



This schedule applies to: All State Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records documenting common functions and activities of state government agencies, including Universities and Community and Technical Colleges. It is to be used in conjunction with the other approved schedules that relate to the unique functions of the agency.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previous versions of the State Government General Records Retention Schedule are revoked. State Agencies must ensure the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on October 2, 2024.

For the State Auditor:
Al Rose

For the Attorney General:
Suzanne Becker

For the Office of Financial Management:
Marie Davis

The State Archivist:
Heather Hirota



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 1991	General Update
2.0	July 1997	General Update
3.0	Summer 2001	General Update
3.5	April 2005	General Update
4.0	November 2005	General Update
5.0	October 6, 2010	Changes to format, glossary updated, indexes added, standardized Archival designations and proper citation of RCW's.
5.1	August 3, 2011	All records series reorganized into six functional areas: Agency Management, Asset Management, Financial Management, Human Resource Management, Records Management, and Records With Minimal Retention Value. Major revision to Information Management function. New activities added including Banking, Community Relations, Library Services, Public Disclosure, Publishing, Records Conversion, Risk Management, and Security.
6.0	June 29, 2016	Major revision of entire schedule.
6.1	August 5, 2020	Minor revision to the "Asset Management – Security" section.
6.2	August 4, 2021	Minor revision to the "Human Resource Management – Occupational Health and Safety" section.
6.3	October 2, 2024	Minor revisions throughout the schedule.

For assistance and advice in applying this records retention schedule,
please contact your agency's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



TABLE OF CONTENTS

1.	AGENCY ADMINISTRATION AND MANAGEMENT.....	5
1.1	ADVICE AND TECHNICAL ASSISTANCE	5
1.2	AUDITING	6
1.3	AUTHORIZATION/CERTIFICATION	14
1.4	CALENDARS	15
1.5	CIVIL RIGHTS COMPLIANCE	16
1.6	COMMUNITY AND EXTERNAL RELATIONS	18
1.7	LEGAL AFFAIRS	26
1.8	LEGISLATION AND RULE MAKING	30
1.9	MEETINGS AND BOARD/COMMITTEE SUPPORT	32
1.10	PLANNING, POLICIES, AND PROCEDURES	37
1.11	REPORTING AND STUDIES	44
1.12	RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE	49
1.13	TRAINING OTHERS	52
2.	ASSET MANAGEMENT.....	55
2.1	ACQUISITION AND DISPOSAL	55
2.2	DESIGN AND CONSTRUCTION	57
2.3	INFORMATION SERVICES	61
2.4	INVENTORY	65
2.5	MAINTENANCE, INSPECTION, AND MONITORING	66
2.6	OPERATIONS AND USE	70
2.7	SAFETY AND SECURITY	72
3.	FINANCIAL MANAGEMENT.....	75
3.1	ACCOUNTING AND FISCAL	75
3.2	AUTHORIZATION/DELEGATION	81
3.3	BUDGETING	82
3.4	CONTRACTS AND PURCHASING	83
3.5	GRANTS MANAGEMENT	87
3.6	TRAVEL	90



4.	HR AND PAYROLL MANAGEMENT.....	91
4.1	ATTENDANCE AND LEAVE	91
4.2	AUTHORIZATION/CERTIFICATION	92
4.3	BENEFITS	93
4.4	LABOR RELATIONS.....	96
4.5	MISCONDUCT/DISCIPLINE/GRIEVANCES	97
4.6	OCCUPATIONAL HEALTH AND SAFETY	99
4.7	PAYROLL.....	105
4.8	PERFORMANCE MANAGEMENT	108
4.9	PERSONNEL HISTORY.....	109
4.10	POSITION DEVELOPMENT AND STAFF STRUCTURE	113
4.11	RECRUITMENT/HIRING.....	114
4.12	SEPARATION.....	116
4.13	STAFF DEVELOPMENT	117
5.	INFORMATION MANAGEMENT	118
5.1	FORMS MANAGEMENT	118
5.2	LIBRARY SERVICES	119
5.3	MAIL SERVICES.....	121
5.4	PUBLIC DISCLOSURE/RECORDS REQUESTS	122
5.5	PUBLISHING.....	124
5.6	RECORDS MANAGEMENT	126
6.	RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)	133
	GLOSSARY.....	143
	INDEXES	145



1. AGENCY ADMINISTRATION AND MANAGEMENT

The function relating to the overarching management of the agency and its general administration. Also includes managing the agency's interaction with its community, and legal matters.

1.1 ADVICE AND TECHNICAL ASSISTANCE

The activity of providing advice, technical assistance, and information about the agency, its core business, programs, and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09022 Rev. 2	<p><i>Provision of Advice, Assistance, or Information</i></p> <p>Records relating to requests received and provision of advice, technical assistance and information (including agency-initiated communications) concerning the agency, its core business, programs and services, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Internal and external correspondence/communications (regardless of format) relating to requested and/or agency-initiated advice, assistance, or information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"><i>Public Disclosure/Records Requests (DAN GS 05001);</i><i>State Publications (DAN GS 15008);</i><i>Requests for Basic/Routine Agency Information (DAN GS 50002).</i>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p> <p><i>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</i></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04007 Rev. 0	<p>Corrective Actions – Audits</p> <p>Records relating to the actions taken by the agency to address issues/findings raised in internal and external audits/reviews.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Corrective action plans;• Certificates of completion;• Reporting of corrective action, plans, progress on corrective actions and certificates of completion to the Office of Financial Management in accordance with <i>State Administrative and Accounting Manual (SAAM)</i> Section 55.10;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Corrective Actions – Audits (Development of Plans)</i> (DAN GS 04008);• Records of the Office of Financial Management of corrective action reports received from other agencies.	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04008 Rev. 0	Corrective Actions – Audits (Development of Plans) Records relating to the development of corrective action plans to address issues/findings raised in internal and external audits/reviews. Includes, but is not limited to: <ul style="list-style-type: none">• Preliminary drafts of corrective action plans;• Working notes;• Related correspondence/communications.	Retain until completion and acceptance of final plan <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04006 Rev. 2	<p><i>External Audits/Reviews of Agency – Final Reports</i></p> <p>Records relating to the final outcome of audits conducted by either the State Auditor's Office or other external organizations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Final reports of audits and examinations;• Management letters;• Exit items;• Other documentation provided at the final exit conference. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Grants Received by Agency (DAN GS 23004)</i>;• Records of the State Auditor's Office.	<p>Retain for 6 years after audit report date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04009 Rev. 0	<p><i>External Audits/Reviews of the Agency – Interactions</i></p> <p>Records relating to the agency's interactions with the external agency/organization conducting the audit/review of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests for information;• Entrance documents;• Status reports;• Related correspondence/communications. <p>Excludes records covered by <i>External Audits/Reviews of the Agency – Final Reports (DAN GS 04006)</i>.</p>	<p>Retain until conclusion of audit</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04010 Rev. 1	<i>Internal Audits/Consultations – Development</i> Records related to the conducting of internal audits/consultations that are either documented in the audit working papers or that proved not to be relevant to the conclusions of the audit/consultation. Includes, but is not limited to: <ul style="list-style-type: none">• Preliminary drafts;• Review notes;• Related correspondence/communications.	Retain until conclusion of audit/consultation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04001 Rev. 1	<p><i>Internal Audits/Consultations – Final Reports and Audit Working Papers</i></p> <p>Final reports, audit working papers and other supporting documentation relating to the planning, methodology, conduct, and conclusions of internal audits/consultations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Planning procedures and communications (such as engagement letters, memoranda of understanding, etc.);• Internal control reviews;• Substantive tests and criteria used;• Audit strategies and procedures performed;• Audit evidence;• Conclusions reached;• Final reports.	<p>Retain for 6 years after conclusion of audit/consultation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04011 Rev. 0	<i>Internal Audit Programs – Quality Assurance Reviews (Development)</i> Records relating to external independent reviews of agency's internal audit programs required by the Institute of Internal Auditors' International Professional Practices Framework. Includes, but is not limited to: <ul style="list-style-type: none">• Preliminary drafts;• Related correspondence/communications.	Retain until conclusion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 04012 Rev. 0	<i>Internal Audit Programs – Quality Assurance Reviews (Final Reports)</i> Records relating to final outcome of external independent reviews of agency's internal audit programs required by the Institute of Internal Auditors' International Professional Practices Framework. Includes, but is not limited to: <ul style="list-style-type: none">• Final reports;• Working papers;• Self-assessment documentation.	Retain for 6 years after review report date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency (including advising) and coordinating external audits of the agency by the State Auditor's Office and others. Also includes performance audits and whistleblower investigations.

See HR and Payroll Management – Misconduct/Discipline/Grievances for personnel investigations; Financial Management – Grants Management for audits relating to grants; agency-specific schedule for audits conducted by the agency on other agencies, local government, and/or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 04004 Rev. 1	<i>Whistleblower Investigations</i> Records relating to the referral of whistleblower complaints (made to an agency's "designated official") to the State Auditor's Office and agency copies of State Auditor's Office reports of allegations of fraud or violations of state laws or regulations as a result of the complaint in accordance with chapter 42.40 RCW. Excludes the records of the State Auditor's Office.	Retain for 3 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 AUTHORIZATION/CERTIFICATION

The activity of the agency receiving authorizations/approvals from other regulating authorities or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21013 Rev. 1	<p><i>Authorizations/Certifications Received by Agency</i></p> <p>Records relating to licenses, permits, accreditations, certifications, and other authorizations received by the agency from other regulating authorities or external organizations, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications/confirmations;• Reports;• Violations/corrections;• Related correspondence/communications. <p>Excludes licenses, permits, etc., that are:</p> <ul style="list-style-type: none">• Issued by the agency to others, covered in agency-specific schedules;• Received by employees in connection with their employment covered by <i>Authorizations/Certifications – Human Resources (General) (DAN GS 03046).</i>	<p>Retain for 6 years after authorization expired/superseded/terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.4 CALENDARS

The activity of documenting staff appointments/activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10008 Rev. 2	<p><i>Caleendars – Elected Officials and Agency Heads</i></p> <p>Records documenting the day-to-day meetings and other official appointments of elected officials and the head of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Calendar records stored in Microsoft Outlook and other calendaring software/apps;• Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Organizing/Monitoring Work in Progress (DAN GS 50011);</i>• <i>Scheduling – Appointments/Meetings (DAN GS 50014).</i>	<p>Retain for 4 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS 09023 Rev. 1	<p><i>Caleendars – Employees (Other than Elected Officials and Agency Heads)</i></p> <p>Records documenting the day-to-day meetings and other work-related appointments of agency employees other than elected officials and agency heads.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Calendar records stored in Microsoft Outlook and other calendaring software/apps;• Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Caleendars – Elected Officials and Agency Heads (DAN GS 10008);</i>• <i>Organizing/Monitoring Work in Progress (DAN GS 50011);</i>• <i>Scheduling – Appointments/Meetings (DAN GS 50014).</i>	<p>Retain for 1 year after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.5 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18010 Rev. 0	<p><i>Accommodation Requests (ADA/Section 504)</i></p> <p>Records relating to requests for accommodations from the agency's clients, customers, students, etc., in accordance with Title II of the Americans with Disabilities Act (ADA) or Section 504 of the <i>Rehabilitation Act of 1973</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests and supporting materials;• Records documenting the decision-making process, determination, and final outcome;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Client/Customer Feedback and Complaints (DAN GS 09016)</i>;• <i>Complaints and Grievances – Upheld (DAN GS 03003)</i>;• <i>Complaints and Grievances – Exonerated (DAN GS 03006)</i>;• <i>Injury Claims (DAN GS 03015)</i>;• <i>Litigation Case Files – Routine (DAN GS 18004)</i>;• <i>Personnel – Health-Related Records (Routine) (DAN GS 03054)</i>.	<p>Retain for 6 years after completion or denial of accommodation(s)</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.5 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18011 Rev. 0	<p><i>Civil Rights Compliance – General</i></p> <p>Records relating to the agency's efforts to comply with federal, state, and local statutes governing employees' and the general public's civil rights, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agreements, surveys, reports;• Meeting and training materials;• Notifications and communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Accommodation Requests (ADA/Section 504) (DAN GS 18010);</i>• <i>Client/Customer Feedback and Complaints (DAN GS 09016);</i>• <i>Complaints and Grievances – Upheld (DAN GS 03003);</i>• <i>Complaints and Grievances – Exonerated (DAN GS 03006);</i>• Higher education sexual harassment/discrimination (Title IX) records covered by the <i>Community and Technical Colleges Records Retention Schedule</i> and other higher education schedules;• <i>Litigation Case Files – Routine (DAN GS 18004).</i>	<p>Retain for 6 years after end of calendar year and no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05006 Rev. 2	<p><i>Advertising and Promotion</i></p> <p>Records documenting the planning and/or execution of advertising and promotional activities conducted by the agency to promote the agency's mission or business.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Marketing plans/strategies;• Records relating to the development of advertising campaigns/materials (such as original artwork, designs, storyboards, etc.);• Samples of advertising materials (regardless of format);• Records relating to the evaluation of campaigns/strategies;• Records relating to the design/selection of agency branding (such as logos, mottos, slogans, etc.);• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Advertising materials covered by <i>State Publications (DAN GS 15008)</i>;• Financial records covered by <i>Financial Transactions – General (DAN GS 01001)</i>;• Intellectual property ownership records covered by <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)</i>.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05008 Rev. 1	<p><i>Celebrations/Ceremonies/Events – Routine</i></p> <p>Records relating to the agency's involvement in routine celebrations/ceremonies/events (such as Health and Wellness Fair, Public Service Week, staff recognition, retirement ceremonies, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Photographs, audio/visual recordings, etc.;• Websites, social media sites, etc.;• Planning and coordination records. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Advertising and Promotion (DAN GS 05006);</i>• <i>Celebrations/Ceremonies/Events – Significant (DAN GS 05009);</i>• <i>Financial Transactions – General (DAN GS 01001);</i>• <i>Personnel – Employment History Files (DAN GS 03042).</i>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05009 Rev. 0	<p><i>Celebrations/Ceremonies/Events – Significant</i></p> <p>Records relating to the agency's involvement in celebrations/ceremonies/events of particular significance to the agency and/or the state of Washington (such as milestone anniversaries, openings/dedications of major buildings or monuments, inaugurations, noteworthy appointments, national/international recognition, state funerals, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Programs, lists of VIPs in attendance, etc.;• Photographs, audio/visual recordings, transcripts of speeches;• Samples/designs of logos, commemorative items;• Websites, social media sites, etc.;• Planning and coordination records. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Advertising and Promotion (DAN GS 05006);</i>• <i>Celebrations/Ceremonies/Events – Routine (DAN GS 05008);</i>• <i>Financial Transactions – General (DAN GS 01001).</i>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09021 Rev. 2	<p><i>Charity Fundraising</i></p> <p>Records relating to the agency's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Decision process for selecting charity campaigns to support;• Communication between the agency and charities;• Dissemination of charity information;• Arrangements and promotion of campaign events. <p>Excludes:</p> <ul style="list-style-type: none">• Authorization of payroll deductions covered by <i>Payroll Files – Employee Pay History (DAN GS 03031)</i> and <i>Payroll Register (DAN GS 01060)</i>;• Office of the Secretary of State's records related to the whole of government coordination of the Combined Fund Drive.	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09016 Rev. 2	<p><i>Client/Customer Feedback and Complaints</i></p> <p>Records relating to the capturing and receiving of feedback/information/data (including complaints) from the agency's clients/customers concerning policies, procedures, business practices, customer service, etc., <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Thank-you messages, kudos, etc.;• Client/customer satisfaction surveys (including the design and distribution of such surveys);• Internal and external correspondence/communications relating to complaints, their investigation, mediation, and resolution. <p>Excludes records covered by <i>Whistleblower Investigations (DAN GS 04004)</i>.</p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after feedback received/resolution of complaint <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05003 Rev. 1	<p>Media Releases and Coverage</p> <p>Records relating to the agency's communications with the media and coverage in the media of the agency's activities and accomplishments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Press/news releases issued by the agency to the media for distribution;• Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives;• Copies of guest editorials written by the head of the agency;• Copies of news clippings/media coverage of the agency's activities (if compiled by the agency). <p>Excludes information distributed through the agency's website/social media channels and correspondence/communications with the media covered by <i>Provision of Advice, Assistance, or Information (DAN GS 09022)</i>.</p>	<p>Retain for 2 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05010 Rev. 1	<p><i>Stakeholder Group Relations</i></p> <p>Records relating to developing and maintaining cooperative working relationships with stakeholder groups (such as community groups, government agency associations/ taskforces/committees, labor unions, professional associations, etc.) <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Copies of agendas/minutes/conference proceedings;• Newsletters/notices of stakeholder groups' activities;• Non-financial records relating to corporate memberships with external organizations;• Related correspondence/communications. <p>Excludes records:</p> <ul style="list-style-type: none">• Covered by <i>Contact Information (DAN GS 50007)</i>;• Documenting the payment of membership dues/fees covered by <i>Financial Transactions – General (DAN GS 01001)</i>.	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.6 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10017 Rev. 0	<p><i>Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads</i></p> <p>Records documenting the interactions between the agency's elected officials/agency head and key stakeholders, such as:</p> <ul style="list-style-type: none">• Legislators;• Other elected officials and agency heads in Washington State and from other state, federal, and international governments;• Business and community leaders;• Persons of local, state, national, or international renown. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Correspondence/communications;• Presentations/papers delivered to meetings/conferences of key stakeholders;• Transcripts and/or recordings of speeches to key stakeholders.	<p>Retain until completion of term/appointment <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.7 LEGAL AFFAIRS

The activity of managing the agency's legal affairs, including litigation and legal advice.

Note: This section does not apply to the records of the Office of the Attorney General.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18006 Rev. 1	<p><i>Compulsory Process Served on the Agency (Not Party to Litigation)</i></p> <p>Records relating to court orders, subpoenas and other compulsory legal process served on the agency, where the agency is <u>not</u> a party to the litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Personnel/staff summonses or notices of deposition;• Subpoenas or court orders for agency records. <p>Excludes records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i> and <i>Litigation Case Files – Routine (DAN GS 18004)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.7 LEGAL AFFAIRS

The activity of managing the agency's legal affairs, including litigation and legal advice.

Note: This section does not apply to the records of the Office of the Attorney General.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18003 Rev. 1	<p>Legal Advice and Issues</p> <p>Records relating to legal advice and opinions received by the agency concerning the agency's actions, statutes, rules, policies and procedures, etc.</p> <p>Also includes records relating to legal issues of concern to the agency where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Advice and opinions (formal/informal) requested and/or received from the Office of the Attorney General;• Copies of legal documents and other materials pertaining to specific issues;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i> and <i>Litigation Case Files – Routine (DAN GS 18004)</i>;• Records of the Office of the Attorney General.	<p>Retain for 6 years after issue resolved</p> <p><i>and</i></p> <p>until advice no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OPR</p>



1.7 LEGAL AFFAIRS

The activity of managing the agency's legal affairs, including litigation and legal advice.

Note: This section does not apply to the records of the Office of the Attorney General.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18004 Rev. 2	<p><i>Litigation Case Files – Routine</i></p> <p>Agency records related to a particular litigation case involving the agency which does <u>not</u> have profound influence on the administration of state government and/or the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Background information;• Lawsuit documentation;• Pleadings, appeals, court orders;• Agency working files;• Related correspondence/communications. <p>Also includes agency cases appearing before administrative forums and/or litigation with no Office of the Attorney General involvement, <i>where no covered by a more specific records series.</i></p> <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i>;• Records of the Office of the Attorney General.	<p>Retain for 6 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.7 LEGAL AFFAIRS

The activity of managing the agency's legal affairs, including litigation and legal advice.

Note: This section does not apply to the records of the Office of the Attorney General.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18009 Rev. 0	<p>Litigation Case Files – Significant</p> <p>Agency records related to a particular litigation case involving the agency which has profound influence on the administration of state government and/or the state of Washington (such as Boldt, McCleary, WPPSS Bondholders, Doran, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Background information;• Lawsuit documentation;• Pleadings, appeals, court orders;• Agency working files;• Related correspondence/communications. <p>Also includes litigation with no Office of the Attorney General involvement.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Litigation Case Files – Routine (DAN GS 18004)</i>;• Records of the Office of the Attorney General.	<p>Retain for 6 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS 18012 Rev. 0	<p>Notary Public Journals</p> <p>Journals documenting notarial acts performed by agency employees within the scope of their employment in accordance with RCW 42.45.180.</p> <p><i>Note: Retention based on 10-year requirement for journals (RCW 42.45.180(1)).</i></p>	<p>Retain for 10 years after last notarial act chronicled in journal</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGISLATION AND RULE MAKING

The activities associated with the development of agency request legislation/agency rules (Washington Administrative Code) and the monitoring/tracking/provision of input to legislation, rules, and regulations proposed by other entities at federal, state, and local government levels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 19001 Rev. 1	<p>Legislation – Development and Analysis</p> <p>Records relating to the development of agency request legislation and analysis of the impact on the agency of any legislation (federal or state).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bill drafts;• Fiscal notes;• Bill analysis reports;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)</i>;• <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>.	<p>Retain for 2 years after end of legislative session <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS 19002 Rev. 1	<p>Legislation/Regulations/Rules – Monitoring/Tracking</p> <p>Records relating to the monitoring/tracking of proposed legislation/regulations/rules with possible impact on the agency under consideration by the Legislature, other state agencies, federal or local governments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bill drafts, amendments, fiscal notes, memos;• Committee reports, monitoring reports and related records. <p>Excludes records (such as public agency lobbying L-5 reports) covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.8 LEGISLATION AND RULE MAKING

The activities associated with the development of agency request legislation/agency rules (Washington Administrative Code) and the monitoring/tracking/provision of input to legislation, rules, and regulations proposed by other entities at federal, state, and local government levels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10009 Rev. 1	<p>Rule Making (Washington Administrative Code – WAC)</p> <p>Records relating the development of agency rules and amendments (Washington Administrative Code).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Records comprising the official agency rule making file in accordance with RCW 34.05.370(2);Internal agency documents described in RCW 34.05.370(3) (other than preliminary drafts), such as notes, recommendations, intra-agency memoranda, etc.;Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">Preliminary drafts covered by <i>Drafting and Editing (DAN GS 50008)</i>;Rules development agendas in accordance with RCW 34.05.314 covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>.	<p>Retain until rule superseded/not proceeded with</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.9 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10015 Rev. 1	<p>Advisory Body Records</p> <p>Records documenting the actions, meetings, and membership of boards, commissions, committees, councils, task forces, etc., that are created to act strictly in an advisory capacity to the agency and have no final decision-making powers.</p> <p>Also includes interagency/national/external advisory bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agendas, meeting/agenda packets (briefs, reference materials, etc.);• Speaker sign-up, written testimony;• Audio/visual recordings and transcripts of proceedings;• Minutes;• Reports/correspondence/communications sent/received on behalf of the body;• Records documenting final decisions on membership appointments, reappointments, and terminations;• Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life. <p>Excludes appointment records of the Office of the Governor and other records covered by:</p> <ul style="list-style-type: none">• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i>• <i>Meeting and Board/Committee Administrative Arrangements (DAN GS 09024);</i>• <i>Meeting Materials – Members' Copies/Notes (DAN GS 09026);</i>• <i>Meetings – Staff and Internal Committees (DAN GS 09009).</i>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.9 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10004 Rev. 2	<p>Governing/Executive/Policy-Setting Body Records</p> <p>Records documenting the actions, meetings, and membership of the agency's governing body, executive management team, and other policy-setting/decision-making boards, committees, commissions, councils, task forces, etc.</p> <p>Also includes interagency/national/external policy-setting/decision-making bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agendas, meeting/agenda packets (briefs, reference materials, documents for approval, etc.);• Speaker sign-up, written testimony;• Audio/visual recordings and transcripts of proceedings;• Minutes;• Orders, resolutions, etc.;• Records documenting final decisions on membership appointments, reappointments, and terminations;• Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life. <p>Excludes appointment records of the Office of the Governor and other records covered by:</p> <ul style="list-style-type: none">• <i>Advisory Body Records (DAN GS 10015);</i>• <i>Meeting and Board/Committee Administrative Arrangements (DAN GS 09024);</i>• <i>Meeting Materials – Members' Copies/Notes (DAN GS 09026).</i>	<p><i>Within 6 years after end of calendar year,</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.9 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09024 Rev. 1	<p><i>Meeting and Board/Committee Administrative Arrangements</i></p> <p>Records relating to the administrative arrangements of boards/committees/etc., and meetings (including staff/internal meetings) held by or on behalf of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agenda requests;• Arrangement of catering, facilities, and equipment;• Records relating to membership appointments, interviews, etc., provided the final decision is documented in records covered by <i>Advisory Body Records (DAN GS 10015)</i> or <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i>. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Scheduling – Appointments/Meetings (DAN GS 50014)</i>;• Financial records (facilities, catering, etc.) covered by <i>Financial Transactions – General (DAN GS 01001)</i>;• Open Public Meeting Act notices filed with the Code Reviser/State Register in accordance with RCW 42.30.075 covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>;• Travel arrangements/expenses covered by <i>Travel (DAN GS 07001)</i>.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.9 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09025 Rev. 0	Meeting Materials – Ballots Ballots used in voting by boards, committees, commissions, councils, task forces, etc., to determine: <ul style="list-style-type: none">Members and/or positions (such as chair, secretary, etc.);Decisions of the board/committee, etc.; <u>Provided</u> the outcome of the vote is documented in other records of the board/committee (such as minutes).	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 09026 Rev. 1	Meeting Materials – Members’ Copies/Notes Individual members’ meeting materials from participating in advisory, governing/ executive/policy-setting, internal/external committees (including national/external bodies), and staff meetings, <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member. Includes, but is not limited to: <ul style="list-style-type: none">Copies of agendas, meeting packets, minutes, etc.;Working notes/drafts, individual members’ audio/visual recordings, etc.;Related correspondence/communications.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.9 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 2	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agendas, meeting/agenda packets (briefs, reference materials, etc.);• Speaker sign-up, written testimony;• Audio/visual recordings and transcripts of proceedings;• Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Advisory Body Records (DAN GS 10015);</i>• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i>• <i>Meeting and Board/Committee Administrative Arrangements (DAN GS 09024);</i>• <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i>	<p>Retain for 2 years after end of calendar year <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09008 Rev. 2	<p>Business/Work Plans</p> <p>Records relating to plans for the management of the agency's business divisions/units, projects, assets, workforce, etc., including timelines, performance measures, and areas of responsibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Final plan;• Records relating to the development of the plan. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010);</i>• <i>Organizing/Monitoring Work in Progress (DAN GS 50011);</i>• <i>Strategic Plans – Development (DAN GS 09027);</i>• <i>Strategic Plans – Final (Unpublished) (DAN GS 10001).</i>	<p>Retain for 2 years after completion/expiration of plan <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10013 Rev. 2	<p><i>Establishment/Development History of Agency/Programs</i></p> <p>Records documenting the planning, establishment, and significant changes/developments of the agency and its programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Biographical files/information and selected images/photographs (such as portraits, etc.) of notable individuals, officials, and agency heads;• Summaries/histories of the agency/programs;• Scrapbooks, news clippings, photographs, etc., documenting the history of the agency/programs;• Organizational charts and other planning records documenting significant changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.);• Transitional documentation prepared for incoming officials/agency heads.	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09028 Rev. 0	<p><i>Policies and Procedures – Administrative Functions</i></p> <p>Records relating to the development, implementation and interpretation of the policies and procedures developed by the agency to implement internal administrative functions (such as facility management, finance, human resources, purchasing, information management, etc.) where these functions are <u>not</u> the agency's core mission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Each adopted/approved version of policies and procedures;• Records documenting the development of policies and procedures. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Rule Making (Washington Administrative Code – WAC) (DAN GS 10009);</i>• <i>Work Instructions/Desk Manuals (DAN GS 09001).</i>	<p>Retain for 6 years after superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10002 Rev. 2	<p><i>Policies and Procedures – Agency Core Mission</i></p> <p>Records relating to the development, implementation, and interpretation of the policies and procedures developed by the agency to implement its core functions and mission. Also includes less formal policy decisions which set or impact the direction and priorities of the agency (such as elected officials/agency head correspondence/communications, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none">• Each adopted/approved version of policies and procedures;• Records documenting the development of policies and procedures;• Legal advice related to the development, implementation, and interpretation of the policies and procedures;• Policy statements;• Papers of executive direction. <p>Excludes records covered by <i>Rule Making (Washington Administrative Code – WAC) (DAN GS 10009)</i>.</p>	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09031 Rev. 0	<i>Policies and Procedures (Employee Acknowledgements)</i> Records documenting that employees have read/acknowledged agency policies and procedures. Includes, but is not limited to: <ul style="list-style-type: none">Policy review acknowledgements.	Retain for 6 years after acknowledgement superseded/obsolete <i>or</i> 6 years after employee separation from agency, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09012 Rev. 1	<p>Process Improvement</p> <p>Records relating to process improvements undertaken by the agency to improve the efficiency and effectiveness of the agency, its programs and services.</p> <p>Includes process improvement initiatives at both the:</p> <ul style="list-style-type: none">• Agency level (such as employee suggestion programs, etc.); and• Government-wide level (such as LEAN; Government Management, Accountability and Performance Program (GMAP); Plain Talk; Balanced Scorecard; Performance Partnership; Brainstorm or Team Incentive Program (TIP); etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Plans and studies (such as Time-in-Motion, etc.);• Performance measures/statistics/reports;• Evaluations;• Related correspondence/communications.	<p>Retain for 6 years after end of improvement cycle/ project <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 09027 Rev. 0	<p>Strategic Plans – Development</p> <p>Records relating to the development of the agency's strategic plans.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.10 PLANNING, POLICIES, AND PROCEDURES

The activities associated with determining and documenting the agency's objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10001 Rev. 1	<i>Strategic Plans – Final (Unpublished)</i> Final version of agency-wide strategic, long-term plans used to align the agency's organizational and budget structure with its priorities, missions and objectives developed in accordance with RCW 43.88.090 and <u>not</u> published. Excludes published strategic plans covered by <i>State Publications (DAN GS 15008)</i> .	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
GS 09001 Rev. 2	<i>Work Instructions/Desk Manuals</i> Routine day-to-day task/work instructions, desk manuals, etc.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.11 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, conducting studies, and reporting/notifying to external agencies/organizations as required by federal, state, or local statute or by court order/rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 19006 Rev. 0	<p>Records Reported/Submitted to External Databases/Systems</p> <p>Records relating to information reported/submitted to databases/systems operated by external agencies/organizations, where not covered by a more specific records series and provided the:</p> <ul style="list-style-type: none">• Original record/form (including any signatures) is not required as evidence or authorization of the transaction; and• Agency has access to the external database/system. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Data entry input records (such as paper forms, handwritten notes, etc.);• Related correspondence/communications. <p>Excludes records entered into agency-owned databases/systems covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>.</p>	<p>Retain until verification of successful keying/submission <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.11 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, conducting studies, and reporting/notifying to external agencies/organizations as required by federal, state, or local statute or by court order/rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09029 Rev. 0	<p><i>Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics</i></p> <p>Records relating to routine internal statistical and narrative reports provided to management documenting/tracking the activities and work accomplishments of a division/program/project for a given time period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Monthly/quarterly/yearly reports. <p>Excludes:</p> <ul style="list-style-type: none">• Annual reports of the agency and other published reports covered by <i>State Publications (DAN GS 15008)</i>;• Records covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>.	<p>Retain for 2 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.11 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, conducting studies, and reporting/notifying to external agencies/organizations as required by federal, state, or local statute or by court order/rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 19004 Rev. 2	<p>Reporting to External Agencies (Mandatory)</p> <p>Records relating to the mandatory reporting/notifying/filing by the agency <u>to</u> external agencies in accordance with federal, state, or local law or by court order/rule where not covered by a more specific records series, such as reporting to:</p> <ul style="list-style-type: none">• Federal agencies;• Code Reviser/State Registrar;• Public Disclosure Commission (Public Agency Lobbying L-5 Report);• Office of Financial Management;• Other state agencies, local government entities, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agency copy of reports/forms/certificates/lists submitted;• Submission confirmation and inquiries;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Notifications covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008)</i>;• Records covered by <i>Records Reported/Submitted to External Databases/Systems (DAN GS 19006)</i>;• Voluntary reporting/notifying, responding to surveys, etc., covered by <i>Provision of Advice, Assistance, or Information (DAN GS 09022)</i>;• Reports/notifications/filings <u>received by</u> the agency from other entities, covered in agency-specific records retention schedules.	<p>Retain for 6 years after submitted <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.11 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, conducting studies, and reporting/notifying to external agencies/organizations as required by federal, state, or local statute or by court order/rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10016 Rev. 0	<i>Studies (Major) – Final Reports (Unpublished)</i> Unpublished final reports of major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. Excludes: <ul style="list-style-type: none">Published final reports covered by <i>State Publications (DAN GS 15008)</i>;Records covered by <i>Studies (Major) – Working Papers/Development (DAN GS 09030)</i>.	Retain for 6 years after conclusion of study <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS 09030 Rev. 0	<i>Studies (Major) – Working Papers/Development</i> Records relating to the conducting of major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions or addresses areas of public visibility or concern. Excludes: <ul style="list-style-type: none">Published final reports covered by <i>State Publications (DAN GS 15008)</i>;Unpublished final reports covered by <i>Studies (Major) – Final Reports (Unpublished) (DAN GS 10016)</i>.	Retain for 6 years after conclusion of study <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.11 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, conducting studies, and reporting/notifying to external agencies/organizations as required by federal, state, or local statute or by court order/rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09006 Rev. 1	<p><i>Studies (Minor/Routine)</i></p> <p>Records relating to the conducting of minor/routine studies and developing ad hoc reports <u>not</u> initiated at the executive level or conducted in response to a legislative order, executive order, federal requirement or court order <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Reports and compiled survey results;• Charts, diagrams, and statistics;• Research materials;• Related correspondence/communications. <p>Excludes collections of external materials covered by <i>Reference Materials (DAN GS 50013)</i>.</p>	<p>Retain for 2 years after conclusion of study <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.12 RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE

The activity of identifying and mitigating risks to the state government agency including disaster preparedness.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18008 Rev. 0	<i>Accidents/Incidents – No Claim Filed (Age 18 and Older)</i> Records relating to accidents/incidents involving individual(s) age 18 and older, and where claims for damages are <u>not</u> filed. Includes, but is not limited to: <ul style="list-style-type: none">• Reports and investigations. Excludes accidents and incidents involving hazardous materials.	Retain for 3 years after date of incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 18007 Rev. 0	<i>Accidents/Incidents – No Claim Filed (Under Age 18)</i> Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed. Includes, but is not limited to: <ul style="list-style-type: none">• Reports and investigations. Excludes accidents and incidents involving hazardous materials.	Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 25004 Rev. 0	<i>Emergency/Disaster Preparedness – Contact Information</i> Personal contact information for employees, students, volunteers, etc., compiled to facilitate contact in the event of an emergency or disaster. Includes, but is not limited to: <ul style="list-style-type: none">• Personal contact information (cell/home phone, email address, etc.);• Medical information (provider name, blood type, allergies, ADA requirements, etc.).	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



1.12 RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE

The activity of identifying and mitigating risks to the state government agency including disaster preparedness.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14010 Rev. 3	<p><i>Emergency/Disaster Preparedness and Recovery Plans</i></p> <p>Records relating to disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Continuity of operations (COOP) plans;• Coordination of essential records protection;• Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after obsolete or superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS 25005 Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Minor/Routine</i></p> <p>Records relating to the agency's response to and recovery from minor/routine emergencies/disasters (such as leaking pipes, building flooding, snow closure, etc.) where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</p> <p>Excludes records of the Military Department.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.12 RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE

The activity of identifying and mitigating risks to the state government agency including disaster preparedness.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25006 Rev. 0	<i>Emergency/Disaster Response/Recovery – Significant</i> Records relating to the agency's response to and recovery from significant emergencies/disasters (such as volcanic eruptions, major fires/flooding, landslides, etc.) where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted. Excludes records of agencies that respond to emergencies/disasters as part of their core mission (such as Military Department, Department of Health, Washington State Patrol, etc.).	Retain for 6 years after matter resolved/recovery complete <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS 25002 Rev. 1	<i>Safety Drills/Disaster Recovery Exercises</i> Records relating to agency fire/safety drills and disaster recovery exercises.	Retain for 6 years after date of drill/exercise <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.13 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22001 Rev. 1	<p><i>Training – Arrangements</i></p> <p>Records relating to the administrative arrangements of agency-provided training courses, seminars and workshops.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Training date and place scheduling records;• Training availability announcements and notices;• Participant registration;• Arrangement of catering, facilities, and equipment. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Contracts and Agreements – General (DAN GS 01050);</i>• <i>Financial Transactions – General (DAN GS 01001);</i>• <i>Travel (DAN GS 07001).</i>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 22006 Rev. 0	<p><i>Training – Development</i></p> <p>Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Training – General (DAN GS 22007);</i>• <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008).</i>	<p>Retain until training no longer provided by agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.13 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22007 Rev. 1	<p>Training – General</p> <p>Records documenting training courses, seminars, workshops, etc., <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients, or the public where either:</p> <ul style="list-style-type: none">• Training is <u>not</u> required by federal, state, or local statute and/or the employer;• Qualifications/credentials/licenses are <u>not</u> earned;• Continuing education hours/credits/points are <u>not</u> awarded. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Materials presented (PowerPoint slide deck, handouts, etc.);• Attendee lists/sign-in sheets documenting who attended;• Tests administered and results;• Course/seminar/workshop evaluation feedback/surveys. <p><i>Note: Records documenting training <u>received by</u> employees are covered by Training Files – Employee (DAN GS 22003).</i></p>	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.13 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22008 Rev. 1	<p><i>Training – Mandatory or Certification/Hours/Credit Provided</i></p> <p>Records documenting training courses, seminars, workshops, etc., <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients, or the public where either:</p> <ul style="list-style-type: none">• Training is required by federal, state, or local statute and/or the employer;• Qualifications/credentials/licenses may be earned;• Continuing education hours/credits/points are awarded. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Materials presented (PowerPoint slide deck, handouts, etc.);• Attendee lists/sign-in sheets documenting who attended;• Tests administered and results;• Course/seminar/workshop evaluation feedback/surveys;• Certification/hours/credits/points awarded. <p><i>Note: Records documenting training <u>received by</u> employees are covered by Training Files – Employee (DAN GS 22003).</i></p>	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

The function of managing the state government agency's assets, including physical assets (facilities, land, equipment, technology, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Includes hazardous materials. Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of state agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21001 Rev. 1	<p><i>Acquisition and Disposal – Assets (Other than Real Property)</i></p> <p>Records relating to the acquisition and disposal of assets other than real property (such as equipment, intellectual property, vehicles, vessels, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Purchase orders;• Surplus property disposition records;• Registration of intellectual property rights;• Vehicle/vessel titles or copy of title if original is transferred to new owner/Department of Licensing;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004).</i>	<p>Retain for 6 years after disposal of asset</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of state agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 24004 Rev. 1	<p><i>Acquisition and Disposal – Real Property/Land/Water Rights</i></p> <p>Records relating to the acquisition and disposal of real property/land and water rights by state agencies through purchase/sale, condemnation, escheatment, or donation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Contracts/agreements;• Planning reports, studies, etc., regarding the acquisition/disposal;• Conveyance documentation (title searches, deeds, patents, etc.);• Related correspondence/communications. <p><i>Note: Retention based on 10-year statute of limitations relating to real property transactions (RCW 4.16.020).</i></p>	<p>Retain for 10 years after disposal of asset <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
GS 21012 Rev. 0	<p><i>Lost and Found Property</i></p> <p>Records relating to the receipt of personal property left behind in/at agency facilities, vehicles and/or events and the return/disposal of the item.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Records documenting discovery of items, attempts to locate the owner of the items, and return/retention/disposal of items;• Related correspondence/communications. <p>Excludes records of the Department of Revenue relating to unclaimed property.</p> <p><i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i></p>	<p>Retain for 3 years after return/disposal of item <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



2.2 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21014 Rev. 0	<p>Capital Construction Projects – Project Administration and Process</p> <p>Records not required beyond the warranty period that relate to the project administration/process for new construction or additions/remodels (affecting the structure of the building/facility) for both routine and significant structures, <u>provided</u> the longer-term records documenting the project are retained in accordance with either:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i>• <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Phone lists;• Work requisitions;• Meeting coordination records;• Shop drawings not affecting the structure or operating systems of the building;• Schedules;• Punch lists;• “Red-line” drawings (“as-designed” drawings reflecting updates) that have been superseded by “as-built” drawings. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i>• <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011).</i>	<p>Retain for 6 years after project completion/acceptance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21010 Rev. 2	<p>Capital Construction Projects – Routine Buildings/Facilities</p> <p>Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>routine</u> structures.</p> <p>Also includes records relating to the preliminary planning of the agency’s capital construction projects of routine structures where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Project meeting minutes, approval, program review and/or comments;• Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building (such as elevators, structural steel, HVAC, etc.));• Permits and Environmental Impact Statements (EIS);• Project-specific specifications, design calculations, contracts, test results, reports (including engineering, commissioning, and balancing reports), modification proposals and manuals;• Selected images/photographs showing major/significant stages of the project;• Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Project Administration and Process (DAN GS 21014);</i>• <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i>• <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i>• <i>Maintenance – Minor Non-Regulated (DAN GS 21002).</i>	<p>Retain for 6 years after disposal of asset/abandonment of project <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21011 Rev. 2	<p>Capital Construction Projects – Significant Buildings/Facilities</p> <p>Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>significant</u> structures, such as:</p> <ul style="list-style-type: none">• Buildings and other facilities on the Capitol Campus;• Headquarters/main office of the agency;• Major buildings/facilities approved by the governing body/Board of Regents on university/college campuses;• Major facilities operated by the agency (such as jails, hospitals, etc.);• Historic or heritage-listed buildings and structures. <p>Also includes records relating to the preliminary planning of the agency’s capital construction projects of significant structures where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Project meeting minutes, approval, program review and/or comments;• Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building);• Permits and Environmental Impact Statements (EIS);• Project-specific specifications, design calculations, contracts, test results, reports (including engineering, commissioning, and balancing reports), modification proposals and manuals;• Selected images/photographs showing major/significant stages of the project;• Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Project Administration and Process (DAN GS 21014);</i>• <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i>• <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i>• <i>Maintenance – Minor Non-Regulated (DAN GS 21002).</i>	<p>Retain for 6 years after completion/abandonment of project <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



2.2 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21015 Rev. 0	<p>Facility Systems and Equipment – Installation</p> <p>Records relating to the installation of systems and equipment in agency facilities that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none">• Audio/visual systems/equipment;• Fire and life safety (alarms, sprinklers, etc.);• Heating, ventilating, and air conditioning (HVAC);• Information technology (IT) wiring;• Security systems/equipment (alarms, keys, locks, etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Installation drawings and other documentation integral to the maintenance and operation of the system or equipment;• System layout descriptions/specifications;• Warranties.	<p>Retain for 6 years after disposal of systems/equipment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.3 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14037 Rev. 1	<i>Applications/Systems – Implementation Projects</i> Records relating to the implementation of the agency's computer software applications, databases and websites (internet and intranet). Excludes records covered by <i>Applications/Systems – Technical Design (DAN GS 14001)</i> .	Retain for 6 years after end of project <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14001 Rev. 1	<i>Applications/Systems – Technical Design</i> Records relating to the technical design of the agency's computer software applications, databases and websites (internet and intranet). Includes, but is not limited to: <ul style="list-style-type: none">• Design documentation/detail;• Database schema and dictionaries;• Source code;• System and program change descriptions/authorizations;• Development plans (for testing, training, conversion and acceptance);• Release notes;• Operational and user instructions;• Acceptance testing. Excludes records covered by <i>Applications/Systems – Implementation Projects (DAN GS 14037)</i> .	Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.3 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14020 Rev. 2	<p><i>Audit Trails and System Usage Monitoring</i></p> <p>Records documenting the use of the agency's information technology and communication systems to ensure security and appropriate use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Audit trails;• Authorizations for and modifications to the configurations and settings of the agency's IT infrastructure (such as firewalls, routers, ports, network servers, etc.);• Log-in records, security logs and system usage files;• Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.);• Fax and telephone logs. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Internet Browsing (DAN GS 50010);</i>• <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008).</i>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14012 Rev. 2	<p><i>Authorization – Systems/Telecommunications Access</i></p> <p>Records documenting the authorization of employees (including contractors and volunteers) to use agency systems/applications and telecommunication services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• User account creation/change requests;• Network access authorization requests;• Related correspondence/communications. <p>Excludes records covered by <i>Authorization – Building/Facility Access (DAN GS 25001).</i></p>	<p>Retain for 6 years after end of fiscal year in which user account/access was terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.3 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14015 Rev. 2	<p>Automated/Scheduled Tasks and Work/Intermediate/Test Files</p> <p>Records relating to scheduled, computer-driven tasks and other work/intermediate files, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Run reports and requests;• Task schedules;• Test data sets;• Successful completion reports;• Valid transaction files;• Work/intermediate files. <p>Excludes records covered by <i>Audit Trails and System Usage Monitoring (DAN GS 14020).</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14011 Rev. 2	<p>Backups for Disaster Preparedness/Recovery</p> <p>Routine backups of IT systems and data for disaster preparedness and recovery.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS 14029 Rev. 1	<p>Helpdesk Requests</p> <p>Records relating to requests for advice and assistance in using the agency's information technology and telecommunications equipment, systems and applications.</p>	<p>Retain until finalization of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.3 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14031 Rev. 1	<p><i>Network – Design and Build</i></p> <p>Records relating to the design and construction of the agency’s information technology networks.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Network diagrams and build guides;• Master control list of Internet Protocol (IP) address assignments;• Uniform Resource Locator (URL) addresses and passwords.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.4 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 16008 Rev. 2	<i>Inventories – Capital Assets</i> Records relating to inventories of land, buildings, furniture, equipment, and other capital assets. May be used for input into the statewide reporting system. Includes, but is not limited to: <ul style="list-style-type: none">• Records within the Capital Assets Management System (or equivalent systems);• Asset tracking and depreciation schedules;• Running inventory control documents that describe each piece of agency-owned or leased equipment and furniture;• Data Input Sheet;• Reports (Asset, Added, Changes, Purge, Summary of Monthly File Activity).	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS 16004 Rev. 2	<i>Inventories – Supplies, Commodities, and Parts</i> Running inventories used to manage stocks of expendable materials such as office supplies, forms, parts, and other expendable supplies, describing the materials and indicating current stock balances.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. **Excludes records documenting financial transactions, which are covered in the Financial Management section of SGGRRS.**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21016 Rev. 0	<p>Inspections/Monitoring – Regulated</p> <p>Records relating to inspecting/monitoring of assets owned, used or maintained by the agency where required by regulatory agencies and where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Underground storage tank (UST) inspections (40 CFR § 280.45). <p><i>Note: Records documenting inspecting/monitoring of <u>other</u> entities' assets by the agency in its regulatory capacity are covered by the agency's specific records retention schedule.</i></p>	<p>Retain for 6 years after end of calendar year and correction of any violations then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 21017 Rev. 1	<p>Inspections/Monitoring – Routine/Non-Regulated</p> <p>Records relating to the routine inspecting/monitoring of assets owned, used, or maintained by the agency, where not required by regulatory agencies and not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Temperature and humidity records;Equipment functionality/safety checks (vehicle daily checks, etc.).	<p>Retain until no longer needed for agency business then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.5 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. **Excludes records documenting financial transactions, which are covered in the Financial Management section of SGGRRS.**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21008 Rev. 1	<p><i>Maintenance – Major and/or Regulated</i></p> <p>Records documenting <u>all</u> major maintenance (which is beyond regular upkeep) and <u>all</u> regulated maintenance (<u>required</u> by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Instructions, maintenance manuals, vendor statements;• Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance);• Original defect and inspection reports;• Service, repair and maintenance records (regulated and/or major);• Work orders;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i>• <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i>• <i>Contracts and Agreements – General (DAN GS 01050);</i>• <i>Financial Transactions – General (DAN GS 01001).</i>	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.5 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. **Excludes records documenting financial transactions, which are covered in the Financial Management section of SGGRRS.**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21002 Rev. 2	<p>Maintenance – Minor Non-Regulated</p> <p>Records documenting minor maintenance (regular upkeep) performed on assets owned, used, or maintained by the agency and <u>not</u> required by a regulatory agency, such as:</p> <ul style="list-style-type: none">• Custodial, floor, and window cleaning, mowing/gardening, indoor plant care, etc.;• Painting, furniture upholstery/refinishing, etc.;• Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Service, repair, and maintenance records;• Work orders, lists/logs, and reports;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i>• <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i>• <i>Contracts and Agreements – General (DAN GS 01050);</i>• <i>Financial Transactions – General (DAN GS 01001);</i>• <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i>• <i>Pesticide Applications (DAN GS 21018).</i>	<p>Retain for 3 years after completion of work <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions, which are covered in the Financial Management section of SGGRRS.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21018 Rev. 1	<p><i>Pesticide Applications</i></p> <p>Records relating to the agency's application of pesticides to agricultural land, roadsides, and/or landscapes and property as regulated by RCW 17.21.100 and WAC 16-228-1320. Also includes citizen requests to opt out of pesticide applications on right-of-ways and/or adjacent to their property.</p> <p><i>Note: Retention based on 7-year requirement for pesticide application records (RCW 17.21.100 and WAC 16-228-1320).</i></p>	<p>Retain for 7 years after date of pesticide application/exception <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.6 OPERATIONS AND USE

The activity of the agency (staff, contractors, and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, IT systems, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 16005 Rev. 1	Disbursement of Agency Supplies/Consumables Records documenting the disbursement of agency supplies (such as office supplies, fuel, parts, and other consumables).	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 16011 Rev. 0	Operating Manuals Operating manuals, specifications, vendor statements and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series.	Retain until superseded or disposal of asset, <i>whichever is sooner</i> <i>then</i> Destroy <i>or</i> Transfer to new owner.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.6 OPERATIONS AND USE

The activity of the agency (staff, contractors, and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, IT systems, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 07003 Rev. 1	<p><i>Use of Agency Facilities/Equipment/Vehicles</i></p> <p>Records relating to allowing use of agency assets (such as meeting rooms, other facilities, equipment, vehicles/vessels, etc.) by agency staff (including contractors and volunteers), other agencies, students/clients and the general public.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Allocation of parking spaces/permits;• Bookings/reservations/requests for use;• Check-in/-out logs;• Rental/use schedules;• Vehicle logs/usage data;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Contracts and Agreements – General (DAN GS 01050);</i>• <i>Financial Transactions - General (DAN GS 01001);</i>• <i>Records Documented as Part of More Formalized Records (DAN GS 50012).</i>	<p>Retain for 3 years after asset returned/use completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.7 SAFETY AND SECURITY

The activities associated with protecting people and the agency's assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25001 Rev. 2	<p>Authorization – Building/Facility Access</p> <p>Records documenting the authorization of access for staff, contractors, students, volunteers, visitors, etc. to agency buildings and facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests and approvals for access and permissions;• Assignment of security identification badges, building/card keys, access codes, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Authorization – Systems/Telecommunications Access (DAN GS 14012);</i>• <i>Entry/Exit Logs – Facilities (DAN GS 25007).</i>	<p>Retain for 6 years after termination of access <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS 25007 Rev. 1	<p>Entry/Exit Logs – Facilities</p> <p>Records documenting the entry and exit of staff, contractors, students, volunteers, visitors, etc. to agency buildings and facilities (including secure areas), where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Keycard transaction logs;• Secure area logs (such as safe logs);• Visitor books/logs. <p>Excludes records covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008).</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.7 SAFETY AND SECURITY

The activities associated with protecting people and the agency's assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25009 Rev. 0	Entry/Exit Logs – Facilities (COVID-19 Checks/Logs) Records documenting COVID-19-related checks/logs of staff and visitors to agency facilities, such as: <ul style="list-style-type: none">Wellness/temperature checks;Contact details captured solely for tracing purposes;Records relating to contact tracing by the agency. Exclude records covered by <i>Entry/Exit Logs – Facilities (DAN GS 25007)</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 25008 Rev. 1	Security Incidents and Data/Privacy Breaches Records documenting security incidents, data/privacy breaches, assessments of threats received, responses, and investigations relating to agency facilities, vehicles, equipment, supplies, information, targeted violence towards staff, students, and others, etc. Includes, but is not limited to: <ul style="list-style-type: none">Incident documentation (such as security recordings, alarm logs/reports, entry/exit logs, incident reports, witness statements, etc.);Notification documentation;Reports to law enforcement agencies, agency management, regulating authority, etc.;Records documenting services provided by outside vendors (such as notifications, credit monitoring, call center reports/logs/notes, etc.);Records documenting corrective action taken;Records documenting decision not to proceed with investigation/notification;Related correspondence/communications.	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2.7 SAFETY AND SECURITY

The activities associated with protecting people and the agency's assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25003 Rev. 2	<p>Security Monitoring – No Incident</p> <p>Records relating to the routine security monitoring of the agency's infrastructure, buildings, vehicles, equipment, etc., where an incident has <u>not</u> occurred.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Alarm reports;• Audio/visual recordings (such as CCTV, dash cams, etc.);• Security patrol logs. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Audit Trails and System Usage Monitoring (DAN GS 14020);</i>• <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008);</i>• Law enforcement mobile recordings covered in the <i>Law Enforcement Records Retention Schedule</i>.	<p>Retain for 30 days after date record created <i>or</i> until determined that no security incident has occurred, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3. FINANCIAL MANAGEMENT

The function of managing the agency's financial resources, obligations, and monetary infrastructure.

3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01013 Rev. 1	<p>Banking – Accounts and Transactions</p> <p>Records relating to the agency's banking activities and documenting its banking transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.);• Statements (bank, dividend, investment, etc.) and reconciliations;• Records documenting the status of and adjustments to accounts;• Checks and warrants <u>issued by</u> the agency (if returned by bank);• Checks returned by the bank due to non-sufficient funds (NSF). <p>Excludes:</p> <ul style="list-style-type: none">• Deposited items covered by <i>Banking – Deposited Items (DAN GS 01068)</i>;• Master depository contracts covered by <i>Contracts and Agreements – General (DAN GS 01050)</i>.	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01068 Rev. 1	<p>Banking – Deposited Items</p> <p>Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption;• Images of checks/warrants created in lieu of depositing the original item (such as Imaged Cash Letter (ICL)). <p>Excludes checks returned to agency (due to non-sufficient funds) covered by <i>Banking – Accounts and Transactions (DAN GS 01013)</i>.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 01003 Rev. 1	<p>Financial Disputes and Collections</p> <p>Records relating to the agency's financial disputes and attempts to collect funds where litigation has <u>not</u> commenced.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Accounts receivable and payable;• Checks/warrants returned due to non-sufficient funds (NSF);• Correspondence, notices, invoices/statements, account closure;• Damage and loss claims (purchasing);• Warrant claims/refunds;• Settlement documentation. <p>Excludes records covered by <i>Litigation Case Files – Routine (DAN GS 18004)</i>.</p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01001 Rev. 1	<p><i>Financial Transactions – General</i></p> <p>Records documenting all resources received and expended by the agency <u>provided</u> the receipts and expenditures are <u>not</u> for bond or grant projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Accounts payable/receivable;• Purchase and sales (purchase/field orders, bills of sale, receipts, petty cash, cash books, remittance advices, vouchers, vendor rebates, fiscal purchasing/receiving documents, etc.);• Billing statements, billing summaries (registers/ledgers), adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.), delinquent account lists;• Financial statements and reports (created/saved electronically or printed) required to be retained as evidence of the agency's financial status at a specific point in time (such as reports that need to be approved/signed or reports that cannot be regenerated at a later date);• Registers and journals (general and subsidiary) for all funds and functions;• Reconciliations;• Check/warrant registers. <p>Excludes financial transaction records covered by:</p> <ul style="list-style-type: none">• <i>Grants Received by Agency (DAN GS 23004)</i>;• <i>Tax-Exempt Bonds (DAN GS 01069)</i>. <p>Excludes financial reports that are able to be regenerated and which are covered by <i>Secondary (Duplicate) Records (DAN GS 50005)</i>.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01070 Rev. 0	<p><i>Financial Transactions – Sensitive Cardholder Data</i></p> <p>Specific sensitive cardholder data elements obtained during electronic financial transactions where the agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc.</p> <p>Sensitive cardholder data elements include:</p> <ul style="list-style-type: none">• Primary Account Number (PAN) and credit card number, <i>if different</i>;• Sensitive Authentication Data (SAD) as defined by the <i>Payment Card Industry Data Security Standard (PCI DSS)</i>. Includes full track data, IN/PIN blocks, and three or four-digit customer identification (CID) number printed on the front or back of payment card such as Card Identification Number (CIN), Card Verification Value (CVV), or Card Validation Code (CVC). <p>Excludes data elements other than PAN and SAD that are received by the agency (such as transaction number, date, amount, etc.) which must be retained in accordance with <i>Financial Transactions – General (DAN GS 01001)</i> or other relevant records series.</p>	<p>Retain until completion of transaction <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01069 Rev. 0	<i>Tax-Exempt Bonds</i> Records documenting all resources received and expended by the agency for bond-funded projects. Includes, but is not limited to: <ul style="list-style-type: none">• Documents supporting purchase/acquisition/construction price and disposition/sales price;• Cancelled (voided) checks and credit card slips, project cost record, etc. (if capital asset constructed by agency);• Project cost/expenditure tracking record (staff time, etc.);• Registers (numerical listing of checks/warrants, etc.);• Trust indenture, loan agreements, bond counsel opinions, etc.;• Transcripts of bond issuance documents.	Retain for 6 years after final bond payment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 01071 Rev. 1	<i>Tax Reporting/Returns – Federal, State, and Local Taxes</i> Returns and reports submitted for taxes paid to federal, state and/or local government agencies (such as excise tax, etc.), <i>where not covered by a more specific records series.</i> Excludes records covered by: <ul style="list-style-type: none">• <i>Internal Revenue Service (IRS) Forms – Payroll (DAN GS 03052);</i>• <i>Payroll Processing, Distribution, and Reporting (DAN GS 03033);</i>• <i>Vendor Payment Information (DAN GS 01066);</i>• Department of Revenue's records related to the collection of taxes. <i>Note: Retention based on 5-year requirement for tax records (RCW 82.32.070).</i>	Retain for 5 years after filing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01066 Rev. 1	<i>Vendor Payment Information</i> Records relating to vendor payment information. Includes, but is not limited to: <ul style="list-style-type: none">• IRS Form W-9;• Vendor Registration Forms;• Electronic Funds Transfer Authorization Forms.	Retain for 6 years after final payment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 AUTHORIZATION/DELEGATION

The activity of granting and/or receiving permission or approval in relation to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01072 Rev. 0	Signature Authority/Delegation Records Records documenting the designating of agency personnel with the authority to sign for purchases, leave authorizations or other actions.	Retain for 6 years after end of fiscal year in which signature authority was superseded/rescinded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



3.3 BUDGETING

The activities of preparing budget submissions and managing the allotment of revenues and expenditures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01040 Rev. 1	<p>Allotment Management and Budget Development</p> <p>Records relating to the development of agency budget proposals and the management of allotments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Allotment submittals;• Budget proposals/decision packages;• Legislative notes;• Supporting/backup documentation;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Strategic plans developed in accordance with RCW 43.88.090 and covered by <i>Strategic Plans – Final (Unpublished) (DAN GS 10001)</i>;• Office of Financial Management’s records related to the whole of government coordination of allotment management and budget development.	<p>Retain for 6 years after end of biennium <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3.4 CONTRACTS AND PURCHASING

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 06004 Rev. 1	<p><i>Bids and Proposals – Successful</i></p> <p>Records relating to bids and proposals made by other parties to provide the agency with goods, services, revenue or other benefits, which <u>are</u> accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.;• Notices (filed with newspaper, etc.);• Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Bids and Proposals – Unsuccessful (DAN GS 06007);</i>• <i>Contracts and Agreements – General (DAN GS 01050).</i>	<p>Retain for 6 years after completion of purchase or fulfillment of contract</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 CONTRACTS AND PURCHASING

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 06007 Rev. 2	<p><i>Bids and Proposals – Unsuccessful</i></p> <p>Records relating to bids and proposals to provide the agency with goods, services, revenue or other benefits, which are <u>not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.</p> <p>Also includes records relating to contract/agreement negotiations which do not result in an executed contract/agreement.</p> <p>If agency decides not to proceed with a purchase or agreement, records also include:</p> <ul style="list-style-type: none">• Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.;• Notices (filed with newspaper, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Bids and Proposals – Successful (DAN GS 06004);</i>• <i>Contracts and Agreements – General (DAN GS 01050).</i>	<p>Retain for 3 years after bid award or decision not to proceed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 CONTRACTS AND PURCHASING

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01050 Rev. 3	<p><i>Contracts and Agreements – General</i></p> <p>Records relating to contracts and agreements entered into by the agency, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Contracts/agreements (including amendments), such as:<ul style="list-style-type: none">○ Interagency, intraagency, and inter-governmental agreements;○ Lease, escrow, and rental agreements;○ Lending agreements (facility, equipment, vehicle);○ Liability waivers (hold harmless, insurance, etc.);○ Loan agreements (long-term debt, etc.);○ Personal service, client service, purchasing agreements;○ Purchase and sales agreements (non-capital asset purchases only);○ Vendor bonds;○ Warranties;• Records relating to contract monitoring and compliance;• Records relating to negotiations/renegotiations;• Related correspondence/communications. <p><i>Note: Retention based on 6-year statute of limitations for breach of contracts/agreements (RCW 4.16.040).</i></p>	<p>Retain for 6 years after termination or expiration of contract/agreement <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS 06002 Rev. 0	<p><i>Purchase Authority</i></p> <p>Authority for an agency to accomplish its own purchases. May be state form GEN-PUR-007 or similar agency-specific form.</p>	<p>Retain for 6 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



3.4 CONTRACTS AND PURCHASING

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 06001 Rev. 0	<i>Supply and Equipment Requests</i> Internal agency documents used to request the purchase of supplies and equipment.	Retain for 30 days after date of receipt <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency, including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 23002 Rev. 1	<i>Grants Issued by Agency – Applications (Denied)</i> Records relating to grant applications that were denied by the agency. Includes, but is not limited to: <ul style="list-style-type: none">• Applications;• Grant evaluation summaries;• Letters of denial;• Related correspondence/communications.	Retain for 1 year after grant application denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 23001 Rev. 1	<i>Grants Issued by Agency – Applications (Successful)</i> Records relating to grants administered and/or issued by state agencies, including continuous grants. Includes, but is not limited to: <ul style="list-style-type: none">• Announcement parameters, applications, evaluation summaries;• Notification of grant awards, project status, fiscal reports;• Grant monitoring, audit reports;• Modifications and amendment requests;• Progress and compliance reports prepared and submitted by the grantee;• Related correspondence/communications. Excludes final deliverables/reports received covered by: <ul style="list-style-type: none">• <i>State Publications (DAN GS 15008);</i>• <i>Studies (Major) – Final Reports (Unpublished).</i>	Retain for 6 years after end of funding period/grant cycle <i>and</i> completion of all grant requirements <u>for that cycle</u> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency, including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 23003 Rev. 1	<i>Grants Issued by Agency – Program Administration</i> Records relating to the agency’s administration of grant and other financial assistance programs (such as loans, scholarships, etc.). Includes, but is not limited to: <ul style="list-style-type: none">• Fiscal reports;• Auditing reports;• Related correspondence/communications. Excludes records covered by <i>Advertising and Promotion (DAN GS 05006)</i> .	Retain for 6 years after end of funding period/grant cycle <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency, including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 23004 Rev. 2	<p>Grants Received by Agency</p> <p>Records relating to grant projects and funds received and expended by the agency, including any continuous grants.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests for Proposals (RFPs), agency application;• Notifications of grant awards, fiscal reports, and supporting documentation;• Grant monitoring, audit reports, compliance reports;• Time keeping/time and effort reports and supporting documentation (if required);• Modification requests, progress and status reports;• Related correspondence/communications. <p>Excludes final deliverables/reports covered by:</p> <ul style="list-style-type: none">• <i>State Publications (DAN GS 15008);</i>• <i>Studies (Major) – Final Reports (Unpublished) (DAN GS 10016).</i> <p><i>Note: If federal retention requirements are shorter than 6 years, the records must still be retained for the minimum 6 years after end of grant period/cycle to satisfy state requirements.</i></p>	<p>Retain for 6 years after end of funding period/grant cycle <i>and</i> completion of all grant requirements <u>for that cycle</u> (such as federal retention requirements, submission of financial status report, etc.) <i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS 23006 Rev. 0	<p>Grants Received by Agency – Unsuccessful Applications</p> <p>Records relating to unsuccessful grant applications made by the state agency to grant-issuing entities.</p>	<p>Retain until no longer needed for agency business <i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.6 TRAVEL

The activity relating to the authorization, arrangement and reimbursement for travel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 07001 Rev. 2	<i>Travel</i> Records documenting travel undertaken by employees and non-employees. Includes, but is not limited to: <ul style="list-style-type: none">• Travel authorizations;• Arrangements (including visas for overseas travel);• Travel receipt documentation;• Reimbursement of expenses (including advance payments).	Retain for 6 years after end of fiscal year in which travel was completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HR AND PAYROLL MANAGEMENT

The function of managing the agency's workforce and payroll.

4.1 ATTENDANCE AND LEAVE

The activity of documenting employee attendance and authorizing leave.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03030 Rev. 1	<p><i>Attendance and Leave Records</i></p> <p>Records relating to employee requests and approvals of attendance and leave.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Annual and sick leave, personal and contractual holidays;• Compensatory, exchange or overtime earned;• Requests/approvals/denials for any form of leave (including leave without pay);• Approvals and designations;• Leave donation documentation;• Returned/unused leave administration;• Time cards and time sheets, etc., documenting hours worked (including overtime). <p>Excludes:</p> <ul style="list-style-type: none">• Records required to document time and effort as part of grant requirements covered by <i>Grants Received by Agency (DAN GS 23004)</i>.• Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave covered by <i>Personnel – Health-Related Records (Routine) (DAN GS 03054)</i>. <p><i>Note: Time cards or time sheets that are required for retirement verification prior to the use of HRMS are to be retained under Retirement Verification (DAN GS 03032).</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 AUTHORIZATION/CERTIFICATION

The activity of agency **employees** (including contractors and volunteers) receiving authorization/approval, or fulfilling certification requirements, as required by regulating authorities for purposes relating to employee job activities. Excludes the granting of approval by state government agencies acting in a regulatory capacity, which is covered in agency schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03046 Rev. 0	<p>Authorizations/Certifications – Human Resources (General)</p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations (such as driver's licenses, etc.) <u>acquired by</u> state government agency employees in certain positions (including contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications/confirmations;• Reports;• Violations/corrections, etc.;• Related correspondence/communications.	<p>Retain for 6 years after authorization/certification superseded or terminated</p> <p>or</p> <p>6 years after separation from agency, whichever is sooner</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03047 Rev. 0	<p>Authorization to Use Personal Equipment/Devices for Work Purposes</p> <p>Records relating to the agency granting approval for employees to use their personally-owned equipment/devices, known as BYOD – Bring Your Own Device (such as laptops, phones, tablets, furniture, weapons, vehicles, etc.) for work-related purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests from employees;• Approvals (including conditions of use);• Revocation of approvals.	<p>Retain for 6 years after approval superseded/terminated/request denied</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03048 Rev. 1	<p><i>Benefits Enrollment and Participation</i></p> <p>Records relating to the enrollment and participation of employees in various benefit programs and packages offered to state employees such as health/disability/life insurance, deferred compensation, Public Service Loan Forgiveness (PSLF), etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Determinations of eligibility;• Applications for enrollment/participation;• Name, address, status, and dependent modifications/changes. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045);</i>• <i>Retirement Verification (DAN GS 03032).</i>	<p>Retain for 6 years after date of separation from agency <i>or</i> 6 years after withdrawal from participation, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03037 Rev. 2	<p><i>Commute Trip Reduction (CTR) Program</i></p> <p>Records relating to an agency's promotion and administration of reducing employee commute trips such as encouraging use of public transit, ride sharing, bicycle commute options, incentives, and alternatives such as telecommuting.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bonus voucher certification forms;• Registration and participant forms;• Incentives;• Parking tracking files;• CTR performance evaluations/reports/surveys/questionnaires. <p>Excludes records covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004).</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03032 Rev. 1	<p>Retirement Verification</p> <p>Records relating to an employee's state service to document eligibility and entitlement to retirement benefits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Enrollment;• Salary and employment dates;• Appointment letters;• Monthly salary;• Hours worked;• Time cards, time sheets or payroll registers if necessary to verify retirement information;• Other eligibility documentation such as position retirement worksheets or retirement reviews as necessary. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Benefits Enrollment and Participation (DAN GS 03048)</i>;• Records covered by <i>Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045)</i>;• Records of the Department of Retirement Systems.	<p>Retain for 60 years after date of separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



4.3 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03013 Rev. 1	<i>Tuition Reimbursement</i> Records relating to tuition reimbursement requests for educational courses taken by employees as part of staff development, or for institutions of higher education for qualified dependents if part of benefits package. Includes, but is not limited to: <ul style="list-style-type: none">• Requests for reimbursement and supporting documentation;• Course documentation/curriculum;• Approvals for reimbursement.	Retain for 6 years after completion of course <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03049 Rev. 0	<i>Unemployment Insurance Claims</i> Records relating to unemployment claims filed by individuals against agency. Includes, but is not limited to: <ul style="list-style-type: none">• Individual claims;• Documentation of acceptance/denial;• Any appeals of claims.	Retain for 6 years after final resolution of claim <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03045 Rev. 1	<i>Voluntary Employee Beneficiary Association (VEBA)</i> Records relating to approved participation in the VEBA health reimbursement account/plan by retirement-eligible employees in the voting group. Includes, but is not limited to: <ul style="list-style-type: none">• Lists of eligible employees;• Ballots and vote counts.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.4 LABOR RELATIONS

The activity relating to the relationships between agencies and labor unions and the administration of negotiations and contracts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09015 Rev. 1	<p><i>Labor Union Contracts and Negotiations</i></p> <p>Records relating to contracts and negotiations held by the agency labor relations office to administrate contracts and proceedings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Contracts and amendments;• Employer and union proposals and counter-proposals;• Notices and negotiations related to changes to mandatory subjects;• Memoranda of understanding and letters of agreement. <p>Excludes records of the Office of Financial Management – Labor Relations section.</p>	<p>Retain for 6 years after contract superseded or terminated</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OPR</p>



4.5 MISCONDUCT/DISCIPLINE/GRIEVANCES

The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03006 Rev. 1	<p><i>Complaints and Grievances – Exonerated</i></p> <p>Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues <i>in which the complaint proved to be unsubstantiated</i>. May be filed by job applicants, the public and represented and non-represented state employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Filed complaints and grievances;• Supporting documentation;• Agency response and decisions;• Legal actions, arbitration or mediation efforts;• Determinations and appeals. <p>Excludes records covered by <i>Complaints and Grievances – Upheld (DAN GS 03003)</i>.</p> <p><i>Note: Records may be retained upon employee request and in case of pending legal action (reference RCW 41.06.450 and WAC 357-22-040).</i></p> <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain until exoneration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.5 MISCONDUCT/DISCIPLINE/GRIEVANCES

The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03003 Rev. 2	<p><i>Complaints and Grievances – Upheld</i></p> <p>Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues <i>in which the complaint/grievance was upheld</i>. May be filed by job applicants, the public and represented and non-represented state employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Filed complaints and grievances;• Supporting documentation;• Agency response and decisions;• Legal actions, arbitration or mediation efforts;• Determinations and appeals. <p>Excludes records covered by <i>Complaints and Grievances – Exonerated (DAN GS 03006)</i>.</p> <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain for 6 years after final determination of case <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03059 Rev. 0	<p>Alcohol/Substances Testing (Commercial Drivers Licenses) – Collection Process</p> <p>Records relating to the collection process for alcohol and controlled substances testing of employees with commercial driver's licenses in accordance with 49 CFR § 382.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Collection logbooks (if used);• Documentation relating to random selection process;• Documents generated in connection with decisions to administer reasonable suspicion/post-accident tests. <p><i>Note: Retention based on 2-year requirement for testing collection process records (49 CFR § 382.401(b)(2)).</i></p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03060 Rev. 0	<p>Alcohol/Substances Testing (Commercial Drivers Licenses) – Program Administration</p> <p>Records relating to administration of the agency's alcohol and controlled substances testing program of employees with commercial driver's licenses in accordance with 49 CFR § 382.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Administration of the alcohol and controlled substances testing programs;• Calibration documentation;• Annual calendar year summary required by 49 CFR § 382.403;• Program summary report. <p><i>Note: Retention based on 5-year requirement for program administration records (49 CFR § 382.401(b)(1)).</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03061 Rev. 0	<p>Alcohol/Substances Testing (Commercial Drivers Licenses) – Test Results (Negative, Not Positive, Canceled)</p> <p>Records relating to alcohol and controlled substances testing of employees with commercial driver’s licenses in accordance with 49 CFR § 382, where the results are negative, do not meet the threshold for “positive”, or where test is canceled.</p> <p>Excludes records of positive results, refusals, etc., covered by <i>Personnel – Health-Related Records (Routine)</i> (DAN GS 03054).</p> <p><i>Note: Retention based on 1-year requirement for negative results/canceled tests (49 CFR § 382.401(b)(3)).</i></p>	<p>Retain for 1 year after negative results posted or test canceled</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03058 Rev. 1	<p>COVID-19 Vaccination Status Verification Records</p> <p>Records documenting the agency’s compliance with its process for verifying the COVID-19 vaccination status of its employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Attestations relating to vaccination status;• Lists/logs of employees documenting the verification of their vaccination status;• Evidence of COVID-19 vaccinations (only if captured/retained by agency). <p>Excludes records covered by <i>Policies and Procedures – Administrative Functions</i> (DAN GS 09028).</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03039 Rev. 1	<p><i>Employee Medical and Exposure Records</i></p> <p>Records comprising the employee medical and exposure records as defined and managed in accordance with chapter 296-802 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Records concerning the health status of an employee which are made or maintained by a physician, nurse, or other health care personnel or technician;• Medical surveillance and exposure documentation;• Medical diagnosis stemming from exposure;• Audiology history records (if position puts employee at risk for hearing loss);• Industrial hygiene monitoring. <p><i>Note: For more information on requirements for retaining employee health and medical records see chapter 296-802 WAC and RCW 49.17.220.</i></p>	<p>Retain for 30 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03015 Rev. 2	<p><i>Injury Claims</i></p> <p>Records relating to claims filed by employees injured on the job.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agency copy of L & I claim forms;• Accident/incident reports;• Physician diagnosis, prognosis and treatment reports;• Agency responsibility forms;• Accident Review Board case summaries;• Return to work plans (includes any ergonomic assessments or reasonable accommodation due to injury);• Other documentation related to claim. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Employee Medical and Exposure Records (DAN GS 03039)</i>;• Records covered by <i>Injury Claims – Eye Injuries (DAN GS 03016)</i>;• Records of the Department of Labor and Industries related to the claim. <p><i>Note: Retention based on 7-year requirement for injury claims (RCW 51.32.160(1)(a)).</i></p>	<p>Retain for 7 years after claim settled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03016 Rev. 1	<p><i>Injury Claims – Eye Injuries</i></p> <p>Records relating to claims filed by employees with eye injuries on the job.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agency copy of L & I claim forms;• Accident/incident reports;• Physician and treatment reports;• Agency responsibility forms;• Accident Review Board case summaries;• Other documentation related to claim. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Employee Medical and Exposure Records (DAN GS 03039)</i>;• Records covered by <i>Injury Claims (DAN GS 03015)</i>;• Records of the Department of Labor and Industries related to the claim. <p><i>Note: Retention based on 10-year requirement for eye injury claims (RCW 51.32.160(1)(c)).</i></p>	<p>Retain for 10 years after claim settled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 09017 Rev. 3	<p><i>Safety Data Sheets (SDS)/Allowed Substitute Records</i></p> <p>Safety data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names and listing all ingredients which have been determined to be health hazards in accordance with WAC 296-901-14014.</p> <p><i>Note: Safety Data Sheets were known as Material Safety Data Sheets prior to May 2014.</i></p> <p><i>Note: Retention based on 30-year requirement for Safety Data Sheets as exposure records (WAC 296-800-180).</i></p>	<p>Retain for 30 years after superseded <i>or</i> 30 years after chemicals are no longer used <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03050 Rev. 0	<p>Safety Records</p> <p>Records required by the federal Occupational Safety and Health Administration (OSHA) relating to maintaining a safe workplace/environment for employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Required OSHA 300, 300A and 301 forms;• Logs and supporting documentation;• Safety and incident reports <u>not</u> part of a Labor and Industries claim;• First aid treatments provided on-site by a non-physician where no injury claim is filed. <p><i>Reference: 29 CFR 1904.33.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03051 Rev. 0	<p>Wellness Programs</p> <p>Records relating to supporting and promoting employee wellness.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Wellness campaigns and promotions, including flyers and participation information;• Classes, events, and wellness activities;• Wellness incentives, prizes, and awards. <p>Excludes records covered by <i>Financial Transactions – General (DAN GS 01001)</i>.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03052 Rev. 0	Internal Revenue Service (IRS) Forms – Payroll Records relating to the Internal Revenue Service forms to authorize or request tax withholding/exemptions and that are held by employer. Includes, but is not limited to: <ul style="list-style-type: none">• W-4 – Employee’s Withholding Allowance Certificate;• W-9 – Request for Taxpayer ID Number and Certification.	Retain for 4 years after superseded <i>or</i> 4 years after date of separation from agency, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03031 Rev. 1	Payroll Files – Employee Pay History Records relating to the pay history of individual employees. Includes, but is not limited to: <ul style="list-style-type: none">• Documentation of employee pay status;• Payroll deductions (taxes, insurance, parking, donations, miscellaneous);• Garnishment or other liens/attachments;• Authorizations for deductions/direct deposit;• Other documentation concerning employee payroll. Excludes records covered by <i>Retirement Verification (DAN GS 03032)</i> . <i>Note: Current deductions and authorizations are to be held by originating agency until retention is met.</i>	Retain for 6 years after date of separation from agency <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



4.7 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03033 Rev. 2	<p><i>Payroll Processing, Distribution, and Reporting</i></p> <p>Records relating to the processing of payroll and reports used by personnel/payroll offices to verify actions, detail distribution of payroll costs, and ascertain accuracy and accountability.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Documents that reflect personnel actions;• Internal Revenue Service (IRS) reports submitted to the IRS such as 1099, 940, 941, and W-2.• State income tax quarterly filings for other states;• Quarterly reports and filings for Labor and Industries (L & I) and wages;• Warrant cancellations and electronic fund transfers;• Detail reports, year-to-date costs, and cumulative summary expense reports;• Status reports and adjustments;• Payroll distribution and other related costs. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Retirement Verification (DAN GS 03032);</i>• <i>Payroll Files – Employee Pay History (DAN GS 03031);</i>• <i>Reporting to External Agencies (Mandatory) (DAN GS 19004).</i>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01060 Rev. 1	<p><i>Payroll Register</i></p> <p>Records relating to the certified record of agency payroll.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Payroll certification signed by agency head or designee;• Payroll deductions of each agency employee;• Net pay of each agency employee;• Time worked. <p><i>Note: May be used to assist in providing retirement verification if adequate time worked data is contained in payroll registers. See Retirement Verification (DAN GS 03032).</i></p>	<p>Retain for 60 years after date certified <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



4.8 PERFORMANCE MANAGEMENT

The activity of evaluating and directing employee performance progress and goals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03002 Rev. 2	<p>Performance Evaluations – Employee</p> <p>Records relating to regularly scheduled performance evaluations of employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Completed and signed evaluations;• Expectations review and acceptance. <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain for 3 years after completion of evaluation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03024 Rev. 1	<p>Performance Evaluations – Supervisor Preparation</p> <p>Records gathered by an employee's supervisor in preparation for employee's performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Notes of performance, training, and development;• Job assignments;• Other related documentation. <p><i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain until completion of evaluation <i>and</i> resolution of any ongoing performance issues <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.9 PERSONNEL HISTORY

The activity of documenting an individual's employment history with the agency, including contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03053 Rev. 0	<p><i>Disclosure of Former Employee Information to Prospective Employers</i></p> <p>Records relating to the disclosure of information (such as hiring recommendations, employment/income verifications, etc.) about <u>former</u> employees to prospective employers or employment agencies in accordance with RCW 4.24.730.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Written logs;• Disclosure releases/statements;• Copies of information provided. <p>Excludes:</p> <ul style="list-style-type: none">• Disclosure of information about <u>current</u> employees covered by <i>Personnel – Employment History Files (DAN GS 03042)</i>;• Public records requests covered by <i>Public Disclosure/Records Requests (DAN GS 05001)</i>. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080) and 2-year requirement in RCW 4.24.730.</i></p>	<p>Retain for 3 years after disclosure of information <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.9 PERSONNEL HISTORY

The activity of documenting an individual's employment history with the agency, including contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03042 Rev. 2	<p>Personnel – Employment History Files</p> <p>Records relating to an individual's employment history with the agency and the documentation related to the position held.</p> <p>Also includes records relating to a volunteer's service with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications and resumes;• Position eligibility and position held;• Eligibility requirements for position (certifications, transcripts);• Disclosure of information to prospective employers in accordance with RCW 4.24.730. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Complaints and Grievances – Exonerated (DAN GS 03006);</i>• <i>Complaints and Grievances – Upheld (DAN GS 03003);</i>• <i>Performance Evaluations – Employee (DAN GS 03002);</i>• <i>Personnel Records (Peace/Corrections Officers) (DAN LE2022-010);</i>• <i>Retirement Verification (DAN GS 03032).</i> <p><i>Note: See State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i></p>	<p>Retain for 6 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



4.9 PERSONNEL HISTORY

The activity of documenting an individual's employment history with the agency, including contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03054 Rev. 1	<p>Personnel – Health-Related Records (Routine)</p> <p>Records relating to the health of employees where not covered by Employee Medical and Exposure Records (DAN GS 03039) or another more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Ergonomic assessments (for routine prevention and if non-injury-related);• Reasonable accommodation (if non-injury-related);• Documentation of known medical conditions (for awareness in case of medical emergency that would assist in rapid response and treatment);• Documentation of ongoing medical treatment (if non-exposure or non-injury related and necessary for job performance/reasonable accommodation);• Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave;• Positive results/refusals from alcohol/substance tests of commercial driver's license holders in accordance with 49 CFR § 382. <p>Excludes records covered by <i>Employee Medical and Exposure Records (DAN GS 03039)</i>.</p> <p><i>Note: Medical records should be retained by originating agency and <u>not</u> be included as part of an interagency transfer.</i></p>	<p>Retain for 6 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.9 PERSONNEL HISTORY

The activity of documenting an individual's employment history with the agency, including contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03055 Rev. 0	<p><i>Personnel – Routine Transactions</i></p> <p>Records relating to employees' routine personnel transactions or tasks that do <u>not</u> affect employment history, payroll, performance or retirement status/eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Changes to work schedules and assignments;• Location codes;• Name/address/status/emergency contact change documentation;• Miscellaneous tracking forms.	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.10 POSITION DEVELOPMENT AND STAFF STRUCTURE

The activity of developing job positions and the organizational structuring of staff.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03010 Rev. 1	<p>Position History</p> <p>Records relating to the history of each position and job classifications which apply to positions held by employees of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Allocations and reallocations;• Training plans specific to position;• Selective certification and required eligibility;• Position descriptions. <p>Excludes the master files for Job Specifications and Exempt Position Files held by the Office of Financial Management/State Human Resources Division (SHRD).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03019 Rev. 1	<p>Reduction In Force Files – Agency</p> <p>Records relating to the process and implementation of reduction in force actions by agencies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Agency decisions, meeting minutes;• Required notifications;• Reports and related correspondence.	<p>Retain for 6 years after conclusion of any pending action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.11 RECRUITMENT/HIRING

The activity of recruiting, hiring, interviewing, selecting and employing individuals. Includes volunteers and contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03022 Rev. 1	<p>Applications/Resumes – Unsolicited</p> <p>Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Unsolicited job applications/resumes received;• General prospective employment inquiries. <p><i>Note: Retention based on 2-year requirement in 29 CFR § 1602.31.</i></p>	<p>Retain for 2 years after received <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03036 Rev. 2	<p>Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS)</p> <p>Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Federal I-9 forms;• H-1B labor condition applications and approvals;• Copies of valid driver’s license, passports, or other photo identification;• Copies of certificate of naturalization and supporting documentation. <p><i>Reference: 8 CFR § 274a.2, 20 CFR § 655.760.</i></p> <p><i>Note: This series applies to any applicants that are actually hired. For those not hired, their recruitment records are to be covered under Recruitment (DAN GS 03012).</i></p>	<p>Retain for 3 years after date of hire <i>or</i> 1 year after separation from agency, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.11 RECRUITMENT/HIRING

The activity of recruiting, hiring, interviewing, selecting and employing individuals. Includes volunteers and contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03012 Rev. 2	<p>Recruitment</p> <p>Records relating to the process of recruitment and selection of employees. Includes applicants interviewed and/or screened, but not hired.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Job announcements and postings;• Job description and qualifications;• Eligibility lists for specific positions;• Applications, resumes and test results;• Applicant profile data;• Scoring, ranking and selection criteria;• Interview questions and evaluations;• Background and criminal history checks;• Reference check questions and answers. <p>Excludes successful/hired applicant records covered by:</p> <ul style="list-style-type: none">• <i>Personnel – Employment History Files (DAN GS 03042); and</i>• <i>Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036).</i> <p><i>Note: Retention based on 3-year statute of limitations for the commencement of actions for employment discrimination (injury to the rights of others) (RCW 4.16.080).</i></p>	<p>Retain for 3 years after completion of recruitment/hiring process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.12 SEPARATION

The activity of an employee leaving the agency (voluntarily or involuntarily), leaving state service or transferring to another state agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03040 Rev. 1	<i>Exit Interview – Personnel</i> Documentation of information gained during an exit interview with an employee separating from the agency.	Retain for 3 years after exit interview completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03057 Rev. 0	<i>Interagency Transfers</i> Records relating to the transfer process of personnel records for an employee leaving a state agency and transferring to another state agency. Includes, but is not limited to: <ul style="list-style-type: none">• Send and receipt information and verifications. <i>Note: Documentation of the originals sent is to remain with the originating agency and held for the same retention and disposition as the original records.</i> <i>Reference: State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i>	Retain for 6 months after transfer verification <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.13 STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 22003 Rev. 2	<p>Training Records – Employee</p> <p>Records documenting the training history of individual employees participating in training, orientations, and staff development programs.</p> <p>Training may include:</p> <ul style="list-style-type: none">• Internal agency training for ethics, diversity, safety, and other policies;• Internships, apprentice programs;• External training as requested or required. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction, or attendance;• Certificates/credentials/licenses awarded or renewed;• Test results if necessary for continued certification, etc.;• Continuing education hours/credits/points. <p>Excludes records covered by <i>Personnel Records (Peace/Corrections Officers) (DAN LE2022-010)</i>.</p>	<p>Retain for 6 years after separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5. INFORMATION MANAGEMENT

The function of managing the agency's records and information, including forms, library services, mail services, public records requests, publications, and records management.

5.1 FORMS MANAGEMENT

The activity of drafting, producing, and managing the agency's forms.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 12004 Rev. 2	Forms – Accountable Unused, pre-numbered forms (such as checks, receipts, invoices, meal tickets, licenses, etc.). <i>Note: These records are retained for audit purposes.</i>	Retain for 6 years after end of fiscal year in which form was created/printed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 12001 Rev. 2	Forms – Development Records relating to the design, creation, and revision of agency-created forms. Includes, but is not limited to: <ul style="list-style-type: none">• Design/specification records;• Printing/production records;• Proofs/samples.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 12005 Rev. 1	Forms – Master Set Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready masters, original photographs/images, etc.).	Retain until superseded/use of form ceases <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15021 Rev. 0	Catalog Records describing the library information sources owned by the agency.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS 15022 Rev. 1	Circulation Records relating to the borrowing, lending and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none">• Item circulation history;• User/patron records (applications for membership, borrower registrations, parent/guardian permissions). Excludes: <ul style="list-style-type: none">• Interlibrary loans covered by <i>Collection Control (DAN GS 15023)</i>;• Records relating to fines/fees covered by <i>Financial Transactions – General (DAN GS 01001)</i> and <i>Financial Disputes and Collections (DAN GS 01003)</i>.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15023 Rev. 1	<p>Collection Control</p> <p>Records documenting the physical control of the library's collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Accession and deaccession (discard) of items;• Finding aids;• Interlibrary loans;• Shelf list/inventory of holdings. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001);</i>• <i>Contracts and Agreements – General (DAN GS 01050)</i> (for agreements relating to bequests);• <i>Inventories – Capital Assets (DAN GS 16008)</i> (for collection items considered capital assets);• <i>Inventories – Supplies, Commodities, and Parts (DAN GS 16004)</i> (for collection items not considered capital assets).	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



5.3 MAIL SERVICES

The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 13003 Rev. 1	<p>Mail Delivery and Receipt</p> <p>Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Certified/registered/insured mail logs and return receipts;• Postage meter logs/reports;• Private ground delivery registers/receipts (UPS, Federal Express, etc.);• Signed pick-up and delivery receipts;• United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p>Excludes contracts/agreements/permits relating to mailing services and equipment covered by <i>Contracts and Agreements – General (DAN GS 01050)</i>.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.4 PUBLIC DISCLOSURE/RECORDS REQUESTS

The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW) or Court Rule GR 31.1 Access to Administrative Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05001 Rev. 3	<p><i>Public Disclosure/Records Requests</i></p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW or Court Rule GR 31.1.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Internal and external correspondence relating to the request;• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);• Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);• Records documenting administrative reviews relating to the request;• Tracking logs. <p>Excludes:</p> <ul style="list-style-type: none">• Records that are the subject of the public records request (which must be retained in accordance with the applicable records series);• Records covered by <i>Provision of Advice, Assistance, or Information</i> (DAN GS 09022).	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.4 PUBLIC DISCLOSURE/RECORDS REQUESTS

The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW) or Court Rule GR 31.1 Access to Administrative Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05011 Rev. 0	<p><i>Public Records Request Exemptions for Certain Employees' Personally Identifying Information</i></p> <p>Records documenting exemptions from public records requests for individual employees' personally identifying information for survivors of domestic violence, sexual assault, sexual abuse, stalking, and harassment in accordance with RCW 42.56.250(i).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Sworn statements;• Supporting documentation used to verify eligibility;• Proof of participation in the address confidentiality program under chapter 40.24 RCW. <p>Excludes records covered by <i>Public Disclosure/Records Requests (DAN GS 05001)</i>.</p> <p><i>Note: Sworn statements expire after 2 years (RCW 42.56.250(i)(i)(A)).</i></p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after expiration of exemption <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.5 PUBLISHING

The activity of drafting, producing, and managing the agency's publications (including web-based publishing).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15010 Rev. 1	<p>Online Content Management</p> <p>Records documenting the publishing/changing of the agency's online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests/approvals to upload/update/remove content;• Confirmation of content upload/update/removal;• Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 15009 Rev. 2	<p>Publications – Development</p> <p>Records relating to the drafting, development, design and production of agency-created publications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Design/specification records;• Printing/production records;• Proofs/samples;• Articles submitted for inclusion (including those not used);• Related correspondence/communications. <p>Excludes final publication covered by <i>State Publications (DAN GS 15008)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.5 PUBLISHING

The activity of drafting, producing, and managing the agency's publications (including web-based publishing).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15008 Rev. 3	<p>State Publications</p> <p>State publications (as defined in RCW 40.06.010(4)), regardless of format, published by the agency and intended for distribution to state government, the public or the Legislature.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Annual reports and other reports, manuals, brochures;• Newsletters, magazines, journals, periodicals;• Audio/video films/presentations. <p><i>Note: Agencies are required to transfer copies of state publications to the Washington State Library in accordance with RCW 40.06.030.</i></p>	<p><i>Upon publication,</i></p> <p>Transfer:</p> <ul style="list-style-type: none">• 2 copies of tangible format publications, <i>and</i>• 1 copy of electronic format publications <p>to Washington State Library for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
GS 15011 Rev. 0	<p>State Publications – Transfers to Library (Agency Compliance Records)</p> <p>Records relating to the transfer/deposit of state publications with the Washington State Library in accordance with chapter 40.06 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Records documenting the deposit of agency publications;• Annual lists of agency publications submitted to Washington State Library in accordance with RCW 40.06.030(2);• Exemptions from deposit requirements received by the agency from the State Librarian in accordance with RCW 40.06.030(3);• Related correspondence/communications. <p>Excludes Washington State Library's records relating to the administration of chapter 40.06 RCW.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11018 Rev. 0	<i>Contaminated/Compromised Records</i> Records which have yet to reach their minimum retention and have been either: <ul style="list-style-type: none">Physically contaminated with mold, chemicals, sewage, etc. to such an extent that handling the records poses an occupational health and safety risk; orElectronic records contaminated with viruses, malware, etc., that pose a risk to the integrity of the agency's information systems. Excludes spam records covered by <i>General Information – External (DAN GS 50004)</i> .	Retain until a good faith effort has been made to render the records or copies of the records safe for use <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11013 Rev. 2	<p><i>Conversion/Conservation of Records</i></p> <p>Records documenting the process of converting the agency's public records from one form to another where <u>not</u> captured in the metadata of the converted records.</p> <p>Also includes records documenting the repair and stabilization of damaged public records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Migration of digital records (mapping schemas, testing reports, etc.);• Digitization of paper-based records (tests, inspection results, etc.);• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);• Transfer of magnetic recordings;• Records documenting conservation (repair/stabilization) treatments performed on public records. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Contaminated/Compromised Records (DAN GS 11018);</i>• <i>Source Records – Imaged/Migrated (Archival) (DAN GS 11014);</i>• <i>Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012).</i>	<p>Retain until the converted/repaired records have been destroyed/transferred in accordance with a current approved records retention schedule</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11001 Rev. 3	<i>Destruction/Transfer of Records</i> Records documenting the destruction and/or transfer of legal custody of the agency's public records. Includes, but is not limited to: <ul style="list-style-type: none">• Affidavits;• Agency authorizations;• Certificates/notices of destruction;• Destruction logs;• Transfer agreements/transmittals.	Retain for 50 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 11019 Rev. 0	<i>Records Appraised and Not Selected by the Archives</i> Records designated as "Archival (Appraisal Required)" where the records have: <ul style="list-style-type: none">• Met their minimum retention;• Been appraised by Washington State Archives; and• Not been selected for transfer to Washington State Archives. Excludes records appraised by the agency's archives, but not appraised by the Washington State Archives.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11009 Rev. 3	<p>Records Control</p> <p>Records relating to the physical and intellectual control of the agency's records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Files classification schemes/guidelines;• Inventories;• Records center transmittals/retrievals;• Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Destruction/Transfer of Records (DAN GS 11001);</i>• <i>Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010).</i> <p><i>Note: Master indexes, lists, registers, tracking systems, databases, and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11003 Rev. 1	<p><i>Retention and Disposition Authorization</i></p> <p>Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none">• Internal working guides abstracted from approved records retention schedules;• Records relating to the former Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application processes;• Agency's copies of records retention schedules approved by the State Records Committee in accordance with chapter 40.14 RCW. <p>Excludes the records of the Office of the Secretary of State and the State Records Committee.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11014 Rev. 2	<p>Source Records – Imaged/Migrated (Archival)</p> <p>Archival source records which have been imaged or migrated, <u>provided</u> the converted records are retained in accordance with a current approved records retention schedule. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Paper records which are scanned/digitized in accordance with <i>Requirements for the Destruction of Paper Records After Imaging</i>;• Paper records which are microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>;• Digital records which are migrated to another digital format;• Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 11012 Rev. 3	<p>Source Records – Imaged/Migrated (Non-Archival)</p> <p>Non-archival source records which have been imaged or migrated, <u>provided</u> the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Paper records which are scanned/digitized in accordance with <i>Requirements for the Destruction of Paper Records After Imaging</i>;• Paper records which are microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>;• Digital records which are migrated to another digital format;• Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50003 Rev. 1	<p><i>Agency-Generated Forms and Publications – Copies</i></p> <p>Blank forms and duplicate copies of publications, <u>provided</u> the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are <u>not</u> required for audit or accountability purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Reports, catalogs, brochures, calendars, posters;• Multi-media presentations (videos, CDs, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Forms – Accountable (DAN GS 12004);</i>• <i>Forms – Master Sets (DAN GS 12005);</i>• <i>State Publications (DAN GS 15008).</i>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50006 Rev. 0	<p><i>Brainstorming and Collaborating</i></p> <p>Records generated as part of the brainstorming/collaboration process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Notes written on whiteboards, flipcharts, large/oversize paper sheets, etc.;• Post-it notes. <p>Excludes records covered by <i>Drafting and Editing (DAN GS 50008).</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50007 Rev. 1	<p>Contact Information</p> <p>Records relating to the contact details of employees, stakeholders, and/or clients the agency has gathered/received and the maintenance of such lists/collections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Business cards;• Contact details stored in Microsoft Outlook and other contact databases;• Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.;• Requests to be added/removed from the agency's contact lists (includes mail/communications returned as undeliverable);• Validation/verification/quality assurance checks of contact lists/collections;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Emergency/Disaster Preparedness – Contact Information (DAN GS 25004)</i>;• Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50008 Rev. 0	<p><i>Drafting and Editing</i></p> <p>Records relating to the drafting/editing of correspondence, documents, and publications. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Preliminary drafts <u>not</u> covered by a more specific records series, <u>not</u> needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process;• Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.);• Electronic documents created solely for printing (such as signs, mailing labels, etc.);• Related correspondence/communications. <p>Excludes records covered by <i>Legal Advice and Issues (DAN GS 18003)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50009 Rev. 0	<p><i>Electronic Documents Used to Create Signed Paper Records</i></p> <p>Electronic documents created in order to print paper records that get signed, <u>provided</u> the signed paper records (or agency copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Microsoft Word versions of minutes/letters/correspondence/etc. used to print the hard copy that gets signed. <p><i>Note: Agencies should still create and retain copies of signed letters as evidence of the business transaction.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50004 Rev. 0	<p>General Information – External</p> <p>Information received from other agencies, commercial firms or private institutions, which requires no action and is no longer needed for agency business purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Catalogs, reports, multi-media presentations (videos, CDs, etc.);• Informational copies, notices, bulletins, newsletters, announcements;• Unsolicited information (junk mail, spam, advertisements, etc.).	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50001 Rev. 2	<p><i>Informational Notifications/Communications</i></p> <p>Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none">• Do <u>not</u> document agency decisions/actions;• Are <u>not</u> used as the basis of agency decisions/actions; and• Are <u>not</u> covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Basic messages such as “Come and see me when you’re free,” “Call me back at (360) 555-5555,” etc.• Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), <u>provided</u> the appropriate attendance and leave records are retained in accordance with <i>Attendance and Leave Records (DAN GS 03030)</i>;• Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.);• Email delivery/read receipts, out-of-office notices, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Attendance and Leave Records (DAN GS 03030)</i>;• <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50010 Rev. 0	<i>Internet Browsing</i> Records routinely generated as part of internet browsing. Includes, but is not limited to: <ul style="list-style-type: none">• Browsing history/saved passwords/web form information, etc.;• Cache/temporary files;• Cookies. Excludes internet activity log records covered by <i>Audit Trails and Systems Usage Monitoring (DAN GS 14020)</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50011 Rev. 0	<i>Organizing/Monitoring Work in Progress</i> Records relating to the assigning, prioritizing, tracking/monitoring and status of work/projects in progress. Includes, but is not limited to: <ul style="list-style-type: none">• Status logs;• To-do lists;• Tasks within Microsoft Outlook, etc.;• Routing slips;• Workflow notifications/escalations.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50012 Rev. 1	<p><i>Records Documented as Part of More Formalized Records</i></p> <p>Records where the evidence of the business transaction has been documented as part of another, more formalized record of the agency which is retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within agency information systems (such as databases), <u>provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction;</u>• Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.;• Automatically-generated email notifications sent out by agency information systems <u>provided</u> the transaction is captured as part of an audit trail;• Raw data/statistics/survey responses that have been consolidated/aggregated into another record. <p>Excludes:</p> <ul style="list-style-type: none">• Electronic records (such as emails) that have been printed to paper;• Audio/visual recordings of meetings covered by <i>Advisory Body Records (DAN GS 10015)</i>, <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i> or <i>Meetings – Staff and Internal Committees (DAN GS 09009)</i>;• Records covered by <i>Records Reported/Submitted to External Databases/Systems (DAN GS 19006)</i>. <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion/keying /transcription <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50013 Rev. 1	<p>Reference Materials</p> <p>Materials gathered from outside sources for reference/reading use which are <u>not</u> evidence of the agency's business transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Copies of published articles, reports, etc.;• Individual participants' copies of internal and external training materials (such as proceedings, handouts, notes taken, etc.) from conferences/seminars/trainings;• Internet browser favorites/bookmarks;• Listserv/RSS feeds. <p>Excludes records covered by <i>Secondary (Duplicate) Copies (DAN GS 50005)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50002 Rev. 1	<p>Requests for Basic/Routine Agency Information</p> <p>Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none">• Business hours, locations/directions, web/email addresses;• Meeting dates/times. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Provision of Advice, Assistance, or Information (DAN GS 09022)</i>;• <i>Public Disclosure/Records Requests (DAN GS 05001)</i>.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50014 Rev. 0	<p><i>Scheduling – Appointments/Meetings</i></p> <p>Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.) <u>provided</u> the calendar record of the appointment/meeting is retained in accordance with:</p> <ul style="list-style-type: none">• <i>Calendars – Elected Officials and Agency Heads (DAN GS 10008);</i>• <i>Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps;• Related correspondence/communications.	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50005 Rev. 1	<p><i>Secondary (Duplicate) Copies</i></p> <p>Copies of records (created or received), <u>provided</u> the agency retains its primary copy of the record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Data extracts and printouts from agency information systems;• Cc's of emails, <u>provided</u> the agency is retaining its primary copy of the email;• Convenience/reference copies of records;• Duplicate and near-duplicate images/photographs <u>provided</u> the selected “best” image(s) documenting the occasion/object is retained. <p>Excludes records which are the agency’s only copy of the record, even if it is held by another agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50015 Rev. 0	<p><i>Unsolicited Additional Materials</i></p> <p>Additional materials received by the agency that are:</p> <ul style="list-style-type: none">• <u>Not</u> requested; and• <u>Not</u> used by the agency in the course of government business. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Superfluous extra materials provided with applications (including health/medical records);• Information entering through online applications, e-forms, etc., but <u>not</u> completed and <u>not</u> submitted to the agency.	<p><i>Upon receipt,</i></p> <p>Return to sender</p> <p><i>or</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



INDEXES

ARCHIVAL RECORDS INDEX

AGENCY ADMINISTRATION AND MANAGEMENT	
Calendars	
Calendars – Elected Officials and Agency Heads	15
Community and External Relations	
Celebrations/Ceremonies/Events – Significant	20
Media Releases and Coverage	23
Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads	25
Legal Affairs	
Litigation Case Files – Significant	29
Legislation and Rule Making	
Legislation – Development and Analysis	30
Rule Making (Washington Administrative Code – WAC)	31
Meetings and Board/Committee Support	
Advisory Body Records	32
Governing/Executive/Policy-Setting Body Records	33
Planning, Policies, and Procedures	
Establishment/Development History of Agency/Programs	38
Policies and Procedures – Agency Core Mission	40
Strategic Plans – Final (Unpublished)	43
Reporting and Studies	
Studies (Major) – Final Reports (Unpublished)	47
Risk Management and Disaster Preparedness/Response	
Emergency/Disaster Response/Recovery – Significant	51
ASSET MANAGEMENT	
Acquisition and Disposal	
Acquisition and Disposal – Real Property/Land/Water Rights	56
Design and Construction	
Capital Construction Projects – Significant Buildings/Facilities	59
INFORMATION MANAGEMENT	
Publishing	
State Publications	125
Records Management	
Source Records – Imaged/Migrated (Archival)	131



ESSENTIAL RECORDS INDEX

AGENCY ADMINISTRATION AND MANAGEMENT

Authorization/Certification	
Authorizations/Certifications Received by Agency	14
Legal Affairs	
Legal Advice and Issues	27
Litigation Case Files – Routine	28
Litigation Case Files – Significant	29
Meetings and Board/Committee Support	
Governing/Executive/Policy-Setting Body Records	33
Planning, Policies, and Procedures	
Policies and Procedures – Administrative Functions	39
Policies and Procedures – Agency Core Mission	40
Strategic Plans – Final (Unpublished)	43
Risk Management and Disaster Preparedness/Response	
Emergency/Disaster Preparedness – Contact Information	49
Emergency/Disaster Preparedness and Recovery Plans	50

ASSET MANAGEMENT

Design and Construction	
Facility Systems and Equipment – Installation	60
Information Services	
Applications/Systems – Technical Design	61
Authorization – Systems/Telecommunications Access	62
Backups for Disaster Preparedness/Recovery	63
Inventory	
Inventories – Capital Assets	65
Maintenance	
Maintenance – Major and/or Regulated	67
Operations and Use	
Operating Manuals	70
Safety and Security	
Authorization – Building/Facility Access	72

FINANCIAL MANAGEMENT

Authorization/Delegation	
Signature Authority/Delegation Records	81
Budgeting	
Allotment Management and Budget Development	82
Contracts and Purchasing	
Contracts and Agreements – General	85
Purchase Authority	85
Grants Management	
Grants Issued by the State	87
Grants Received by State Agencies	89

HUMAN RESOURCE MANAGEMENT

Benefits	
Retirement Verification	94
Labor Relations	
Labor Union Contracts and Negotiations	96
Misconduct/Discipline/Grievances	
Complaints and Grievances	98
Occupational Health and Safety	
Safety Data Sheets (SDS)/Allowed Substitute Records	103
Payroll	
Payroll Files – Employee Pay History	105
Payroll Register	107
Personnel History	
Personnel – Employment History Files	110

INFORMATION MANAGEMENT

Library Services	
Catalog	119
Collection Control	120
Records Management	
Records Control	129



DISPOSITION AUTHORITY NUMBERS (DANs) INDEX

GS 01001.....	77	GS 03042.....	110	GS 05010.....	24	GS 10009.....	31
GS 01003.....	76	GS 03045.....	95	GS 05011.....	123	GS 10013.....	38
GS 01013.....	75	GS 03046.....	92	GS 06001.....	86	GS 10015.....	32
GS 01040.....	82	GS 03047.....	92	GS 06002.....	85	GS 10016.....	47
GS 01050.....	85	GS 03048.....	93	GS 06004.....	83	GS 10017.....	25
GS 01060.....	107	GS 03049.....	95	GS 06007.....	84	GS 11001.....	128
GS 01066.....	80	GS 03050.....	104	GS 07001.....	90	GS 11003.....	130
GS 01068.....	76	GS 03051.....	104	GS 07003.....	71	GS 11009.....	129
GS 01069.....	79	GS 03052.....	105	GS 09001.....	43	GS 11012.....	132
GS 01070.....	78	GS 03053.....	109	GS 09006.....	48	GS 11013.....	127
GS 01071.....	79	GS 03054.....	111	GS 09008.....	37	GS 11014.....	131
GS 01072.....	81	GS 03055.....	112	GS 09009.....	36	GS 11018.....	126
GS 03002.....	108	GS 03057.....	116	GS 09012.....	42	GS 11019.....	128
GS 03003.....	98	GS 03058.....	100	GS 09015.....	96	GS 12001.....	118
GS 03006.....	97	GS 03059.....	99	GS 09016.....	22	GS 12004.....	118
GS 03010.....	113	GS 03060.....	99	GS 09017.....	103	GS 12005.....	118
GS 03012.....	115	GS 03061.....	100	GS 09021.....	21	GS 13003.....	121
GS 03013.....	95	GS 04001.....	11	GS 09022.....	5	GS 14001.....	61
GS 03015.....	102	GS 04004.....	13	GS 09023.....	15	GS 14010.....	50
GS 03016.....	103	GS 04006.....	8	GS 09024.....	34	GS 14011.....	63
GS 03019.....	113	GS 04007.....	6	GS 09025.....	35	GS 14012.....	62
GS 03022.....	114	GS 04008.....	7	GS 09026.....	35	GS 14015.....	63
GS 03024.....	108	GS 04009.....	9	GS 09027.....	42	GS 14020.....	62
GS 03030.....	91	GS 04010.....	10	GS 09028.....	39	GS 14029.....	63
GS 03031.....	105	GS 04011.....	12	GS 09029.....	45	GS 14031.....	64
GS 03032.....	94	GS 04012.....	12	GS 09030.....	47	GS 15008.....	125
GS 03033.....	106	GS 05001.....	122	GS 09031.....	41	GS 15009.....	124
GS 03036.....	114	GS 05003.....	23	GS 10001.....	43	GS 15010.....	124
GS 03037.....	93	GS 05006.....	18	GS 10002.....	40	GS 15011.....	125
GS 03039.....	101	GS 05008.....	19	GS 10004.....	33	GS 15021.....	119
GS 03040.....	116	GS 05009.....	20	GS 10008.....	15	GS 15022.....	119



GS 15023.....	120	GS 19006.....	44	GS 22008.....	54	GS 50002.....	140
GS 16004.....	65	GS 21001.....	55	GS 23001.....	87	GS 50003.....	133
GS 16005.....	70	GS 21002.....	68	GS 23002.....	87	GS 50004.....	136
GS 16008.....	65	GS 21008.....	67	GS 23003.....	88	GS 50005.....	141
GS 16011.....	70	GS 21010.....	58	GS 23004.....	89	GS 50006.....	133
GS 18003.....	27	GS 21011.....	59	GS 23006.....	89	GS 50007.....	134
GS 18004.....	28	GS 21012.....	56	GS 24004.....	56	GS 50008.....	135
GS 18006.....	26	GS 21013.....	14	GS 25001.....	72	GS 50009.....	135
GS 18007.....	49	GS 21014.....	57	GS 25002.....	51	GS 50010.....	138
GS 18008.....	49	GS 21015.....	60	GS 25003.....	74	GS 50011.....	138
GS 18009.....	29	GS 21016.....	66	GS 25004.....	49	GS 50012.....	139
GS 18010.....	16	GS 21017.....	66	GS 25005.....	50	GS 50013.....	140
GS 18011.....	17	GS 21018.....	69	GS 25006.....	51	GS 50014.....	141
GS 18012.....	29	GS 22001.....	52	GS 25007.....	72	GS 50015.....	142
GS 19001.....	30	GS 22003.....	117	GS 25008.....	73		
GS 19002.....	30	GS 22006.....	52	GS 25009.....	73		
GS 19004.....	46	GS 22007.....	53	GS 50001.....	137		



SUBJECT INDEX

1

1098 (tax form).....	79
1099 (tax form).....	106

5

504 accommodations	
clients/customers/students/etc.	16
violations/complaints	22
employees	111
5498 (tax form).....	79

9

940 (tax form).....	106
941 (tax form).....	106

A

acceptance testing (computer applications)	61
access (security)	
buildings/facilities	72
information systems/data	62
accession/discard (libraries)	120
accidents	
employee health exposures	101

injury claims	102
eye injuries	103
no claim filed	49
accommodations (ADA/section 504/reasonable)	
clients/customers/students/etc.	16
violations/complaints	22
employees	111
accommodations (travel)	90
accountable forms	118
accreditations (employment related)	92
acquisition/purchasing	
assets	55
real property/land/water rights	56
authorities	85
contracts	85
real property/land/water rights	56
equipment/supplies (requests)	86
ADA (Americans with Disabilities Act)	
clients/customers/students/etc.	16
violations/complaints	22
employees	111
addresses/passwords (URL)	64
adjustments (to accounts)	77
administrative forums (cases)	28
administrative working files	search by
function/content of record	
advertising campaigns	18
advice (requests/provision)	5
basic/routine (information)	140
legal	27
advices (remittance)	77

advisory committees	32
arrangements	34
scheduling	141
travel	90
individual members' copies/notes	35
affirmative action	
complaints/discrimination	
exonerated	97
upheld	98
workforce planning	37
agendas/packets	
advisory meetings	32
governing/executive/policy-setting meetings	33
individual members' copies	35
internal/staff meetings	36
requests	34
agreements	85
unsuccessful negotiations	84
alarms (security)	
installation	60
logs/reports	
incidents	73
no incident	74
alcohol/drug program	
administration/collection process	99
test results	
not positive	100
positive/refusals	111
allotments (revenue/expenditure)	82
anniversaries (celebrations/ceremonies)	20
annual reports (publications)	125



appeals	meetings	34	trails (IT infrastructure)	62
litigation case files (agency copy)	trainings	52	automated	
routine.....	travel.....	90	clearing house (ACH)	75
significant.....	assistance (requests/provision).....	5	tasks (information systems)	63
misconduct/discipline/grievances	attendance	91		
exonerated	Attorney General			
upheld	advice/opinions	27	B	
public records requests.....	litigation case files (agency copy)		background checks (recruitment)	115
applications (forms)..... <i>search by function/content of</i>	routine.....	28	backups.....	63
<i>the record</i>	significant.....	29	ballots.....	35
applications (information systems/software)	audio/visual recordings		banking	75
audit trails/usage monitoring	agency publications	125	contracts	85
backups	additional copies	133	deposited items (checks/warrants)	76
design/implementation	general information (from external sources)....	136	benchmarking	
records within..... <i>search by function/content of the</i>	meetings		data sets	63
<i>record</i>	advisory.....	32	information systems (monitoring)	66
user access (authorization)	governing/executive/policy-setting.....	33	process improvement.....	42
appointments (calendars)	internal/staff	36	benefits (employee enrollment)	93
scheduling.....	rule making.....	31	bids/proposals	
appointments (to positions)	security/surveillance.....	74	successful.....	83
boards/committees/etc.	audits		unsuccessful.....	84
advisory.....	corrective actions.....	6	billing (financial transactions)	77
governing/executive/policy-setting.....	plan development	7	disputes/collections	76
noteworthy (celebrations/ceremonies)	external		bills (legislation)	30
recruitment/hiring	final reports	8	bills of sale	77
appropriate use	interactions	9	blog posts <i>search by function/content of the record</i>	
architectural drawings	grants		board meetings	
construction/remodels	issued by agency.....	87	agendas/packets/minutes/av recordings	
project administration/process	program administration	88	advisory boards	32
routine buildings/facilities	received by agency.....	89	governing/executive/policy-setting boards	33
significant buildings/facilities	internal		individual members' copies/notes.....	35
secondary/reference copies.....	development.....	10	internal boards	36
archival records (transfer).....	final reports/audit working papers	11	arrangements.....	34
arrangements	State Auditor	8	scheduling.....	141



travel.....	90
ballots (voting on decisions)	35
board members (appointments/resignations)	
advisory boards	32
ballots (voting)	35
governing/executive/policy-setting boards	33
boilers/hot water tanks (permits/inspections)	14
bonds	
tax exempt	79
vendor	85
bookings (facilities/equipment/vehicles)	71
brainstorming (notes/flipcharts/etc.)	133
branding (marketing/promotion)	18
bring your own device (BYOD) (approvals)	92
brochures (agency publications)	125
additional copies	133
browsing history.....	138
audit trails/system usage monitoring.....	62
budgets (development/allotments)	82
build guides (network)	64
buildings	
certifications/inspections/permits.....	14
construction/remodels	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
inventories/depreciation	65
maintenance	
major/regulated	67
minor/non-regulated	68
openings/dedications	20
security	
access authorizations/logs	72
incidents/surveillance	73, 74

systems/equipment installation	60
bulk mailing certificates	121
business	
cards	134
hours/addresses (routine queries).....	140
plans	37
BYOD (bring your own device) (approvals)	92

C

cache/temporary files	138
calendars	15
agency publications	125
additional copies	133
capital assets	
acquisition/disposal	55
real property/land/water rights	56
construction projects	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
depreciation/inventories/manage ment	65
case files	
financial disputes/collections	76
litigation	
routine.....	28
significant.....	29
cash (receipts/reports/summaries/petty)	77
catalogs	
agency publications	125
additional copies	133
library collections	119
catering arrangements	
meetings	34

trainings	52
CDs.....	<i>search by function/content of the record</i>
celebrations	
routine.....	19
significant.....	20
centennials	20
ceremonies	
routine.....	19
significant.....	20
certified mail (logs/return receipts)	121
charity fundraising	21
checks/warrants	
blank/unused	118
deposits.....	75
registers	77
returned by bank (NSF)	76
chemicals (hazardous)	103
circulation (libraries)	119
civil rights	
compliance	16, 17
claims	
damages (litigation)	
routine.....	28
significant.....	29
injuries/L&I.....	102
eye injuries.....	103
not filed.....	49
unemployment	95
warrants	76
client service agreements.....	85
collaborating (notes/flipcharts/e tc.)	133
collections	
financial disputes.....	76
library	



catalogs/circulation	119	communications..... <i>search by function/content of the</i>	test results (not positive).....	100
control/management	120	<i>record</i>	conversion (of record formats)	
collective bargaining.....	96	commute trip reduction	archival records	
combined excise tax	79	complaints	conversion process	127
commercial driver's licenses (employment		clients/customers	source records	131
requirements).....	92	misconduct/discipline/grievances	non-archival records	
commission meetings		exonerated	conversion process	127
agendas/packets/minutes/av recordings		upheld	source records	132
advisory commissions	32	whistleblower	conveyancing (land sales)	56
governing/executive/policy-setting.....	33	compliance (civil rights)	cookies	138
individual members' copies/notes.....	35	conference materials	copies (secondary/duplicate)	141
internal commissions	36	not organized by agency	corporate memberships	24
arrangements.....	34	organized by agency	corrective actions (audits)	6
scheduling.....	141	conservation	plan development	7
travel.....	90	rebates	correspondence <i>search by function/content of the</i>	
ballots (voting on decisions).....	35	treatments performed on records.....	<i>record</i>	
commission members (appointments/resignations)		127	provision of advice/assistance/information	5
advisory commissions	32	construction projects (buildings/facilities)	council meetings	
ballots (voting)	35	project administration/process	agendas/packets/minutes/av recordings	
governing/executive/policy-setting.....	33	57	advisory councils	32
committee meetings		routine buildings/facilities	governing/executive/policy-setting councils ..	33
agendas/packets/minutes/av recordings		58	individual members' copies/notes.....	35
advisory committees	32	significant buildings/facilities	internal councils	36
governing/executive/policy-setting.....	33	59	arrangements.....	34
individual members' copies/notes.....	35	tax-exempt bonds	scheduling.....	141
internal committees	36	79	travel.....	90
arrangements.....	34	contact information	ballots (voting on decisions).....	35
scheduling.....	141	emergencies/disasters	council members (appointments/resignations)	
travel.....	90	49	advisory councils	32
ballots (voting on decisions).....	35	employees/clients/stakeholders	ballots (voting)	35
committee members (appointments/resignations)		134	governing/executive/policy-setting councils	33
advisory committees	32	contact tracing logs (COVID-19)	courses (education/training)	
ballots (voting)	35	73	agency-provided	
governing/executive/policy-setting.....	33	continuity of operations (COOP) plans	arrangements/development	52
		50		
		contracts.....		
		85		
		collective bargaining/labor		
		96		
		construction projects		
		project administration/process		
		57		
		routine buildings/facilities		
		58		
		significant buildings/facilities		
		59		
		unsuccessful negotiations		
		84		
		controlled substances program		
		99		



general training	53	user access (authorization)	62	disasters	
mandatory/credit provided	54	day files		planning/preparedness	
employee training history	117	reference materials	140	backups	63
tuition reimbursement	95	secondary/duplicate copies	141	emergency contact information	49
court orders		decision packages (budgets)	82	essential records coordination	50
agency not party to litigation	26	dedications (buildings/monuments)	20	plans	50
agency party to litigation		deductions (payroll)		safety drills/exercises	51
routine cases	28	payroll files	105	response/recovery	
significant cases	29	payroll registers	107	minor/routine	50
COVID-19 pandemic		delegation of authority		significant	51
wellness checks/contact tracing logs	73	from external agencies/authorities	14	displays	
credit cards		within agency	81	celebrations/ceremonies/events	20
checkout logs	71	delivery (mail)	121	marketing/promotion	18
transactions	77	deposits (banking)	75	disposal	
sensitive cardholder data	78	deposited items	76	assets	55
custodial work (minor maintenance)	68	depreciation (capital assets)	65	real property/land/water rights	56
custody (public records)	128	designing		tax-exempt bond-funded projects	79
customer service (feedback/complaints)	22	capital construction projects		public records	130
		project administration/process	57	disputes (financial)	76
		routine buildings/facilities	58	drafts	
		significant buildings/facilities	59	bills (legislative)	30
		forms	118	preliminary	135
		publications	124	drawings/plans (architectural/engineering)	
		desk manuals	43	construction/remodels	
		destruction (public records)	128	project administration/process	57
		authorization	130	routine buildings/facilities	58
		diagrams (network)	64	significant buildings/facilities	59
		digitization (of records)		secondary/reference copies	141
		archival records		drills (safety/disaster)	51
		conversion process	127	driver's licenses (employment requirements)	92
		source records	131	drug/alcohol program	
		non-archival records		administration/collection process	99
		conversion process	127	test results	
		source records	132	not positive	100

D

DAD (Early Destruction of Source Documents after Digitization)	130
daily cash reports	77
data breaches (investigations)	73
data entry	
agency databases/systems	139
external databases/systems	44
databases	
audit trails/usage monitoring	62
backups	63
design/implementation	61
records within	<i>search by function/content of the record</i>



positive/refusals	111
duplicate (secondary) copies	141
DVDs	<i>search by function/content of the record</i>

E

Early Destruction of Source Documents after

Digitization (DAD) approvals	130
earthquake drills	51
electronic funds transfers (EFT)	75
authorization forms	80
Electronic Imaging Systems (EIS) approvals	130
electronic information systems	
audit trails/usage monitoring	62
backups	63
design/implementation	61
records within	<i>search by function/content of the record</i>
user access (authorization)	62
electronic records	<i>search by function/content of the record</i>
elevators (permits/inspections)	14
emails	<i>search by function/content of the record</i>
emergencies	
planning/preparedness	
emergency contact information	49
plans	50
safety drills/exercises	51
response/recovery	
minor/routine	50
significant	51
employees	
acknowledgements (policies)	41
directories	134

emergency contact information	49
employment history/personnel file	110
exit interviews	116
exposure (health)	101
medical records (personnel)	111
misconduct/discipline/grievances	
exonerated	97
upheld	98
performance management/evaluations	108
PII (public records request exemptions)	123
recognition ceremonies/events	19
recruitment/hiring	115
retirement eligibility/entitlement	94
targeted violence incidents/investigations	73
training history	117
employment inquiries	
official recruitment	115
unsolicited	114
employment verifications	
others	5
prospective employers	110
former employees	109
engineering drawings/plans	
construction/remodels	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
secondary/reference copies	141
entry/exit logs	72
COVID-19 contact tracing logs	73
equipment	
acquisition/disposal	55
certifications/inspections/permits	14
installation	60

inventories/depreciation	65
maintenance	
major/regulated	67
minor/non-regulated	68
purchase requests	86
ergonomic	
Section 504 accommodations	16
escrow agreements	85
essential records coordination	50
essential records lists	129
evaluations	
employee performance	108
grant applications	87
events (celebrations/ceremonies)	
routine	19
significant	20
examinations (audits)	8
excise taxes	79
executive level records	
appointments (to boards/committees/etc.)	
advisory bodies	32
governing/executive/policy-setting	33
internal bodies	36
calendars	15
correspondence/communications	<i>also search by function/content of the record</i>
advice/assistance/information	5
set/impact direction/priorities of agency	40
significant stakeholders	25
executive management meetings	33
members' copies/notes	35
history files	
agency/program	38
celebrations/ceremonies/events	20



interpretive/policy statements	40
minutes/meeting records	
advisory bodies	32
governing/executive/policy-setting	33
internal bodies	36
papers of executive direction	40
plans (strategic)	43
development	42
policies/procedures	40
quality/process improvement	42
rule making/WACs	31
speeches/writings (media coverage)	23
studies (major)	47
subject files..... <i>search by function/content of the record</i>	
exercises (safety/disaster).....	51
exhibits (displays)	
celebrations/ceremonies/events	20
marketing/promotion	18
exit interviews	116
expenditures	
allotments	82
tax-exempt bonds	79
transactions/reports	77
external audits	
final reports	8
interactions	9
external boards/committees/etc.	
agency is not secretary/recordkeeper	35
agency is secretary/recordkeeper	
advisory bodies	32
governing/policy-setting bodies	33
eye injury claims (L&I)	103

F

facilities	
certifications/inspections/permits	14
construction/remodels	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
inventories/depreciation	65
maintenance	
major/regulated	67
minor/non-regulated	68
openings/dedications	20
security	
access authorizations/logs	72
incidents/surveillance	73, 74
systems/equipment installation	60
feedback (clients/customers)	22
field orders.....	77
file classification	129
financial	
disputes.....	76
transactions/state ments/reports	77
grants issued by agency	87
program administration	88
grants received by agency	89
finding aids (public records).....	129
findings (audits)	
corrective actions	6
internal	11
state auditor/external	8
fire safety	
drills/exercises.....	51
equipment	

inspections/permits	14
installation	60
fiscal notes (legislation)	30
fleet (motor vehicles)	
acquisition/disposal	55
billing (financial transactions)	77
bookings/reservations	71
maintenance	
major/regulated	67
minor/non-regulated	68
usage data/logs/telematics	71
raw data (after consolidation)	139
floppy disks . <i>search by function/content of the record</i>	
forms <i>search by function/content of the record</i>	
design/development	118
inventories.....	65
master set	118
supplies/blank.....	133
accountable/pre-numbered.....	118
fraud allegations (whistleblowers)	13
fundraising (charities)	21
furniture	
acquisition/disposal	55
inventories/depreciation	65
maintenance	
major/regulated	67
minor/non-regulated	68

G

garnishments (employee pay)	105
general information (external)	136
GMAP (process improvement)	42
governing bodies	



actions/meetings/membership	33
members' copies/notes	35
meeting arrangements	34
scheduling	141
travel	90
grants	
issued by agency	87
program administration	88
received by agency	89
grievances	
exonerated	97
upheld	98

H

hazardous materials (SDS)	103
helpdesk requests	63
history	
agency/program	38
celebrations/ceremonies/events	20
employees	
employment history/personnel file	110
verification requests	109
training	117
position	113
hold harmless agreements	85

I

I-9 forms	114
IDEA (Individuals w/ Disabilities Education Act)	16
identification badges (security)	72
imaged cash letter (ICL)	76

images	<i>search by function/content of the record</i>
inaugurations	20
incidents	
employee health exposures	101
injury claims	102
eye injuries	103
no claim filed	49
income tax withholding (W-4, etc.)	105
information (requests/provision)	5
information systems (applications/software)	
audit trails/usage monitoring	62
backups	63
data breaches (investigations)	73
design/implementation	61
records within	<i>search by function/content of the record</i>
user access (authorization)	62
information technology (IT)	
infrastructure (audit trail)	62
networks (design and build)	64
informational copies	
external	136
reference materials	140
secondary/duplicate	141
injuries	
L&I claims	102
eye injuries	103
litigation	28
significant cases	29
no claim filed	49
inspections/monitoring	66
by regulating authorities	14
insufficient funds collections	76

intellectual property	
(acquisition/disposal/registration)	55
interagency boards/committees/etc.	
agency is not secretary/recordkeeper	35
agency is secretary/recordkeeper	
advisory bodies	32
governing/policy-setting bodies	33
interagency transfers (employees)	116
interlibrary loans	120
internal audits	
development	10
final reports/audit working papers	11
programs (quality assurance reviews)	12
internal reports (statistics)	45
Internal Revenue Service (IRS)	
wage/tax reporting	79
withholding and ID# certificates	105
international money transfers	75
internet browsing	138
audit trails/system usage monitoring	62
internet/intranet	
content management	124
Internet Protocol (IP) addresses	64
web addresses	140
web applications	61
inventories	
buildings/equipment/land	65
public records	129
supplies/parts	65
investigations	
accidents/incidents	49
audits	8
whistleblowers	13
invoices	77



J

job

announcements	115
applications	
successful candidates	110
unsolicited	114
unsuccessful candidates	115
descriptions	
position history	113
recruitment	115
journal vouchers (accounting)	77
journals (notary public)	29
journals (publications)	
agency publications	125
from external sources	136
from stakeholder groups	24
junk mail/spam	136

K

keys/keycards (building/facility security)	
authorizations/assignments/transaction logs	72
security systems/equipment	60

L

L&I claims	102
eye injuries	103
labor relations/unions	
collective bargaining/contracts	96
employee complaints/grievances	98

exonerated	97
general/stakeholder relations	24
land (real property)	
acquisition/disposal	56
inventories	65
layoffs (reduction in force)	113
unemployment claims	95
LEAN (process improvement)	42
leases (agreements)	85
applications (not accepted)	84
leave	91
legal	
advice/issues/opinions	27
policies/procedures	40
litigation case files	
routine	28
significant	29
legislation (agency request/monitoring/tracking)	30
liability waivers	85
libraries	
catalogs/circulation/patrons	119
collection control/interlibrary loans	120
licenses	
agency assets	14
employment related	92
loan agreements	
bond projects	79
general	85
interlibrary	120
lobbyist reporting	46
local tax returns	79
locks (security)	60
logos (design/selection)	18
logs	<i>search by function/content of the record</i>

long-term debt agreements	85
lost property	56

M

magazines	
agency publications	125
from external sources	136
from stakeholder groups	24
mail (delivery and receipt)	121
mailing lists	134
maintenance	
major/regulated	67
minor/non-regulated	68
management letters (audits)	8
mandatory reporting/filing	46
manuals	
agency publications	125
maintenance	67
operating	70
maps/plans/charts (agency publications)	125
marketing	18
Material Safety Data Sheets (MSDS)	103
materials	
training	
civil rights compliance	16, 17
media coverage/communications/releases	23
medical records (personnel)	111
exposure	101
meetings	
agendas/packets/minutes/av recordings	
advisory bodies	32
governing/executive/policy-setting bodies	33
individual members' copies/notes	35



internal/staff	36
appointments (calendars)	15
arrangements	34
requests for dates/times/locations	140
scheduling	141
travel	90
capital construction projects	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
microfilming (of records)	
archival records	
conversion process	127
source records	131
non-archival records	
conversion process	127
source records	132
migration (of data/records)	
archival records	
conversion process	127
source records	131
non-archival records	
conversion process	127
source records	132
minutes (meetings)	
advisory meetings	32
capital construction projects	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
governing/executive/policy-setting	33
internal/staff meetings	36
monitoring	
appropriate computer use	62

assets	
regulated	66
routine/non-regulated	66
bills/legislation/rule making	30
grants	
issued by agency	87
received by agency	89
monuments (openings/dedications)	20
motor pool/vehicles	
acquisition/disposal	55
billing (financial transactions)	77
bookings/reservations	71
maintenance	
major/regulated	67
minor/non-regulated	68
usage data/logs/telematics	71
raw data (after consolidation)	139
mottos (marketing/promotion)	18
MSDS (Material Safety Data Sheets)	103
multi-agency boards/committees/etc.	
agency is not secretary/recordkeeper	35
agency is secretary/recordkeeper	
advisory bodies	32
governing/policy-setting bodies	33
multi-media presentations (videos/CDs/DVDs)	
agency publications	125
additional copies	133
from external sources	136

N

national boards/committees/etc.	
agency is not secretary/recordkeeper	35
agency is secretary/recordkeeper	

advisory bodies	32
governing/policy-setting bodies	33
natural disasters	
planning/preparedness	
emergency contact information	49
plans	50
safety drills/exercises	51
response/recovery	
minor/routine	50
significant	51
networks (IT – design/build)	64
news clippings	
concerning agency	23
history of agency/program	38
external reference material	140
news releases	23
newsletters	
agency publications	125
from external sources	136
from stakeholder groups	24
notary public journals	29
notes (rough/working)	
brainstorming/collaborating	133
drafting/editing	135
individual board/committee members	35
memorialized in another format	139
notifying external agencies (mandatory)	46
NSF (non-sufficient funds) checks	75
numbered forms (accountable)	118

O

occupancy (certificates)	14
office supplies	



disbursement	70
inventories.....	65
online content management	124
openings (buildings/monuments)	20
operating	
manuals (facility equipment)	70
permits (boilers/elevators)	14
opinions (legal)	27
organizational charts	
business plans	37
significant changes/restructures	38
OSHA (Occupational Safety and Health	
Administration)	104
out of office notices.....	137
overtime	91

P

pandemic (COVID-19)	
wellness checks/contact tracing logs	73
paper records (scanned/digitized)	
archival	131
non-archival.....	132
papers of executive direction	40
parking (permits/spaces allocation)	71
financial transactions	77
parts	
disbursement	70
inventories.....	65
patrons/users (libraries)	119
payroll	
files.....	105
processing/distribution/reporting	106
registers	107

performance	
evaluations (employees)	108
monitoring (equipment/systems)	66
permits (agency assets)	14
personal	
devices (BYOD approvals)	92
service contracts.....	85
personally identifying information (PII)	
employees public records request exemptions	123
personnel	
emergency contact information	49
employment history/personnel file	110
exit interviews.....	116
exposure (health)	101
medical records (personnel)	111
misconduct/discipline/grievances	
exonerated	97
upheld	98
performance management/evaluations	108
recruitment/hiring	115
retirement eligibility/entitlement	94
routine transactions.....	112
training history.....	117
pesticides.....	69
petty cash	77
photos	<i>search by function/content of the record</i>
Plain Talk (process improvement)	42
plans (architectural/engineering)	
construction/remodels	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
secondary/reference copies.....	141
plans (planning)	

emergency/disaster preparedness	50
general/routine operations	37
strategic	43
development.....	42
policies	
administrative	39
complaints	22
core mission	40
employee acknowledgements	41
general/routine operations	43
interpretations/legal advice	27
statements	40
policy-setting bodies	
actions/meetings/membership	33
meeting arrangements	34
scheduling.....	141
travel.....	90
position history.....	113
posters (agency publications)	125
additional copies	133
presentations.....	<i>search by function/content of the record</i>
press releases.....	23
procedures	
administrative	39
complaints	22
core mission	40
general/routine operations	43
process improvements.....	42
corrective actions (audits)	6
professional associations	24
program correspondence.....	<i>search by function/content of the record</i>
provision of advice/assistance/information	5



project management	
organizing/monitoring work in progress	138
planning	37
reporting	45
promotional events/campaigns	18
proposals/bids (requests for)	
successful	83
unsuccessful	84
public disclosure	
lobbyist reporting	46
records requests	122
public records	
destruction	128
finding aids	129
records center transmittals/retrievals	129
requests (disclosure)	122
employees PII exemptions	123
retention schedules/disposition authorization	130
transfer	128
public service loan forgiveness	93
publications	125
additional copies	133
development	124
from outside sources	136
purchasing	
agreements	85
authorities	85
equipment/supplies (requests)	86
receiving	77

Q

quality	
assurance reviews (internal audit programs)	12

process improvement	42
---------------------------	----

R

raw data (after consolidation)	139
RCW (Revised Code of Washington)	30
interpretations	27
reading files	
reference materials	140
secondary/duplicate copies	141
real property	
acquisition/disposal	56
inventories	65
reasonable accommodation	111
rebates (financial transactions)	77
receipts	77
recommendations (audits)	
corrective actions	6
internal	11
state auditor/external	8
recordings (audio/visual)	
meetings	
advisory	32
governing/executive/policy-setting	33
internal/staff	36
rule making	31
security/surveillance	74
recruitment	115
reduction in force	113
unemployment claims	95
reference materials	
outside sources	140
secondary/duplicate copies (internal records)	141
registered mail (logs/return receipts)	121

registers	search by function/content of the record
Rehabilitation Act of 1973	16
reimbursement	
travel	90
tuition	95
remittance advices	77
remodels (buildings/facilities)	
project administration/process	57
routine buildings/facilities	58
significant buildings/facilities	59
remote deposit capture (RDC)	76
rental agreements	85
applications (not accepted)	84
repairs (maintenance)	
major/regulated	67
minor/non-regulated	68
reporting to external agencies (mandatory)	46
reports	search by function/content of the record
requests for	
advice/assistance/information	
core business/programs/services	5
hours/locations/addresses	140
proposal or bid (RFP)(RFQQ)	
successful	83
unsuccessful	84
public records (chapter 42.56 RCW/GR 31.1)	122
reservations (facilities/equipment/vehicles)	71
restructures	
agency/program history	38
layoffs/reduction in force	113
resumes (employment)	
successful candidates	110
unsolicited	114
unsuccessful candidates	115



retirement verification.....	94
retrievals (records centers).....	129
returned checks/warrants.....	75
revenue	
allotments.....	82
grants received by agencies.....	89
Revised Code of Washington (RCW).....	30
interpretations.....	27
rough/working notes	
brainstorming/collaborating.....	133
drafting/editing.....	135
individual board/committee members.....	35
memorialized in another format.....	139
routine information (agency operations).....	140
routing slips.....	138
rule making (Washington Administrative Code – WAC).....	31
monitoring other agencies.....	30
running late messages.....	137

S

safe logs.....	72
safety	
committees.....	36
ballots.....	35
Data Sheets (SDS).....	103
drills/exercises.....	51
OSHA records.....	104
sale (assets).....	55
real property/land/water rights.....	56
scanning (of records)	
archival records	
conversion process.....	127

source records.....	131
non-archival records	
conversion process.....	127
source records.....	132
scheduled tasks (information systems).....	63
schedules (records retention).....	130
scheduling (appointments/meetings).....	141
scrapbooks (agency/program history).....	38
SDS (Safety Data Sheets).....	103
secondary (duplicate) copies.....	141
Section 504 compliance.....	16
security	
access/authorization	
buildings/facilities.....	72
information systems/telecommunications.....	62
incidents/investigations.....	73
sensitive authentication data.....	78
sharepoint sites..... <i>search by function/content of the record</i>	
shelf list (libraries).....	120
shipping (mail).....	121
sick leave.....	91
signature authority.....	81
slogans (marketing/promotion).....	18
software	
design/implementation.....	61
source code (applications/systems).....	61
spam (unsolicited email).....	136
staff meetings.....	36
stakeholder groups.....	24
State Auditor	
audits.....	8
whistleblower investigations.....	13
state funerals.....	20

state tax returns.....	79
statements	
bank.....	75
financial.....	77
statistics	
internal reports.....	45
raw data (after consolidation).....	139
status logs.....	138
statutes.....	30
interpretations.....	27
strategic plans	
development.....	42
published.....	125
unpublished.....	43
studies	
major.....	47
minor/routine.....	48
subject files <i>search by function/content of the record</i>	
reference materials.....	140
secondary/duplicate copies.....	141
subpoenas/summons	
agency not party to litigation.....	26
agency party to litigation	
routine cases.....	28
significant cases.....	29
supervisor files.....	108
supplies	
disbursement.....	70
inventories.....	65
requisitions.....	86
surplus property.....	55
surveys	
civil rights.....	16, 17
systems (applications/software)	



audit trails/usage monitoring	62
backups	63
design/implementation	61
records within <i>search by function/content of the record</i>	
user access (authorization)	62

T

taskforce meetings	
agendas/packets/minutes/av recordings	
advisory taskforces	32
governing/executive/policy-setting	33
individual members' copies/notes	35
interagency/external taskforces	
agency is secretary	32
internal task forces	36
arrangements	34
scheduling	141
travel	90
ballots (voting on decisions)	35
taskforce members (appointments/resignations)	
advisory taskforces	32
ballots (voting)	35
governing/executive/policy-setting taskforces	33
tasks (Microsoft Outlook)	138
tax exempt bonds	79
taxes (reporting/returns)	
federal/IRS	79
state/local	79
technical design (computer applications)	61
telematics (vehicle tracking data)	
consolidated data/reports	71
raw data (after consolidation)	139

temperature checks (COVID-19)	73
test data (information systems)	63
text messages <i>search by function/content of the record</i>	
timesheets	91
grant projects	89
to do lists	138
track changes (Microsoft Word)	135
training	
agency provided	53
arrangements	52
development	52
mandatory/credit provided	54
civil rights	17
civil rights (Section 504)	16
employee history	117
plans (positions)	113
transfers	
publications to State Library	125
records to State Archives	128
transitional documentation (incoming officials/agency heads)	38
transmittals	
cash receipts	77
records centers	129
travel (authorization/arrangements/expenses)	90
tuition reimbursement	95
tweets <i>search by function/content of the record</i>	

U

unemployment	95
unions	
collective bargaining/contracts	96

employee complaints/grievances	98
exonerated	97
general/stakeholder relations	24
United States (agency)	
Internal Revenue Service (IRS)	105
unsolicited materials	142
job applications/resumes	114
junk mail/spam	136
unsuccessful bids/proposals	84
use	
appropriate (computer/fax/phone)	62
facilities/equipment/vehicles	71

V

valid transaction files	63
VEBA Voluntary Employee Beneficiary Association	95
vehicles/vessels	
acquisition/disposal	55
billing (financial transactions)	77
bookings/reservations	71
maintenance	
major/regulated	67
minor/non-regulated	68
usage data/logs/telematics	71
raw data (after consolidation)	139
vendors	
bonds/contracts	85
payments	80
registration forms	80
verifications of employment	
others	5
prospective employers	109
video publications	



agency created.....	125
additional copies	133
external/reference material.....	140
video recordings	
celebrations/ceremonies/events	
routine.....	19
significant.....	20
meetings	
advisory bodies.....	32
governing/executive/policy-setting.....	33
other internal/external bodies	36
rule making hearings	31
security/surveillance.....	73
no incident identified	74
visas (travel arrangements).....	90
visitor books/logs.....	72
COVID-19 contact tracing logs	73
voicemails <i>search by function/content of the record</i>	
volunteers (employment files)	110
vouchers.....	77

W

W-2 (IRS form)	106
W-4 (IRS form)	105
W-9 (IRS form)	
payroll.....	105
vendors	80
WAC (Washington Administrative Code)	
development/enactment.....	31
monitoring other agencies	30
wage/tax reporting (IRS).....	105
waivers (liability, insurance, hold harmless)	85
warranties	85
warrants (registers)	77
claims.....	76
Washington Administrative Code (WAC)	
development/enactment.....	31
monitoring other agencies	30
water rights (acquisition/disposal)	56

webpage/site	<i>search by function/content of the record</i>
applications	61
content changes/management	124
wellness checks (COVID-19).....	73
wellness programs	104
whistleblower investigations	13
withholding certificates (IRS)	105
work	
instructions.....	43
orders (maintenance)	
major/regulated	67
minor/non-regulated	68
plans	37
workflow notifications/escalations	138
workforce planning.....	37
working/rough notes	
brainstorming/collaborating	133
drafting/editing	135
individual board/committee members	35
memorialized in another format	139