

Summary of Changes

State Government General Records Retention Schedule v.6.3 (October 2024)

New Records Series Added

- Twelve (12) new records series have been added to this records retention schedule:
 1. **Accommodation Requests (ADA/Section 504) (DAN GS 18010) p.16**
“6 years after completion or denial of accommodation(s) (Non-Archival)”
 2. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Collection Process (DAN GS 03059) p.99**
“2 years after end of calendar year (Non-Archival)”
Rationale: Retention based on 2-year requirement for testing collection process records (49 CFR § 382.401(b)(2))
 3. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Program Administration (DAN GS 03060) p.99**
“5 years after end of calendar year (Non-Archival)”
Rationale: Retention based on 5-year requirement for program administration records (49 CFR § 382.401(b)(1))
 4. **Alcohol/Substances Testing (Commercial Drivers Licenses) – Test Results (Negative, Not Positive, Canceled) (DAN GS 03061) p.100**
“1 year after negative results posted or test canceled (Non-Archival)”
Rationale: Retention based on 1-year requirement for negative results/canceled tests (49 CFR § 382.401(b)(3))
 5. **Civil Rights Compliance – General (DAN GS 18011) p.17**
“6 years after end of calendar year and no longer needed for agency business (Non-Archival)”
 6. **Contaminated/Compromised Records (DAN GS 11018) p.126**
“Until good faith effort has been made to render the records or copies of the records safe for use (Non-Archival)”
 7. **Notary Public Journals (DAN GS 18012) p.29**
“10 years after last notarial act chronicled in journal (Non-Archival)”
Rationale: Added to cover legislative requirement (RCW 42.45.180(1)).
 8. **Policies and Procedures (Employee Acknowledgements) (DAN GS 09031) p.41**
“6 years after acknowledgement superseded/obsolete or 6 years after employee separation from agency, whichever is sooner (Non-Archival)”
 9. **Public Records Request Exemptions for Certain Employees’ Personally Identifying Information (DAN GS 05011) p.123**
“3 years after expiration of exemption (Non-Archival)”
 10. **Records Appraised and Not Selected by the Archives (DAN GS 11019) p.128**
“Until no longer needed for agency business (Non-Archival)”
 11. **Records Reported/Submitted to External Databases/Systems (DAN GS 19006) p.44**
“Until verification of successful keying/submission (Non-Archival)”

12. **Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads (DAN GS 10017) p.25**

“Until completion of term/appointment (Archival – Appraisal Required)”

Retention Changes

- Thirteen (13) records series have changes to their retention period/cutoff:
 1. **Audit Trails and System Usage Monitoring (DAN GS 14020) p.62**
Changed from “1 year after date of activity (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
Rationale: Changed to better reflect the basis for the retention of these records.
 2. **Banking – Deposited Items (DAN GS 01068) p.76**
Decreased from “14 days after date of deposit (Non-Archival)” to “Until deposit verified by bank (Non-Archival)”
 3. **Bids and Proposals – Unsuccessful (DAN GS 06007) p.84**
Changed from “3 years after bid award or cancellation date (Non-Archival)” to “3 years after bid award or decision not to proceed (Non-Archival)”
 4. **Contracts and Agreements – General (was Contracts and Agreements) (DAN GS 01050) p.85**
Changed from “6 years after termination or expiration of instrument (Non-Archival)” to “6 years after termination or expiration of contract/agreement (Non-Archival)”
 5. **Conversion/Conservation of Records (was Conversion/Conservation – Non-Archival Records) (DAN GS 11013) p.127**
Changed from “Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)” to “Until the converted/repaired records have been destroyed/transferred in accordance with a current approved records retention schedule (Non-Archival)”
 6. **Destruction/Transfer of Records (was Transfer of Legal Custody) (DAN GS 11001) p.128**
Decreased from “Life of the agency (Non-Archival)” to “50 years after end of calendar year (Non-Archival)”
 7. **Forms – Master Set (DAN GS 12005) p.118**
Changed from “Until use of form ceases (Non-Archival)” to “Until superseded/use of form ceases (Non-Archival)”
Rationale: Clarified that not all previous versions of a particular form need to be retained.
 8. **Governing/Executive/Policy-Setting Body Records (DAN GS 10004) p.33**
Changed from “6 years after end of calendar year (Archival – Permanent Retention)” to “within 6 years after end of calendar year (Archival – Permanent Retention)”
Rationale: Allows records to be transferred sooner than 6 years after calendar year.
 9. **Maintenance – Minor Non-Regulated (DAN GS 21002) p.68**
Decreased from “6 years after completion of work (Non-Archival)” to “3 years after completion of work (Non-Archival)”
 10. **Performance Evaluations – Employee (DAN GS 03002) p.108**

Changed from “3 years after completion of next evaluation (Non-Archival)” to “3 years after completion of evaluation (Non-Archival)”

Rationale: Allows for employee’s last ever evaluation to be destroyed when there is no next evaluation.

11. Pesticide Applications (DAN GS 21018) p.69

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

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

12. State Publications (DAN GS 15008) p.125

Changed from “Upon publication, Transfer 2 copies of printed format publications and/or 1 copy of electronic format publications to Washington State Library for permanent retention (Archival – Permanent Retention)” to “Upon publication, Transfer 2 copies of tangible format publications and 1 copy of electronic format publications to Washington State Library for permanent retention (Archival – Permanent Retention)”

Rationale: Improved disposition language to better clarify Washington State Library requirements.

13. Work Instructions/Desk Manuals (DAN GS 09001) p.43

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

Rationale: Improve clarity to help with applying the retention.

Other Minor Changes

- Sixty (60) records series have changes to their title and/or description:

1. Advertising and Promotion (DAN GS 05006) p.18

2. Advisory Body Records (DAN GS 10015) p.32

3. Audit Trails and System Usage Monitoring (DAN GS 14020) p.62

Rationale: Clarified that records covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008) are not covered by this records series.

4. Authorization – Building/Facility Access (DAN GS 25001) p.72

5. Authorization – Systems/Telecommunications Access (DAN GS 14012) p.62

6. Authorizations/Certifications Received by Agency (was Authorizations/Certifications – Assets) (DAN GS 21013) p.14

7. Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) p.63

Rationale: Clarified the relationship between this records series and Audit Trails and System Usage Monitoring (DAN GS 14020).

8. Backups for Disaster Preparedness/Recovery (DAN GS 14011) p.63

9. Benefits Enrollment and Participation (DAN GS 03048) p.93

Rationale: Added Public Service Loan Forgiveness as an additional example.

10. **Bids and Proposals – Unsuccessful (DAN GS 06007) p.84**
Rationale: Clarified this records series also covers records of contract/agreement negotiations which do not result in an executed contract/agreement.
11. **Business/Work Plans (DAN GS 09008) p.37**
Rationale: Corrected records series title in excludes statement.
12. **Calendars – Elected Officials and Agency Heads (DAN GS 10008) p.15**
Rationale: Clarified this records series only applies to all elected officials and the single head of the agency.
13. **Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) p.58**
Rationale: Clarifies that preliminary planning records relate to capital construction projects of routine structures that are not proceeded with/completed rather than routine projects.
14. **Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) p.58**
Rationale: Clarifies that preliminary planning records relate to capital construction projects of significant structures that are not proceeded with/completed rather than significant projects.
15. **Celebrations/Ceremonies/Events – Routine (DAN GS 05008) p.19**
16. **Client/Customer Feedback and Complaints (DAN GS 09016) p.22**
17. **Commute Trip Reduction (CTR) Program (DAN GS 03037) p.93**
18. **Contact Information (DAN GS 50007) p.134**
19. **Contracts and Agreements – General (was Contracts and Agreements) (DAN GS 01050) p.85**
20. **Conversion/Conservation of Records (was Conversion/Conservation – Non-Archival Records) (DAN GS 11013) p.127**
21. **COVID-19 Vaccination Status Verification Records (DAN GS 03058) p.100**
Rationale: Removed references to obsolete Department of Labor and Industries Division of Occupational Safety and Health directives.
22. **Destruction/Transfer of Records (was Transfer of Legal Custody) (DAN GS 11001) p.128**
23. **Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010) p.50**
24. **Employment Eligibility – U.S. Citizen and Immigration Services (USCIS) (DAN 03036) p.114**
25. **Entry/Exit Logs – Facilities (DAN GS 25007) p.72**
26. **Establishment/Development History of Agency/Programs (DAN GS 10013) p.38**
27. **External Audits/Reviews of Agency – Final Reports (DAN GS 04006) p.8**
Rationale: Corrected revision number from 1 to 2 which should have happened in v.6.1 when the records series title in the “excludes” section was corrected.
28. **Forms – Accountable (DAN GS 12004) p.118**
29. **Forms – Development (DAN GS 12001) p.118**
30. **Governing/Executive/Policy-Setting Body Records (DAN GS 10004) p.33**

31. **Grants Received by Agency (DAN GS 23004) p.89**
32. **Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017) p.66**
33. **Inventories – Supplies, Commodities, and Parts (DAN GS 16004) p.65**
34. **Litigation Case Files – Routine (DAN GS 18004) p.28**
35. **Maintenance – Minor Non-Regulated (DAN GS 21002) p.68**
36. **Meeting and Board/Committee Administrative Arrangements (was Meeting Arrangements) (DAN GS 09024) p.34**
37. **Meeting Materials – Members’ Copies/Notes (DAN GS 09026) p.35**
Rationale: Clarified this records series also covers staff meetings and individual members’ recordings.
38. **Meetings – Staff and Internal Committees (DAN GS 09009) p.36**
Rationale: Corrected records series titles in the “excludes” section.
39. **Payroll Processing, Distribution, and Reporting (DAN GS 03033) p.106**
40. **Personnel – Employment History Files (DAN GS 03042) p.110**
Rationale: Removed reference to appointment letters which are covered by Retirement Verification (DAN GS 03032) and added exclusion for law enforcement personnel records.
41. **Personnel – Health-Related Records (Routine) (DAN GS 03054) p.111**
Rationale: Added examples of alcohol/substance testing for Commercial Drivers License holders covered by this records series.
42. **Pesticide Applications (DAN GS 21018) p.69**
Rationale: Clarified this records series also includes records relating to citizen’s requests to opt out of pesticide applications on right-of-ways and/or adjacent to their property.
43. **Policies and Procedures – Agency Core Mission (DAN GS 10002) p.40**
44. **Provision of Advice, Assistance, or Information (DAN GS 09022) p.5**
45. **Public Disclosure/Records Requests (DAN GS 05001) p.122**
Rationale: Clarified this records series also covers tracking logs and requests made in accordance with Court Rule GR 31.1.
46. **Records Control (DAN GS 11009) p.129**
47. **Records Documented as Part of More Formalized Records (DAN GS 50012) p.139**
48. **Recruitment (was Recruitment – Employee) (DAN GS 03012) p.115**
49. **Reference Materials (DAN GS 50013) p.140**
50. **Reporting to External Agencies (Mandatory) (DAN GS 19004) p.46**
51. **Safety Data Sheets (SDS)/Allowed Substitute Records (was Safety Data Sheets (SDS) or Allowed Substitute Record) (DAN GS 09017) p.103**
52. **Security Incidents and Data/Privacy Breaches (DAN GS 25008) p.73**
Rationale: Clarified this records series also includes assessments of threats received and targeted violence incidents towards staff, students, and others.

- 53. **Security Monitoring – No Incident (DAN GS 25003) p.74**
Rationale: Clarified this records series also includes non-law enforcement dash cam recordings.
- 54. **Source Records – Imaged/Migrated (Archival) (DAN GS 11014) p.131**
- 55. **Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012) p.132**
- 56. **Stakeholder Group Relations (DAN GS 05010) p.24**
- 57. **Tax Reporting/Returns – Federal, State, and Local Taxes (was Tax Reporting/Returns – State and Local Taxes) (DAN GS 01071) p.79**
- 58. **Training – General (DAN GS 22007) p.53**
- 59. **Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) p.54**
- 60. **Training Records – Employee (was Training Files – Employee) (DAN GS 22003) p.117**
- One (1) records series moved from “Asset Management – Authorization/Certification” to “Agency Administration and Management – Authorization/Certification”:
 1. **Authorizations/Certifications Received by Agency (was Authorizations/Certifications – Assets) (DAN GS 21013) p.14**
- Minor changes have been made to the following function/activity section headings:
 1. **Agency Administration and Management – Planning, Policies, and Procedures (was Agency Administration and Management – Planning and Agency Administration and Management – Policies and Procedures) p.37**
 2. **Asset Management – Safety and Security (was Asset Management – Security) p.72**
 3. **HR and Payroll Management (was Human Resource Management) p.91**

Essential Designation Changes

- Two (2) records series are being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
 1. **Destruction/Transfer of Records (was Transfer of Legal Custody) (DAN GS 11001) p.128**
 2. **Forms – Master Set (DAN GS 12005) p.118**
- One (1) records series is being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
 1. **Records Control (DAN GS 11009) p.129**

Archival Designation Changes

- One (1) records series is being changed from “Archival (Permanent Retention)” to “Archival (Appraisal Required)”:
 1. **Calendars – Elected Officials and Agency Heads (DAN GS 10008) p.15**
- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:

1. **Advertising and Promotion (DAN GS 05006) p.18**

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Conversion/Conservation – Archival Records (DAN GS 11011)** covered by Conversion/Conservation of Records (*was* Conversion/Conservation – Non-Archival Records) (DAN GS 11013)

Non-Archival Series Being Revoked

- Six (6) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accidents – Vehicles/Vessels (DAN GS 16010)** covered by Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS 18008), Accidents/Incidents – No Claimed Filed (Under Age 18) (DAN GS 18007), Injury Claims (DAN GS 03015), Maintenance – Major and/or Regulated (DAN GS 21008), Maintenance – Minor Non-Regulated (DAN GS 21002), Security Incidents and Data/Privacy Breaches (DAN GS 25008); or Reporting to External Agencies (Mandatory) (DAN GS 19004)
 2. **Destruction of Public Records (DAN GS 11005)** covered by Destruction/Transfer of Records (*was* Transfer of Legal Custody) (DAN GS 11001)
 3. **Forms – Inventory Files (DAN GS 12003)** covered by Inventories – Supplies, Commodities, and Parts (DAN GS 16004)
 4. **Labor Union Administrative Files – Agency Relations (DAN GS 09014)** covered by Stakeholder Group Relations (DAN GS 05010)
 5. **Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
 6. **Tax Reporting/Returns – Internal Revenue Service (IRS) (DAN GS 01019)** covered by Tax Reporting/Returns – Federal, State, and Local Taxes (*was* Tax Reporting/Returns – State and Local Taxes) (DAN GS 01071)

Net Increase in Records Series: 5 (from 183 series up to 188 series)