

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Tree Fruit Research Commission - Office# 100	Accounts Payable Provides a record of requests, orders, invoices, and other administrative business transactions.	87-09-40728 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Tree Fruit Research Commission - Office# 100	Agreement and Contracts Documentation providing a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.	87-09-40722 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Tree Fruit Research 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, and operational costs; also the investigation of unfair traded practices.	87-09-40727 Rev.0	FINAL PAYMENT	72 Months	0 Months	6 Years	Non-Archival OPR
Tree Fruit Research Commission - Office# 100	Audit Records Documentation providing a record of annual audit reports which are subject to procedures and methods lawfully prescribed by the state auditor.	87-09-40731 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Tree Fruit Research 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.	87-09-40726 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Tree Fruit Research Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	87-09-40730 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Tree Fruit Research Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	87-09-40723 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Tree Fruit Research Commission - Office# 100	Financial Reports Documentation includes: general ledger and interim financial statements which provides a record of yearly budget projections and operating expenditures.	87-09-40729 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM

Tree Fruit Research Commission - Office# 100	History, Washington Tree Fruit Commission Historical documentation of the formation and organization of the commission.	87-09-40725 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Tree Fruit Research Commission - Office# 100	Industry Service Program Records Provides a complete record of all such activities; includes documentation fo all funds collected, administered and dispersed for any such program in accordance with RCW 15.26.235.	87-09-40736 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Tree Fruit Research Commission - Office# 100	Legislation Files To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the Revised Code of Washington pertaining to the commission.	87-09-40733 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Tree Fruit Research Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the Washington State Attorney General Office.	87-09-40734 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR
Tree Fruit Research Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the commission.	87-09-40724 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR
Tree Fruit Research Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	87-09-40735 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Tree Fruit Research Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	87-09-40732 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM