

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Accounts Payable</p> Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.	89-10-45043 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Accounts Payable</p> Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.	90-01-45661 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Advertising & Promotion</p> Provides a record of and executed promotional efforts of the Commission.	89-10-45057 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Advertising and Promotion</p> Provides a record of and executed promotional efforts of the Commission. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	90-01-45674 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Agreements and Contracts</p> Documentation that provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the Commission.	89-10-45048 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Agreements and Contracts</p> Documentation that provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the Commission.	90-01-45665 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Annual Reports</p> Provides a yearly record of Commission activities.	90-01-45668 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Annual Reports</p> Provides a yearly record of Commission activities.	89-10-45051 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	<p style="text-align: center;">Assessments & Collections</p> Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.	89-10-45042 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR

Dry Pea & Lentil Commission - Office# 100	Assessments and Collections Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.	90-01-45660 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Banking Records Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the Commission.	89-10-45040 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Banking Records Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the Commission.	90-01-45658 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	89-10-45046 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	90-01-45663 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	Commission Newsletters Historical record containing copies of Commission newsletters sent to producers, Commission members and others.	89-10-45059 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Commission Newsletters Historical record containing copies of Commission newsletters sent to producers, Commission members and others.	90-01-45676 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	89-10-45049 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	90-01-45666 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	Financial Reports Provides a summary of cash receipts and expenditures.	90-01-45662 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM

Dry Pea & Lentil Commission - Office# 100	Financial Reports Provides a summary of cash receipts and expenditures.	89-10-45044 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	History, WA State Dry Pea & Lentil Commission Historical documentation of the formation and organization of the Commission. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	90-01-45675 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	History, WA State Dry Pea & Lentil Commission Historical documentation of the formation and organization of the Commission.	89-10-45058 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the Commission.	90-01-45669 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Legislation Files To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the Commission.	89-10-45052 Rev.0	Calendar Yea	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Litigation & Legal Matter Correspondence and other documentation pertaining to legal matters that involve the Commission. Includes correspondence with the WA State AGO.	89-10-45053 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the Commission. Includes correspondence with the WA State AGO.	90-01-45670 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the Commission.	90-01-45667 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the Commission.	89-10-45050 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Payroll Records Provides a detailed record of employee hours and subsequent payroll activity.	90-01-45659 Rev.0	Fiscal Year	120 Months	0 Months	10 Years	Non-Archival OPR

Dry Pea & Lentil Commission - Office# 100	Payroll Records Provides a detailed record of employee hours and subsequent payroll activity.	89-10-45041 Rev.0	Fiscal Year	120 Months	0 Months	10 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Publications & Bulletins Historical record containing copies of all Commission publications including bulletins, newsletters and promotional printing and other types of literature.	89-10-45060 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Publications and Bulletins Historical record containing copies of all Commission publications including bulletins, newsletters and promotional printing and other types of literature.	90-01-45677 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Purchasing Records To provide a record of supplies, materials and equipment purchases.	89-10-45056 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Purchasing Records To provide a record of supplies, materials and equipment purchases.	90-01-45673 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	90-01-45671 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	89-10-45054 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	89-10-45047 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	90-01-45664 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Travel Expenses Provides documentation of expenses incurred by personnel while traveling on Commission business.	90-01-45672 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Travel Expenses Provides documentation of expenses incurred by personnel while traveling on Commission business.	89-10-45055 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR