__

Location of Disposal _____

Signature of agent _____

Title _____

SUPERSEDED

Public Records Destruction Log (Sample)			
Records Series	Inclusive Dates	Disposition Authority	Date of Disposal
Vouchers	1960-1987	GS50-03A.20	6/15/97
Internal Audit Reports	1985-1991	GS50-03F.1	6/15/97
Audio Tape Recordings of Council Meetings	1990-1991	GS50-05A.2	6/15/97

PUBLIC ACCESS TO GOVERNMENT RECORDS

Rights of public access to state and local government records are defined by RCW 42.17, the Public Disclosure Act, just as rights of public access to federal government records are defined by the Freedom of Information Act. Much like the Public Records Act, the Public Disclosure Act declares that state and local government records are exclusively public property. They are open to public access subject to limited exemptions which are intended to protect the personal privacy of individuals and the integrity of vital governmental functions.

BASIC PUBLIC DISCLOSURE REQUIREMENTS

Index of Records: Agencies are required to maintain and provide for public inspection an index of all their records. If the agency is unable to maintain such an index, it must publish an order explaining why it is unable to do so and provide public access to the records indexes or listings that it does maintain.

Protection of Agency Records and Functions: Agencies are required to adopt reasonable rules and procedures to protect their records from loss, disorganization, or damage and to prevent disruption of vital agency functions while providing full public access as provided by statute.

Inspection and Copying during Regular Business Hours: Records must be available for public inspection and copying during the agency's regular business hours. If an agency is not open for public business at least thirty hours per week, it must make its records available for inspection and copying from 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. each week day unless another time is agreed to.

Fees Charged for Copies: Agencies can not charge more than fifteen cents per page for copying public records unless they can document costs in excess of that sum. The costs of postage and handling may be included in copying charges, but staff time for retrieval and re-filing may not unless authorized by a separate statute.

Prompt Response Requirement: Within five days of receiving a request for access to its records, an agency must make the requested records available for inspection and copying; or acknowledge the request and provide a reasonable estimate of the time needed to make the records available. The agency can also issue a written statement denying access and explaining how specific exemptions in the Public Disclosure Act justify the denial. An agency may delay access to requested records beyond five days only if it needs extra time to clarify the intent of the request, locate and assemble the requested records, notify third parties or agencies affected by the request, determine if any requested information is exempt from disclosure, or to confirm whether access should be denied to all or part of the requested records.

Clarification of Public Disclosure Requests: If a public disclosure request is not clearly stated, the agency may seek clarification. If clarification is not received the request should be denied in writing with a clear explanation for the denial.

FILES MANAGEMENT

WHY A STANDARDIZED FILING SYSTEM IS IMPORTANT:

Integrity and Continuity of Records: Records remain complete and easily accessible despite changes in agency organization, personnel, and records keeping technology.

Efficiency: Less staff time is wasted searching for agency information.

Communication: A common filing language fosters cooperation in the retrieval and exchange of information throughout the agency.

Records Retention and Disposition: An efficient filing system separates records with different retention values so that records which have reached the end of their retention period may be disposed of and records with long term retention value are adequately preserved.

ESSENTIAL ELEMENTS OF FILING SYSTEMS

Simplicity: An easily understood filing system enables records to be filed and retrieved with much greater speed and accuracy.

Logic: File headings should be descriptive and arranged in natural sequence.

Usability: File headings should relate to the function of records and the way they are most frequently used.

Flexibility: The filing system should accommodate the expansion or contraction of records volume, different records keeping technologies, the transfer of inactive records to non-current storage, and the disposition of obsolete records.

FUNCTION BASED FILES CLASSIFICATION

Records should be grouped and maintained according to the function to which they relate. Filing systems are organized through different levels of classification. The primary classification should be by function or records series. This allows records to be efficiently filed, retrieved, maintained, transferred, and disposed of according to their functions and retention values.

Secondary and tertiary classifications allow for records in each primary classification to be arranged in the sequence in which they may most easily be filed and retrieved. Commonly used arrangements include: alphabetical, numeric, chronological, subject, location, number, and agency.

4. *Develop a standard files classification outline:*
 - Work with staff to develop file headings.
 - Compile and review the outline.
 - Distribute the outline to all agency staff.
 - Train records keepers and users.
5. *Implement the files classification system throughout the agency.*
6. *Evaluate and select filing standard media, equipment, and supplies:*
 - Paper
 - File cabinets
 - Guides
 - Fasteners
 - Folders
 - Tabs
 - Labels
7. *Microfilm: As per State Archives Standards*
 - Roll or Fiche
 - Manual or computer-assisted retrieval
 - Reels
 - Boxes
 - Labels
8. *Audio/Visual*
 - Tape: size, format
 - Film: size, format
 - Storage containers
 - Labels
9. *Electronic/digital*
 - Storage formats
 - Software
10. *Develop files maintenance, reference and disposition procedures:*
 - Maintenance
 - Receiving
 - Logging
 - Sorting
 - Routing
 - Indexing and coding
 - Cross referencing
 - Filing
11. *Reference*
 - Out cards and charge-out documentation
 - Routing slips
12. *Develop cut-off procedures to facilitate records transfer and disposal*

SUPERSEDED

MEDICAL INCIDENT REPORTS - RETENTION REQUIREMENTS

The statute of limitations on law suits against medical care providers is 8 years after last treatment or 8 years after any problems resulting from medical treatment could reasonably be discovered or 3 years after the patient reaches age 18, whichever is longer.

Hospitals and medical centers are required to keep patient records 8 years after last treatment or 8 years past age of majority, whichever is longer. As long as it is standard procedure for one copy of the Medical Incident Report to be filed with the hospital patient record, the fire protection agency's handling of the incident should be adequately documented for the duration of its liability.

If copies of the Medical Incident Report are not routinely filed with the hospital patient record, the district should retain its copy of the Medical Incident Report 8 years for incidents involving adults, and 8 years after the patient reaches the age of 18 for incident involving minors.

SUPERSEDED