

**WGC Retention Schedule
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**Agricultural Commodity Commissions Records Retention Schedule
Version 1.0 (June 2025)**

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Version 6.3 (October 2024)**

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NOTE: Red text under Excludes are records policies not included in the WGC retention schedule. To view them please go to the Washington State General Retention Schedule.

Washington Grain Commission
Agricultural Commodity Commissions Records Retention Schedule

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

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	RETENTION		DAN/GS Number	Archival or Essential
				Retention Years	Action after Retention met		
ADVICE AND TECHNICAL ASSISTANCE							
This section covers records relating to the collection of monetary assessments for commodities.							
1.0	Crop Assessments and Collections	OPR	After End of Fiscal Year	6 yrs	Destroy	25-06-69862	Non-Archival
<i>Rev. 0</i>	Records relating to the collection of mandatory monetary assessments on certain agricultural crops in accordance with statutory requirements. Included, but is not limited to: Assessment receipts; Grower/processor reports; Documentation of foreign-grown agricultural products stored in Washington State and for which an assessment will be levied.						Non-Essential
MARKETING AND PROMOTION							
This section covers records relating to the marketing and promotion undertaken by the commission in support of Washington State's agricultural commodities industries.							
2.0	Commodity Marketing and Promotion	OPR	After End of Calendar Year	6 yrs	Transfer to WA State Archives	25-06-69863	Archive (Appraisal Required) Non-Essential
<i>Rev. 0</i>	Records documenting the commission's marketing programs, business promotion, or other activities promoting the marketing and sale of agricultural commodities from Washington State. Included, but is not limited to: Advertising campaigns; Educational/promotional fairs and events; Consumer education.						

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Adoption of General Schedules: Except as otherwise provided in this schedule, the Washington Grain Commission (WGC) adopts for its use the General Records Retention Schedules as provided herein, approved and issued by the Washington State Records Committee. This schedule takes effect and all prior schedules unique to the WGC are superseded as of cutoffs occurring on or after April 23, 1990. Nothing in this schedule authorizes the destruction of records responsive to a pending public records request to the WGC or that is relevant to litigation that is pending, imminent or reasonably foreseeable.

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	RETENTION		DAN/GS Number	Archival or Essential
				Retention Years	Action after Retention met		
1.1	ADVICE AND TECHNICAL ASSISTANCE <i>The activity of providing advice, technical assistance, and information about the agency, its core business, programs, and services.</i>						
	Provision of Advice, Assistance or Information	OFM	After communication received or provided whichever is later	2 yrs	Destroy	GS 09022	Non-Archival Non-Essential
Rev. 2	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, where not covered by a more specific records series. Includes, but is not limited to: Internal and external correspondence/communications (regardless of format) relating to the request/ agency-initiated advice, assistance or information. Excludes records covered by: Public Disclosure/Records Requests (DAN GS 05001); State Publications (DAN GS 15008); Requests for Basic/Routine Agency Information (DAN GS 50002)						
					<i>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdwan.</i>		

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.2	AUDITING						
	<i>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.</i>						
GS04	External Audit/Reviews of Agency - Final Reports	OPR	After Report Date	6 yrs	Destroy	GS 04006	Non-Archival
Rev.2	Records relating to the final outcome of audits conducted by either the State Auditor's Office or other external organizations. Includes, but is not limited to: Final reports of audits and examinations; Management letters; Exit items; Other documentation provided at the final exit conference. Excludes: Records covered by Grants Received by State Agencies (DAN GS 23004); Records of the State Auditor's Office.						Non-Essential
GS04	Internal Audits/Consultations - Final Reports & Audit Working Papers	OPR	After conclusion of audit/consultation	6 yrs	Destroy	GS 04001	Non-Archival
Rev.1	Final reports, audit working papers and other supporting documentation relating to the planning, methodology, conduct and conclusions of internal audits/consultations. Includes, but is not limited to: 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.						Non-Essential
GS04	Internal Audit Programs - Quality Assurance Reviews (Final Reports)	OFM	After review report date	6 yrs	Destroy	GS 04012	Non-Archival
Rev. 0	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: Final reports; Working papers; Self-assessment documents						Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS04	Whistleblower Investigations	OFM	After date of report	3 yrs	Destroy	GS 04004	Non-Archival
Rev.1	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. <i>Excludes the records of the State Auditor's Office.</i>						Non-Essential

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.3	AUTHORIZATION/CERTIFICATION <i>The activity of the agency receiving authorizations/approvals from other regulating authorities or external organizations.</i>						
GS21	Authorization/Certifications Received by Agency	OPR	After authorization expired/superseded/terminated	6 yrs	Destroy	GS 21013	Non-Archival
Rev. 1	Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations received by the agency from other regulating authorities or external organizations, where not covered by a more specific records series. Includes, but is not limited to: Applications/confirmations; Reports; Violations/correctios; Related correspondence/communications. Excludes licenses, permits, etc., that are: Issued by the agency to others, covered in agency-specific schedules; Received by employees in connection with their employment covered by Authorizations/Certificatios - Human Resources (General) (DAN GS 03046).						Essential (for Disaster Recovery)

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.4	CALENDARS <i>The activity of documenting staff appointments/activities.</i>						
GS10	Calendars - Elected Officials and Agency Heads	OFM	End of Calendar Year	4 yrs	Transfer to WSA	GS 10008	Archival (Appraisal Required) Non-Essential
Rev. 2	Records documenting the day-to-day meetings and other official appointments of elected officials and the head of the agency. Includes, but is not limited to: Calendar records stored in Microsoft Outlook and other calendaring software/apps; Hardcopy calendars/appointment books/diaries/etc. Excludes records covered by: Organizing/Monitoring Work in Progress (DAN GS 50011); Scheduling - Appointments/Meetings (DAN GS 50014)						
GS09	Calendars - Employees (Other than Elected Officials & Agency Heads)	OFM	End of Calendar Year	1 yr	Destroy	GS 09023	Non-Archival Non-Essential
Rev. 1	Records documenting the day-to-day meetings and other work-related appointments of agency employees other than elected officials and agency heads. Includes, but is not limited to: Calendar records stored in Microsoft Outlook and other calendaring software/apps; Hardcopy calendars/appointment books/diaries/etc. Excludes records covered by: Calendars - Elected Officials and Agency Heads (DAN GS 10008); Organizing/Monitoring Work in Progress (DAN GS 50011); Scheduling - Appointments/Meetings (DAN GS 50014).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS05	Celebrations/Ceremonies/Events - Significant	OPR	No longer needed		Transfer to WSA	GS 05009	Archival
Rev. 0	Records relating to the agency's involvement in celebrations/ceremonies/events of particular significance to the agency and/o the state of Washington (such as milestone anniversaries, openings/dedications of major buildings or monuments, inaugurations, noteworthy appointments, national/international recognition, state funerals, etc.). Includes, but is not limited to: 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. Excludes records covered by: Advertising and Promotion (DAN GS 05006); Celebrations/Ceremonies/Events - Routine (DAN GS 05008); Financial Transactions - General (DAN GS 01001).		for agency business				(Appraisal Required) Non-Essential
GS09	Client/Customer Feedback and Complaints	OFM	After feedback	3 yrs	Destroy	GS 09016	Non-Archival
Rev. 2	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., where not covered by a more specific records series. Includes, but is not limited to: Thank-you messages, kudos, etc.; Client/customer satisfaction surveys (including the design and distribution of such survey); Internal and external coorespondence/communications relating to complaints, their investigation, and resolution. <i>Excludes records covered by Whistleblower Investigations (DAN GS04004)</i> <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080)</i>		received/resolution of complaint				Non-Essential
GS05	Media Releases and Coverage	OFM	Date of Issue	2 yrs	Transfer to WSA	GS 05003	Archival
Rev. 1	Records relating to the agency's communications with the media and coverage in the media of the agency's activities and accomplishments. Includes, but is not limited to: 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). 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>						(Appraisal Required) Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS05	Stakeholder Group Relations	OFM	End of Calendar	2 yrs	Destroy	GS 05010	Non-Archival
<i>Rev. 1</i>	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.) where not covered by a more specific records series. Includes, but is not limited to: Copies of agendas/minutes/conference proceedings; Newsletters/notice of stakeholder groups' activities; Non-financial records relating to corporate memberships with external organizations; Related correspondence/communications. Excludes records: Covered by Contact Information (DAN GS 50007); Documenting the payment of membership dues/fees covered by Financial Transactions - General (DAN GS 01001).		Year				Non-Essential
GS10	Stakeholder liaisons (Significant) - Elected Officials and Agency Heads	OFM	Until completion of		Transfer to	GS 10017	Archival
<i>Rev. 0</i>	Records documenting the interactions between the agency's elected officials/agency head and key stakeholders, such as: 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. Includes, but is not limited to: Correspondence/communications; Presentations/papers delivered to meetings/conferences of key stakeholders; Transcripts and/or recordings of speeches to key stakeholders.		term/appointment		Washington State Archives		(Appraisal Required) Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.7	LEGAL AFFAIRS <i>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.</i>						
GS18	Legal Advice and Issues	OPR	Issue Resolved	6 yrs	Destroy	GS 18003	Non-Archival Essential (for Disaster Recovery)
Rev. 1	Records relating to legal advice and opinions received by the agency concerning the agency's actions, statutes, rules, policies and procedures, etc. Also includes records relating to legal issues of concern to the agency where not covered by a more specific records series. Includes, but is not limited to: <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. Excludes: <ul style="list-style-type: none"> Records covered by Litigation Case Files - Significant (DAN GS 18009) Litigation Case files - Routine (DAN GS 18004) Records of the Office of the Attorney General. 						
GS18	Litigation Case Files - Routine	OPR	After resolution of case (including appeals)	6 yrs	Destroy	GS 18004	Non-Archival Essential (for Disaster Recovery)
Rev. 2	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. Includes, but is not limited to: <ul style="list-style-type: none"> Background information; Lawsuit documentation; Pleadings, appeals, court orders; Agency working files; Related correspondence/communications. Also includes agency cases appearin before administrative forums and/or litigation with no Office of the Attorney General involvement, where no covered by a more specific records series. Excludes: <ul style="list-style-type: none"> Records covered by Litigation Case Files - Significant (DAN GS 18009) Records of the Office of the Attorney General. 						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.8	LEGISLATION AND RULE MAKING <i>The activities associated with the development of agency request legislation/agency rules (Washington Administrative Code) and the monitoring/tracking/providing input to legislation, rules and regulations proposed by other entities at federal, state, and local government levels.</i>						
GS10	Rule Making (Washington Administrative Code - WAC)	OPR		When Superseded	Transfer to WSDA	GS 10009	Archival
<i>Rev. 1</i>	Records relating the development of agency rules and amendments (Washington Administrative Code). <i>Includes, but is not limited to:</i> 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. <i>Excludes:</i> <i>Preliminary drafts covered by Drafting and Editing (DAN GS 50008);</i> Rules development agendas in accordance with RCW 34.05.314 covered by Reporting to External Agencies (Mandatory) (DAN GS 19004).						(Permanent Retention)

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.9	MEETING AND BOARD/COMMITTEE SUPPORT <i>The activities associated with documenting the assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.</i>						
GS10	Governing/Executive/Policy-Setting Body Records	OPR	End of Calendar Year	6 yrs	Transfer to WSA	GS 10004	Archival <i>(Permanent Retention)</i> Essential <i>(for Disaster Recovery)</i>
Rev. 2	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. Also includes interagency/national/external policy-setting/decision-making bodies for which the agency acts as secretary/keeper of the official records. Includes, but is not limited to: 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. Excludes appointment records of the Office of the Governor and other records covered by: <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>						
GS09	Meetings - Staff and Internal Committees	OFM	After end of year and until no longer needed for agency business	2 yrs	Destroy	GS 09009	Non-Archival Non-Essential
Rev. 2	Records documenting meetings of the agency's staff and those of internal committees, commissions, councils, boards, task forces, etc. Includes, but is not limited to: Agendas, meeting/agenda packets (briefs, reference materials, etc.); Speaker sign-up, written testimony; Audio/visual recordings and transcripts of proceedings; Minutes. Excludes records covered by: <i>Advisory Body Records (DAN GS 10015);</i> Governing/Executive/Policy-Setting Body Records (DAN GS 100004) <i>Meeting and Board/Committee Administrative Arrangements (DAN GS 09024);</i> <i>Meeting Materials - Members' Copies/Notes (DAN GS 09026).</i>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.10	PLANNING, POLICIES, AND PROCEDURES <i>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.</i>						
GS10	Establishment/Development History of Agency/Programs	OPR	End of Calendar Year	6 yrs	Transfer to WSA	GS 10013	Archival <i>(Appraisal Required)</i> Non-Essential
Rev. 2	Records documenting the planning, establishment and significant changes/developments of the agency and its programs. Includes, but is not limited to: 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.						
GS10	Policies and Procedures - Administrative Functions	OPR	After superseded	6 yrs	Destroy	GS 09028	Non-Archival Essential <i>(for Disaster Recovery)</i>
Rev. 0	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. Includes, but is not limited to: Each adopted/approved version of policies and procedures; Records documenting the development of policies and procedures. Excludes records covered by: Rule Making (Washington Administrative Code - WAC) (DAN GS 10009); Work instructions/Desk Manuals (DAN GS 09001).						
GS10	Policies and Procedures - Agency Core Mission	OPR	When Superseded	6 yrs	Transfer to WSA	GS 10002	Archival <i>(Appraisal Required)</i> Essential <i>(for Disaster Recovery)</i>
Rev. 2	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: 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. Excludes records covered by <i>Rule Making (Washington Administrative Code - WAC)</i> (DAN GS 10009).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS09	Policies and Procedures (Employee Acknowledgements)	OPR	After acknowledgement	6 yrs	Destroy	GS 09031	
Rev. 0	Records documenting that employees have read/acknowledged agency policies and procedures. Includes, but is not limited to: Policy review acknowledgements		superseded/obsolete or employee separation whichever is sooner				
GS10	Strategic Plans - Final (Unpublished)	OPR	No longer needed for agency business		Transfer to WSA	GS 10001	Archival
Rev. 1	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 not published. Excludes published strategic plans covered by <i>State Publications (DAN GS 15008)</i> .						(Permanent Retention) Essential
GS09	Work Instructions/Desk Manuals	OFM	No longer needed for agency business		Destroy	GS 09001	Non-Archival Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
1.11	REPORTING AND STUDIES <i>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.</i>						
GS19	Reporting to External Agencies (Mandatory)	OPR	After submitted	6 yrs	Destroy	GS 19004	Non-Archival
Rev. 2	Records relating to the mandatory reporting/notifying/filing by the agency to external agencies in accordance with federal, state or local law or by court/rule where not covered by a more specific records series , such as reporting to: 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. Includes, but is not limited to: Agency copy of reports/forms/certificates/lists submitted; Submission confirmation and inquires; Related correspondence/communications. Excludes: Notifications covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008); Records covered by Reported/Submitted to External Databases/Systems (DAN GS 19006; Voluntary reporting/notifying, responding to surveys, etc. covered by Provision of Advice, Assistance or Information (DAN GS 09022); Reports/notifications/filings <u>received by</u> the agency from other entities covered by the agency-specific records retention schedule.						Non-Essential
GS10	Studies Major - Final Reports (Unpublished)	OFM	Conclusion of Study	6 yrs	Transfer to WSA	GS 10016	Archival (Appraisal Required)
Rev. 0	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: Published final reports covered by <i>State Publications (DAN GS 15008)</i> ; Records covered by Studies (Major) - Working Paperers/Development (DAN GS 09030).						Non-Essential
GS10	Studies (Minor/Routine)	OFM	Conclusion of Study	2 yrs	Destroy	GS 09006	Non-Archival
Rev. 1	Records relating to the conducting of minor/routine studies an developing ad hoc reports not initiated at the executive level or conducted in response to a legislative order, executive order, federal requirement or court order where not covered by a more specific record series: Includes, but is not limited to: Reports and compiled survey results; Charts, diagrams and statistics;						Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
Studies (Minor/Routine) - CONTINUED							
	<p>Research materials; Related correspondence/communications.</p> <p>Excludes: Collections of external materials covered by Reference Materials (DAN GS 50013).</p>						
1.12	RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE <i>The activity of identifying and mitigating risks to the state government agency including disaster preparedness.</i>						
GS25	Emergency/Disaster Preparedness - Contact Information	OFM		When Superseded	Destroy	GS 25004	Non-Archival Essential (for Disaster Recovery)
Rev. 0	<p>Personal contact information for employees, students, volunteers, etc., compiled to facilitate contact in the event of an emergency or disaster.</p> <p>Includes, but is not limited to:</p> <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.). 						
GS14	Emergency/Disaster Preparedness and Recovery Plans	OPR		When Superseded	3 yrs	GS 14010	Non-Archival Essential (for Disaster Recovery)
Rev. 3	<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>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</p>						
GS25	Emergency/Disaster Response/Recovery - Minor/Routine	OFM		After matter resolved/ recovery complete	6 yrs	GS 25005	Non-Archival Non-Essential
Rev. 0	<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>						
GS25	Emergency/Disaster Response/Recovery - Significant	OFM		After matter resolved	6 yrs	GS 25006	Archival (Appraisal Required) Non-Essential
Rev. 0	<p>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.</p> <p>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.)</p>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.1	ACQUISITION AND DISPOSAL <i>The activities associated with acquiring/owning and disposing of state agency assets.</i>						
GS21	Acquisition and Disposal - Assets (Other than Real Property)	OPR	Disposition of Asset	6 yrs	Destroy	GS 21001	Non-Archival Non-Essential
Rev. 1	Records relating to the acquisition and disposal of assets other than real property (such as equipment, intellectual property, vehicles, vessels, etc.) Includes, but is not limited to: 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. Excludes records covered by: Acquisition and Disposal - Real/Property/Land/Water Rights (DAN GS 24004).						
GS24	Acquisition and Disposal - Real Property/Land/Water Rights	OPR	Disposition of Asset	10 yrs	Transfer to WSA	GS 24004	Archival <i>(Permanent Retention)</i> Non-Essential
Rev. 1	Records relating to the acquisitions and disposal of real property/land and water rights by state agencies through purchase/sale, condemnation, escheatment or donation. Includes, but is not limited to: Contracts/agreements; Planning reports, studies, etc., regarding the acquisition/disposal; Conveyance documentation (title searches, deeds, patents, etc.); Related correspondence/communications. <i>Note: Retention based on 10-year statutes of limitations relating to real property transactions (RCW 4.16.020).</i>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.2	DESIGN AND CONSTRUCTION <i>The activities associated with the designing, planning, and construction of agency facilities and infrastructure.</i>						
GS21	Capital Construction Projects - Routine Buildings/Facilities	OPR	After disposal of asset/abandonment of project	6 yrs	Destroy	GS 21010	Non-Archival Non-Essential
Rev. 2	Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>routine</u> structures. 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. Includes, but is not limited to: 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. Excludes records covered by: Capital Construction Projects - Project Administration and Process (DAN GS 21014); Capital Construction Projects - Significant Buildings/Facilities (DAN GS 21011); Maintenance - Major and or/Regulated (DAN GS 21008); Maintenance - Minor Non-Regulated (DAN GS 21002).						
GS21	Capital Construction Projects - Significant Buildings/Facilities	OPR	After Completion/ abandonment of project	6 yrs	Transfer to WSA	GS 21011	Archival (Permanent Retention) Non-Essential
Rev. 2	Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>significant</u> structures, such as: Building 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. 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. Includes, but is not limited to: Project meeting minutes, approval, program review, and/or comments; Plans and drawing (including "as-built" and "as-designed" drawings and shop drawings affecting the structure or operating systems of the building); Permits and Environmental Impactt Statements(EIS);						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
Capital Construction Projects - Significant Buildings/Facilities - CONTINUED							
	<p>Project-specific specifications, design calculaitons, contracts, test results, reports (including engineering, commissioning and balancing reports), modification proposals, and manuals; Selected images/photographs showing major/significatn stages of the projects; Allotment and payment records and related documentation.</p> <p>Excludes records covered by:</p> <p>Capital Construction Projects - Project Administration and Process (DAN GS 21012); Capital Construction Projects - Routine Building/Facilities (DAN GS 21010); Maintenance - Major and/or Regulated (DAN GS 21008); Maintenance - Minor Non-Regulated (DAN GS 21002).</p>						
GS21	Facility Systems and Equipment - Installation	OPR	After disposal of systems/equipment	6 yrs	Destroy	GS 21015	Non-Archival Essential (for Disaster Recovery)
Rev. 0	<p>Records relating to the installation of systems and equipment in agency facilities that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <p>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> <p>Includes, but is not limited to:</p> <p>Installation drawings and other documentation integral to the maintenance and operation of system or equipment; System layout descriptions/specifications; Warranties.</p>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.3	INFORMATION SERVICES <i>The activities associated with providing the agency with information technology and services.</i>						
GS14	Audit Trails and System Usage Monitoring	OFM	After date of activity	1 yr	Destroy	GS 14020	Non-Archival Non-Essential
Rev. 2	Records documenting the use of the agency's information technology and communication systems to ensure security and appropriate use. Includes, but is not limited to: 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. Excludes records covered by; Internet Browsing (DAN GS 50010). Security Incidents and Data/Privacy Breaches (DAN GS 25008).						
GS14	Backups for Disaster Preparedness/Recovery	OFM	No longer needed		Destroy	GS 14011	Non-Archival Essential (for Disaster Recovery)
Rev. 2	Routine backups of IT systems and data for disaster preparedness and recovery.						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.4	INVENTORY <i>The activity of detailing or itemizing goods, materials, and resources on a periodic basis.</i>						
GS16	Inventories - Capital Assets	OPR	When Superseded	6 yrs	Destroy	GS 16008	
Rev. 2	Records relating to inventories of land, building, furniture, equipment and other capital assets. May be used for input into the statewide reporting system. Includes, but is not limited to: Records within the Capital Asset Management System (or equivalent systems) Asset tracking and depreciation schedule; 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).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
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.						
GS21	Maintenance - Major and/or Regulated	OPR	Disposition of Asset	6 yrs	Destroy	GS 21008	Non-Archival Essential (for Disaster Recovery)
Rev. 1	Records documenting <u>all</u> major maintenance (which is beyond regular upkeep) <u>and all</u> regulated maintenance (required 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. Includes, but is not limited to: 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. Excludes records covered by: Capital Construction Projects - Routine Buildings/Facilities (DAN GS 21010); Capital Construction Projects - Significant Building/Facilities (DAN GS 21011); Contract and Agreements (DAN GS 01050); Financial Transactions - General (DAN GS 01001).						
GS21	Maintenance - Minor Non-Regulated	OPR	After Completion of Work	6 yrs	Destroy	GS 21002	Non-Archival Non-Essential
Rev. 2	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: 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.; Includes, but is not limited to: Service, repair and maintenance records, Work orders, lists/logs and reports; Related correspondence/communications. Excludes records covered by: Capital Construction Projects - Routine Building/Facilities (DAN GS 21010); Capital Construction Projects - Significant Building/Facilities (DAN GS 21011); Contracts and Agreements (DAN GS 01050); Financial Transactions - General (DAN GS 01001); Maintenance - Major and/or Regulated (DAN GS 21008); Pesticide Applications (DAN GS 21018).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.6	OPERATIONS AND USE <i>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.).</i>						
GS07	Use of Agency Facilities/Equipment/Vehicles	OFM	After asset returned/ used completed	3 yrs	Destroy	GS 07003	Non-Archival Non-Essential
Rev. 1	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. Includes, but is not limited to: Allocation of parking spaces/permits; Bookings/reservations/requests for use; Check-in/Check-out logs; Rental/use schedules; Vehicles logs/usage data; Related correspondence/communications. Excludes records covered by: Contracts and Agreements (DAN GS 01050); Financial Transactions - General(DAN GS 01001); Records Documented as Part of More Formalized Records (DAN GS 50012).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
2.7	SAFETY AND SECURITY <i>The activities associated with protecting people and the agency's assets against danger, loss, or threat.</i>						
GS25	Authorization - Building/Facility Access	OPR	After termination of access	6 yrs	Destroy	GS 25001	Non-Archival Essential (for Disaster Recovery)
Rev. 2	Records documenting the authorization of access for staff, contractors, students, volunteers, visitors, etc. to agency buildings and facilities. Includes, but is not limited to: Requests and approvals for access and permissions; Assignment of security identification badges, building/card keys, access codes, etc. Excludes records covered by: <i>Authorization - Systems/Telecommunications Access (DAN GS 14012)</i> <i>Entry/Exit Logs - Facilities (DAN GS 25007)</i>						
GS25	Security Incidents and Data/Privacy Breaches	OFM	After matter resolved	6 yrs	Destroy	GS 25008	Non-Archival Non-Essential
Rev. 1	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: 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.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
3.1	ACCOUNTING AND FISCAL <i>The activity 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 state government agency.</i>						
GS01	Banking - Accounts and Transactions	OPR	After End of Fiscal Year	6 yrs	Destroy	GS 01013	Non-Archival Non-Essential
Rev.1	Records relating to the agency's banking activities and documenting its banking transactions. Includes, but is not limited to: 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 to bank); Checks returned by the bank due to non-sufficient funds (NSF). Excludes: Deposited items covered by Banking - Deposited Items (DAN GS 01068) Master depository contracts covered by Contract and Agreements (DAN GS 01050).						
GS01	Financial Transactions - General	OPR	After End of Fiscal Year	6 yrs	Destroy	GS 01001	Non-Archival Non-Essential
Rev. 1	Records documenting all resources received and expended by the agency provided the receipts and expenditures are not for bond or gran projects. Includes, but is not limited to: <i>Accounts payable/receivable;</i> Purchase and sales (purchase/field orders, bills of sale, receipts, petty cash, cash book, 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 list; Financial statements and reports (created/saved electronically or printed) required to be retained as evidence of the agency's financial staus 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. Excludes financial transaction records covered by: Grants Received by Agency (DAN GS 23004); Tax-Exemp Bounds (DAN GS 01069). Excludes finacial reports that are able to be regenerated and which are covered by Secondary (Duplicate) Records(DAN GS 5005).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS01	Financial Disputes and Collections	OPR	After matter resolved	6 yrs	Destroy	GS 01003	Non-Archival
Rev.1	Records relating to the agency's financial disputes and attempts to collect funds where litigation has not commenced. Includes, but is not limited to: 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. Excludes records covered by: Litigation Case Files - Routine (DAN GS 18004).						Non-Essential
GS01	Tax Reporting>Returns - Federal, State and Local Taxes	OPR	After Filing	5 yrs	Destroy	GS 01071	Non-Archival
Rev.0	Returns and reports submitted for taxes paid to federal, state and/or local government agencies (such as excise tax, etc.) where not covered by a more specific records series. Excludes records covered by: Internal Revenue Service (IRS) Forms - Payroll (DAN GS 03052); Payroll Processing, Distribution, and Reporting (DAN GS 03033); Vendor Payment Information (DAN GS 01066); 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>						Non-Essential
Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
3.2	AUTHORIZATION/DELEGATION <i>The activity of granting and/or receiving permission or approval in relation to financial management.</i>						
GS01	Signature Authority/Delegation Records	OPR	End of Fiscal Year	6 yrs	Destroy	GS 01072	Non-Archival
Rev.0	Records documenting the designating of agency personnel with the authority to sign for purchases, leave authorizations or other actions.						Essential (for Disaster Recovery)

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
3.3	BUDGETING <i>The activities of preparing budget submissions and managing the allotment of revenues and expenditures.</i>						
GS01	Allotment Management and Budget Development	OPR	End of Biennium	6 yrs	Destroy	GS 01040	Non-Archival Essential
Rev.1	Records relating to the development of agency budget proposals and the management of allotments. Includes, but is not limited to: Allotment submittals; Budget proposals/decision packages; Legislative notes; Supporting/backup documentation; Related correspondence/communications. Excludes: Strategic plans developed in accordance with RCW 43.88.090 and covered by Strategic Plans - Final (Unpublished) (DAN GS 10001); Office of Financial Management's records related to the whole of government coordination of allotment management and budget development.						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
3.4	CONTRACTS AND PURCHASING <i>The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.</i>						
GS06	Bids and Proposals - Successful	OPR	Completion of Purchase Fulfillment of Contract	6 yrs	Destroy	GS 06004	Non-Archival Non-Essential
Rev. 1	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. Includes, but is not limited to: 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. Excludes: Bids and Proposals - Unsuccessful (DAN GS 06007); Contract and Agreements (DAN 01050).						
GS06	Bids and Proposals - Unsuccessful	OPR	After Bid Award or Cancellation	3 yrs	Destroy	GS 06007	Non-Archival Non-Essential
Rev. 2	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. Also includes records relating to contract/agreement negotiations which do not result in an executed contract/agreement. If agency decides not to proceed with a purchase or agreement, records also include:						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
	Bids and Proposals - Unsuccessful - continued						
	Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; Notices (filed with newspaper, etc.);						
	Excludes: Bids and Proposals - Successful (DAN GS 06004); Contract and Agreements (DAN 01050).						
	GS01 Contracts and Agreements - General	OPR	Termination of Contract	6 yrs	Destroy	GS 01050	Non-Archival Essential (for Disaster Recovery)
Rev.3	Records relating to contracts and agreements entered into by the agency, where not covered by a more specific records series. Includes, but is not limited to: Contract/agreements (including amendments), such as: Interagency, interagency 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/re negotiations; Related correspondence/communications. <i>Note: Retention based on 6-year statute of limitations for breach of contract/agreements (RCW 4.16.040).</i>						
	GS06 Purchase Authority	OPR	After Superseded	6 yrs	Destroy	GS 06002	Non-Archival Essential (for Disaster Recovery)
Rev. 0	Authority for an agency to accomplish its own purchase. May be state form GEN-PUR-007 or similar agency-specific form. DES Delegated authority level						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
3.6	TRAVEL <i>The activity relating to the authorization, arrangement, and reimbursement for travel.</i>						
GS07	Travel	OPR	After End of Fiscal Year	6 yrs	Destroy	GS 07001	Non-Archival Non-Essential
Rev. 2	Records documenting travel undertaken by employees and non-employees. Includes, but is not limited to: Travel authorizations Arrangements (including visas for overseas travel); Travel receipt documentation; Reimbursement of expenses (including advanced payments).						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.1	ATTENDANCE AND LEAVE <i>The activity of documenting employee attendance and authorizing leave.</i>						
GS03	Attendance and Leave Records	OPR	End of Fiscal Year	6 yrs	Destroy	GS 03030	Non-Archival Non-Essential
Rev.1	Records relating to employee request and approvals of attendance and leave. Includes, but is not limited to: 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). Excludes: Records required to document time and effort as part of grant requirements covered by Grants Received by Agency (DAN GS 23004). Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave covered by Personnel - Health-Related Records (Routine) (DAN GS 03054). <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>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.2	AUTHORIZATION/CERTIFICATION <i>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.</i>						
GS03	Authorization to Use Personal Equipment/Devices for Work Purposes	OPR	After Approval Superseded/Terminated /Request Denied	6 yrs	Destroy	GS 03047	Non-Archival Non-Essential
Rev.0	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, ext.) for work-related purposes. Includes, but is not limited to: Requests from employees; Approvals (including conditions of use); Revocation of approvals.						
Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.3	BENEFITS <i>The activity of compensating employees via means other than salaries and wages.</i>						
GS03	Benefits Enrollment and Participation	OFM	After date of Separation or Withdraw From Participation	6 yrs	Destroy	GS 03048	Non-Archival Non-Essential
Rev.1	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. Includes, but is not limited to: Determinations of eligibility; Applications for enrollment/participation; Name, address, status and dependent modifications/changes. Excludes records covered by: Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045); Retirement Verification (DAN GS 03032).						
GS03	Retirement Verification	OFM	After Separation From Agency	60 yrs	Destroy	GS 03032	Non-Archival Essential
Rev.1	Records relating to employee's state service to document eligibility and entitlement to retirement benefits. Includes, but is not limited to: 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.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS03	Unemployment Insurance Claims	OFM	After Final Resolution of Claim	6 yrs	Destroy	GS 03049	Non-Archival Non-Essential
<i>Rev.0</i>	Records relating to unemployment claims filed by individuals against agency. Includes, but is not limited to: Individual claims; Documentation of acceptance/denial; Any appeals of claims.						
GS03	Voluntary Employee Beneficiary Association (VEBA)	OFM	End of Calendar Year	6 yrs	Destroy	GS 03045	Non-Archival Non-Essential
<i>Rev.1</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: Lists of eligible employees; Ballots and vote counts.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.5	MISCONDUCT/DISCIPLINE/GRIEVANCES <i>The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.</i>						
GS03	Complaints and Grievances - Exonerated	OPR	Until Exoneration		Destroy	GS 03006	Non-Archival Non-Essential
Rev.1	Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues in which the complaint proved to be unsubstantiated . May be filed by job applicants, the public and represented and non-represented state employees. Includes, but is not limited to: <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. Excludes records covered by: <ul style="list-style-type: none"> Complaints and Grievances -Upheld (DAN GS 03003). <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> <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>						
GS03	Complaints and Grievances - Upheld	OPR	Resolution of Case	6 yrs	Destroy	GS 03003	Non-Archival Essential (for Disaster Recovery)
Rev.2	Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues in which the complaint/grievance was upheld . May be filed by job applicants, the public and represented and non-represented state employees. Includes, but is not limited to: <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. Excludes records covered by: <ul style="list-style-type: none"> Complaints and Grievances -Exonerated (DAN GS 03006). <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>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.6	OCCUPATIONAL HEALTH AND SAFETY <i>The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.</i>						
GS03	Injury Claims	OPR	After Claim Settled	7 yrs	Destroy	GS 03015	Non-Archival Non-Essential
Rev.3	Records relating to claims filed by employees injured on the job. Includes, but is not limited to: 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. Excludes: Records covered by Employee Medical and Exposure Records (DANGS 03039); Records covered by Injury Claims - Eye Injuries (DAN GS 03016); Records of the Department of Labor and Industries related to the claim. <i>Note: Retention based on 7-year requirement for injury claims (RCW 51.32.160(1)(a)).</i>						
GS03	Injury Claims - Eye Injuries	OPR	Claim Settled	10 yrs	Destroy	GS 03016	Non-Archival Non-Essential
Rev.1	Records relating to claims filed by employees with eye injured on the job. Includes, but is not limited to: 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. Excludes: Records covered by Employee Medical and Exposure Records (DANGS 03039); Records covered by Injury Claims (DAN GS 03015); Records of the Department of Labor and Industries related to the claim. <i>Note: Retention based on 10-year requirement for eye injury claims (RCW 51.32.160(1)(c)).</i>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.7	PAYROLL <i>The activity relating to the monetary compensation of employees on a periodic basis.</i>						
GS03	Internal Revenue Service (IRS) Forms - Payroll	OFM	After Superseded or Date of Separation	4 yrs	Destroy	GS 03052	Non-Archival Non-Essential
Rev.0	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: W-4 - Employee's Withholding Allowance Certificate; W-9 - Request for Taxpayer ID Number and Certification.						
GS03	Payroll Files - Employee Pay History	OPR	After Separation From Agency	6 yrs	Destroy	GS 03031	Non-Archival Essential (for Disaster Recovery)
Rev.1	Records relating to the pay history of individual employees. Includes, but is not limited to: 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: Retirement Verification (DAN GS 03032). <i>Note: Current deductions and authorizations are to be held by originating agency until retention is met.</i>						
GS03	Payroll Processing, Distribution and Reporting	OFM	End of Fiscal Year	6 yrs	Destroy	GS 03033	Non-Archival Non-Essential
Rev.2	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. Includes, but is not limited to: 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. Excludes records covered by: Retirement Verification (DAN GS 03032); Payroll Files - Employee Pay History (DAN GS 03031); Reporting to External Agencies (Mandatory) (DAN GS 19004).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS01	Payroll Register	OPR	After date certified	60 yrs	Destroy	GS 01060	Non-Archival
Rev.1	Records relating to the certified record of agency payroll. Includes, but is not limited to: Payroll certification signed by agency head or designee; Payroll deductions of each agency employee; Net pay of each agency employee; Time worked. <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>						Essential (for Disaster Recovery)

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.8	PERFORMANCE MANAGEMENT <i>The activity of evaluating and directing employee performance progress and goals.</i>						
GS03	Performance Evaluations - Employee	OFM	Upon Completion of Evaluation	3 yrs	Destroy	GS 03002	Non-Archival
Rev.2	Records relating to regularly scheduled performance evaluations of employees. Includes, but is not limited to: Completed and signed evaluations; Expectations review and acceptance. <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>						Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.9	PERSONNEL HISTORY <i>The activity of documenting an individual's employment history with the agency, including contractors and volunteers.</i>						
GS03	Personnel - Employment History Files	OPR	After Separation From Agency	6 yrs	Destroy	GS 03042	Non-Archival Essential (for Disaster Recovery)
Rev.1	Records relating to an individual's employment history with the agency and the documentation related to the position held. Also includes records relating to volunteer's service with the agency. Includes, but is not limited to: 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 Excludes records covered by: Complaints and Grievances - Exonerated (DAN GS 03006); Complaints and Grievances - Upheld (DAN GS 03003); Performance Evaluations - Employee (DAN GS 03002); Personnel Records (Peace/Corrections Officers) (DAN LE2022-010); Retirement Verification (DAN GS 03032). <i>Note: See State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i>						
GS03	Personnel - Routine Transactions	OFM	Until Superseded		Destroy	GS 03055	Non-Archival Non-Essential
Rev.0	Records relating to employees' routine personnel transactions or tasks that do <u>not</u> affect employment history, payroll, performance or retirement status/eligibility. Includes, but is not limited to: Changes to work schedules and assignments; Location codes; Name/address/status/emergency contact change documentation; Miscellaneous tracking forms.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.10	POSITOIN DEVELOPMENT AND STAFF STRUCTURE <i>The activity of developing job positions and the organizational structuring of staff.</i>						
GS03	Position History	OPR	No Longer Needed for Agency Business		Destroy	GS 03010	Non-Archival Non-Essential
Rev.1	Records relating to the history of each position and job classification which apply to positions held by employees of the agency. Includes, but is not limited to: Allocations and reallocations; Training plans specific to position; Selective certifications and required eligibility; Position descriptions. Excludes the master file for Job Specifications and Exempt Position Files held by the Office of Financial Management/State Human Resources Division (SHRD).						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.11	RECRUITMENT/HIRING <i>The activity of recruiting, hiring, interviewing, selecting, and employing individuals. Includes volunteer and contractors.</i>						
GS03	Applications/Resumes - Unsolicited	OFM	Date of Document	2 yrs	Destroy	GS 03022	Non-Archival Non-Essential
Rev.1	Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to: Unsolicited job applications/resumes received; General prospective employment inquires. <i>Note: Retention based on 2-year requirement in 29 CFR § 1602.31.</i>						
GS03	Employment Eligibility - U.S. Citizenship & Immigration Services (USCIS)	OPR	After Date of Hire or After Separation whichever is later	3 yrs 1 yr	Destroy	GS 03036	Non-Archival Non-Essential
Rev.2	Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to: 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. <i>Reference: 8 CFR § 274a.2, 20 CFR § 655.760</i> <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 - Employee (DAN GS 03012).</i>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS03	Recruitment	OPR	After Completion of Recruitment/Hiring	3 yrs	Destroy	GS 03012	Non-Archival Non-Essential
Rev.1	Records relating to the process of recruitment and selection of employees. Includes applicants interviewed and/or screened but not hired. Includes, but is not limited to: 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. Excludes successful/hired applicant records covered by: Personnel - Employment History Files (DAN GS 03031); and Employment Eligibility - U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036). <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>						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.12	SEPARATION <i>The activity of an employee leaving the agency (voluntarily or involuntarily), leaving state service, or transferring to another state agency.</i>						
GS03	Exit Interview - Personnel	OFM	After Completion	3 yrs	Destroy	GS 03040	Non-Archival Non-Essential
Rev.1	Documentation of information gained during an exit interview with an employee separating from the agency.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
4.13	STAFF DEVELOPMENT <i>The activity of enhancing employees' competencies and skills through programs and training</i>						
GS22	Training Files - Employee	OPR	After Separation From Agency	6 yrs	Destroy	GS 22003	Non-Archival Non-Essential
Rev. 1	Records documenting the training history of individual employees participating in training, orientations and staff development programs. Training may include: Internal agency training for ethics, diversity, safety and other policies; Internships, apprentice programs; External training as requested or required. Includes, but is not limited to: Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction or attendance; Policy review acknowledgements; Certificates/credentials/licenses awarded or renewed; Test results if necessary for continued certification, etc.; Continuing education hours/credits/points.						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
5.1	FORMS MANAGEMENT <i>The activity of drafting, producing, and managing the state agency's forms.</i>						
GS12	Forms - Development	OFM	No longer needed for agency business		Destroy	GS 12001	Non-Archival Non-Essential
Rev. 2	Records relating to the design, creation and revision of agency-created forms. Includes, but is not limited to: Design/specification records; Printing/production records; Proofs/samples						
GS12	Forms - Master Set	OFM	Until Superseded/ use of form ceases		Destroy	GS 12005	Non-Archival Non-Essential
	Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready masters, original photographs/images, etc.).						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
5.3	MAIL SERVICES <i>The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.</i>						
GS13	Mail Delivery and Receipt	OFM	End of Fiscal Year	6 yrs	Destroy	GS 13003	Non-Archival Non-Essential
Rev. 1	Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to: <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.). <i>Excludes contracts/agreements/permits relating to mailing services and equipment covered by Contracts and Agreements (DAN GS 01050).</i>						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
5.4	PUBLIC DISCLOSURE/RECORDS REQUESTS <i>The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW).</i>						
GS05	Public Disclosure/Records Request	OPR	After Request Fulfilled	2 yrs	Destroy	GS 05001	Non-Archival Non-Essential
Rev. 3	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. Includes, but is not limited to: <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. Excludes: <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 Provision of Advice, Assistance or Information (DAN GS 09022). 						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS05	Public Records Request Exemptions for Certain Employees' Personally Identifying Information	OPR	After Expiration of Exemption	3yrs	Destroy	GS 05011	Non-Archival Non-Essential
Rev. 0	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) Includes, but is not limited to: Sworn statements; Supporting documentation used to verify eligibility; Proof of participation in the address confidentiality program under chapter 40.24 RCW. Excludes records covered by: Public Disclosure/Records Requests (DAN GS 05001). <i>Note: sworn statements expire after 2 years (RCW 42.56.250(i)(i)(A)).</i> <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i>						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
5.5	PUBLISHING <i>The activity of drafting, producing, and manging the state agency's publications. Includes web-based publishing.</i>						
GS15	Online Content Management	OFM	After Content Removed	1 yr	Destroy	GS 15010	Non-Archival Non-Essential
Rev. 1	Records documenting the publishing/changing of the agency's online (internet and intranet) content. Includes, but is not limited to: Requests/approvals to upload/update/remove content; Confirmation of content upload/update/removal; Point-in-time record of webpage site (screenshot, snapshot, site map). <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>						
GS15	Publications - Development	OFM	No longer needed		Destroy	GS 15009	Non-Archival Non-Essential
Rev. 1	Records relating to the drafting, development, design and production of agency-created publications. Includes, but is not limited to: Job descriptions/specifications/design records; Sample job products/proofs/samples; Articles submitted for inclusion (including those not used); Related correspondence/communications. <i>Excludes final publication covered by State Publications (DAN GS 15008).</i>						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS15	State Publications	OPR	Upon Publicaiton		Transfer:	GS 15008	Archival
Rev. 3	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. Includes, but is not limited to: Annual reports and other reports, manuals, brochures; Newsletters, magazines, journals, periodicals; Audio/video films/presentations. <i>Note: Agencies are required to transfer copies of state publications to the Washington State Library in accordance with RCW 40.06.030.</i>				2 copies of tangible format publications <i>and</i> 1 copy of electroic format publications to WA State Library		(Permanent Retention) Non-Essential
GS15	State Publications - Transfers to Library (Agency Compliance Records)	OPR	End of Calendar Year	6 yrs	Destroy	GS 15011	Non-Archival
Rev. 0	Records relating to the transfer/deposit of state publications with the Washington State Library in accordance with chapter 40.06 RCW. Includes, but is not limited to: 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. <i>Excludes Washington State Library's records relating to the administration of chapter 40.06 RCW.</i>						Non-Essential

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
5.6	RECORDS MANAGEMENT <i>The activity of systematically controlling the lifecycle of the state agency's public records (creation or receipt, use maintenance, conversion/migration to other formats, and destruction/transfer).</i>						
GS11	Conversion/Conservation of Records	OFM	Until converted/repaird have been destroyed/transferred in accordance with a current approved records retention schedule		Destroy	GS 11013	Non-Archival
Rev. 2	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. Also includes records documenting the repair and stabilization of damaged public records. Includes, but is not limited to: 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. Excludes records covered by: Contaminated/Compromised Records (DAN GS 11018); Source Records - Imaged/Migrated (Archival) (DAN GS 11014); Source Records - Imaged/Migrated (Non-Archival) (DAN GS 11012);						Non-Essential

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
GS11	Destruction/Transfer of Records	OFM	After end of calendar year	50 yrs	Destroy	GS 11001	Non-Archival Non-Essential
Rev. 3	Records documenting the destruction and/or transfer of legal custody of the agency's public records. Includes, but is not limited to: Affidavits; Agency authorization; Certificates/notices of destruction; Destruction logs; Transfer agreements/transmittals.						
GS11	Records Appraised and Not Selected by the Archives	OPR	Retain until no longer needed for agency business			GS 11019	Non-Archival Non-Essential
Rev. 0	Records designated as "Archival (Appraisal Required)" where the records have: 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.						
GS11	Records Control	OFM	Until no longer needed		Destroy	GS 11009	Non-Archival Essential (for Disaster Recovery)
Rev. 3	Records relating to the physical and intellectual control of the agency's records. Includes, but is not limited to: 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. Excludes records covered by: Destruction/Transfer of Records (DAN GS 11001); Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010). <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>						
GS11	Retention and Disposition Authorization	OFM	Until no longer needed for agency business		Destroy	GS 11003	Non-Archival Non-Essential
Rev. 2	Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW. Includes, but is not limited to: Internal working guides abstracted from approved records retention schedules; Records relating to the former Early Destruction of Source Documents after Digitization (DAD) or Electronic						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
Retention and Disposition Authorization - continued							
	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.						
	Excludes the records of the Office of the Secretary of State and the State Records Committee.						

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
6.0	RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)						
	<i>This section covers records created or received by the agency which are typically of short-term, temporary informational use.</i>						
GS50	Agency-Generated Forms and Publications - Copies	OFM	Until no longer needed for agency business		Destroy	GS 50003	Non-Archival Non-Essential
Rev. 1	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. Includes but is not limited to: Reports, catalogs, brochures, calendars, posters; Multi-media presentations (videos, CDs, etc.). Excludes records covered by: Forms - Accountable (DAN GS 12004); Forms - Master Sets (DAN GS 12005); State Publications (DAN GS 15008).						
GS50	Contact Information	OFM	Until no longer needed		Destroy	GS 50007	Non-Archival Non-Essential
Rev. 1	Records relating to the contact details of employees, stakeholders, and/or clients the agency has gathered/received and the maintenance of such lists/collections. Includes, but is not limited to: 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 list (includes mail/communications returned as undeliverable); Validation/verification/quality assurance checks of contact lists/collections; Related correspondence/communications.						

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Retention Schedule

Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
Contact Information-continued							
	Excludes: Records covered by Emergency/Disaster Preparedness - Contact Information (DAN GS 25004); Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc.						
GS50	Drafting and Editing	OFM	Until no logner needed for agency business		Destroy	GS 50008	Non-Archival Non-Essential
Rev. 0	Records relating to the drafting/editing of correspondence, documents, and publications. Includes, but is not limited to: Preliminary drafts <u>not</u> covered by a more specific record series, <u>not</u> needed as evidence of external consultation or as evidence of external consultaion or as evidence that the agency practiced due diligence in the drafting process; Edits/suggestons/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.); Electronic doucments created soley for printing (such as signs, mailing labels, etc.); Related correspondence/communications. Excludes records covered by Leagal Advice and Issues (DAN GS18003).						
GS50	General Information - External	OFM	Until no longer needed		Destroy	GS 50004	Non-Archival Non-Essential
Rev. 0	Information received from other agencies, commercial firms or private institutions, which require no action and is no longer needed for agency business purposes. Includes, but is not limited to: Catalogs, reports, multi-media presentations (videos, CDs, etc.); Informational copies, notices, bulletins, newsletters, announcements; Unsolicited information (junk mail, spam, advertisements, etc.).						
GS50	Informational Notifications/Communications	OFM	Until no longer needed		Destroy	GS 50001	Non-Archival Non-Essential
Rev. 0	Records communicating basic/routine short-term information (regardless of format or media used) that: Do not document agency decisions/actions; Are not used as the basis of agency decisions/actions; and Are <u>not</u> covered by a more specific records series. Includes, but is not limited to: 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 Attendance and Leave Records (DAN GS 03030); 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.						

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Item #	Title/Description/Revision Number	OPR or OFM	Cutoff (start of retention)	Retention Years	Action after Retention met	DAN/GS Number	Archival or Essential
Informational Notifications/Communications-continued							
<i>Excludes records covered by:</i>							
Attendance and Leave Records (DAN GS 03030);							
Provision of Advice, Assistance or Information (DAN GS 09022).							
GS50	Reference Materials	OFM	Retain until no longer needed for agency business	-	Destroy	GS 50013	Non-Archival Non-Essential
Rev. 1	Materials gathered from outside sources for reference/reading use which are not evidence of the agency's business transactions.						
<i>Includes, but is not limited to:</i>							
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.							
<i>Excludes records covered by Secondary (Duplicate) Copies (DAN GS 50005)</i>							

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DAN 90	Research Files - UNIQUE		Completion of Project	6 yrs		90-05-46177	Archival
	Documentation of research projects approved and implemented by various researchers.						