

FILED  
Court of Appeals  
Division I  
State of Washington  
1/11/2021 2:48 PM

FILED  
SUPREME COURT  
STATE OF WASHINGTON  
1/12/2021  
BY SUSAN L. CARLSON  
CLERK

Supreme Court No. 99416-1  
Court of Appeals No. 79914-2-1

COURT OF APPEALS, DIVISION I  
STATE OF WASHINGTON

---

STATE OF WASHINGTON,

Respondent,

v.

BRYON KOELLER,

Petitioner.

---

**PETITION FOR DISCRETIONARY REVIEW**

---

Ryan English, Esq.  
Sound Law, PLLC  
Attorney for Appellant  
700 Sleater Kinney Rd. SE, Ste B-358  
Lacey, WA 98503  
(360) 763-9312

TABLE OF CONTENTS

A. IDENTITY OF PETITIONER.....1

B. OPINION OF THE COURT OF APPEALS.....1

C. ISSUES PRESENTED FOR REVIEW.....2

D. STATEMENT OF THE CASE.....2

E. ARGUMENT.....4

F. CONCLUSION.....18

G. AFFIRMATION OF SERVICE.....20

TABLE OF AUTHORITIES

Washington Cases

*Bldg. Indus. Ass'n of Wash. v. McCarthy*, 152 Wn. App. 720, 741, 218 P.3d 196, 206, (2009).....13, 14

*State v. Armstrong*, 188 Wn.2d 333, 345, 394 P.3d 373 (2017).....16, 17

*State v. Fortun*, 94 Wn.2d 754, 756, 626 P.2d 504 (1980).....11

*State v. Koeller*, No. 62162-9-I, 2011 Wn. App. LEXIS 153, at \*2 (Ct. App. Jan. 18, 2011).....2, 3

*State v. Koeller*, No. 79914-2-I, 2020 Wash. App. LEXIS 2821, at \*4-7 (Ct. App. Nov. 2, 2020).....1, 5, 7, 9, 16

*State v. Michielli*, 132 Wn.2d 229, 239, 937 P.2d 587, 592 (1997).....15

*State v. Olson*, 126 Wn.2d 315, 319, 893 P.2d 629 (1995).....8

*State v. Ortiz*, 119 Wn.2d 294, 302, 831 P.2d 1060, 1065 (1992).....17

*State v. Potts*, 93 Wn. App. 82, 89, 969 P.2d 494, 498 (1998).....17

*State v. Wilson*, 149 Wn.2d 1, 9, 65 P.3d 657 (2003).....15

*State v. Wittenbarger*, 124 Wn.2d 467, 477, 880 P.2d 517, 522 (1994).....1, 6, 15, 17, 18

*Tapper v. State Employment Sec. Dep't*, 122 Wn.2d 397, 403, 858 P.2d 494 (1993).....15

Federal Cases

*Arizona v. Youngblood*, 488 U.S. 51, 109 S. Ct. 333, 102 L.Ed.2d 281 (1988).....6, 15

<i>Brady v. Maryland</i> , 373 U.S. 83, 83 S. Ct. 1194, 10 L.Ed.2d 215 (1963).....	4
--	---

Rules, Statutes, and Other Authorities

Article 1, Section 22.....	5, 19
RCW 40.14.010.....	14
RCW 40.14.07.....	1, 2, 4, 5, 6, 7, 10, 11, 12, 13, 17, 19
RCW 40.16.010.....	14
RCW 40.16.020.....	14
CrR 4.7.....	12, 13, 14
CrR 8.3.....	3, 15
RAP 1.2.....	7
RAP 13.4.....	4, 12, 18, 19
Local Government General Records Retention Schedule Version 5.1.....	17

A. IDENTITY OF PETITIONER

Bryon Koeller, petitioner, respectfully requests this Court to grant review of the decision designed in Part B of this motion pursuant to RAP 13.4.

B. OPINION OF THE COURT OF APPEALS

On November 2, 2020, the Court of Appeals, Division 1, affirmed Mr. Koeller's convictions of indecent liberties by forcible compulsion, four counts of child molestation in the first degree and two counts of child molestation in the second degree. On December 10, 2020, the Court of Appeals granted both parties' motions to publish.

Mr. Koeller seeks review of the portion of the published decision that addresses the destroyed recording in *State v. Koeller*, No. 79914-2-I, 2020 Wash. App. LEXIS 2821, at \*4-7 (Ct. App. Nov. 2, 2020) (Appendix A). The Court of Appeals analyzed Mr. Koeller's general position under *State v. Wittenbarger* and its progeny, but declined to address several arguments, most notably the primary argument raised in Petitioner's reply brief: that the State's violation of RCW 40.14.070, as an issue of first impression, requires a remedy that Chapter 40.14 RCW does not expressly provide.

C. ISSUES PRESENTED FOR REVIEW

1. Did the Court of Appeals violate Mr. Koeller's right to an appeal when it refused to address Mr. Koeller's challenge of the State's violation of RCW 40.14.070 ?
2. RCW 40.14.070 imposes a duty on law enforcement to retain records of investigative reports pertaining to convicted sex offenders for permanent retention and retrieval. Certain investigative reports may become *Brady* material given the presence of delayed reporting. The statute does not provide for a remedy in the event due process is violated. What is the appropriate remedy and what standard should apply?

D. STATEMENT OF THE CASE

From 2004-2007, Mr. Koeller and his ex-wife cared for a non-biological child, V.M. *State v. Koeller*, No. 62162-9-I, 2011 Wn. App. LEXIS 153, at \*2 (Ct. App. Jan. 18, 2011); CP 146. During that period, it was suspected that Mr. Koeller was sexually abusing V.M., which led to Mr. Koeller being arrested for first degree rape of a child in 2007. *Koeller* at 3; CP 147. Mr. Koeller's two sons, N.K. and D.K., were placed into protective care, along with Mr. Koeller's stepdaughter, A.C., the complaining witness in the present case. CP 147. Forensic interviews were

taken of all three children in July 2007. CP 144, 147-50. Three separate DVDs were entered into evidence. CP 153, 174.

During A.C.'s interview, she told the interviewing detective that Mr. Koeller never sexually abused her; she further disclaimed having personal knowledge or witnessing Mr. Koeller abusing other children. CP 149-51, 3/21/19 RP 31, RP 248, 792.

After a mistrial, Mr. Koeller was convicted as charged in May 2008 for first degree rape of a child. *Koeller*, No. 62162-9-I at \*6. In 2011, the Court of Appeals reversed Mr. Koeller's conviction due to a confrontation clause violation when the trial court erroneously admitted V.M.'s testimony by closed-circuit television. *Id.* at \*18.

Later in 2011 on remand, Mr. Koeller plead guilty to the lesser-included charge of communicating with a minor for immoral purposes and received a "credit for time served" sentence. CP 410-15. As a condition of his sentence, just as his original 2008 sentence, he was required to register as a sex offender. CP 412.

On March 8, 2012, the Oak Harbor Police Department destroyed the forensic interview of A.C. CP 431. Based on the record, no other state agency possesses it.

On September 26, 2017, the State filed an information charging Mr. Koeller with 8 counts of varying degrees of child molestation and one count

of indecent liberties by forcible compulsion with A.C. as alleged victim. CP 4-16; 2/28/19 RP 4. All of the eight charges were based on events that allegedly occurred approximately 15-20 years before the trial date, spanning from 1998-2004. *Id.* Upon requesting the forensic interview and discovering it had been destroyed, the defense filed a motion to dismiss under CrR 8.3(b) and *Brady v. Maryland*. CP 146-177. The trial court denied the motion, reasoning:

[T]here was nothing to exculpate at the time the recording was destroyed because no allegation of wrongdoing had been made against the Defendant in this connection. This is a complete answer to the Motion to Dismiss.

RP 35.

Mr. Koeller was convicted of the foregoing crimes based solely off the testimony of the complaining witness, A.C. Apart from a naval agent whom A.C. made the initial complaints to, no other witness testified at trial. RP 676-84, 717-79. Mr. Koeller appealed, CP 370-71, and raised the arguments that follow.

#### E. ARGUMENT

This Court should accept review of this case because each criterion undern RAP 13.4(b) is met. The Court of Appeals' decision: (1) conflicts with a decision of this Court; (2) conflicts with a decision of the Court of Appeals; (3) involves a significant question of law under the Washington



State Constitution and (4) is an issue of substantial public importance. The following arguments address each claim.

1. Pursuant to Article 1, Section 22, of the Washington State Constitution, Mr. Koeller has a right to an appeal, yet the Court of Appeals categorically refused to address the crux of Mr. Koeller's argument that the State destroyed exculpatory evidence in violation of RCW 40.14.070.

Article 1, Section 22 of the Washington State Constitution guarantees “the right to appeal in all cases” for criminal defendants. Though extensively briefed, the Court of Appeals glossed over Mr. Koeller’s challenge to the State’s violation of RCW 40.14.070, the Preservation and Destruction of Public Records Act (PDPRA) and prayer for relief. *Koeller*, No. 79914-2-I at \*4-7.

Mr. Koeller first argued in his opening appellate brief that the presence of delayed reporting and multiple victims in child sex abuse cases should require the State to preserve such evidence indefinitely or until the suspect is deceased. Appellant’s Br. at 19-22. Before filing its response brief, the State filed a second supplemental designation of clerk’s papers; in it are several declarations of the prosecutor who tried the case and defended the appeal, most notably: While preparing my response to the Defendant’s motion to dismiss, I learned that law enforcement agencies submit records to the Washington Association of Sheriffs and Police Chiefs (WASPC) under certain circumstances.” CP 429. The State in its response brief

countered Mr. Koeller’s arguments by citing *Arizona v. Youngblood*, which “rejected the creation of an [ ] ‘undifferentiated and absolute duty to retain and to preserve all material that might be of conceivable evidentiary significance in a particular prosecution.’ [ ]”. Resp. Br. at 24. The State characterized Mr. Koeller’s argument as an appeal for the creation of a “new public policy which is specific to child molestation and child abuse cases” and argued that the State had no duty to preserve the video. *Id.*

In his reply brief, Mr. Koeller argued the following: (1) the State violated the PDPRA and its own local retention policy; (2) the plain language of the PDPRA imposes a separate duty on the State to preserve the same type of evidence the State claimed it was not required to; (3) the State’s reliance on *Arizona v. Youngblood* and *State v. Wittenbarger* did not fully address the State’s violation of the PDPRA, since the State *already* had a duty to preserve the evidence in question as required by the statute; (4) the State’s continued attempts to conceal its violation of the PDPRA and its own retention policy should be construed as bad faith; (5) in the alternative, a bad faith showing should not matter in the face of a clear statutory violation and (6) although there is no case law interpreting a state agency’s violation of the PDPRA within the context of a *Brady* claim, the issue is ripe for judicial review. *See Reply Br.*

But despite the development and refinement of this issue, the Court of Appeals merely noted in a footnote:

Koeller appears to challenge the court's bad faith finding in his reply brief by arguing the State violated RCW 40.14.070 when it destroyed the DVD, requiring a finding of bad faith. See Reply Br. at 3-5, 13-14. Evidence of compliance with a record retention policy establishes good faith. *Armstrong*, 188 Wn.2d at 345. Whether the Oak Harbor Police Department complied with its own 2012 record retention policy is a separate question from whether that policy complied with RCW 40.14.070. Koeller cites no authority showing failure to comply with a statute distinct from an internal policy establishes bad faith as a matter of law. Because the court found the DVD was destroyed pursuant to the Oak Harbor Police Department's routine procedures and Koeller does not challenge that finding of fact, his argument is not persuasive.

*Koeller*, No. 79914-2-I. at \*6, n.17.

RAP 1.2(a) states:

These rules will be liberally interpreted to promote justice and facilitate the decision of cases on the merits. Cases and issues will not be determined on the basis of compliance or noncompliance with these rules except in compelling circumstances where justice demands, subject to the restrictions in rule 18.8(b).

The Washington State Supreme Court has commented that the language of RAP 1.2(a) directs courts to overlook technical violations of the Rules of Appellate Procedure, such as failing to assign error to a trial court's finding of fact where the error is "minor and results in no prejudice to the other party and no more than a minimal inconvenience to the appellate

court.” *State v. Olson*, 126 Wn.2d 315, 319, 893 P.2d 629 (1995). In *Olson*, the Supreme Court agreed with the Court of Appeals’ assessment that so long as the intent of the appeal is clear, the issues are argued in the body of the brief, the opposing party is allowed to respond, and the “*the review process has not been significantly impeded by any technical inadequacy*”, a reviewing court must consider the merits of the case. *Id.* at 322-23, emphasis added. In other words, “substance over form.” *Id.* at 323.

Because the State’s destruction of the video was a such heavily litigated issue at the trial court and Court of Appeals, it cannot be said that the Respondent was prejudiced by Mr. Koeller’s failure to assign error to the trial court’s finding of fact regarding bad faith. The State was given an opportunity to present its arguments regarding bad faith and did so on appeal. *See* Resp. Br. at 30-1. Mr. Koeller presented many arguments concerning this issue with citations to the record and relevant authority that were simply ignored by the Court of Appeals. For example, in his opening brief he argued that there was no comparable evidence reasonably available, Br. Appellant at 20, to which the State responded “Mr. Koeller’s counsel had access to several sources of comparable evidence” thereby eliminating any prejudice to his right to present a defense. Resp. Br. at 29. So despite both positions being clearly presented before the Court of Appeals, it nevertheless was ignored. Additionally, Mr. Koeller argued that the Oak

Harbor Police Department failed to comply with its own record retention policy, which courts have held constitute bad faith. Reply Br. at 8. It cannot be said the Court of Appeals was inconvenienced by Mr. Koeller's technical failure to assign error to specific findings of fact, which is made evident by the court's own words: Koeller appears to challenge the court's bad faith finding. *Koeller*, No. 79914-2-I. at \*6, n.17. The Court of Appeals clearly had more than adequate briefing before it to realize that this was an issue Mr. Koeller found important and wanted addressed.

The Court of Appeals' decision relied on the trial court's finding that the State did not act with bad faith in the destruction of the video combined with Mr. Koeller's failure to assign error to that finding, *Id.*, to ostensibly decline addressing many of his arguments. The decision reads as if Mr. Koeller completely omitted any discussion of bad faith, when in fact, Mr. Koeller devoted nearly 15 pages combined in his opening and reply briefs to the argument. The decision fails to acknowledge numerous citations to the record and several different arguments raised, supported by legal analysis and citations to authority.

Admittedly, the most extensive portion of the court's analysis can be found in the footnote cited *supra* which briefly discusses an agency's compliance with its own record retention policy within a bad faith context. *Id.* However, the truncated analysis found in the footnote does not address

many relevant points raised by Mr. Koeller. The Court of Appeals stated that “[w]hether the Oak Harbor Police Department complied with its own 2012 record retention policy is a separate question from whether that policy complied with RCW 40.14.070.” *Id.* Mr. Koeller cited the plain language of RCW 40.14.070:

(2)(a) Except as otherwise provided by law, no public records shall be destroyed until approved for destruction by the local records committee. Official public records shall not be destroyed unless:

(i) *The records are six or more years old;*

...

(b)(i) *Records of investigative reports prepared by any state, county, municipal, or other law enforcement agency pertaining to sex offenders contained in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall, following the expiration of the applicable schedule of the law enforcement agency's retention of the records, be transferred to the Washington association of sheriffs and police chiefs for permanent electronic retention and retrieval.* Upon electronic retention of any document, the association shall be permitted to destroy the paper copy of the document.

(iii) The Washington association of sheriffs and police chiefs shall be permitted to destroy both the paper copy and electronic record of any offender verified as deceased.

Reply Br. at 3.

Mr. Koeller argued that the language of subsection 2(a)(i) establishes a six-year floor for when records may be destroyed by local agencies. Reply Br. at 4. By implication, then, the fact that the Oak Harbor

Police Department destroyed the video *before* the six-year term expired *necessarily* means that it did not comply with its own record retention policy. *Id.* Therefore, “[w]hether the Oak Harbor Police Department complied with its own 2012 record retention policy is” in fact, a *related* “question [to] whether that policy complied with RCW 40.14.070.” Mr. Koeller also pointed out that the “issue appears to be one of first impression.” Reply Br. at 8. Therefore, it should come as no surprise that Mr. Koeller failed to cite “no authority showing failure to comply with a statute distinct from an internal policy establishes bad faith as a matter of law.”

The circumstances presented in Mr. Koeller’s direct appeal can be contrasted with *State v. Fortun*, where the Court did not consider the merits of the State’s appeal from a suppression order because the State did not “assign error to *or argue* the more basic and underlying order which dismissed the charge against respondent.” 94 Wn.2d 754, 756, 626 P.2d 504 (1980).

Mr. Koeller aggressively challenged the State’s conduct regarding the destruction of the video. As the argument developed during the pendency of his direct appeal, he acknowledged that the State’s violation of the PDPRA within the context of a *Brady* claim is novel and no Washington case is dispositive. The Court of Appeals’ opinion conflicts with the cases

cited above and denies Mr. Koeller's right to an appeal, thus satisfying RAP 13.4(b)(1)-(3). This Court should grant review.

2. The Oak Harbor Police Department's violation of its own record retention policy and the PDPRA violated due process, entitling Mr. Koeller to relief.

The case at bar is a matter of substantial public interest, pursuant to RAP 13.4(b)(4), because it presents this Court with an opportunity to issue a published example of how a state agency's violation of RCW 40.14.070 interacts with a *Brady* claim and how that should affect a court's analysis of bad faith. The decision would be of great consequence to criminal litigants, who like Mr. Koeller, complain of a due process violation because of a state agency's violation of a statutory duty to preserve evidence in addition to its own record retention policies.

Currently, given the lack of judicial guidance on the issue, prosecuting attorneys are able to circumvent CrR 4.7(a)(3) by either destroying records before the expiration of retention policies or failing to provide records to WASPC. The criminal rule of discovery provides:

Except as is otherwise provided as to protective orders, the prosecuting attorney shall disclose to defendant's counsel any material or information within the prosecuting attorney's knowledge which tends to negate defendant's guilt as to the offense charged.

CrR4.7(a)(3).



As stated above, records pertaining to sex offenders, like Mr. Koeller, shall be transferred to WASPC for permanent electronic retention and retrieval after the expiration of the local law enforcement agency's retention schedule. RCW 40.14.070(2)(b)(i). If a state agency violates this duty by destroying a record that should have been permanently retained, and a subsequent criminal investigation renders the destroyed record *Brady* material, the State is in effect violating its criminal discovery obligations. If courts do not require state agencies to comply with this statutory duty, in some instances like the case at bar, CrR 4.7 will be rendered illusory.

A similar argument was made in *Bldg. Indus. Ass'n of Wash. v. McCarthy*, 152 Wn. App. 720, 741, 218 P.3d 196, 206, (2009), by the appellant. The appellant BIAW, a professional association, appealed the trial court's dismissal of its action at summary judgment, alleging that the County violated the Public Records Act (PRA) chapter 42.45 RCW. *Id.* at 726. Specifically, BIAW claimed that the County violated the PRA by failing to produce two emails it had demanded in a public disclosure request, which in turn was a violation of the retention act in chapter 40.14 RCW. *Id.* at 741. BIAW argued:

[U]nless the courts require public agencies to comply with the records retention act, chapter 40.14 RCW, agencies may easily circumvent the PRA, chapter 42.56 RCW, by improperly destroying records.

*Id.*

On appeal, the court noted that the logic of the appellant's argument was "compelling", but ultimately found that because the County *had not* improperly destroyed the records at issue the argument was insufficient for an "opportunity to determine if the law supports that logic." *Id.*

While *McCarthy* was a civil action that superficially dealt with the interplay of the PRA and the retention act, it is helpful for this Court's analysis of the interplay between the retention act, CrR 4.7, and a prosecutor's *Brady* obligations. Unlike *McCarthy*, where the court did not have the requisite facts to decide if the appellant's argument had merit, the case at bar presents the necessary facts to make this issue ripe for review.

The PDPRA, Chapter 40.14 RCW, is an extensive set of laws governing the classification, management, destruction, and disposition of certain records that fall within a broad definition. *See* RCW 40.14.010 (Definition and classification of public records).

Chapter 40.16 RCW lists the penal provisions for violations of chapter 40.14 RCW. A "person who shall willfully and unlawfully remove, alter, mutilate, destroy, conceal, or obliterate a record . . . filed or deposited in a public office" is guilty of a class C felony. RCW 40.16.010. An "officer" who engages in the same proscribed conduct is guilty of a class B felony. RCW 40.16.020. These harsh penal provisions make it clear that the

legislature considers the public, administrative, and law enforcement policies given effect in chapter 40.14 RCW are of extreme importance. This Court should take note of the penalties for violating the PDPRA and make a comparison to the “extraordinary remedy of dismissal” found in CrR 8.3(b) for governmental misconduct. *State v. Wilson*, 149 Wn.2d 1, 9, 65 P.3d 657 (2003) (dismissal is extraordinary remedy reserved for only egregious cases of governmental mismanagement or misconduct).

CrR 8.3(b) allows a trial court to dismiss a criminal action based on governmental misconduct, which need not be of an evil nature; simply mismanagement is enough. *State v. Michielli*, 132 Wn.2d 229, 239, 937 P.2d 587, 592 (1997). *State v. Wittenbarger*, which adopted the federal standard enunciated in *Arizona v. Youngblood*, holds that due process is not violated if the State has destroyed potentially exculpatory evidence, but did not act in bad faith. *State v. Wittenbarger*, 124 Wn.2d 467, 477, 880 P.2d 517, 522 (1994). Whether the State acted in bad faith is a mixed question of law and fact and reviewed de novo on appeal. *Tapper v. State Employment Sec. Dep't*, 122 Wn.2d 397, 403, 858 P.2d 494 (1993). Mr. Koeller asserted that the destruction of evidence pertaining to an investigation of child abuse, when delayed reporting and multiple victims are unique features specific to child abuse cases, should be considered bad faith or alternatively, government mismanagement. The standard for whether the government

engaged in misconduct in these types of cases should be curtailed as such. Awareness of delayed reporting inherent in child abuse cases combined with the willful destruction of evidence in violation of an independent statutory duty to preserve should persuade a court that a government actor committed misconduct and acted in bad faith. To then have the State attempt to conceal the fact of a law enforcement agency's statutory noncompliance – first at the trial court and then on appeal – and then argue on appeal that there is no duty to preserve the type of evidence at issue is ample justification for a court to impose an extraordinary remedy.

The Court of Appeals in the instant case noted that “[e]vidence of compliance with a record retention policy establishes good faith.” *Koeller*, No. 79914-2-I. at \*6, n.17, citing *State v. Armstrong*, 188 Wn.2d 333, 345, 394 P.3d 373 (2017). But instead of addressing Mr. Koeller's argument that the trial court's finding that the DVD was destroyed pursuant to the Oak Harbor Police Department's routine procedures was not supported by substantial evidence, *supra*, the court merely noted that because Mr. Koeller did “not challenge that finding of fact, his argument is not persuasive.” *Id.* With all due respect to the Court of Appeals, Mr. Koeller's arguments made it abundantly clear that he was challenging whether the Oak Harbor Police Department followed its own retention policies; the record shows and Mr. Koeller has established there is no doubt that the Oak Harbor Police

Department violated its own retention policy and in turn, the PDPRA. Reply Br. at 3-5. A state agency's compliance with its own record retention policy is "a fact that [courts] have found in the past to be determinative of good faith. *State v. Wittenbarger*, 124 Wn.2d 467, 477, 880 P.2d 517, 522 (1994), citing *State v. Ortiz*, 119 Wn.2d 294, 302, 831 P.2d 1060, 1065 (1992); *See also State v. Armstrong*, 188 Wn.2d 333, 346, 394 P.3d 373, 380 (2017) (no bad faith where petitioner conceded on appeal no written policy required police to collect evidence at issue); accord *State v. Potts*, 93 Wn. App. 82, 89, 969 P.2d 494, 498 (1998). Thus, as Mr. Koeller argued in his direct appeal, the presence of bad faith is established by a law enforcement agency's noncompliance with its own policies is a necessary conclusion. Reply Br. at 8.

It should also be noted that the Local Government General Records Retention Schedule ("LGGRRS") provided by the Office of the Secretary of State requires a prosecuting attorney's file for a sex offender case be held for 20 years after sentencing, LGGRRS, Item No. 21.5 (Version 5.1, January 2010) (Appendix B). To state the obvious, when Mr. Koeller was sentenced in 2011 for communicating with a minor for immoral purposes, after the Court of Appeals reversed his conviction for first degree rape of a child, the Island County Prosecuting Attorney's Office should have preserved all evidence pertaining to that case for twenty years. This Court

is thereby presented with a case where the local agencies of Island County systematically disregard, violate, and conceal noncompliance with record retention policies.

After a thorough review of relevant case law, Mr. Koeller submits that every Washington case that has analyzed whether a local agency has complied with its own record retention policies within the context of a *Brady* claim has been based on facts that establish policy compliance. The result in each case is a finding that the State has not acted in bad faith. Thus, this case is an opportunity for this Court to base its decision on a law enforcement agency's noncompliance with its own policies and independent statutory duty, and how that would affect the ultimate disposition. The decision would have the potential to affect the due process rights of many future criminal litigants similarly situated as Mr. Koeller. For that reason, along with the foregoing arguments, this case presents an issue of substantial public interest pursuant to RAP 13.4(b)(4). This Court should grant review.

F. CONCLUSION

As the foregoing explains, the Court of Appeals' decision in this case was exclusively based on a *State v. Wittenbarger* analysis. While the court's decision may be correct under *Wittenbarger*, it fails to take into account the State's violation of the PDPRA, which was more than

adequately briefed by Mr. Koeller. Thus, this Court should accept review pursuant to RAP 13.4(b)(1)-(3), because it conflicts with the foregoing cases and Article 1, Sec. 22 of the Washington State Constitution. In addition, no case in Washington has ever addressed the State's violation of the PDPRA within the context of a *Brady* claim. As a result, this case presents an opportunity for this Court to examine the legal effect of a PDPRA violation which also constitutes the basis for a *Brady* violation, the legal standard that should apply, and how bad faith should be interpreted. Moreover, the systematic disregard and violation of retention policies found in Island County has far reaching consequences and frankly, should alarm this Court. Thus, this case also involves an issue of substantial public interest that should be determined by this Court under RAP 13.4(b)(4). Because every criterion is met under RAP 13.4(b), Mr. Koeller is respectfully requesting this Court grant review.

DATED: The Eleventh Day of January, 2021

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Ryan English', with a long horizontal line extending to the right.

---

Ryan English, WSBA 51473  
Counsel for Petitioner

G. AFFIRMATION OF SERVICE

I hereby certify, under penalty of perjury under the laws of the state Washington that on January 11, 2021, I caused a true and correct copy of appellant's reply brief in case number 79914-2-I to be delivered via USPS to Mr. Koeller at the following address:

Department of Corrections, Coyote Ridge  
PO Box 769  
Connell, WA 99326

Signed in Olympia, Washington  
this 11th day of January, 2021.

A handwritten signature in blue ink, appearing to read 'R. English', with a long horizontal line extending to the right.

---

Ryan English  
WSBA No. 51473



# APPENDIX A

IN THE COURT OF APPEALS OF THE STATE OF WASHINGTON  
DIVISION ONE

STATE OF WASHINGTON,	)	No. 79914-2-I
	)	
Respondent,	)	
	)	
v.	)	
	)	
BYRON CHARLES KOELLER,	)	PUBLISHED OPINION
	)	
Appellant.	)	
_____	)	

VERELLEN, J. — Byron Koeller sexually abused his stepdaughter for years. He was convicted of multiple charges, including first degree child molestation.

He contends the charges against him should have been dismissed under CrR 8.3(b) due to governmental misconduct from destroying evidence and from listening to eight seconds of a conversation with defense counsel. Neither the evidence nor the eight seconds of conversation were material to his defense. Because neither act prejudiced him, the court did not abuse its discretion by denying his motions to dismiss.

He argues his defense counsels were ineffective for a variety of reasons. Because their decisions were neither deficient nor prejudicial, he fails to show he received ineffective assistance.

He contends the prosecutor committed misconduct during closing argument. Because the arguments were not improper or prejudicial, Koeller fails to establish prosecutorial misconduct. And, even if improper, because he did not object to the arguments and none were flagrant or ill intentioned, he has waived these issues.

Therefore, we affirm.

### FACTS

A.R.C. first met her future stepfather, Byron Koeller, when she was four years old. Koeller soon began sexually abusing A.R.C. Koeller was in the Navy, and he abused A.R.C. at least once per month when he was home from deployment. The abuse became more sporadic as she got older and stopped when she was a teenager.

A.R.C., now in her 20s, first reported the abuse to law enforcement in 2017. Koeller was charged with one count of forcible compulsion, four counts of first degree child molestation, two counts of second degree child molestation, and one count of third degree child molestation. The State also alleged aggravating circumstances of domestic violence and of an ongoing pattern of sexual abuse. Pretrial, Koeller made two CrR 8.3(b) motions to dismiss for governmental misconduct, and the court denied both.

At trial, the State called only two witnesses: A.R.C. and the naval criminal investigative service special agent who investigated the allegations. Koeller entered a general denial and declined to call any witnesses. During

closing arguments, the prosecutor conceded the State failed to prove the charge of third degree child molestation because A.R.C. never testified she was molested between the ages of 14 and 16, and he asked the jury to find Koeller not guilty of that charge. He also argued the jury should question each side's theory of the case because "the truth does not fear analysis."<sup>1</sup> The jury found Koeller guilty on all counts, except for third degree child molestation, and found the aggravating factors applied as well. The court sentenced him to 297 months' incarceration.

Koeller appeals.

## ANALYSIS

### I. CrR 8.3(b) Motions to Dismiss

A court may dismiss a charge against a defendant under CrR 8.3(b) when the defendant shows arbitrary action or misconduct by the government prejudiced his right to a fair trial. Dismissal is an "extraordinary remedy" that should be granted "only as a last resort."<sup>2</sup> We review a court's decision on a CrR 8.3(b) motion to dismiss for abuse of discretion.<sup>3</sup> A court abuses its discretion where its decision rests on untenable grounds or was made for untenable reasons.<sup>4</sup>

---

<sup>1</sup> Report of Proceedings (RP) (Apr. 5, 2019) at 961.

<sup>2</sup> State v. Brooks, 149 Wn. App. 373, 384, 203 P.3d 397 (2009) (citing State v. Wilson, 149 Wn.2d 1, 12, 65 P.3d 657 (2003)).

<sup>3</sup> Id. (citing State v. Blackwell, 120 Wn.2d 822, 830, 845 P.2d 1017 (1993)).

<sup>4</sup> Id. (citing Blackwell, 120 Wn.2d at 830).

Koeller contends the court abused its discretion when it denied two CrR 8.3(b) motions to dismiss. The first related to the destruction of a recording of an interview A.R.C. gave in 2007 where she denied Koeller molested her. The second related to discovering that the jail had recorded a phone call between Koeller and defense counsel and that a prosecutor had listened to a tiny piece of it. The court denied both motions after holding hearings and entering findings of fact.

A. The Destroyed Recording

In 2007, A.R.C. was interviewed by Detective Teri Gardner of the Oak Harbor Police Department as part of a separate investigation into allegations Koeller sexually abused other children. A.R.C. disclosed no sexual abuse and denied Koeller sexually abused her. The police department recorded and stored the interview on a digital video disc (DVD) until 2012, when it was destroyed pursuant to routine procedures. Koeller contends the recording was materially exculpatory evidence, so its destruction violated his due process rights and warranted dismissal of all charges against him.

To protect a defendant's due process rights, the State has a duty to preserve and disclose exculpatory evidence.<sup>5</sup> But this is not "an undifferentiated and absolute duty to retain and to preserve all material that

---

<sup>5</sup> State v. Wittenbarger, 124 Wn.2d 467, 475, 880 P.2d 517 (1994) (citing California v. Trombetta, 467 U.S. 479, 104 S. Ct. 2528, 81 L. Ed. 2d 413 (1984); Brady v. Maryland, 373 U.S. 83, 83 S. Ct. 1194, 10 L. Ed.2d 215 (1963)).

might be of conceivable evidentiary significance in a particular prosecution.”<sup>6</sup>

The State’s duty extends only to material exculpatory evidence and to “potentially useful” evidence destroyed in bad faith by the State.<sup>7</sup> Material exculpatory evidence must possess “an apparent exculpatory value that was apparent before it was destroyed and be of such a nature that the defendant would be unable to obtain comparable evidence by other reasonably available means.”<sup>8</sup> Whether the State acted in bad faith depends upon its knowledge of the exculpatory value of the evidence when it was destroyed.<sup>9</sup>

Koeller fails to show the recording was material exculpatory evidence. The DVD was destroyed in 2012, and A.R.C. did not disclose being abused until 2017. Thus, in 2012, the recording could not exculpate Koeller from abusing A.R.C. because nothing had inculpated him in her abuse. Even though the police were investigating Koeller for crimes against other children before 2012, “[t]he mere possibility that an item of undisclosed information might have helped the defense, or might have affected the outcome of the trial, does not

---

<sup>6</sup> State v. Armstrong, 188 Wn.2d 333, 345, 394 P.3d 373 (2017) (internal quotation marks omitted) (quoting id.).

<sup>7</sup> Id. (quoting Wittenbarger, 124 Wn.2d at 477) (internal quotation marks omitted).

<sup>8</sup> Id. (quoting Wittenbarger, 124 Wn.2d at 475).

<sup>9</sup> State v. Groth, 163 Wn. App. 548, 557-58, 261 P.3d 183 (2011) (citing Arizona v. Youngblood, 488 U.S. 51, 109 Sup. Ct. 333, 102 L. Ed. 2d 281 (1988); Wittenbarger, 124 Wn.2d at 477).

establish ‘materiality’ in the constitutional sense.”<sup>10</sup> Koeller also asserts we should determine the DVD’s exculpatory value “based on when the alleged victim decides to make a report.”<sup>11</sup> But he cites no authority for this assertion and, regardless, both the Washington and United States Supreme Courts concluded it is beyond the duty imposed by the state and federal constitutions.<sup>12</sup> Because the DVD had no apparent exculpatory value when it was destroyed, it was not material.<sup>13</sup>

Koeller also fails to show the State destroyed the DVD in bad faith. Koeller contends “delayed reporting is such an inherent and common reality in child abuse cases” that destruction of the 2007 video should be considered evidence of bad faith because it was made when there were concerns Koeller had multiple victims.<sup>14</sup> Whether the State acted in bad faith is a question of fact

---

<sup>10</sup> United States v. Agurs, 427 U.S. 97, 109-10, 96 S. Ct. 2392, 49 L. Ed. 2d 342 (1976), holding modified by United States v. Bagley, 473 U.S. 667, 105 S. Ct. 3375, 87 L. Ed. 2d 481 (1985).

<sup>11</sup> Appellant’s Br. at 18 (emphasis omitted).

<sup>12</sup> See Wittenbarger, 124 Wn.2d at 475 (exculpatory evidence is material where its value “was apparent before it was destroyed”) (citing Trombetta, 467 U.S. at 489).

<sup>13</sup> Even if the DVD’s exculpatory value were apparent in 2012, Koeller was still able to obtain comparable evidence because A.R.C. testified to the contents of the 2007 interview, and Detective Gardner was available to testify to the same. See RP (Apr. 4, 2019) at 790-93 (A.R.C.); RP (Mar. 28, 2019) at 125 (Gardner).

<sup>14</sup> Appellant’s Br. at 22.

that a defendant must establish.<sup>15</sup> The trial court found “there ha[d] been no bad faith on the part of the police or of the State of Washington generally” in destroying the DVD.<sup>16</sup> Koeller does not assign error to this finding.<sup>17</sup> Because the DVD was not material exculpatory evidence or destroyed in bad faith, Koeller fails to show the court abused its discretion by denying his CrR 8.3(b) motion to dismiss.

#### B. The Recorded Jail Call

The Island County jail records incoming and outgoing phone calls, except for calls from attorneys. On October 11, 2017, defense counsel Craig Platt provided his cell phone number to the Island County jail so the automated recording system would not record any calls made between him and Koeller. The jail failed to do so. The next day, Island County chief criminal deputy prosecutor Eric Ohme checked the automated recording system and saw

---

<sup>15</sup> See Armstrong, 188 Wn.2d at 345 (“A plaintiff must ‘put forward specific, nonconclusory factual allegations that establish’ bad faith.”) (quoting Cunningham v. City of Wenatchee, 345 F.3d 802, 812 (9th Cir. 2003)).

<sup>16</sup> RP (Mar. 21, 2019) at 37.

<sup>17</sup> Koeller appears to challenge the court’s bad faith finding in his reply brief by arguing the State violated RCW 40.14.070 when it destroyed the DVD, requiring a finding of bad faith. See Reply Br. at 3-5, 13-14. Evidence of compliance with a record retention policy establishes good faith. Armstrong, 188 Wn.2d at 345. Whether the Oak Harbor Police Department complied with its own 2012 record retention policy is a separate question from whether that policy complied with RCW 40.14.070. Koeller cites no authority showing failure to comply with a statute distinct from an internal policy establishes bad faith as a matter of law. Because the court found the DVD was destroyed pursuant to the Oak Harbor Police Department’s routine procedures and Koeller does not challenge that finding of fact, his argument is not persuasive.



Koeller made an outgoing, 15-minute phone call to Lisa Nagle that day. Ohme began playing the call and heard Platt's voice, so he shut off the recording. Ohme heard only eight seconds of the phone call. He immediately told Platt about the recording and told the jail to register Platt's phone number because it had failed to shield Platt from being recorded. On March 26, 2019, about one week before the scheduled start of trial, Koeller filed a CrR 8.3(b) motion to dismiss as a result of the recording. The court denied the motion. In its ruling, the court found no one else "in connection with the State of Washington listened to the conversation."<sup>18</sup>

Koeller contends the court abused its discretion by denying his motion to dismiss because Island County jail chief Jose Briones did not testify, making it "untenable to conclude that no other person listened to the conversation."<sup>19</sup> Although he does not assign error to that specific finding of fact, we construe his argument as challenging it as lacking substantial evidence. Substantial evidence supports a finding of fact where a sufficient quantity of evidence exists to persuade a reasonable person of its truth.<sup>20</sup> Unchallenged findings are verities on appeal.<sup>21</sup>

---

<sup>18</sup> RP (Apr. 2, 2019) at 194.

<sup>19</sup> Appellant's Br. at 33.

<sup>20</sup> State v. Hatt, 11 Wn. App. 2d 113, 145, 452 P.3d 577 (2019) (quoting State v. Hill, 123 Wn.2d 641, 644, 870 P.2d 313 (1994)), review denied, 195 Wn.2d 1011 (2020).

<sup>21</sup> State v. Jieta, 12 Wn. App. 2d 227, 229 n.1, 457 P.3d 1209 (2020) (citing State v. Coleman, 6 Wn. App. 2d 507, 516, 431 P.3d 514 (2018)), review denied, 195 Wn.2d 1026 (2020).

Ohme testified he heard Koeller say, “Hello,” heard Platt reply, “Let me take you off speaker phone,” and immediately stopped the recording.<sup>22</sup> He estimated hearing about eight seconds of the call. Ohme shared none of what he heard. An access log from the recording system showed only Ohme accessed that recording. From this, a reasonable factfinder could conclude Ohme heard nothing of substance and that no one else from the State heard the phone call.<sup>23</sup> The remaining issue, which we review de novo, is whether the court’s findings supported its legal conclusion.<sup>24</sup>

A criminal defendant has a constitutional right to confer privately with defense counsel.<sup>25</sup> Where the government violates this right, it creates a rebuttable presumption of prejudice to the defendant.<sup>26</sup> Because it is undisputed the government violated Koeller’s right to confer privately with counsel, the question is whether he was not prejudiced by the violation.

In State v. Irby, an inmate awaiting trial alleged guards in the Skagit County jail opened and read legal correspondence sent to defense counsel.<sup>27</sup> Each item had been taped shut and marked as correspondence to defense

---

<sup>22</sup> RP (Apr. 2, 2019) at 166.

<sup>23</sup> Hatt, 11 Wn. App. at 145 (quoting Hill, 123 Wn.2d at 644).

<sup>24</sup> State v. Homan, 181 Wn.2d 102, 106, 330 P.3d 182 (2014) (citing State v. Gatewood, 163 Wn.2d 534, 539, 182 P.3d 426 (2008)).

<sup>25</sup> State v. Peña Fuentes, 179 Wn.2d 808, 818, 318 P.3d 257 (2014) (citing State v. Cory, 62 Wn.2d 371, 373-74, 382 P.2d 1019 (1963)).

<sup>26</sup> Id. at 819-20 (citing State v. Granacki, 90 Wn. App. 598, 602 n.3, 959 P.2d 667 (1998)).

<sup>27</sup> 3 Wn. App. 2d 247, 255, 415 P.3d 611 (2018).

counsel.<sup>28</sup> The guards opened and read at least 12 of the 14 items.<sup>29</sup> This court concluded the State failed to prove the inmate had not been prejudiced, but it remanded for reconsideration because the trial court applied the wrong standard when dismissing the inmate’s CrR 8.3(b) motion.<sup>30</sup>

In State v. Blizzard, staff at the Yakima County jail confiscated an inmate’s paperwork during a routine security sweep.<sup>31</sup> The paperwork included significant legal documents, including trial preparation materials, discovery materials, and defense memoranda.<sup>32</sup> The inmate made a CrR 8.3(b) motion to dismiss, and the trial court denied it.<sup>33</sup> The trial court found the jail staff never looked closely at the paperwork to learn its contents or provided any of it to police or prosecutors.<sup>34</sup> Because the trial court’s unchallenged findings showed no possibility of prejudice to the inmate, the appellate court affirmed.<sup>35</sup>

Here, the court’s findings establish Ohme heard only eight seconds of the call between Koeller and his attorney.<sup>36</sup> He heard “no substance of the conversation” and no one else “in connection with the State of Washington

---

<sup>28</sup> Id.

<sup>29</sup> Id. at 256.

<sup>30</sup> Id. at 262-63.

<sup>31</sup> 195 Wn. App. 717, 732, 381 P.3d 1241 (2016).

<sup>32</sup> Id.

<sup>33</sup> Id. at 733.

<sup>34</sup> Id.

<sup>35</sup> Id.

<sup>36</sup> RP (Apr. 2, 2019) at 192.

listened to the conversation.”<sup>37</sup> Unlike Irby, the State did not obtain any information material to the defense. Although Koeller argues the court abused its discretion because the State did not prove Chief Briones did not listen to the call, the trial court found otherwise, and its finding is supported by substantial evidence. Because the court’s findings support its conclusion that Koeller was not prejudiced, the court did not abuse its discretion by denying the CrR 8.3(b) motion to dismiss.

## II. Ineffective Assistance of Counsel

Koeller, both in his opening brief and in his statement of additional grounds (SAG), contends his representation at trial was ineffective in four different ways. We review a claim of ineffective assistance of counsel de novo.<sup>38</sup> The defendant bears the burden of proving ineffective assistance of counsel.<sup>39</sup> First, the defendant must prove his counsel’s performance was deficient.<sup>40</sup> Second, the defendant must prove his counsel’s deficient performance prejudiced his defense.<sup>41</sup> Failure to prove either deficiency or prejudice ends the inquiry.<sup>42</sup> A defendant must overcome “a strong

---

<sup>37</sup> Id. at 194.

<sup>38</sup> State v. Sutherby, 165 Wn.2d 870, 883, 204 P.3d 916 (2009).

<sup>39</sup> State v. Grier, 171 Wn.2d 17, 33, 246 P.3d 1260 (2011) (quoting Strickland v. Washington, 466 U.S. 668, 687, 104 S. Ct. 2052, 80 L. Ed.2d 674 (1984)).

<sup>40</sup> Id. at 32 (quoting Strickland, 466 U.S. at 687).

<sup>41</sup> Id. at 33 (quoting Strickland, 466 U.S. at 687).

<sup>42</sup> State v. Woods, 198 Wn. App. 453, 461, 393 P.3d 886, 890 (2017) (citing State v. Hendrickson, 129 Wn.2d 61, 78, 917 P.2d 563 (1996)).

presumption that counsel's performance was reasonable."<sup>43</sup> When defense counsel's decisions "can be characterized as legitimate trial strategy or tactics, performance is not deficient."<sup>44</sup>

First, Koeller argues his defense counsels' decision to proceed with the CrR 8.3(b) hearing about the jail call was deficient because Chief Briones was unavailable to testify. Assuming defense counsels' decision was deficient, he fails to prove prejudice. As discussed above, Ohme's testimony established that he never told anyone about the contents of the call. An access report from the automated recording system generated a few days before the hearing shows Ohme was the only person ever to access the call.<sup>45</sup> And Koeller admits "[i]t is impossible, based on the record on appeal, to determine what, if any, portion of the call Chief Briones heard."<sup>46</sup> Although Koeller urges us to presume he was prejudiced, he fails to cite apt authority for doing so here.<sup>47</sup> Koeller fails

---

<sup>43</sup> Grier, 171 Wn.2d at 33 (quoting State v. Kyllo, 166 Wn.2d 856, 862, 215 P.3d 177 (2009)).

<sup>44</sup> Kyllo, 166 Wn.2d at 863.

<sup>45</sup> Id. at 183-85; CP at 391.

<sup>46</sup> Appellant's Br. at 32.

<sup>47</sup> Koeller cites In re Davis, 152 Wn.2d 647, 101 P.3d 1 (2004), and Davis v. Alaska, 415 U.S. 308, 94 S. Ct. 1105, 39 L. Ed.2d 347 (1974), to support his position. But in In re Davis, our Supreme Court explained the "presumptive prejudice rule [from ineffective assistance of counsel] is 'limited to the complete denial of counsel and comparable circumstances,'" 152 Wn.2d at 674 (quoting Visciotti v. Woodford, 288 F.3d 1097, 1106 (9th Cir. 2002)) (internal quotation marks omitted), and those circumstances are not present here. The circumstances in Davis v. Alaska were entirely different from those here because that trial court so limited the scope of the defendant's cross-examination of a witness that the defendant "was thus denied the right of effective cross-examination," allowing a presumption of prejudice. 415 U.S. at

to show Chief Briones' testimony would have been anything more than cumulative and so fails to demonstrate prejudice from his absence.

Second, Koeller argues his defense counsels were deficient because they did not call his son, D.T.K., to testify at trial. After Koeller was convicted, D.T.K. spoke at the sentencing hearing and condemned his father:

Just like my mother and sister have said, he's given us all life sentences, and he should get one too. I'm not a religious person at all, but since this started, I have been praying really hard that my two youngest little brothers, [names omitted], haven't been victimized just like me and my siblings were.<sup>[48]</sup>

With this record, it is clear why D.T.K was not called to testify. Koeller fails to show a deficient decision by his counsels.<sup>49</sup>

Third, Koeller argues his representation was deficient because his counsels did not introduce a series of text messages between himself and A.R.C. that could have been used for impeachment. According to Koeller, these messages showed A.R.C.'s motive for accusing him of molestation stemmed from a fight over caring for D.T.K. But his counsels introduced the

---

318. Neither case supports the proposition that the absence of a witness allows a presumption of prejudice.

<sup>48</sup> RP (May 3, 2019) at 80-81.

<sup>49</sup> Koeller relies upon unsupported assertions and facts outside the record to argue his counsels were also deficient for not interviewing D.T.K. or his second ex-wife. SAG at 4-5. If he seeks review relying upon facts outside the record, he should file a personal restraint petition. State v. McFarland, 127 Wn.2d 322, 335, 899 P.2d 1251 (1995).

same theory when it cross-examined A.R.C.<sup>50</sup> He fails to demonstrate introducing the same theory through different evidence is deficient here.

Fourth, Koeller argues his counsels were deficient because they did not introduce a report prepared by a guardian ad litem (GAL) during his divorce proceedings. The GAL investigated Koeller's "criminal action/history," including accusations from 1997 and 1998 that he molested two children, a 2007 accusation he molested another child, and his pleading no contest to the 2007 accusation.<sup>51</sup> Assuming the report was admissible, introducing it would have risked placing this history before the jury. Koeller fails to show his counsels' performance was deficient for declining to take this risk.

### III. Prosecutorial Misconduct

We review allegations of prosecutorial misconduct for abuse of discretion.<sup>52</sup> To show prosecutorial misconduct, a defendant must establish "that the prosecutor's conduct was both improper and prejudicial in the context of the entire record and the circumstances at trial."<sup>53</sup> When, as here, a defendant fails to object to improper conduct at trial, the error is waived unless the conduct "is so flagrant and ill-intentioned that it caused an enduring and

---

<sup>50</sup> See RP (Apr. 5, 2019) at 857-61 (defense counsel asking about whether A.R.C. sought to terminate Koeller's parental rights to D.T.K. as a way of getting money from her mother to help care for her brother).

<sup>51</sup> CP at 64-67.

<sup>52</sup> State v. Ish, 170 Wn.2d 189, 195, 241 P.3d 389 (2010) (citing State v. Brett, 126 Wn.2d 136, 174-75, 892 P.2d 29 (1995)).

<sup>53</sup> State v. Thorgerson, 172 Wn.2d 438, 442, 258 P.3d 43 (2011) (quoting State v. Magers, 164 Wn.2d 174, 191, 189 P.3d 126 (2008)).

resulting prejudice that could not have been neutralized by a curative instruction.”<sup>54</sup>

Koeller contends the prosecutor prejudiced him by vouching for A.R.C.’s credibility during closing argument. Improper vouching occurs when the prosecutor expresses a personal belief supporting a witness’s credibility or relies upon facts not in evidence to support a witness’s testimony.<sup>55</sup> However, a prosecutor has “wide latitude” to argue reasonable inferences from the evidence during closing argument.<sup>56</sup>

During his closing argument, the prosecutor repeated a sentence throughout: “The truth does not fear analysis.” Koeller contends this sentence was a comment on A.R.C.’s credibility and especially prejudicial because she was the only witness who testified to his crimes. But understood within context, the prosecutor did not vouch for A.R.C., as shown by this example from early in his closing argument:

Part of the process is asking these questions. Asking “Why? Does it make sense?”

[Defense counsel], in cross-examination, went through a bunch of different things that aren’t directly related to the charges in this case. There are other things about [A.R.C.] or her life, and we’re going to talk about those individually.

One of the purposes of introducing that, her pregnancy, her brother’s health issues, money, is to suggest to you that maybe

---

<sup>54</sup> Matter of Lui, 188 Wn.2d 525, 539, 397 P.3d 90 (2017) (quoting In re Pers. Restraint of Caldellis, 187 Wn.2d 127, 143, 385 P.3d 135 (2016)).

<sup>55</sup> Thorgerson, 172 Wn.2d at 443 (citing Ish, 170 Wn.2d at 196).

<sup>56</sup> Lui, 188 Wn.2d at 557 (citing Thorgerson, 172 Wn.2d at 453).



[A.R.C.] has a different motive. Maybe it's not just that she wants to get the truth out. Maybe it's not just that she wants to tell the secret [of being sexually abused] and be done with this, be done with hiding all of this. Maybe it's because she wants the money.

So these are all important questions. It's not improper to have asked those questions. And you should talk about this amongst yourselves when you go back to deliberate. Remember, the truth has nothing to fear from analysis. So talk about it. Does that make sense? Is that a reasonable motive for a person to describe what [A.R.C.] described? How could she possibly benefit from that? Does it make sense?<sup>[57]</sup>

The prosecutor posed both the State's and Koeller's theories about A.R.C.'s credibility and invited the jury to analyze them. He merely urged the jury to perform its ordinary duties: analyzing testimony to determine a witness's credibility.<sup>58</sup> He returned to this theme in rebuttal:

[T]his is an important question that [defense counsel] raises here because the evidence that you have indicates that [A.R.C.] was willing to tell [her high school teacher] other things that were really sensitive, kind of private information. She told her about her pregnancy when she was in high school. She talked to the teacher about that.

Think about this. When defense counsel references that fact for you, he says, in this kind of dramatic fashion, "There is doubt." All right. As if he's saying, "Look no further. There is doubt. See! She had a teacher. Must not have been abused."

You should look further. The truth does not fear analysis. Part of your job is questions. We've been asking questions in the courtroom to get the facts out so you know what the evidence is. But the questions don't end when I stop talking. The questions don't end when the judge sends you back into the jury room to deliberate. You also have an obligation to ask questions. You

---

<sup>57</sup> RP (Apr. 5, 2019) at 960-61 (emphasis added).

<sup>58</sup> See Thorgerson, 172 Wn.2d at 443 ("Whether a witness testifies truthfully is an issue entirely within the province of the trier of fact.") (citing Ish, 170 Wn.2d at 196).

have an obligation to ask questions about what I'm saying [and] what [defense counsel] is saying. Do our arguments make sense with the rest of the evidence?<sup>[59]</sup>

The prosecutor again urged the jury to scrutinize A.R.C.'s testimony and each side's arguments within the context of that testimony. Because Koeller fails to show the prosecutor expressed a personal opinion about A.R.C.'s credibility or relied upon evidence outside the record to support her testimony, the prosecutor did not vouch for A.R.C.<sup>60</sup>

Koeller argues the prosecutor conveyed a personal opinion about guilt by asking the jury to find him not guilty of third degree child molestation due to insufficient evidence, thus implying the remaining charges had sufficient evidence to convict. The prosecutor explained why the State had failed to prove its case:

So let's talk about Count 8 [for third degree child molestation]. This is the incident where [A.R.C.] wanted to go to the movies. . . .

. . . .

. . . She's 13 now. She's old enough to be aware of what she has been doing with her stepfather. She's old enough to be ashamed of it. And she was.

. . . .

The problem with Count 8 is that that is charged as child molestation in the third degree. And because of that, I have to

---

<sup>59</sup> RP (Apr. 5, 2019) at 1119-20 (emphasis added).

<sup>60</sup> Koeller identifies two other instances where the prosecutor told the jury "the truth does not fear analysis." The record shows that, for the same reasons as above, those instances also did not vouch for A.R.C. See RP (Apr. 5, 2019) at 954, 984.

ask you to find the [d]efendant not guilty on Count 8. The testimony from [A.R.C.] does not match the charge that the State filed. So I want to explain why that is, and then we're going to move on here.

Child [m]olestation in the [t]hird [d]egree, the essential elements of that charge require that the State prove that [A.R.C.] was at least 14, but less than 16. Her recollection is that she was in the 7th grade[,] and her recollection is that she was 13 at the time. So [third degree child molestation] is not what the State charged. So the charge is incorrect. The defendant should be found not guilty of Count 8 because of the way it's charged.<sup>[61]</sup>

"Prejudicial error will not be found unless it is 'clear and unmistakable' that counsel is expressing a personal opinion."<sup>62</sup> The prosecutor did not clearly or unmistakably express a personal opinion about A.R.C.'s credibility or the truth of the other charges against Koeller.

The prosecutor's remaining fleeting arguments from which Koeller claims prejudice are merely reasonable arguments from the evidence. For example, the prosecutor argued A.R.C. was credible because she testified "under penalty of perjury."<sup>63</sup> Koeller contends this was improper vouching. As another example, Koeller also contends he was prejudiced by the prosecutor arguing A.R.C. recalled an act of molestation "very well."<sup>64</sup> This too is merely a reasonable argument about A.R.C.'s credibility based upon her testimony.

---

<sup>61</sup> RP (Apr. 5, 2019) at 976-78.

<sup>62</sup> State v. Allen, 161 Wn. App. 727, 746, 255 P.3d 784 (2011) (internal quotation marks omitted) (quoting State v. Brett, 126 Wn.2d 136, 175, 892 P.2d 29 (1995)), affirmed, 176 Wn.2d 611 (2013).

<sup>63</sup> RP (Apr. 5, 2019) at 978.

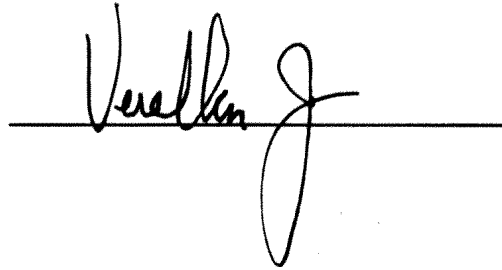
<sup>64</sup> Id. at 979.

Koeller fails to show any of the prosecutor's closing arguments were improper. Even if they were improper, a review of the record shows none were flagrant or ill intentioned, so Koeller waived these issues by failing to object.

IV. Cumulative Error

Koeller contends retrial is required due to prejudice from cumulative errors. Because he fails to show any error, the cumulative error doctrine does not apply.<sup>65</sup>

Therefore, we affirm.

A handwritten signature in cursive script, appearing to read "Verellen J.", is written over a horizontal line.

WE CONCUR:

A handwritten signature in cursive script, appearing to read "Brunner, J.", is written over a horizontal line.A handwritten signature in cursive script, appearing to read "Chun, J.", is written over a horizontal line.

---

<sup>65</sup> State v. Clark, 187 Wn.2d 641, 655, 389 P.3d 462 (2017) (citing State v. Coe, 101 Wn.2d 772, 789, 684 P.2d 668 (1984)).

# APPENDIX B



**This schedule applies to: Local Government Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of all local government agencies relating to functions including: air quality authorities; animal services; assigned counsel; cemetery records; communications; conservation districts; coroners and medical examiners; emergency services; facility and property management; fairs; fire and emergency medical; housing authorities; juvenile services; land use planning, permits and appeals; licenses, permits, fees and taxes; noxious weed control; parks and recreation; port districts; prosecuting attorney; public works engineering; social services; and transit authorities.

This records retention schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which can be found at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

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

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

**Revocation of previously issued records retention schedules**

All previous versions of the *Local Government General Records Retention Schedule (LGRRS)* are revoked. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on January 28, 2010.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	1997	First version.
2.0	1999	General update.
3.0	2001	General update.
4.0	2002 - 2007	Individual sections revised at various times throughout this period.
5.0	December 16, 2008	Records series common to all local government agencies have been removed and placed in the new Local Government Common Records Retention Schedule (CORE). No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs.
5.1	January 28, 2010	Records series relating to libraries have been removed and placed in the <i>Local Government Common Records Retention Schedule (CORE Ver. 2.0)</i> . Revision numbers have been added to all Disposition Authority Numbers (DANs). <b><i>Passport Application Transmittals</i></b> (GS50-12D-22) has been revised, and new series <b><i>Passport Application Transmittals – Separate Receipt Issued</i></b> (GS2010-022) has been added.



## TABLE OF CONTENTS

1.	AIR QUALITY .....	5
2.	ANIMAL SERVICES .....	9
3.	ASSIGNED COUNSEL.....	14
4.	CEMETERY RECORDS.....	17
5.	COMMUNICATIONS .....	19
6.	CONSERVATION DISTRICTS .....	21
7.	CORONERS AND MEDICAL EXAMINERS .....	24
8.	ELECTRIC UTILITIES.....	27
9.	EMERGENCY SERVICES.....	51
10.	FACILITY AND PROPERTY MANAGEMENT.....	52
11.	FAIRS .....	53
12.	FIRE AND EMERGENCY MEDICAL.....	54
13.	HOUSING AUTHORITIES .....	62
14.	IRRIGATION UTILITIES .....	75
15.	JUVENILE SERVICES .....	77
16.	LAND USE PLANNING, PERMITS AND APPEALS .....	82
17.	LICENSES, PERMITS, FEES AND TAXES .....	100
18.	NOXIOUS WEED CONTROL.....	111





---

19.	PARKS AND RECREATION .....	114
20.	PORT DISTRICTS .....	118
21.	PROSECUTING ATTORNEY.....	122
22.	PUBLIC WORKS ENGINEERING .....	132
23.	SEWER AND WATER SYSTEM DOCUMENTATION .....	145
24.	SOCIAL SERVICES.....	161
25.	SOLID WASTE MANAGEMENT .....	163
26.	SURFACE WATER DRAINAGE DOCUMENTATION.....	167
27.	TRANSIT AUTHORITIES .....	173
28.	UTILITIES ACCOUNTING .....	181
	GLOSSARY.....	190
	INDEXES.....	191



## 1. Air Quality

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1	AIR POLLUTION SOURCE HISTORY FILES Information compiled on permanent, temporary and portable sources of air pollution regulated under state and federal air pollution law, including emissions inventory, permit, inspection, compliance, complaint, enforcement and remedy documentation. Also includes Title V Sources and gas stations.  New series - 03/05	OPR	Life of source plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-01	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2	AIR QUALITY COMPLAINT FILES Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up.  New series - 03/05	OPR	Last activity on complaint plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3	<p>AIR QUALITY DATA SUMMARIES Annual report of regional air quality statistics, including data collected from air monitoring sites.</p> <p>New series - 03/05</p>	OPR	6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.4	<p>AIR RESOURCES MANAGEMENT IMPLEMENTATION PLAN Plans mandated by the Federal Clean Air Act for attaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.</p> <p>New series - 03/05</p>	OPR	Until superseded or revised plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.5	AIR RESOURCES MANAGEMENT MAINTENANCE PLAN Plans mandated by the Federal Clean Air Act for maintaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.  New series - 03/05	OPR	Until superseded or revised plus 6 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.6	ASBESTOS CONTRACTORS NOTIFICATIONS AND REPORTS Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-07	
1.7	BURNING INCIDENT FILES Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor and agricultural burning.  New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS65-01-08	Reference WAC 173-425, WAC 173-430, and WAC 173-433



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8	<p>SITE MONITORING EQUIPMENT OPERATING AND MAINTENANCE DOCUMENTATION</p> <p>Logs and reports documenting the maintenance and operation on monitoring equipment at source sites.</p> <p>New series - 03/05</p>	OFM	3 years	Destroy when obsolete or superseded	GS65-01-09	
1.9	<p>WEATHER MONITORING REPORTS</p> <p>Reports regularly compiled from weather monitoring stations that document the general condition of the weather as well as conditions that may lead to regulatory actions, such as burning bans.</p> <p>New series - 03/05</p>	OFM	3 years - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS65-01-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2. Animal Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1	BITE REPORTS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-01	
2.2	BOARD OF PHARMACY REGISTRATION Registration required by Washington State Board of Pharmacy to designate an individual responsible for the ordering, possession, safe storage, and utilization of approved legend drugs.  New series 04/03	OFM	Until issuance of new registration	Destroy when obsolete or superseded	GS50-10B-21	Reference WAC 246-887-050, RCW 69.41.080, and RCW 69.50.310.
2.3	BOOKING CARDS ANIMAL CONTROL	OFM	Release, placement, or disposal, plus 1 year	Destroy when obsolete or superseded	GS50-10B-02	
2.4	CITATIONS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-07	
2.5	COMPLAINTS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-08	
2.6	CONTROLLED SUBSTANCE INVENTORY Inventory of all controlled substances in the possession of the registrant.  New series 04/03	OFM	Anniversary of issuance of registration plus 2 years	Destroy when obsolete or superseded	GS50-10B-18	Reference 21CFR1304.04(a) and WAC 246-887-200.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7	CONTROLLED SUBSTANCE ORDER FORMS An order form supplied by the Federal Drug Enforcement Administration, required for the ordering and distribution of certain controlled substances.  New series 04/03	OFM	Receipt of order plus 2 years	Destroy when obsolete or superseded	GS50-10B-20	Reference 21CFR1305.01 and 21CFR 1305.13.
2.8	DISPOSAL NOTICE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-04	
2.9	INVESTIGATION REPORTS NOT RESULTING IN CITATIONS - ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-10	
2.10	INVESTIGATION REPORTS RESULTING IN CITATIONS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-09	
2.11	KENNEL LICENSES ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-11	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12	LEGEND DRUG INVENTORY Physical inventory of approved legend drugs performed and reconciled with the Legend Drug Log Book not less than every six months.  New series 04/03	OFM	2 years after inventory/ reconciliation completed	Destroy when obsolete or superseded	GS50-10B-22	Reference WAC 246-886-080.
2.13	LEGEND DRUG LOG BOOK AND SUPPORTING DOCUMENTS A log book used to record the receipt, use, and disposition, and invoices, record books, disposition records, and other records regarding approved legend drugs.  New Series 04/03	OPR	Last entry in log plus 6 years	Destroy when obsolete or superseded	GS50-10B-19	Reference WAC 246-886-080.
2.14	LICENSE APPLICATIONS ANIMAL CONTROL	OFM	3 years	Destroy when obsolete or superseded	GS50-10B-12	
2.15	OFFICER DAILY REPORT ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-03	
2.16	PATROL AND PICKUP REQUESTS OR CALL BOOKS ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-13	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.17	PET LICENSES ANIMAL CONTROL	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-10B-14	
2.18	PET OWNER INDEX ANIMAL CONTROL	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	GS50-10B-15	
2.19	PLACEMENT NOTICE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-05	
2.20	PREVENTATIVE HEALTH RECORD Form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.	OPR	Completion of procedure plus 6 years	Destroy when obsolete or superseded	GS50-10B-23	
2.21	RELEASE CERTIFICATE ANIMAL CONTROL	OFM	2 years	Destroy when obsolete or superseded	GS50-10B-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.22	STATISTICAL REPORTS ANIMAL CONTROL	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-10B-16	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.23	VETERINARIAN SERVICE BILLS ANIMAL CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS50-10B-17	



### 3. Assigned Counsel

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1	DEFENDANT INTERVIEW CARDS & SHEETS Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	OFM	3 years	Destroy when obsolete or superseded	GS50-30-01	
3.2	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-02A	
3.3	INDIGENT CLIENT DEFENSE FILES– ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES-	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender – 10 years after case dismissed or acquittal	GS50-30-02B	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 3 years after sentencing	GS50-30-02D	
3.5	INDIGENT CLIENT DEFENSE FILES - JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 10 years after case dismissed or acquittal	GS50-30-03B	
3.6	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 5 years after sentencing	GS50-30-03C	
3.7	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender - 3 years after sentencing	GS50-30-03D	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 20 years after sentencing	GS50-30-03A	
3.9	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Public Defender 5 years after sentencing	GS50-30-02C	
3.10	PROMISSORY NOTES PUBLIC DEFENDER Agreements by defendants to reimburse county for cost of appointed counsel.	OPR	Payment in full or breach plus 6 years	Destroy when obsolete or superseded	GS50-30-04	
3.11	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER	OPR	6 years	Destroy when obsolete or superseded	GS50-30-05	



## 4. Cemetery Records

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1	BURIAL PERMITS	OFM	Health District or Department retains primary copy	Destroy when obsolete or superseded	GS50-35-01	
4.2	INDEX OF INTERMENTS CEMETERY RECORDS  ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4.3	RECORDS OF BURIAL OR INTERMENT CEMETERY RECORDS	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4	SECTION BOOKS CEMETERY RECORDS  ESSENTIAL RECORD Needs security microfilm backup See remarks.	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
4.5	SECTION MAPS CEMETERY RECORDS Maps indicating sold and available grave lots and occupied grave lots.  ESSENTIAL RECORD Needs security microfilm backup See remarks.	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-35-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 5. Communications

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1	911 CONVERSATIONS MASTER RECORDINGS	OFM	90 days	Destroy when obsolete or superseded	GS50-29-01	
5.2	911 ELECTRONIC PRINTOUTS	OPR	6 years	Destroy when obsolete or superseded	GS50-29-02	
5.3	COMPUTER AUTOMATED DISPATCH BACKUP TAPES  ESSENTIAL RECORD Backup MUST BE stored off-site See remarks.  Series revised Changed designation from 'OPR,' and reduced primary copy retention from 6 years - 05/03	OFM	3 years	Destroy when obsolete or superseded	GS50-29-03	In order to protect the physical security and accessibility of tape-recorded information for the duration of its retention period requirement, backup tapes must be stored off-site in a temperature and humidity-controlled environment.
5.4	MASTER ADDRESS STREET LOGS - COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-05	
5.5	NATIONAL CRIMINAL INFORMATION CENTER LOGS COMMUNICATIONS	OFM	1 year	Destroy when obsolete or superseded	GS50-29-06	
5.6	RADIO LOGS COMMUNICATIONS  Series revised Reduced primary copy retention from 6 years - 05/03	OFM	60 days	Destroy when obsolete or superseded	GS50-29-07	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.7	SUPERVISOR SHIFT REPORTS COMMUNICATIONS	OFM	2 year	Destroy when obsolete or superseded	GS50-29-08	
5.8	TAPE REQUESTS COMMUNICATIONS	OFM	6 years	Destroy when obsolete or superseded	GS50-29-09	
5.9	TELETYPES (INCOMING AND OUTGOING) COMMUNICATIONS  Series revised Reduced primary copy retention from 3 years - 05/03	OFM	1 year	Destroy when obsolete or superseded	GS50-29-10	



## 6. Conservation Districts

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1	<p>AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY OFFICE REFERENCE COPIES</p> <p>Copies of agreements with individual landowners and various branches of the U.S. Department of the Interior and the Washington State Department of Ecology in which the Conservation District is not a signing party. .</p> <p>REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008</p>	OFM	Washington State Department of Ecology and/or U.S. Department of the Interior keep primary copy.	Conservation Districts: Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-55	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.2	<p>AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY All agreements with individual landowners in which the Conservation District is a signing party. Includes Cooperative Plans, Farm Management Plans, Resource Management System Plans, Inventory and Evaluation Plans, Water Quality Cost Sharing and Implementation Agreements, and U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements.</p> <p>ESSENTIAL RECORD - Needs security backup - See Remarks.</p> <p>REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008</p>	OPR	Expiration of agreement plus 6 years - Potential archival value - See remarks.	Destroy when obsolete or superseded	GS50-01-56	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
6.3	ANNUAL PLANS CONSERVATION DISTRICTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.4	LONG RANGE PLANS CONSERVATION DISTRICTS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS59-02-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 7. Coroners and Medical Examiners

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1	CARD FILE INDEX Index used as cross-reference tool to case files.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-01	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.2	CORONER/MEDICAL EXAMINER INVESTIGATION FILES Reports, transmittals and other documentation of laboratory and investigative work.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT -	Destroy when obsolete or superseded	GS50-34-03	If suspicion of foul play and case is unsolved after 7 years, file may be microfilmed in lieu of retaining original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.3	CORONER / MEDICAL EXAMINER LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-02	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.4	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	OPR	6 years	Destroy when obsolete or superseded	GS50-34-04	
7.5	INQUESTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-34-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
7.6	MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.	OFM	6 years	Destroy when obsolete or superseded	GS50-34-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.7	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS	OFM	3 years	Destroy when obsolete or superseded	GS50-34-07	
7.8	PHOTOGRAPHIC AND VIDEO DOCUMENTATION OF DEATH INVESTIGATIONS	OFM	Close of investigation plus 3 years	Destroy when obsolete or superseded	GS50-34-08	



## 8. Electric Utilities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1	APPARATUS FAILURE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM  Series Revised: Reduced retention from 6 years; removed '...23(f) National Association of Regulatory Utility Commissioners NARUC 23.1(f)' from the Remarks column. - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-01	Reference 18CFR125.3 23.14(a) and (b)
8.2	BOILER TUBE FAILURE REPORT ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(c) National Association of Regulatory Utility Commissioners NARUC 22.1(c)' from the Remarks column. - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-01	Reference 18CFR125.3 13.1(a)
8.3	COAL LOGS ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-02	Reference 18CFR125.3 13.1(a)





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.4	CONSTRUCTION COST ANALYSIS STUDIES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION  Series Revised - Reduced retention from 10 years; removed '...31(f) National Association of Regulatory Utility Commissioners NARUC 31(f)' from the Remarks column and added correct reference number - 09/06	OFM	5 years after clearance to plant account - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05G-01	Reference 18CFR125.3 17(f) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.5	CONSTRUCTION PROJECT FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION  Series Revised - Reduced retention from 10 years; removed '...31(e) 18CFR125.3(g), National Association of Regulatory Utility Commissioners NARUC 31(e)' from the Remarks column and added correct reference number - 09/06	OPR	Completion of project plus 6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-02	Reference 18CFR125.3 17(b), (e) and (g)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.6	DAM SAFETY COMPLIANCE REVIEW FILES - FEDERAL ENERGY REGULATORY COMMISSION (FERC) Files document the FERC regulatory process ensuring all incoming correspondence, outgoing correspondence, documentation, reports to FERC or reports from FERC are sent and received officially by the agency.  New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-27	
8.7	ELECTRIC POWER REPORTS REQUIRED BY REGULATORY AGENCIES AND COMMISSIONS  New series 07/03	OPR	5 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-21	Reference 18CFR125.3(41). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.8	ELECTRICAL WORK PERMITS (HARD CARDS) ELECTRIC POWER DISTRIBUTION SYSTEM Permits for individuals to install residential alarms, communications, etc.  Series Revised - added statement in the Remarks column - 09/06	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05E-25	A 'See Also' cross reference will be added to the Licensing, Permits and Fees General Records Retention Schedule.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.9	<p>ELECTRICITY DIVERSION INVESTIGATION RECORDS</p> <p>Inquiry regarding problems or discrepancies with meters, either from meter reader or other parties. Investigation records may include: site visit dates, notes regarding location, pictures of meter or surrounding area, consumption history, special meter read, and service order for technical support.</p> <p>New Series - 10/04</p> <p>Series Revised - Changed title from 'Diversion Electricity Investigation Records - 09/06</p>	OPR	Investigation closed plus 6 years	Destroy when obsolete or superseded	GS55-05G-07	
8.10	<p>EQUIPMENT LOGS ELECTRIC POWER GENERATION SYSTEM</p> <p>Records of use and performance, including in and out times.</p> <p>Series Revised - Removed 'Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b)' from the Remarks column and added reference to CFR. - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-03	Reference 18CFR125.3.13.1(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.11	<p>EXPENDITURE REQUISITION AND AUTHORIZATION FILES ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Reduced retention from 10 years; removed '...31(c) National Association of Regulatory Utility Commissioners NARUC 31(c)' from the Remarks column and corrected CFR reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05G-03	Reference 18CFR125.3 17
8.12	<p>FACILITY INSPECTION AND MAINTENANCE REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Periodic reports on the condition of substations, underground vaults, and other distribution system facilities.</p> <p>Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05E-14	Reference 18CFR125.3 14(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.13	<p>FACILITY RETIREMENT AUTHORIZATION ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(k) National Association of Regulatory Utility Commissioners NARUC 23.1(k)' from the Remarks column and added correct reference number - 09/06</p>	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-02	Reference 18CFR125.3 18(b) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.
8.14	<p>FACILITY RETIREMENT WORK ORDER ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Basic record of facility removal and/or replacement.</p> <p>Series Revised - Removed '...32 National Association of Regulatory Utility Commissioners NARUC 32(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	10 years after facility retired - See remarks	Destroy when obsolete or superseded	GS55-05E-03	Reference 18CFR125.3 18(a) If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.15	<p>FISH COUNT REPORTS Periodic reports on fish population, including charts, summaries, and accounts of population increase and decrease and projects located in, on or adjacent to surface water.</p> <p>Series Revised - Removed 'Electric Power Generation System' from the title and added '...and projects located in, on or adjacent to surface water' to the description - 09/06</p>	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.16	<p>FORECASTS ELECTRIC UTILITIES Includes forecasts of estimated power loads, future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments prepared for internal administrative or operating purposes.</p> <p>New series - 07/03</p>	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-05D-20	Reference 18CFR125.3(39). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.17	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22(i) National Association of Regulatory Utility Commissioners NARUC 22(i)' from the Remarks column and added correct reference number - 09/06	OFM	2 years- See remarks	Destroy when obsolete or superseded	GS55-05D-05	Reference 18CFR125.3 13(f)
8.18	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(d) National Association of Regulatory Utility Commissioners NARUC 22.1(d)' from the Remarks column and added correct reference number - 09/06	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05D-06	Reference 18CFR.3 13.1(f)
8.19	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22(f) National Association of Regulatory Utility Commissioners NARUC 22.1(f)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-07	Reference 18CFR125.3 13.1(d)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.20	<p>HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS ELECTRIC POWER GENERATION SYSTEM</p> <p>Includes daily and hourly logs, shift records, supervisors and plant operations daily diaries. May be needed for documentation of issues in litigation.</p> <p>Series Revised - Added CFR number to Remarks column and removed 'National Association of Regulatory Utility Commissioners NARUC 22.1(a)' from the Remarks column - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-08	Reference 18CFR125.3.14(b) and 18CFR125.3.13.1(b)
8.21	<p>INSULATOR TEST RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Changed retention from 'Destroy when obsolete or superseded - See Remarks'; removed '...23.1(i) National Association of Regulatory Utility Commissioners NARUC 23.1(a)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-04	Reference 18CFR125.3 14(d)





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.22	LIGHTNING AND STORM DATA ELECTRIC POWER DISTRIBUTION SYSTEM  Series Revised - Removed 'Reference 18CFR125.3(h) National Association of Regulatory Utility Commissioners NARUC 3(h)' from Remarks column - 09/06	OFM	Destroy when obsolete or superseded Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-05	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
8.23	LINE INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM  Series Revised - Reduced retention from 6 years; removed '...23.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks column and added correct reference number - 09/06	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-06	Reference 18CFR125.3 14(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.24	LINE TROUBLE REPORTS AND RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM  Series Revised - Removed '...21.1(g) National Association of Regulatory Utility Commissioners NARUC 23.1(g)' from the Remarks column and added correct reference number - 09/06	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-07	Reference 18CFR125.3 14(b)
8.25	LOAD CURVES ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-09	Reference 18CFR125.3 13.1(e)
8.26	LOAD DISPATCHER PERMITS ELECTRIC POWER GENERATION SYSTEM	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-10	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
8.27	MAINTENANCE REPORTS ELECTRIC POWER GENERATION SYSTEM For hydroelectric equipment and facilities performance and repairs.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05D-11	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(b).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.28	<p>METER HISTORY DATA ELECTRIC POWER DISTRIBUTION SYSTEM Historical data on each meter, including specification, serial number, location, and maintenance history.</p> <p>Series Revised - Removed reference to 'See Remarks' in the Primary Retention column and removed 'Reference 18CFR125.3 23.1(m), National Association of Regulatory Utility Commissioners NARUC 23.1(m)' from the Remarks column - 09/06</p>	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-08	
8.29	<p>METER SHOP REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM Monthly/periodic reports summarizing test, repairs, and other work done on meters.</p> <p>Series Revised - Removed '...23.1(l) National Association of Regulatory Utility Commissioners NARUC 23.1(l)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-09	Reference 18CFR125.3 14(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.30	<p>OPERATIONS LOGS AND REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Including, but not limited to, equipment, operator, storage battery, substation, and transmission.</p> <p>Series Revised - Removed reference to '...23.1(a), (b) and (c) National Association of Regulatory Utility Commissioners NARUC 23.1(a), (b) and (c)' from the Remarks column and added correct reference number - 09/06</p> <p>Series Revised - Added 'AND REPORTS' to the title - 07/03</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-10	Reference 18CFR125.14(a) and 18CFR125.3 14(b)
8.31	<p>OUTAGE LOG ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(d) National Association of Regulatory Utility Commissioners NARUC 23.1(d)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-11	Reference 18CFR125.3 14(b)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.32	<p>POLE LIST ELECTRIC POWER DISTRIBUTION SYSTEM Record of utility pole type, description, location, ancillary equipment, etc.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct reference number - 09/06</p>	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-12	Reference 18CFR125.3 14(c). The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.33	<p>POLLUTION REPORTS/STUDIES ELECTRIC POWER GENERATION SYSTEM Documentation and data compiled on to waste accumulation and pollution generated by or around facilities. Does not include hazardous materials. For documentation of pollution involving hazardous materials see GS50-19-03 and GS50-19-06 in the Local Government Common Records Retention Schedule (CORE).</p> <p>Series Revised - Removed reference CFR125.3.22(g), National Association of Regulatory Utility Commissioners NARUC 22.1(g)' from the Remarks column; removed 'Related to waste accumulation and water, chemical, oil, noise, and radioactive pollution.' from the description and added new description. - 09/06</p>	OFM	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.34	POWER DEMAND CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05E-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
8.35	RECORDING INSTRUMENT CHARTS ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(l) National Association of Regulatory Utility Commissioners NARUC 22.1(l)' from the Remarks column and added correct reference number - 09/06	OFM	1 year - See remarks	Destroy when obsolete or superseded	GS55-05D-13	Reference 18CFR125.3 13.1(g)
8.36	SPILL GATE DATA COLLECTED FOR ANNUAL REPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) REGARDING OPERATION OF EACH SPILLWAY  New Series - 09/06	OFM	3 Years	Destroy when obsolete or superseded	GS55-05E-28	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.37	STATION AND SYSTEM GENERATION REPORTS ELECTRIC POWER GENERATION SYSTEM Periodic reports on the amount of power being generated.  Series Revised - Removed '...22.1(e) National Association of Regulatory Utility Commissioners NARUC 22.1(e)' from the Remarks column and added correct reference number - 09/06	OPR	25 years - See remarks	Destroy when obsolete or superseded	GS55-05D-14	Reference 18CFR125.3 13.1(c1)
8.38	STATION LOAD PERMITS ELECTRIC POWER GENERATION SYSTEM	OPR	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05D-15	Reference National Association of Regulatory Utility Commissioners NARUC 22.1(k).
8.39	STREET LIGHT HISTORY RECORDS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-17	
8.40	STREET OPENING INSPECTION AND REPAIR REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM	OFM	Destroy when obsolete or superseded - See remarks	Destroy when obsolete or superseded	GS55-05E-18	Reference 18CFR125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.41	<p>TECHNICAL DATA FILES ELECTRIC POWER GENERATION SYSTEM Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use.</p> <p>Series Revised - Changed retention from 'Destroy when obsolete or superseded' and added CFR reference in Remarks column - 09/06</p>	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-16	Reference 18CFR125.3(38). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.42	<p>TEMPERATURE LOGS ELECTRIC POWER GENERATION SYSTEM</p> <p>Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-17	Reference 18CFR125.3 13.1(e) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.43	<p>TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM - NON-PCB</p> <p>Records documenting the history of transformers which do not contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. See GS55-05E-29 for history data of transformers containing Polychlorinated Biphenyls (PCBs).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup- See remarks.</p> <p>Series Revised: Combined with GS55-05E-19 titled Surplused Transformer Files - Electric Power Distribution System. Also removed '...23.1(n) National Association of Regulatory Utility Commissioners NARUC 23.1(n)' from the Remarks column; added correct reference number and PCB retention requirements in the Remarks column and added 'Plus 10 years' to the retention period - 09/06.</p> <p>Series Revised - Title and description amended to exclude those transformers which contain Polychlorinated Biphenyls (PCBs) that require a longer retention period - October 2007.</p>	OFM	Life of equipment plus 10 years- See remarks	Destroy when obsolete or superseded	GS55-05E-20	Reference 18CFR125.3 14(c) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.44	<p>TRANSFORMER HISTORY DATA - ELECTRIC POWER DISTRIBUTION SYSTEM – PCB</p> <p>Records documenting the history of transformers which contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history.</p> <p>See GS55-05E-20 for history data of transformers not containing Polychlorinated Biphenyls (PCBs).</p> <p>ESSENTIAL RECORD - Needs security microfilm backup. See remarks.</p> <p>New Series - October 2007.</p>	OFM	Life of equipment plus 20 years - See remarks	Destroy when obsolete or superseded	GS55-05E-29	Reference 18CFR125.3 14(c) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet State Archives standards. For PCB retention requirements, reference 40CFR761.180(b)
8.45	<p>TRANSFORMER INSPECTION REPORTS ELECTRIC POWER DISTRIBUTION SYSTEM</p> <p>Series Revised - Removed '...23.1(o) National Association of Regulatory Utility Commissioners NARUC 23.1(o)' from the Remarks column and added correct reference number - 09/06</p>	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-05E-21	Reference 18CFR125.3 14(d) If equipment of facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.46	TURBINE HISTORY FILES ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of installation, operation, and maintenance logs, etc.  Series Revised - Added correct reference number to Remarks column - 09/06	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-05E-26	Reference 18CFR125.2(g)(1)
8.47	UNDERGROUND LINE FILES ELECTRIC POWER DISTRIBUTION SYSTEM Data on underground lines, including location and specification.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series Revised - Removed '...23.1(p) National Association of Regulatory Utility Commissioners NARUC 23.1(p)' from the Remarks column and added correct reference number - 09/06	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-05E-23	Reference 18CFR125.3 21 The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.48	UTILITY PLANT CONSTRUCTION CONTRACTS Official documentation of contracts and agreements for purchase of goods or services relating to the construction of utility plant. May include consultant contracts, public work contracts, or non-stock material contract.  New series 07/03	OPR	Sale or retirement of plant plus 6 years	Destroy when obsolete or superseded	GS55-05G-06	Reference 18CFR125.3(22b).
8.49	VOLTAGE CHARTS ELECTRIC POWER DISTRIBUTION SYSTEM Documentation of voltage delivered to the power distribution system.  Series Revised - Added correct reference number to Remarks column - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05E-24	Reference 18CFR125.3 13.1(b)
8.50	WATER LOGS ELECTRIC POWER GENERATION SYSTEM  Series Revised - Removed '...22.1(h) National Association of Regulatory Utility Commissioners NARUC 22.1(h)' from the Remarks column and added correct reference number - 09/06	OFM	3 years- See remarks	Destroy when obsolete or superseded	GS55-05D-18	Reference 18CFR125.3 13.1(e)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.51	<p>WATER/RIVER FLOW REPORTS ELECTRIC POWER GENERATION SYSTEM</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series Revised - Removed '...22.1(i) National Association of Regulatory Utility Commissioners NARUC 22.1(i)' from the Remarks column and added correct reference number - 09/06</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05D-19	Reference 18CFR125.3 13.1(f) Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards
8.52	<p>WORK IN PROGRESS LEDGERS OR REPORTS ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>Series Revised - Changed retention from 10 years; removed '...31(a) National Association of Regulatory Utility Commissioners NARUC 31(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS55-05G-05	Reference 18CFR125.3 17(a)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.53	<p>WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION</p> <p>REV: New DAN assigned. (Original DAN GS50-06B-13 was a duplicate.) 12/2008</p> <p>Series Revised - Changed retention from 10 years; removed '...31(b) National Association of Regulatory Utility Commissioners NARUC 31(b)' from the Remarks column and added correct reference number - 09/06.</p>	OPR	5 years after clearance to plant account - See remarks	Destroy when obsolete or superseded	GS50-06B-28	Reference 18CFR125.3 17(a)



## 9. Emergency Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9.2	FALLOUT SHELTER MANAGEMENT FILE	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-04	
9.3	PROJECT FILES EMERGENCY SERVICES	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-14-05	
9.4	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SERVICES	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-14-06	
9.5	SEARCH AND RESCUE MISSION FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-14-07	
9.6	SEARCH AND RESCUE TRAINING MISSION FILES EMERGENCY SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS50-14-08	





## 10. Facility and Property Management

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10.1	<p>PARKING METER RECORDS Records documenting installation, replacement, removal, repair, preventative maintenance, etc. Includes meter location, name of person requesting service, date and time of installation, replacement, removal, repair, or maintenance.</p> <p>New series 10/04</p>	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-05H-05	



## 11. Fairs

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1	EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11.2	EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-02	
11.3	RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS57-01-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11.4	TICKET SUMMARY RECORD – FAIRS A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	OFM	3 years	Destroy when obsolete or superseded	GS57-01-04	



## 12. Fire and Emergency Medical

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1	ACCIDENT / INCIDENT REPORTS - VOLUNTEER FIREFIGHTER Used as documentation for evaluating firefighter disability claims.  REV: New DAN assigned. (Original DAN GS50-06C-02 was a duplicate.) 12/2008	OPR	For accidents/incidents involving adults NOT resulting in claims - 3 years. For accidents/incidents involving adults resulting in claims - closure plus 6 years. For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years. For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	GS50-06C-36	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.
12.2	ALARM INSPECTION LOG FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-01	
12.3	ALARM LOCATION RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-02	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.4	ALARM SYSTEMS TEST AND MAINTENANCE RECORD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-03	
12.5	BUILDING INFORMATION HISTORY CARD FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Life of building - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-04-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12.6	BUILDING INSPECTION REPORTS FIRE AND EMERGENCY MEDICAL SERVICES May include records pertaining to the decommissioning of underground fuel tanks.	OFM	6 years	Destroy when obsolete or superseded	GS53-04-05	
12.7	BURNING PERMITS A record of temporary permits authorizing the recipient to burn on a specific site for a specific period.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-06	
12.8	BURNING REQUEST LOG Listings of burning permit applications.	OPR	3 years	Destroy when obsolete or superseded	GS53-04-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.9	CAPITAL EQUIPMENT INVENTORY FIRE AND EMERGENCY MEDICAL OPERATIONS	OFM	Destroy when superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-08	
12.10	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES	OFM	3 years	Destroy when obsolete or superseded	GS53-04-09	
12.11	FIRE ALARM RESPONSE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS53-04-10	
12.12	FIRE ALARM SYSTEMS DRAWINGS	OFM	Life of facility	Destroy when obsolete or superseded	GS53-04-11	
12.13	FIRE CODE VIOLATION NOTIFICATION Official notice of violation and statement of required corrective action.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-21	
12.14	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	OFM	3 years	Destroy when obsolete or superseded	GS53-04-12	
12.15	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-13	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.16	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	OPR	6 years	Destroy when obsolete or superseded	GS53-04-14	
12.17	FIRE INVESTIGATION DOCUMENTATION -CLOSED INVESTIGATIONS Includes all investigations which are resolved as accidents or result in arson convictions.  Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	6 years	Destroy when obsolete or superseded	GS53-04-15	The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.
12.18	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.  Series revised Divided into three subsections and established separate retention periods for open investigations 11/03	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS53-04-16	Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.19	<p>FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p><i>Note: DAN GS53-04-17 was also assigned to INDIVIDUAL FIRE ALARM BOX HISTORY (which has been changed to DAN GS53-04-26). 12/2008</i></p> <p>Series revised: Divided into three subsections and established separate retention periods for open investigations 11/03.</p>	OPR	Permanent - See Remarks	Destroy when obsolete or superseded	GS53-04-17	Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.
12.20	<p>INDIVIDUAL FIRE ALARM BOX HISTORY</p> <p>REV: New DAN assigned. (Original DAN GS53-04-17 was a duplicate.) 12/2008</p>	OFM	Life of box	Destroy when obsolete or superseded	GS53-04-26	
12.21	<p>INJURY AND DISABILITY CLAIM FILES - VOLUNTEER FIREFIGHTER</p> <p>Documentation of claims for injury and disability relief filed by volunteer fire fighters.</p>	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS58-04A-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.22	INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER  REV: New DAN assigned. (Original DAN GS50-03A-30 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-35	
12.23	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	OFM	Life of equipment	Destroy when obsolete or superseded	GS53-04-18	
12.24	INVENTORY OF PERSONAL EQUIPMENT ISSUED TO FIREFIGHTERS	OFM	Until superseded plus 3 years OR after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS53-04-19	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.25	MEDICAL INCIDENT REPORTS FIRE AND EMERGENCY MEDICAL SERVICES	OPR	Retained by hospital/care provider* - See remarks	Fire protection agency - 8 years * - See remarks	GS53-04-20	Reference RCW 4.16.350. *The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after patient's death, whichever is longest.
12.26	PERSONNEL ASSIGNMENT ROSTER - FIRE AND EMERGENCY MEDICAL SERVICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-04-22	
12.27	RADIO LOGS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	90 days	Destroy when obsolete or superseded	GS53-04-23	
12.28	REMITTANCE FILES – VOLUNTEER FIREFIGHTER  REV: New DAN assigned. (Original DAN GS50-03A-24 was a duplicate.) 12/2008	OPR	Retirement of last item plus 6 years – See remarks	Destroy when obsolete or superseded	GS50-03A-37	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.29	TAPE RECORDS OF FIRE ALARM CIRCUITS	OFM	3 years	Destroy when obsolete or superseded	GS53-04-24	
12.30	TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER  REV: New DAN assigned. (Original DAN GS50-03A-07 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-36	
12.31	VEHICLE SERVICE RECORDS - FIRE & EMERGENCY MEDICAL SERVICES	OFM	Life of vehicle	Destroy when obsolete or superseded	GS53-04-25	



### 13. Housing Authorities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1	ACCESS CARD CARDEX HOUSING AUTHORITIES Record of entry cards issued. Includes completed access forms and shows level of access issued.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-01	
13.2	ALLOCATIONS HOUSING AUTHORITIES Allocation plans for each fiscal year, overhead and distributed costs for funds.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-02	
13.3	APARTMENT INVENTORY AND INSPECTION REPORT HOUSING AUTHORITIES	OFM	3 years after vacation	Destroy when obsolete or superseded	GS60-01-03	
13.4	ASSET MANAGEMENT FILES HOUSING AUTHORITIES Real property records. A centralized location for various real estate functions of Housing Authorities.	OPR	Sale of property plus 10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.5	BILLING FILES REQUESTS FOR PAYMENT HOUSING AUTHORITIES Includes backup paperwork to track vendor, (temporary employees) requests for payment.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.6	BOND PROJECT FILES HOUSING AUTHORITIES Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS60-01-06	
13.7	COLLECTION LOSS REPORT HOUSING AUTHORITIES Delinquent tenant account report	OPR	6 years	Destroy when obsolete or superseded	GS60-01-07	
13.8	COMMUNITY FILES HOUSING AUTHORITIES Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.9	DETAILED CONSTRUCTION ANALYSIS FILES HOUSING AUTHORITIES	OFM	Completion of project plus 10 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.10	DEVELOPMENT CONTRACT REGISTER HOUSING AUTHORITIES	OFM	2 years after audit of development costs	Destroy when obsolete or superseded	GS60-01-10	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.11	DISPOSITION RECORDS OF PERSONAL PROPERTY HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-11	
13.12	ENTRY / EXIT VIDEOS HOUSING AUTHORITIES Video tapes of entrances / exits monitoring who arrives and leaves.	OFM	30 days	Destroy when obsolete or superseded	GS60-01-12	Video tapes of entrances / exits monitoring who arrives and leaves.
13.13	EQUIPMENT LOAN AGREEMENTS HOUSING AUTHORITIES Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	OFM	1 year	Destroy when obsolete or superseded	GS60-01-13	
13.14	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES HOUSING AUTHORITIES Arbitration files/grievance hearings.	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-14	
13.15	HUD 50058 PUBLIC HOUSING REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-27	
13.16	HUD 50059 SECTION 8 REPORTS Tenant status records that are electronically sent to HUD monthly.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-28	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.17	HUD 51245 REPORT Regular reexamination of families in low-income public housing.	OFM	4 years after completion of audit.	Destroy when obsolete or superseded	GS60-01-31	
13.18	HUD 52267 Computation of payments in lieu of taxes.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-15	
13.19	HUD 52295 Delinquency report statement of tenants accounts receivable.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-16	
13.20	HUD 52598 Analysis of non-routine expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-17	
13.21	HUD 52599 Statement of operating receipts and expenditures.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-18	
13.22	HUD 52601 Balance sheet preliminary loan period.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-19	
13.23	HUD 52602 Statement of preliminary planning cost.	OPR	10 years after completion of audit	Destroy when obsolete or superseded	GS60-01-20	
13.24	HUD 52603 Statement of initial operating income and expenses.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-21	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.25	HUD 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	OPR	6 years	Destroy when obsolete or superseded	GS60-01-22	
13.26	HUD 52682 Operating statement - Housing assistance payments program.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-23	
13.27	HUD 52981 Statement and voucher for basic annual contributions.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-24	
13.28	HUD 52982 Statement and voucher for contributions for special subsidy families leased housing.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-25	
13.29	HUD 52993 Statement of modernization cost.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-26	
13.30	HUD 53001 ACTUAL MODERNIZATION COST CERTIFICATE New series-07/03	OPR	End of fiscal year plus 6 years	Destroy when obsolete or superseded	GS60-01-60	
13.31	HUD COMPLAINT LOG	OFM	6 years	Destroy when obsolete or superseded	GS60-01-29	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.32	HUD SUBSIDIES LOG & SPREADSHEETS Cash worksheets, master control worksheets, and supporting documents.	OPR	10 years after expiration of grant	Destroy when obsolete or superseded	GS60-01-30	
13.33	MASTER PLANNING FILES FOR RE-DEVELOPMENT HOUSING AUTHORITIES Annual plan concept documents, materials work-up, financial reports, and working papers.	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.34	PESTICIDE APPLICATION PERMITS HOUSING AUTHORITIES Application permits from the State Department of Agriculture for the application of pesticides (kept in maintenance offices).	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS60-01-33	
13.35	PFS OPERATING SUBSIDY REQUEST HOUSING AUTHORITIES Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	OPR	6 years	Destroy when obsolete or superseded	GS60-01-34	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.36	POLICE REPORTS HOUSING AUTHORITIES Police department incident reports, evidence for evictions.	OFM	Law enforcement agency keeps primary copy 6 years past statute of limitations period	Destroy when obsolete or superseded	GS60-01-35	
13.37	POPULATION REPORT STATISTICS HOUSING AUTHORITIES	OFM	PERMANENT. 1 copy archival See remarks	Destroy when obsolete or superseded	GS60-01-36	Please contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.38	PRELIMINARY LOAN NOTES HOUSING AUTHORITIES Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	OPR	6 years after audit and payment of note	Destroy when obsolete or superseded	GS60-01-37	
13.39	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT HOUSING AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS60-01-38	
13.40	PROPERTY HISTORY FILES - HOUSING AUTHORITIES Includes: 1. Miscellaneous information that includes site maps; racial composition maps.	OPR	Sale of property plus 6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-39	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
	<p>2. Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements.</p> <p>3. Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions.</p> <p>4. CDBG (funding of purchase documents).</p> <p>5. Survey information. Note these files are transferred to legal counsel.</p> <p>6. Real property file containing copy of warranty deed, copy of title reports, site maps and related documents and correspondence.</p> <p>7. Survey files containing copy of survey and related information.</p> <p>8. Risk assessment and lead file containing copy of original lead-based paint test results and copy of abatement and enclosure summary, and related correspondence.</p> <p>9. Needs assessment files, continuing needs assessment surveys and related information.</p>					<p>should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p>



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.41	PUBLIC HOUSING ASSESSMENT PROGRAMS HOUSING AUTHORITIES Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment	OPR	6 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-40	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.42	PUBLIC HOUSING REDEVELOPMENT FILES HOUSING AUTHORITIES Working files for redevelopment projects.	OFM	10 years. Potential archival value See remarks.	Destroy when obsolete or superseded	GS60-01-41	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.43	REHABILITATION PROGRAM BLOCK GRANT FILES HOUSING AUTHORITIES	OPR	6 years after end of grant year	Destroy when obsolete or superseded	GS60-01-42	
13.44	RELOCATION CHECK REQUEST COPIES HOUSING AUTHORITIES	OPR	10 years after grant expiration	Destroy when obsolete or superseded	GS60-01-43	
13.45	RENT ROLL CONTROL AND ANALYSIS FILE HOUSING AUTHORITIES Rent roll control and analysis of dwelling rent charges (filed in tenant files).	OPR	6 years after completion of audit. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-44	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.46	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT HOUSING AUTHORITIES Filed with tenant files.	OPR	6 years after vacation. If delinquent, 7 years after vacation.	Destroy when obsolete or superseded	GS60-01-45	
13.47	SALE OF PROPERTY DOCUMENTS HOUSING AUTHORITIES Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) \$1,000 or less, 2) \$1,001 to \$25,000, 3) \$25,000 plus; includes surplus property inventory.	OPR	6 years after final payment	Destroy when obsolete or superseded	GS60-01-46	
13.48	SCHEDULES OF MAXIMUM INCOME LIMITS HOUSING AUTHORITIES Includes related materials (filed in tenant files).	OFM	1 year after schedule suspended. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-47	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.49	TAX EXEMPT OBLIGATION HOUSING AUTHORITIES Records of bonds issued for a non-profit such as a neighborhood association.	OPR	6 years after satisfaction of obligation.	Destroy when obsolete or superseded	GS60-01-48	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.50	TENANT APPLICATION CRIMINAL RECORD CHECKS - HOUSING AUTHORITIES Includes criminal conviction records removed from approved file.  Series revised: Changed retention from 5 years and added information in the 'Remarks' column. - 09/06	OFM	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest - See Remarks	Destroy when obsolete or superseded	GS60-09-49	24 CFR 5.903(g) The criminal record check should be 'Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation'.
13.51	TENANT APPLICATION FILES (ELIGIBLE) HOUSING AUTHORITIES  Series revised: Changed retention period from 'until placed,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-50	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
13.52	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) HOUSING AUTHORITIES  Series revised: Changed retention period from '3 years' and added CFR References to Remarks 12/03	OFM	Application withdrawn or determined ineligible plus 3 years	Destroy when obsolete or superseded	GS60-01-51	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.
13.53	TENANT FILES HOUSING AUTHORITIES  Series revised: Changed retention from '6 years after vacation. If delinquent, 7 years after vacation,' and added CFR References to Remarks 12/03	OFM	Termination of lease plus 3 years	Destroy when obsolete or superseded	GS60-01-52	Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.54	TENANT FILES SECTION 8 HOUSING AUTHORITIES Damage claim files, money owing, no money owing.	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-53	
13.55	TENANT GRIEVANCE FILES HOUSING AUTHORITIES	OPR	Termination of lease agreement plus 6 years	Destroy when obsolete or superseded	GS60-01-54	
13.56	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS HOUSING AUTHORITIES	OFM	Destroy when obsolete or superseded. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-55	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.57	TENANT LEASED HOUSING OWNER'S RECORDS Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS60-01-56	
13.58	TENANT WAITING LIST PUBLIC HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-61	
13.59	TENANT WAITING LIST SECTION 8 HOUSING New series 02/04	OFM	Fiscal year plus 3 years	Destroy when obsolete or superseded	GS60-01-62	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.60	UTILITIES REVIEW FILES HOUSING AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS60-01-57	
13.61	UTILIZATION REPORTS HOUSING AUTHORITIES	OFM	3 years. Potential archival value See remarks	Destroy when obsolete or superseded	GS60-01-58	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.62	VAN LOADERS MANIFESTS HOUSING AUTHORITIES Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	OFM	3 years	Destroy when obsolete or superseded	GS60-01-59	



## 14. Irrigation Utilities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1	FORECLOSURE FILES IRRIGATION UTILITIES	OPR	Foreclosure of account plus 6 years	Destroy when obsolete or superseded	GS50-32-01	
14.2	LAND OWNER WATER QUALITY VIOLATION FILES IRRIGATION UTILITIES Includes landowner water quality plans submitted to resolve violations.	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
14.3	LAND USE HISTORY FILES IRRIGATION UTILITIES Includes water right contracts, permits, easements, reclassification, water allotment and other land use documentation for district service area organized by section, township and range.  ESSENTIAL RECORD Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
14.4	LINE LOCATION REQUESTS IRRIGATION UTILITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-32-05	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.5	WATER DIVERSION REPORTS IRRIGATION UTILITIES	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-06	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
14.6	WATER QUALITY MONITORING DATA IRRIGATION UTILITIES	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-07	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
14.7	WATER USE REPORTS IRRIGATION UTILITIES	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-32-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 15. Juvenile Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.1	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	OFM	Until expiration of appeal period	Destroy when obsolete or superseded	GS50-28-01	
15.2	CUSTODY INVESTIGATIONS JUVENILE SERVICES Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-02	Reference RCW 26.09.220.
15.3	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS Microfilm copies of individual documents filed in Juvenile Court proceedings.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Permanent security backup may be held at the State Archives in Olympia See remarks	GS50-28-03	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.4	DETENTION LOG JUVENILE SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years	Destroy when obsolete or superseded	GS50-28-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
15.5	DETENTION ROSTER JUVENILE SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	1 year	Destroy when obsolete or superseded	GS50-28-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
15.6	DOCKETS JUVENILE COURT  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-06	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
15.7	FOSTER CARE FILES JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-07	Reference RCW 13.34.136, and 13.34.231.
15.8	GUARDIAN AD-LITUM REPORTS JUVENILE SERVICES	OPR	8 years or 3 years beyond age of 18, whichever is longer	Destroy when obsolete or superseded	GS50-28-08	Reference RCW 13.34.105, and 26.09.220.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.9	JUVENILE COURT CASE FILE INDEXES  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-09	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15.10	JUVENILE COURT CASE FILES Official documentation of Juvenile Court hearings and actions  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks	Destroy when obsolete or superseded	GS50-28-10	Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15.11	MARRIAGE WAIVER JUVENILE SERVICES Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations.  Series revised. Deleted comments from instructions 07/03	OFM	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-11	Reference RCW 26.04.010.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.12	MEDICAL HISTORY FILES JUVENILE SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.  Series revised. Deleted comments from instructions 07/03	OPR	5 years beyond age of 18	Destroy when obsolete or superseded	GS50-28-12	Reference RCW 13.50.050. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.13	<p>SOCIAL FILES JUVENILE SERVICES Department working files containing copies of Court Orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p> <p>Series revised - added "diversion files" to Description, revised Primary Record Copy Retention and Remarks - 07/03</p>	OPR	5 years beyond age of 18 except that Diversion files may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks	Destroy when obsolete or superseded	GS50-28-13	Reference RCWs 13.34, 13.50.050.22 and 13.50.100. Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a)"Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement." The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 16. Land Use Planning, Permits and Appeals

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1	ADMINISTRATIVE APPEALS CASE FILES Appeals of land use, construction, and development actions to an agency's administrative decision maker.  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - added Description - 07/05	OPR	PERMANENT - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-16B-01	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.2	APPEAL HEARINGS AUDIO/VIDEO RECORDINGS AND TRANSCRIPTIONS  Series revised Changed retention: replaced 'settlement' with 'final disposition 01/05	OPR	6 years after final disposition of case	Destroy when obsolete or superseded	GS50-16B-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.3	<p>APPEAL HEARINGS CASE FILES Appeals to a quasi-judicial or judicial decision maker, e.g. hearing examiner and legal appeals to court.</p> <p>Series revised - changed retention: replaced 'settlement' with 'final disposition 01/05</p> <p>Series revised - added Description; added to Primary and Secondary Record Copy retention "Either decision maker or affected jurisdiction retains" - 07/05</p>	OPR	Either decision maker or affected jurisdiction retains - 6 years after final disposition of case	Either decision maker or affected jurisdiction retains - Destroy when obsolete or superseded	GS50-16B-02	
16.4	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS	OFM	Completion of project and/or certificate of occupancy	Destroy when obsolete or superseded	GS50-11-01	
16.5	<p>APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS</p> <p>Series revised: Removed 'Uniform Building Code reference from Special and or Disposition Instructions Column 06/04</p>	OFM	Completion of project plus 90 days - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.6	APPROVED CONSTRUCTION SITE PLANS Show "footprint" of development site.  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - changed Title from "Approved (Binding) Site Plans"; added Description - 07/05	OPR	Life of building plus 6 years OR until subsequent permits changing the site plan is issued.	Destroy when obsolete or superseded	GS50-11-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standards.
16.7	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions.  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.	OPR	Life of building plus 6 years	Destroy when obsolete or superseded	GS50-11-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives standards.
16.8	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.	OFM	3 years	Destroy when obsolete or superseded	GS50-11-08	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.9	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.10	BUILDING INSPECTION REPORTS EXISTING BUILDINGS	OPR	6 years	Destroy when obsolete or superseded	GS50-11-07	
16.11	CODE COMPLAINT & VIOLATION CASE FILES E.g. building, development and land use complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.  Series revised - deleted "includes" from Description and added "E.g. building, development and land use" - 07/05	OPR	6 years after final action on violation	Destroy when obsolete or superseded	GS50-11-04	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.12	<p>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added to Description "Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities" - 07/05</p>	OPR	PERMANENT - Potential archival value -See remarks	Until obsolete or superseded	GS50-16-01	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.13	<p>COMPREHENSIVE LAND USE PLAN HISTORY FILES Statutory or locally required record of agency action leading to adoption of plan.</p> <p>Series revised - added Description - 07/05</p>	OFM	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS50-16-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.14	CONDITIONAL USE PERMITS Includes special use permits or equivalent.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised - added Description - 07/05	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-16B-04	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.15	CRITICAL (SENSITIVE) AREA DESIGNATION Documentation of designation of individual parcels of real property as critical areas.  <i>Note: DAN GS50-11-25 was also assigned to HISTORIC SITE FILES - NOMINATION DENIED (which has been changed to DAN GS50-11-30). 12/2008</i>  New series - 09/05	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-25	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.16	<p>FOREST PRACTICE PERMIT FILES Documentation of review, approval, and land inspections related to development applications that require forest practice permits.</p> <p><i>Note: DAN GS50-11-26 was also assigned to HISTORIC SITE SPECIAL VALUATION TAX FILES (which remains in the LGRRS, and has been changed to DAN GS50-11-31). 12/2008</i></p> <p>New series - 09/05</p>	OPR	Termination of forest practice designation plus 6 years - potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-26	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
16.17	<p>HISTORIC SITE FILES – DESIGNATED Files track, monitor and document all designated historic buildings, landmarks and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-24 was a duplicate.) 12/2008</p> <p>New series - 03/05</p>	OPR	Termination of designation plus 6 years	Destroy when obsolete or superseded	GS50-11-29	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.18	<p>HISTORIC SITE FILES - NOMINATION DENIED</p> <p>Nominations for landmark designation, which have been denied by the Landmarks Board.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-25 was a duplicate.) 12/2008</p> <p>New Series – 3/05.</p>	OFM	Denial of nomination plus 6 years	Destroy when obsolete or superseded	GS50-11-30	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
16.19	<p>HISTORIC SITE SPECIAL VALUATION TAX FILES</p> <p>Files track and monitor landmarks, which are part of Special Valuation Tax program per RCW 84.26. Includes assessment of taxes, agreements, financial information, and application.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-26 was a duplicate.) 12/2008</p> <p>New series - 03/05.</p>	OPR	Termination of special valuation plus 10 years	Destroy when obsolete or superseded	GS50-11-31	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.20	<p>LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES Includes all records leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plat, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully-contained communities. Records to include any critical (sensitive) area designations.</p> <p><i>Note: DAN GS50-11-24 was also assigned to HISTORIC SITE FILES – DESIGNATED (which remains in the LGRRS, and has been changed to DAN GS50-11-29). 12/2008</i></p> <p>New series - 07/05.</p>	OFM	10 years - potential Archival value - see Remarks	Destroy when obsolete or superseded	GS50-11-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.21	<p>LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.</p> <p>Series revised - changed Title from "Major Land Development Case Files", added first sentence and revised second sentence of Description; changed Primary Record Copy retention from "5 years after completion of development" - 07/05</p>	OFM	Permanent - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-11-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.22	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE FILES Files for any local government jurisdictional boundary changes, including annexations and incorporations.</p> <p>REV: "AS" prefix changed to "GS". 12/2008</p> <p>Series revised - changed Title from "Annexation and Boundary Review Files"; added Description; changed Primary Record Copy retention information from "Either the County Assessor or the Boundary Review Board retains"; added to Secondary Record Copies retention "Either affected jurisdiction or decision maker retains" - 07/05</p>	OFM	Either decision maker or affected jurisdiction retains - PERMANENT - potential archival value - See Remarks	Either affected jurisdiction or decision maker retains - Destroy when maps and reference files are updated	GS52-03A-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.23	<p>LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE HISTORY FILES Core documentation of the process of any agency jurisdictional boundary change, including annexation or incorporation.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - changed Title from "Annexation History Files"; broadened Description to include any agency jurisdictional boundary change, including annexation - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-09	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.24	LONG TERM RIGHT-OF-WAY USE PERMITS	OPR	Termination of use plus 6 years	Destroy when obsolete or superseded	GS50-11-22	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.25	<p>MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) Official representation of comprehensive plan, including urban growth boundaries, critical area delineations, zoning boundaries, shoreline management boundaries, and other area-wide boundary delineations.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - added to Description text following "Official representation of comprehensive plan..."; deleted from Description "Shoreline management, and zoning boundaries established and/or enforced by the agency" - 07/05</p>	OPR	PERMANENT - Potential archival value - See remarks	Until obsolete or superseded	GS50-16-02	Photographic negatives may be held in Regional Archives for permanent preservation and security backup. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.26	<p>MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information. Photographic negatives may be held in Regional Archives for permanent preservation and security backup - See remarks.</p>	OFM	Until obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-16-03	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.27	REFERRED PROJECT FILES Project plans and statements referred from other agencies for land use planning review, including any agency response.  Series revised - added to Description "Including any agency response" - 07/05	OFM	3 years	Destroy when obsolete or superseded	GS50-16-04	
16.28	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes a Mitigated Determination of Nonsignificance (MDNS).  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - added to Description "Includes a Mitigated Determination of Nonsignificance (MDNS)" - 07/05	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-13	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.29	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-14	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.30	<p>SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS</p> <p>Submitted to and accepted by the agency as part of its building code enforcement duties.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-17	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.31	<p>SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p>Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05</p>	OPR	PERMANENT - Potential Archival value - See Remarks	Destroy when obsolete or superseded	GS50-16-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.32	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.  Series revised - changed Title from "Shoreline Management Program Plan and Amendments" - 07/05	OPR	Life of approved activity - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-11-15	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16.33	TEMPORARY PERMITS Moving, log hauling, demolition, blasting, right of way use, et al.  Series revised - changed Primary Record Copy retention from "3 years" - 07/05	OFM	Conclusion of permit period or activity plus 3 years	Destroy when obsolete or superseded	GS50-11-18	
16.34	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS Does not include permit application records.  Series revised - added Description - 07/05	OFM	Until permit issued	Destroy when obsolete or superseded	GS50-11-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.35	UTILITY PERMIT FILES Records document the issuance for the installation, modification, and removal of utility support in the public right-of-way. Records may include permit application, copies of the permit, plans, and inspection reports.  New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-16B-19	
16.36	WATER AVAILABILITY VERIFICATION  REV: New DAN assigned. (Original DAN GS50-11-21 was a duplicate.) 12/2008	OFM	2 years	Destroy when obsolete or superseded	GS50-11-27	
16.37	WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION, AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION May include permits issued but work not started within 180 days.  Series revised - Added series description, reduced retention from 3 years and added code number to remarks column 04/04  Series revised - added to Title "Land Use Development, Land Division" - 07/05	OFM	Destroy after permit abandoned or withdrawn	Destroy when obsolete or superseded	GS50-11-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.38	<p>ZONING AND LAND USE EXCEPTIONS / WAIVERS May include permits issued but work not started within 180 days.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.</p> <p><i>Note: DAN GS50-11-21 was also assigned to WATER AVAILABILITY VERIFICATION (which has been changed to DAN GS50-11-27) and WATER AVAILABILITY/SEWER SYSTEM HOOKUP REQUEST FORMS (which has been changed to DAN GS55-06A-36). 12/2008</i></p> <p>Series revised - changed Title from "Zoning Exceptions/Waivers"; added Description - 07/05</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-11-21	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.





## 17. Licenses, Permits, Fees and Taxes

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1	AUDIT FILES Audits of businesses completed to ensure compliance with tax regulations. Files include correspondence, working papers, history of business, narrative of audit, gross income of business, deductions and business finance summary.  New series - 07/03	OPR	Audit Completed plus 10 years.	Destroy when obsolete or superseded	GS50-12D-14	
17.2	AUDIT STATISTIC LOG Statistics on completed audits per year. Used to evaluate audit selection methodology for 2 audit cycles (each audit cycle is a five year period). Includes time spent on audit, audit results, date completed, who completed audit.  New series-07/03	OPR	End of Calendar year plus 10 years	Destroy when obsolete or superseded	GS50-12D-16	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.3	<b>BUSINESS LICENSE ENFORCEMENT INSPECTIONS</b> Inspections of businesses licensed in an agency's jurisdiction to ensure compliance with Municipal Code and licensing regulations. Information is input into database to create notices to comply and fix violations. Re-inspection is only done if violations are found. Includes inspection notes, notices to comply, etc.  New Series - 07/03	OFM	Until Inspection Complete or Violations Resolved	Destroy when obsolete or superseded	GS50-12D-24	
17.4	<b>BUSINESS LICENSES</b> Application to run businesses within an agency's jurisdiction. Includes original application to start business and any relevant correspondence.  Series Revised - 07/03	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-12D-06	Potential Archival Value



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.5	<p>BUSINESS LICENSES - REGULATORY AND PERSONAL Applications for businesses operating within the agency's jurisdiction that need to be regulated (i.e. occupations, professional or personal licenses) . Files may include applications, background checks, appeals, hearings, suspensions and photographs.</p> <p>Series Revised - 07/03</p>	OPR	Expiration of Licenses plus 6 years	Destroy when obsolete or superseded	GS50-12D-12	
17.6	<p>BUSINESS LICENSES RENEWALS Forms document businesses that are renewing their license to operate within an agency's jurisdiction. Includes correspondence from business for changes to business, renewal form, notice of closure, etc.</p> <p>New Series - 07/03</p>	OPR	End of License Year plus 6 years	Destroy when obsolete or superseded.	GS50-12D-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.7	BUSINESS TAX REFUND FILES Requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval, and signatures. New Series - 07/03 New series-07/03	OPR	Refund issued or denied plus 6 years	Destroy when obsolete or superseded	GS50-12D-18	
17.8	CALIBRATION OF FIELD TEST STANDARDS Documents issued by State of WA metrology lab certifying field test weights and measures used by inspectors. New series-07/03	OPR	Completion of testing plus 6 years	Destroy when obsolete or superseded	GS50-12D-20	
17.9	DOMESTIC PARTNERSHIP REGISTRATION DOCUMENTATION Notarized application signed by both applicants that wish to register a domestic partnership, accompanied by a registration fee. May include certificate and termination form. New Series - May 2002	OFM	3 years plus next audit	Destroy when obsolete or superseded	GS50-01-40	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.10	DRINKING WATER SYSTEM PERMIT FILES Permit and monitoring report for drinking water, required for continuous system operation. Monitoring requirements of water systems are to ensure safe drinking water standards which are set by Washington State Department of Health.  REV: New DAN assigned. (Original DAN GS50-12D-21 was a duplicate.) 12/2008  New series 09/04.	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS50-12D-27	
17.11	FINAL AUDIT REPORTS Final report of completed audits. Reports describe all findings and audit results and recommendations.  New series-07/03	OPR	Audit Completed plus 10 years	Destroy when obsolete or superseded	GS50-12D-15	Archival
17.12	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-09	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.13	NON-BUSINESS LICENSES AND PERMITS Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	OPR	Expiration plus 3 years	Destroy when obsolete or superseded	GS50-12D-10	
17.14	<b>Passport Application Transmittals – Separate Receipt Not Issued</b> Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, where a separate receipt is not issued for the execution fee.	OPR	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	Destroy when obsolete or superseded.	GS50-12D-22 Rev. 1	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.15	<p><b>Passport Application Transmittals – Separate Receipt Issued</b></p> <p>Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, provided that a separate receipt is issued for the execution fee.</p> <p><i>Note: Use GS50-12A-22 if a separate receipt is not issued.</i></p> <p><i>Note: Receipts are covered by Receipts (DAN GS50-03A-21).</i></p>	OPR	<p><b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b></p>	Destroy when obsolete or superseded.	GS2010-022 Rev. 0	
17.16	<p><b>PERSONAL LICENSE VIOLATIONS</b></p> <p>Files document the investigation into violations of the business code by individuals holding a personal license. Includes incident report, correspondence, hearing examiner information, final decisions, monitoring information, etc.</p> <p>New series-07/03</p>	OPR	Completion of suspension plus 6 years.	Destroy when obsolete or superseded	GS50-12D-17	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.17	REGISTERS OF LICENSES OR PERMITS ISSUED	OFM	Expiration of last entry plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-12D-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17.18	TAXICAB AND FOR-HIRE VEHICLE LICENSE FILES Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.	OFM	Expiration of Permit plus 6 years.	Destroy when obsolete or superseded.	GS50-12D-25	Potential Archival Value





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.19	TAXICAB INDUSTRY ENFORCEMENT RECORDS Taxicab inspection records including: taxicab safety inspections and taximeter tests. Records include taxicab field enforcement logs, notice of violation forms (association, owner, driver), summary suspension forms, license action forms, passenger complaints and decisions on appeal.	OPR	Completion of Suspension plus 6 years	Destroy when obsolete or superseded.	GS50-12D-26	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.20	<p>WEIGHING AND MEASURING DEVICE INSPECTIONS</p> <p>Inspection and testing of retail motor-fuel dispensers, scales, vehicle-tank meters, taxi meters, mass flow meters, length-measuring devices, timing devices, and other weighing and measuring devices used commercially. Inspections are performed at the Test Station or on location in order to verify compliance with allowable tolerances and other technical standards. Inspection reports include description of inspection, results, and corrective actions required. Also includes inspection reports for price scanning systems and checking net contents of packaged goods.</p> <p>New series-07/03</p>	OPR	Completion of inspection plus 6 years	Destroy when obsolete or superseded	GS50-12D-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.21	<p>WEIGHTS AND MEASURES ENFORCEMENT FILES Criminal complaints (for misdemeanor violations), off-sale orders, out-of-service orders and correspondence. Includes consumer complaints.</p> <p><i>Note: DAN GS50-12D-21 was also assigned to DRINKING WATER SYSTEM PERMIT FILES (which has been changed to DAN GS50-12D-27). 12/2008</i></p> <p>New series-07/03</p>	OPR	Case closed or resolved plus 6 years	Destroy when obsolete or superseded	GS50-12D-21	



## 18. Noxious Weed Control

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.1	APPEAL OF ENFORCEMENT ACTION - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-01	Reference RCW 17.10.180.
18.2	APPEAL OF INFRACTION PENALTY - NOXIOUS WEED CONTROL	OFM	County Clerk holds primary copy	3 years after case closed	GS58-05-02	Reference RCW 17.10.330.
18.3	CONTROL ACTIONS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-03	Reference RCW 17.10.170.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.4	FIELD INSPECTION RECORDS - NOXIOUS WEED CONTROL Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS58-05-04	Reference RCW 17.10.160 and 17.10.170. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
18.5	INFRACTION REPORTS - ASSESSMENT OF PENALTY - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	3 years	GS58-05-05	Reference RCW 17.10.350.
18.6	INFRACTION REPORTS - DETERMINATION HEARING - NOXIOUS WEED CONTROL	OPR	6 years	Destroy when obsolete or superseded	GS58-05-06	Reference RCW 17.10.330.
18.7	INFRACTION REPORTS - NOTICE OF INFRACTION - NOXIOUS WEED CONTROL	OFM	District Court has primary copy	6 years	GS58-05-07	Reference RCW 17.10.310 and RCW 17.10.320.
18.8	LANDOWNER PAYMENT RECEIPTS - NOXIOUS WEED CONTROL	OFM	County Treasurer has primary copy	6 years	GS58-05-08	Reference RCW 17.10.170.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.9	SEARCH WARRANTS - NOXIOUS WEED CONTROL Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-09	Reference RCW 17.10.160.
18.10	WEED CONTROL NOTIFICATION Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation.	OPR	6 years	Destroy when obsolete or superseded	GS58-05-10	Reference RCW 17.10.170.



## 19. Parks and Recreation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.1	CONSTRUCTION & PLANNING PROJECT FILES PARKS AND RECREATION	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-02	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
19.2	DESIGN STANDARDS REFERENCE FILE PARKS AND RECREATION  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Keep until revised or superseded	Destroy when obsolete or superseded	GS50-13C-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.
19.3	FACILITIES USE PERMITS PARKS AND RECREATION	OFM	3 years	Destroy when obsolete or superseded	GS50-13C-04	
19.4	GIFTS AND DONATIONS INFORMATION FILES PARKS AND RECREATION	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-13C-05	
19.5	HORTICULTURE ACTIVITY AND PROJECT FILE PARKS AND RECREATION	OFM	Completion of project plus 5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-06	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.6	<p>PARK MAPS May include park boundaries, facilities, landscaping, topography, and other pertinent information.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
19.7	PROGRAM SCHEDULES PARKS AND RECREATION	OFM	Destroy when superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-13C-09	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.8	PROJECT PLANS, AND DRAWINGS PARKS AND RECREATION  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-13C-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
19.9	RECREATION CLASS ATTENDANCE RECORDS May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes.  New Series 05/02	OPR	6 years after class completion	Destroy when obsolete or superseded	GS50-13C-19	
19.10	RECREATION PROGRAM FILES	OFM	Until obsolete or superseded -Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-13C-13	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.11	RECREATION SCHOLARSHIP APPLICATIONS APPROVED	OPR	6 years	Destroy when obsolete or superseded	GS50-13C-17	
19.12	RECREATION SCHOLARSHIP APPLICATIONS NOT APPROVED	OFM	Until completion of approval process plus 30 days	Destroy when obsolete or superseded	GS50-13C-18	
19.13	SPORTS LEAGUES PERMITS	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-13C-16	



## 20. Port Districts

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.1	AIRLINE STATISTICS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-01	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
20.2	AIRPORT CERTIFICATION FILES  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-04-02	The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
20.3	CARGO HANDLING AND STORAGE DOCUMENTATION Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-03	
20.4	CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-04	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.5	COLD STORAGE TIME AND TEMPERATURE RECORDS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-05	
20.6	CUSTOMER BILLINGS PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-06	
20.7	CUSTOMER FILES PORT DISTRICTS Includes applications and contracts.	OPR	6 years after termination of agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-07	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
20.8	F.A.A. REGULATORY FILES	OFM	5 years	Destroy when obsolete or superseded	GS55-04-08	
20.9	FOREIGN TRADE ZONE APPLICATION	OFM	Department of Commerce keeps PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-09	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
20.10	INTERNATIONAL CUSTOMS REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS55-04-10	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.11	LANDING FEE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-11	
20.12	LONGSHORE WORK REPORTS AND PAYROLL	OFM	Pacific Maritime Association retains primary copy	Destroy when obsolete or superseded	GS55-04-12	
20.13	PASSENGER FACILITIES CHARGES PORT DISTRICTS	OPR	6 years	Destroy when obsolete or superseded	GS55-04-13	
20.14	TARIFF MEMORANDUM - Documentation of tariffs and history of tariff changes.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-04-14	
20.15	TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees.	OPR	6 years	Destroy when obsolete or superseded	GS55-04-15	
20.16	VESSEL FILES Cargo manifests, bills of lading discharge list, dockage report.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-04-16	Please contact your Regional Archivist before destroying the original records of passenger manifests and dockage reports. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.17	VESSEL LOGS Record of each visit by vessel.	OPR	Retain 6 years after last entry in log - Potential archival value - See remarks		GS55-04-17	Please contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 21. Prosecuting Attorney

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.1	ANNUAL REPORT TO STATE LIQUOR CONTROL BOARD	OFM	Liquor Control Board PERMANENT	Prosecutor 2 years	GS52-07-01	
21.2	CIVIL LITIGATION FILES Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff.  REV: New DAN assigned. (Original DAN GS53-02-04 was a duplicate.) 12/2008	OFM	Official court of record PERMANENT	Prosecutor 10 years after case closed - Potential archival value See remarks	GS52-07-15	Limitation of Action RCW 4.16.020(2). Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
21.3	CIVIL TOPICAL AND WORKING FILES Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.	OFM	Destroy when obsolete or superseded. Potential archival value see remarks	Destroy when obsolete or superseded	GS52-07-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.4	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor - 3 years	GS52-07-04E	
21.5	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES- CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-04A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.6	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>B. CLASS 'B' FELONY CONVICTIONS</p> <p>Series revised - Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02</p>	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-04B	*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCE 40.14.070.2.
21.7	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>C. CLASS 'C' FELONIES AND DUI CONVICTIONS</p> <p>Series revised Added 'CONVICTIONS' to title -09/02</p>	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-04C	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.8	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS  Series revised. Changed secondary record copy retention from 'sentencing.'	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-04D	
21.9	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS  New Series 07/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-04F	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.10	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	OFM	Law enforcement agency - varies	Prosecutor- 3 years	GS52-07-05E	
21.11	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor 20 years after sentencing*	GS52-07-05A	*NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.12	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS  Series revised Added 'CONVICTIONS' to title and changed secondary record copy retention from 'case dismissed or acquittal.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 10 years after sentencing*	GS52-07-05B	
21.13	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONY AND DUI CONVICTIONS  Series revised - Added 'CONVICTIONS' to title 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 5 years after sentencing	GS52-07-05C	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.14	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS  Series revised - Changed secondary record copy retention from 'sentencing.' 09/02	OFM	Official court of record PERMANENT. (Police reports held by law enforcement agency)	Prosecutor - 3 years after case dismissed or acquittal	GS52-07-05D	
21.15	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS  New Series 06/02	OFM	Official court of record retains primary copy (Police reports held by law enforcement agency)	Prosecutor - 3 years after sentencing	GS52-07-05F	
21.16	DISTRICT COURT CASE FILES B. DUI	OFM	District court/DISCIS - PERMANENT	Prosecutor - 5 years	GS52-07-07B	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.17	DISTRICT COURT CASE FILES D. INFRACTIONS AND MISDEMEANORS	OFM	District court/DISCIS - 3 years after final disposition	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07D	
21.18	DISTRICT COURT CASE FILES A. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 3 years after case sentencing, dismissed, or declined	GS52-07-07A	
21.19	DISTRICT COURT CASE FILES C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence	OFM	District court/DISCIS - PERMANENT	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07C	
21.20	DISTRICT COURT CASE FILES E. CIVIL CASE FILES	OFM	District court/DISCIS - 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied	Prosecutor - 30 days after case sentencing, dismissed, or declined	GS52-07-07E	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.21	EXTRADITIONS	OFM	1 year	Destroy when obsolete or superseded	GS52-07-08	Cases for fugitives from other jurisdictions become regular case files; apply retention based on type.
21.22	FAMILY LAW FILES A. PATERNITY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - Until child is age 19	GS52-07-09A	
21.23	FAMILY LAW FILES B. IV-D PROGRAM FILES	OFM	Washington state Department of Social and Health Services	Prosecutor - 6 years	GS52-07-09B	
21.24	FAMILY LAW FILES C. SUPPORT ENFORCEMENT FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09C	
21.25	FAMILY LAW FILES E. DEPENDENCY CASE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 6 years	GS52-07-09E	
21.26	FAMILY LAW FILES D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES	OFM	Superior Court Clerk - PERMANENT	Prosecutor - 3 years after entry of last order, or until youngest child is 18	GS52-07-09D	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.27	INVOLUNTARY COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports, etc.	OFM	Superior Court Clerk PERMANENT	Prosecutor 3 years after case closed	GS52-07-10	
21.28	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental health problems. If charges are filed, the order becomes part of the case file.  New Series 09/02	OFM	3 years after release from hold	Destroy when obsolete or superseded	GS52-06C-09	
21.29	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	OFM	6 years	Destroy when obsolete or superseded	GS52-07-13	
21.30	PRE-PROSECUTION DIVERSION CASE FILES	OFM	State Office of the Administrator for the Courts	Prosecutor 1 year after completion of diversion contract	GS52-07-12	
21.31	VICTIM / WITNESS CASE FILES Includes interview notes and case-related documents used for client reference and statistical reports.	OFM	6 years	Destroy when obsolete or superseded	GS52-07-14	





## 22. Public Works Engineering

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.1	ABANDONED, VOIDED, OR DEFECTIVE DRAWINGS PUBLIC WORKS-ENGINEERING	OFM	Destroy	Destroy	GS50-18-01	
22.2	AERIAL SURVEY PHOTOGRAPH PRINTS, NEGATIVES, AND FLIGHT MAP - PUBLIC WORKS-ENGINEERING Recording physical features of areas within agency's jurisdiction at specific points of time.  ESSENTIAL RECORD - Negatives may be held at regional archives for permanent preservation and security backup.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-02	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup. This record should be protected from damage or loss by offsite storage of a security copy, or by keeping a list that identifies the locations of other copies inside and outside the agency.
22.3	ANNUAL BRIDGE REPORTS Annual report by bridge engineer on the condition of bridges within the agency's jurisdiction and the status of the agency's bridge maintenance program.	OPR	10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-03	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.4	ANNUAL CONSTRUCTION PROGRAM (ACP) Identifies the planned transportation construction projects for each year as approved by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-04	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.5	ANNUAL CONSTRUCTION PROGRAM (ACP) AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT FILES Background documentation and data used in developing each year's ACP and TIP.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-05	
22.6	BRIDGE INSPECTION FILES - Documentation of periodic inspections, including bridge condition, testing, and load rating data.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks	OPR	Life of structure plus 10 years	Destroy when obsolete or superseded	GS50-18-08	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.7	BRIDGE MAINTENANCE HISTORY FILES Documentation of routine maintenance performed on bridges over time. . .  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Life of bridge	Destroy when obsolete or superseded	GS50-18-37	Reference RCW 36.80.040. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.8	CITIZEN SERVICE REQUESTS / COMPLAINTS - PUBLIC WORKS-ENGINEERING Documentation of citizen's request to agency regarding maintenance and repair issues such as potholes, ditch cleaning, brush cutting, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-09	
22.9	CONSTRUCTION PROJECTS:PRELIMINARY PLANS AND WORKSHEETS Drawings, specifications, and other documentation used for review and comment prior to preparation of design plans for proposed construction of roads, bridges, buildings, and public facilities.	OFM	Completion of project	Destroy when obsolete or superseded	GS50-18-11	
22.10	CREW CHIEF / FOREMAN'S PRODUCTION REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-12	
22.11	DAILY MAINTENANCE ACTIVITY RECORD / CREW SHEETS - PUBLIC WORKS-ENGINEERING Documentation of activities and locations of work performed.  REV: New DAN assigned. (Original DAN GS50-04B-29 was a duplicate.) 12/2008	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-51	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.12	EMERGENCY RESPONSE LOGS - PUBLIC WORKS-ENGINEERING	OPR	6 years	Destroy when obsolete or superseded	GS50-18-14	
22.13	FRANCHISE HISTORY FILES Core documentation of awards of franchises.  ESSENTIAL RECORD - Needs security microfilm backup See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-36	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.14	FRANCHISE WORKING FILES Agreements allowing activities within specified jurisdictions.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.15	GEOLOGICAL DATA Reports relating to slides, borings, drainage, subsurface ground conditions, and other geodetic data.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.16	LAND SURVEY FIELD BOOKS Field notes documenting locations and physical features within agency's jurisdiction.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.17	LOCAL IMPROVEMENT DISTRICT FILES Including petition, funding, and expenditure approval documentation.	OPR	Clerk of governing council, commission, or board - PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-18-17	Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.18	PIT AND QUARRY MATERIAL CONTROL FILES Documentation of quantities of material mined, crushed, stockpiled, loaded, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-19	
22.19	PLAT REVIEW WORKING FILES Documentation of review of recorded land subdivisions.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-20	
22.20	REFERENCE MAPS AND DRAWINGS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-38	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.21	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FILES FOR FEDERAL AND FEDERALLY ASSISTED PROGRAMS Documentation required to be maintained on the acquisition of individual parcels of real property and the relocation of the property owners for federally funded and federally assisted transportation projects.  New Series 06/03	OPR	3 years See remarks	Destroy when obsolete or superseded	GS50-18-44	Reference CRF49.24.9, and WAC 468-100-009.
22.22	RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION REPORTS Reports to be submitted to the US Department of Transportation regarding real property acquisition and relocation activities for federally funded and federally assisted transportation projects.  New Series 06/03	OPR	6 years Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-45	Reference CRF49.24.9, and WAC 468-100-009. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.23	<p>RIGHT-OF-WAY CASE FILES Documentation of land acquisitions through purchase, condemnation, etc., and disposal through sale, vacation, and related right of way issues.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OFM	Life of right of way - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-21	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.24	<p>RIGHT-OF-WAY VACATION FILES Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.25	ROAD AND BRIDGE CLOSURE NOTICES Public notice of road and bridge closure due to construction or hazardous conditions.	OFM	Reopening plus 6 years	Destroy when obsolete or superseded	GS50-18-23	
22.26	ROAD ESTABLISHMENT CASE FILES Document process of statutory road establishment.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Life of road plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-25	Reference RCW 36.80.040. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.27	ROAD IMPROVEMENT DISTRICT (RID) CASE FILES Document the process of establishing a road improvement district.	OFM	Close out of funding plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-26	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.28	ROAD MAINTENANCE HISTORY FILES Documentation of routine maintenance performed over time on roads, ditches, etc.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	10 years	Destroy when obsolete or superseded	GS50-18-24	Reference RCW 36.80.040. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
22.29	ROAD MAINTENANCE PROJECT FILES Documentation of non-routine maintenance projects such as enclosing ditches, installing walkways, drainage projects, road re-channelization, etc.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-27	
22.30	STREET LIGHT HISTORY RECORDS	OFM	Life of equipment	Destroy when obsolete or superseded	GS50-18-30	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.31	<p>SURVEY MAPS FILED FOR RECORD Includes section and quarter section maps.</p> <p>ESSENTIAL RECORD - needs security microfilm backup - See remarks.</p>	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-31	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
22.32	<p>TRAFFIC ACCIDENT REPORTS - PUBLIC WORKS-ENGINEERING</p> <p>Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.</p> <p>Series revised - added "for traffic monitoring purposes" to Description, changed Secondary Copy retention from "Destroy when obsolete or superseded" - 10/05</p>	OFM	Washington State Patrol keeps 6 years	6 years following date of report	GS50-18-32	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.33	TRAFFIC COUNT DATA Data on traffic volume for individual roads and streets.	OFM	6 years	Destroy when obsolete or superseded	GS50-18-33	
22.34	TRAFFIC COUNT REPORTS Compilations of traffic count data on summary reports, printouts, and/or maps showing traffic volume on individual roads and streets.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-18-34	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.35	TRAFFIC SIGN INVENTORY Documents location, installation, and repair of individual traffic control signs.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-18-35	
22.36	TRAFFIC SIGNAL HISTORY RECORD	OFM	Life of equipment plus 3 years	Destroy when obsolete or superseded	GS50-18-39	
22.37	TRAFFIC SIGNAL OPERATIONS REPORTS AND LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-40	
22.38	TRAFFIC SIGNAL TESTING AND INSTALLATION RECORDS	OFM	3 years	Destroy when obsolete or superseded	GS50-18-41	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.39	TRANSPORTATION IMPROVEMENT PROGRAMS Identifies planned transportation construction projects for the ensuing six years as adopted by agency council, commission, or board.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-18-28	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.40	UNDERGROUND UTILITIES LOCATION REPORTS Information regarding the location of underground utility pipes and lines provided upon request to parties excavating on specific sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-18-42	



## 23. Sewer and Water System Documentation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1	<p>BACKFLOW INCIDENT RECORDS Documentation of incidents of backflow contamination in water systems.</p> <p>Series revised Changed title, added description, revised retention from Settlement plus 6 years, and added Reference to Remarks Column 01/05</p>	OPR	5 years See remarks	Destroy when obsolete or superseded	GS55-06A-03	Reference WAC 246-290-490 (8)(a)(iii)
23.2	<p>BACKFLOW PREVENTER INSPECTION AND INVENTORY Documentation required to be maintained on individual approved backflow preventers installed at water system service connections.</p> <p>Series revised Changed title, added description, revised retention from 3 years, and added Reference to Remarks Column 01/05</p>	OFM	5 years or life of backflow preventer, whichever is shorter See remarks	Destroy when obsolete or superseded	GS55-06A-01	Reference WAC 246-290-490 (8)(a)(ii)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.3	<p>BACKFLOW PREVENTER MASTER LIST Master list of connections and premises for which backflow preventers are required, including names and addresses of owners.</p> <p>Series revised Changed title and description, revised retention from Destroy when obsolete or superseded, and added reference to Remarks - 01/05</p>	OPR	Retain documentation of individual backflow preventers until connection no longer pose a contamination threat to the water distribution system. See remarks	Destroy when obsolete or superseded	GS55-06A-02	Reference WAC 246-290-490 (8)(a)(i)
23.4	<p>CAPACITY STUDIES SEWAGE TREATMENT PLANTS Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.</p>	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-01	
23.5	<p>CHEMICAL ANALYSIS REPORTS - REGULATORY COMPLIANCE Records are compilations of finished data used to document compliance with State and Fed water quality regulations. Includes but is not limited to, annual inorganic reports and additional data summaries used to document compliance with State water quality regulations.</p> <p>New Series - 02/07</p>	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-27	Contact your Regional Archivist before destroying original records. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. 40 CFR 141.33; WAC 246-290-480(a)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.6	<p>CHEMICAL RAW DATA RECORDS - REGULATORY COMPLIANCE Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. Used to document compliance with State drinking water regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc.</p> <p>New Series - 02/07</p>	OPR	Life of water system	Destroy when obsolete or superseded	GS55-06A-28	40 CFR 141.33; WAC 246-290-480(a)
23.7	<p>CROSS-CONNECTION CONTROL ANNUAL SUMMARY REPORTS Annual reports summarizing cross-connection control activities by water utilities required by the Washington State Department of Health.</p> <p>New Series 01/05</p>	OPR	5 years See remarks	Destroy when obsolete or superseded	GS55-06A-25	Reference WAC 246-290-490 (8)(a)(iii)





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.8	DEFECTIVE SIDE SEWER NOTICE Notification sent to individual property owners with defective side sewers, including a description of defects and requirements for repair.  REV: New DAN assigned. (Original DAN GS55-06A-26 was a duplicate.) 12/2008  New series - 01/06	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-35	
23.9	DISCHARGE MONITORING REPORTS SEWAGE TREATMENT PLANTS Daily reports required by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-02	
23.10	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS SEWAGE TREATMENT PLANTS Annual report on volume of customers served by treatment plant.	OFM	6 years	Destroy when obsolete or superseded	GS55-06B-03	
23.11	FACILITY RETIREMENT AUTHORIZATION SEWER AND WATER SYSTEM DOCUMENTATION Official authorization for facility retirement, including basis of determination and estimates of cost.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-04	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.12	FACILITY RETIREMENT WORK ORDER SEWER AND WATER SYSTEM DOCUMENTATION Basic record of facility removal and replacement.	OPR	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS55-06A-05	
23.13	FLOW RECORD WATER SYSTEM DOCUMENTATION Documentation of volume in distribution system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-06	
23.14	FLOW REPORTS SEWAGE TREATMENT PLANTS Daily reports of influent and effluent flow.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-04	
23.15	FLUORIDE CHARTS WATER SYSTEM DOCUMENTATION Test reports showing water usage and amount of fluoride in water system.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-07	
23.16	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS SEWER AND WATER SYSTEM DOCUMENTATION  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.17	<p>HISTORY FILES SEWAGE TREATMENT PLANTS Documentation of plant operations and compliance with state and federal permit requirements.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p>	OPR	Life of the facility plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06B-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.18	<p>HYDRANT RECORDS WATER SYSTEM DOCUMENTATION Documentation of hydrant location, specifications, maintenance history, etc.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.19	INDUSTRIAL WASTE PERMITS SEWER SYSTEM DOCUMENTATION Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Expiration plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.20	INSPECTION AND MONITORING REPORTS SEWER AND WATER SYSTEM DOCUMENTATION Reports on the system operating conditions such as chlorine test, laboratory reports, television surveillance tapes, telemetry, etc.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-17	
23.21	LABORATORY PERFORMANCE EVALUATIONS SEWAGE TREATMENT PLANTS Periodic blind test performed by the Washington State Department of Ecology.	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.22	<p>LEAD AND COPPER COMPLIANCE RECORDS</p> <p>Records used to document compliance with State and Federal drinking water regulations related to lead and copper monitoring. May include sampling data and analyses, reports, surveys, letters, evaluations, schedules, etc.</p> <p>New Series - 02/07</p>	OPR	End of Calendar Year plus 12 years	Destroy when obsolete or superseded	GS55-06A-29	40 CFR 141.91
23.23	<p>LIMNOLOGY REPORTS</p> <p>Reports summarize long-term data used to evaluate changes in reservoir water quality and ecology. Includes biological, chemical, and physical data related to the water body in addition to conclusions and recommendations for improved water quality.</p> <p>New Series - 02/07</p>	OPR	Life of the water system	Destroy when obsolete or superseded	GS55-06A-30	
23.24	<p>MANHOLE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION</p> <p>Documentation of location, installation, size, flow direction, maintenance, materials, etc.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06A-11	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.25	MAPS AND GEOGRAPHIC DATA SEWER AND WATER SYSTEM DOCUMENTATION  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-18	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.26	METER RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Account of water meter installation, serial number, location, etc.  ESSENTIAL RECORD - Needs security backup - See remarks	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-12	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
23.27	OPERATIONS AND MAINTENANCE MANUALS SEWAGE TREATMENT PLANTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-06	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.28	OPERATORS LOG SEWAGE TREATMENT PLANTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-06B-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23.29	PIPE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Records of pipe installation, location, specifications, maintenance history, etc.  ESSENTIAL RECORD - Needs security backup See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-13	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency.
23.30	POLLUTION AND POLLUTION CONTROL STUDIES SEWER AND WATER SYSTEM DOCUMENTATION Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.31	<p>POLLUTION CONTROL INSPECTION REPORTS SEWER AND WATER SYSTEM DOCUMENTATION</p> <p>Reports on levels of pollutants being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.</p>	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-06A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
23.32	<p>PROJECT FILES SEWER AND WATER SYSTEM DOCUMENTATION</p> <p>Official account of various water system construction projects, including work orders, ledgers, studies, etc.</p>	OPR	Life of facility plus 6 years	Destroy when obsolete or superseded	GS55-06A-19	
23.33	<p>SANITARY SURVEY COMPLIANCE FILES</p> <p>Records document the agency's response to sanitary survey findings. May include list of findings or deficiencies submitted by the State, documentation of corrective action taken or explanations of why repairs cannot be made, out of service orders, spreadsheets used to track completion of repairs, and additional supporting documentation.</p> <p>New Series - 02/07</p>	OPR	Completion of survey and applicable corrective action plus 10 years	Destroy when obsolete or superseded	GS55-06A-31	WAC 246-290-480(c)





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.34	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	OFM	3 years	Destroy when obsolete or superseded	GS55-06A-16	
23.35	SURFACE WATER GROUNDWATER PERMIT FILES Documents the amount, function, and use of surface and groundwater. Includes background and permit files  New series 09/04	OPR	Termination of permit plus 6 years	Destroy when obsolete or superseded	GS55-06B-12	
23.36	VALVE RECORDS SEWER AND WATER SYSTEM DOCUMENTATION Account of valve location, specifications, maintenance history, etc.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-06A-20	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
23.37	VIBRATION ANALYSIS DATA SEWAGE TREATMENT PLANTS Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	OFM	3 years	Destroy when obsolete or superseded	GS55-06B-10	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.38	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-22	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
23.39	WATER AND SEWER SYSTEM EMERGENCY INCIDENT REPORTS Reports documenting incidents that damage or disrupt the operation of water and sewer systems, including date, time, type of incident, and measures taken to resolve the problem, clean up contaminants and restore service.  <i>Note: DAN GS55-06A-26 was also assigned to DEFECTIVE SIDE SEWER NOTICE (which has been changed to DAN GS55-06A-35.) 12/2008</i>  New series - 02/06.	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-26	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.40	<p>WATER AVAILABILITY / SEWER SYSTEM HOOKUP REQUEST FORMS May be required for building permit for properties hooked up to a provider's water supply and/or sewer system.</p> <p>REV: New DAN assigned. (Original DAN GS50-11-21 was a duplicate.) 12/2008</p> <p>Series revised -Added '/SEWER SYSTEM HOOKUP' to title, and 'and/or sewer system.' to description 11/02</p>	OFM	2 years	Destroy when obsolete or superseded	GS55-06A-36	
23.41	<p>WATER CONSUMPTION REPORTS SEWAGE TREATMENT PLANTS</p>	OPR	6 years	Destroy when obsolete or superseded	GS55-06B-11	
23.42	<p>WATER FACILITIES INVENTORY (WFI) FORM Inventory of water system updated and reported annually to the Washington State Department of Health. Information includes identification of water sources, number of connections, population served, type of treatment used, type of system, contact information, etc.</p> <p>New Series - 02/07</p>	OPR	End of calendar year plus 6 years	Destroy when obsolete or superseded	GS55-06A-32	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.43	<p>WATER QUALITY MONITORING WAIVERS</p> <p>Requests submitted to the Washington State Department of Health for exceptions from the water quality monitoring requirements. May include waiver application, approval/denial from State, correspondence, etc.</p> <p>New Series - 02/07</p>	OPR	Upon revocation, expiration or denial of waiver plus 6 years	Destroy when obsolete or superseded	GS55-06A-33	40 CFR 141-33(d)
23.44	<p>WATER QUALITY VIOLATION NOTICES</p> <p>Records are notices to consumers informing them when water supply is out of compliance with drinking water regulations. Information includes description of violation, violation date, populations affected, actions consumers can take, summary of corrective action, etc. Also includes documentation of notice distribution (media, web, mail, etc.).</p> <p>New Series - 02/07</p>	OPR	Upon issuance of notice plus 6 years	Destroy when obsolete or superseded	GS55-06A-34	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. WAC 246-290-480(f)
23.45	<p>WATER TEST REPORTS</p> <p>Tests and correspondence related to Health Department or District requirements.</p>	OPR	6 years	Destroy when obsolete or superseded	GS55-06A-21	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.46	WILDLIFE HABITAT MANAGEMENT PLAN SEWER AND WATER SYSTEM DOCUMENTATION	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-23	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 24. Social Services

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.1	CLIENT CASE FILES (SUPPORT SERVICES) Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program  New Series - September 2007.	OPR	Close of case plus 6 years	Destroy when obsolete or superseded	GS50-25-08	
24.2	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) SOCIAL SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Adults: 8 years; Minors: 8 years, or 3 years past age of majority, whichever is longer.	Destroy when obsolete or superseded	GS50-25-02	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
24.3	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) SOCIAL SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	10 years	Destroy when obsolete or superseded	GS50-25-03	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.4	FACILITIES INSPECTIONS AND CERTIFICATIONS SOCIAL SERVICES  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-25-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
24.5	INVOLUNTARY COMMITMENT CASE FILES SOCIAL SERVICES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	Superior Court retains the primary copy	10 years	GS50-25-05	Reference RCW 4.16.350.
24.6	PROJECT FILES SOCIAL SERVICES	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-06	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
24.7	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-25-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 25. Solid Waste Management

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.1	COMPREHENSIVE SOLID WASTE PLANS Please contact your Regional Archivist before destroying this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.	OPR	Destroy when superseded plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-26-16	
25.2	CONSTRUCTION SITE INSPECTIONS SOLID WASTE MANAGEMENT Inspection of construction projects to verify proper waste disposal.	OPR	6 years	Destroy when obsolete or superseded	GS50-26-02	
25.3	DAILY TRIP STATUS REPORT / LOG SOLID WASTE MANAGEMENT Documentation of the number of loads dumped by each hauler for the day.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-04	
25.4	LANDFILL / TRANSFER STATION HISTORY FILES Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions.  ESSENTIAL RECORD - needs security microfilm backup - See Remarks	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-05	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.5	<p>LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations.</p> <p>ESSENTIAL RECORD - needs security microfilm backup - See Remarks.</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-06	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25.6	<p>LANDFILL SITE CLOSURE AND CUSTODIAL FILES Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - see Remarks</p>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-26-07	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25.7	<p>LANDFILL / TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement.</p> <p>ESSENTIAL RECORD - Needs security backup - see Remarks</p>	OPR	6 years	Destroy when obsolete or superseded	GS50-26-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.8	OUTSIDE WASTE GENERATOR CLEARANCE DOCUMENTATION Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.	OPR	Expiration plus 6 years	Destroy when obsolete or superseded	GS50-26-09	
25.9	SCALE HOUSE VIDEO MONITORING TAPES Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-10	
25.10	SOLID WASTE LOAD TRIP TICKETS Documentation of number and content of loads dumped by each hauler.	OFM	3 years	Destroy when obsolete or superseded	GS50-26-12	
25.11	SOLID WASTE RECEIVING AND PROCESSING LOGS Chronological documentation of materials received and processed by solid waste facilities.  Series revised - changed Title from "Solid Waste Load Check Logs" and Description from "Document checking of solid waste loads for unacceptable waste" - 02/06	OFM	3 years	Destroy when obsolete or superseded	GS50-26-11	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.12	SPECIALIZED MATERIALS CONTAINMENT, STORAGE AND DISPOSAL PERMITS Permits issued to Solid Waste agencies for the containment, storage, and disposal of specialized materials.  New series - 02/06	OPR	Termination or renewal of permit plus 6 years	Destroy when obsolete or superseded	GS50-26-17	
25.13	UNACCEPTABLE WASTE STATEMENTS Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	OFM	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-14	
25.14	WASTE DISPOSAL VIOLATION FILES SOLID WASTE MANAGEMENT	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-26-15	



## 26. Surface Water Drainage Documentation

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.1	DIKING AND DRAINAGE DISTRICT HISTORY FILES Documentation on the formation, location, and activities in each district.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.2	DIKING AND DRAINAGE FACILITY MAINTENANCE HISTORY FILES Documentation of ongoing inspection and maintenance.	OPR	Life of facility	Destroy when obsolete or superseded	GS50-27-02	
26.3	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES Documentation of requests for funding and execution of non-routine maintenance projects.	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-27-03	
26.4	DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.	OPR	Resolution of complaint plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.5	<b>DRAINAGE BASIN AND WATERSHED HISTORY FILES</b> Background documentation for planning and capital improvement projects as well as lawsuits.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.6	<b>FLOOD CONTROL PLAN</b> Comprehensive management plans for flood control within the agency's jurisdiction.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival - See remarks	Until obsolete or superseded	GS50-27-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26.7	<b>FLOOD CONTROL PLAN DEVELOPMENT FILES</b> Documentation of the development of the agency's current flood control plan.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.8	FLOOD DAMAGE SURVEY REPORTS Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26.9	FLOOD FILES Documentation of significant individual floods and flooding issues.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.10	MONITORING, TEST AND SAMPLE DATA SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Surface water, flood, and drainage related data collected by the agency, including stream flow, rainfall, and water samples.	OFM	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-10	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.11	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	OPR	Expiration plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS55-06A-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.12	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL  REV: New DAN assigned. (Original DAN GS50-01-32 was a duplicate.) 12/2008	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-57	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.13	RIVER MANAGEMENT PROJECT FILES Document requests for funding and execution of river improvement projects.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.14	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-13	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.15	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS  ESSENTIAL RECORD - Needs security microfilm backup See remarks.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-14	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
26.16	SURFACE WATER / DRAINAGE CAPITAL IMPROVEMENT PROJECTS Documentation of design and development work done on construction projects intended to relieve drainage and other surface water management problems (For construction project files, plans, and specifications retention requirements, see Public Works - Engineering section.)	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.17	WATER QUALITY PROJECT FILES SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Documentation of planning projects for improvement of surface water quality.	OPR	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-16	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
26.18	WATERSHED MANAGEMENT POLICY FILES Background documentation for agency surface water management policy development projects.	OFM	Completion of project plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-27-17	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 27. Transit Authorities

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.1	ACCESSIBLE BOARDINGS REPORTS TRANSIT AUTHORITIES	OFM	5 years	Destroy when obsolete or superseded	GS50-31-01	
27.2	AMERICANS WITH DISABILITIES ACT (ADA) CUSTOMER ELIGIBILITY FILES	OFM	6 years after termination of service or participation by customer	Destroy when obsolete or superseded	GS50-31-02	
27.3	BUS (COACH) ASSIGNMENT SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-03	
27.4	BUS (COACH) CHANGE SHEETS	OFM	2 years	Destroy when obsolete or superseded	GS50-31-04	
27.5	BUS (COACH) CLEANER CHECK SHEETS	OFM	30 days	Destroy when obsolete or superseded	GS50-31-05	
27.6	BUS ROUTE SCHEDULES/TIMETABLES	OFM	Until superseded plus 3 years	Destroy when obsolete or superseded	GS50-31-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.7	BUS SHELTER HISTORY FILES Correspondence with Public Works and contractors about new shelter locations. Includes site permission for rights of way and easements.	OFM	Keep until site vacation	Destroy when obsolete or superseded	GS50-31-08	
27.8	BUS SHELTER LISTINGS Listing of shelter sights. Adopt a shelter program.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-09	
27.9	CUSTOMER COMMENT FILES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-10	
27.10	DISPATCH CHANGE SHEETS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-12	
27.11	DISPATCH FILES - TRANSIT AUTHORITIES Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, bid mark-ups.	OFM	6 years	Destroy when obsolete or superseded	GS50-31-11	
27.12	DISPATCH LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-13	
27.13	EMPLOYEE WORK SCHEDULES TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-14	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.14	FARE INFORMATION REFERENCE AND BACKGROUND FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-15	
27.15	FEDERAL TRANSIT ADMINISTRATION (FTA) NATIONAL TRANSIT DATABASE REPORT (ALSO KNOWN AS SECTION 15 REPORT) Operating and financial data reported annually to the FTA and used as the basis for calculating FTA funding provided to each transit district or authority.	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-16	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27.16	LOST AND FOUND REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-17	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.17	MARKETING AND PROMOTION PROJECT FILES TRANSIT AUTHORITIES Reference materials relating to transit promotion.	OFM	Completion of project plus 3 years	Destroy when obsolete or superseded	GS50-31-18	
27.18	MISSED TRIP LOGS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-19	
27.19	ON-TIME PERFORMANCE REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-20	
27.20	OPERATIONS REPORTS TRANSIT AUTHORITIES Daily, weekly or other periodic reports summarizing transit system operations.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-21	
27.21	OPERATOR ASSIGNMENT AND SHAKE-UP RECORDS TRANSIT AUTHORITIES and shifts. Documentation of assignment of individual operators to routes and shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-22	
27.22	OPERATOR INCIDENT REPORTS TRANSIT AUTHORITIES	OPR	6 years	Destroy when obsolete or superseded	GS50-31-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.23	OPERATOR PRE/POST-SHIFT INSPECTION REPORTS TRANSIT AUTHORITIES Reports of operators' inspections of buses at the beginning and end of their shifts.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-24	
27.24	PARATRANSIT MANIFESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-25	
27.25	PARATRANSIT SERVICE HISTORY FILES OR DATABASE MANIFESTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-26	
27.26	PROPERTY APPRAISAL MANIFESTS FILES TRANSIT AUTHORITIES	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-31-27	
27.27	RADIO DISPATCH RECORDINGS Recordings of dispatch radio messages to and from transit operators. New Series 07/03	OFM	90 days	Destroy when obsolete or superseded	GS50-31-43	
27.28	RADIO LOGS MANIFESTS TRANSIT AUTHORITIES	OFM	90 days	Destroy when obsolete or superseded	GS50-31-28	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.29	RIDEMATCHING PARTICIPANT INFORMATION Information maintained for each participant.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-29	
27.30	RIDERSHIP REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-31-30	
27.31	ROAD CALL REPORTS TRANSIT AUTHORITIES	OFM	3 years	Destroy when obsolete or superseded	GS50-31-31	
27.32	ROUTE CHANGE FILES Correspondence and working papers regarding route changes.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-32	
27.33	ROUTE HISTORY DOCUMENTATION	OFM	Life of the route	Destroy when obsolete or superseded	GS50-31-33	
27.34	ROUTE MAINTENANCE FILES Check sheets used to record needed improvements in the route (actual physical improvements).	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-34	
27.35	SALES REPORTS TRANSIT AUTHORITIES Periodic (daily, weekly, etc) reports of tickets, passes and other items sold.	OFM	3 years	Destroy when obsolete or superseded	GS50-31-35	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.36	SERVICE AREA ANNEXATION PLANS TRANSIT AUTHORITIES	OFM	6 years	Destroy when obsolete or superseded	GS50-31-36	
27.37	SERVICE PERFORMANCE EVALUATIONS TRANSIT AUTHORITIES	OFM	1 year	Destroy when obsolete or superseded	GS50-31-37	
27.38	SERVICE PLANNING AND DEVELOPMENT FILES TRANSIT AUTHORITIES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-31-38	
27.39	TAXI SCRIP RECEIPTS Verifies receipt of taxi scrip for sales to public.	OPR	6 years	Destroy when obsolete or superseded	GS50-31-39	
27.40	TRANSIT PLANNING REFERENCE FILES Files containing surveys, statistics, and correspondence used for future planning in transit.	OFM	Destroy when obsolete or superseded Potential archival value See remark	Destroy when obsolete or superseded	GS50-31-40	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.41	TRIENNIAL REVIEW AUDITS TRANSIT AUTHORITIES	OPR	3 years after submittal of quarterly, annual or final expenditure report Potential archival value See remarks	Destroy when obsolete or superseded	GS50-31-41	Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
27.42	VANPOOL MONTHLY REPORTS TRANSIT AUTHORITIES	OPR	Termination of pool plus 6 years	Destroy when obsolete or superseded	GS50-31-42	



## 28. Utilities Accounting

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.1	BILLING STATEMENTS (CARDS) UTILITIES ACCOUNTING Statements of money due for utility services, including amount due, balance, account number, and customer's name.	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-01	
28.2	BILLING STUBS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-02	
28.3	BILLING SUMMARIES (REGISTERS) - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-03	
28.4	COLLECTION AGENCY REPORTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-04	
28.5	CUSTOMER ACCOUNT ADJUSTMENT FILES - UTILITIES ACCOUNTING Includes applications for low income/senior discount/rate reduction.	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-05	
28.6	CUSTOMER ACCOUNT INDEX - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.7	CUSTOMER CREDIT FILES - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-07	
28.8	DELINQUENT ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-08	
28.9	DEPOSIT RECEIPTS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-09	
28.10	DEPOSIT REGISTER – UTILITIES ACCOUNTING  REV: New DAN assigned. (Original DAN GS50-03B-02 was a duplicate.) 12/2008	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-15	
28.11	DISCONNECTION NOTICES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-11	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.12	<p>ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group.</p> <p>Series Revised - Removed '...66(a) National Association of Regulatory Utility Commissioners NARUC 66(a)' from the Remarks column and added correct reference number - 09/06</p>	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-05B-13	Reference 18CFR125.3 3(42)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.13	<p>ELECTRIC UTILITY GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES</p> <p>Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities.</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</p> <p>Series revised - Reduced retention from 50 years and corrected CFR citations in Remarks - 07/03</p> <p>Series Revised - Removed 'National Association of Regulatory Utility Commissioners NARUC 10(a)(1), NARUC 10(b)(1) and NARUC 11' from the Remarks column - 09/06</p>	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-12	Reference 18CFR125.3 (6a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives standards.
28.14	<p>ELECTRIC UTILITY PLANT LEDGERS</p> <p>New series 07/03</p> <p>Series Revised: Removed 'See remarks' comment from the retention column; removed 'regulations' from the Remarks column and added 'Reference' - 09/06</p>	OPR	25 years See remarks	Destroy when obsolete or superseded	GS55-05B-28	Regulations 18CFR125.3.(16a)



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.15	FEDERAL AND STATE REGULATORY COMMISSIONS Includes annual financial, operating and statistical and PURPA reports.  Series Revised: Changed title from 'Electric Utility Coset of Service Report'; changed description from 'Filed under section 133 of the Public Utilities Regulatory Policies Act (PURPA) and removed '...336.65(d) from the Remarks column and added correct CFR reference - 09/06	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-05B-14	Reference 18CFR125.3(41)
28.16	FINAL CLOSURE OF ACCOUNT SCHEDULES - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-15	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.17	JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series Revised - Reduced retention from 50 years; removed '...12(a) National Association of Regulatory Utility Commissioners NARUC 12(a)' from the Remarks column and added correct reference number - 09/06  Series revised - changed Primary Copy retention from 50 years - 10/05	OPR	10 years - See remarks	Destroy when obsolete or superseded	GS55-05B-17	Reference 18CFR125.3 8(a) The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup
28.18	LOW INCOME / SENIOR CITIZEN DISCOUNT / TAX EXEMPTION APPLICATIONS - UTILITIES ACCOUNTING	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05B-27	
28.19	METER READING CARDS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.20	<p>RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION - UTILITIES ACCOUNTING Service rate calculations and documentation on billing and collection systems.</p> <p>Series Revised - Changed title from 'Rate and Billing System Development Documentation - Utilities Accounting'; added 'Includes development of rate schedule' to the description; changed retention from 'Destroy when obsolete or superseded' and added statement in the Remarks column - 09/06</p>	OFM	Completion of Rate Schedule plus 6 Years	Destroy when obsolete or superseded	GS55-05B-20	Reference 18CFR125.3(30)
28.21	<p>RATE AND COLLECTION SYSTEM REVISION NOTICES - UTILITIES ACCOUNTING Notices to customers of changes in billing rates and collection policies and procedures.</p>	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-21	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.22	RATE SCHEDULES - UTILITIES ACCOUNTING Official proceedings and approval.  Series revised - Added CFR citation to Remarks - 07/03  Series revised - added description - 09/06	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS55-05B-22	Reference 18CFR125.3(30). Contact your Regional Archivist before destroying the original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
28.23	SERVICE APPLICATIONS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-24	
28.24	SERVICE ORDERS - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-25	
28.25	UNCOLLECTABLE ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-26	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.26	UTILITY CUSTOMER DEPOSIT LISTING  Series Revised: Removed description 'Listing of customers that have a security deposit on their accounts because of past account issues of non-payment. Includes name, account number, deposit amount, etc.'; reduced retention from 6 years and added CFR reference in the Remarks column - 09/06  New Series - 10/04	OPR	Termination of account plus 3 years	Destroy when obsolete or superseded	GS55-05B-29	Reference 18CFR125.3(36)
28.27	UTILITY METER READINGS / USAGE DOCUMENTATION  Series Revised - Changed title from 'Meter Books - Utilities Accounting' - 09/06	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-18	



## GLOSSARY

- Archival** *Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.*
- Essential** *Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.*
- Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.*
- OFM** *Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.*
- OPR** *Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.*
- Permanent** *These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency’s legal custody.*
- Potential Archival Value and Potentially Archival** *Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.*
- Record Series** *A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.*



## INDEX: ARCHIVAL / POTENTIALLY ARCHIVAL / PERMANENT RECORDS

AIR QUALITY		
Air Pollution Source History Files.....	5	
Air Quality Complaint Files .....	5	
Air Quality Data Summaries.....	6	
Air Resources Management Implementation Plan.....	6	
Air Resources Management Maintenance Plan .....	7	
Weather Monitoring Reports .....	8	
ANIMAL SERVICES		
Statistical Reports Animal Control.....	13	
CEMETERY DISTRICTS		
Index of Interments .....	17	
Records of Burial or Interment.....	17	
Section Books .....	18	
Section Maps .....	18	
CONSERVATION DISTRICTS		
Agreements with Landowners in Which the Conservation District is a Signing Party .....	22	
Agreements With Landowners in Which the Conservation District is Not a Signing Party .....	21	
Annual Plans .....	22	
Long Range Plans.....	23	
CORONERS AND MEDICAL EXAMINERS		
Card File Index .....	24	
Coroner/Medical Examiner Ledger.....	25	
Coroners/Medical Examiner Investigation Files .....	24	
Inquests .....	25	
ELECTRIC UTILITIES		
Construction Cost Analysis Studies.....	28	
Electric Power Reports Required by Regulatory Agencies and Commissions .....	29	
Fish Count Reports .....	33	
Forecasts Electric Utilities.....	33	
Lightning and Storm Data Electric Power Distribution System.....	36	
Pollution Reports/Studies Electric Power Generation System .....	41	
Power Demand Charts Electric Power Distribution System .....	42	
Technical Data Files Electric Power Generation System.....	44	
Temperature Logs Electric Power Generation System .....	44	
Water/River Flow Reports Electric Power Generation System .....	49	
EMERGENCY SERVICES		
Civil Defense Zone Control History File .....	51	
FAIRS		
Exhibitors Lists .....	53	
Ribbon Winners List.....	53	
FIRE AND EMERGENCY MEDICAL		
Building Information History Card .....	55	
Fire Investigation Documentation – Open Investigations of Incidents that Result in Loss of Human Life .....	58	
HOUSING AUTHORITIES		
Asset Management Files.....	62	
Community Files .....	63	
Detailed Construction Analysis Files.....	63	
Master Planning Files for Redevelopment .....	67	
Population Report Statistics .....	68	
Property History Files .....	68	
Public Housing Assessment Programs .....	70	
Public Housing Redevelopment Files.....	70	
Rent Roll Control and Analysis File .....	70	
Schedules of Maximum Income Limits .....	71	
Tenant Housing Surveys and Census Tabulations .....	73	
Utilization Reports .....	74	
IRRIGATION UTILITIES		
Land Owner Water Quality Violation.....	75	
Land Use History Files.....	75	



Water Diversion Reports .....	76	Field Inspection Records.....	112
Water Quality Monitoring Data.....	76	<b>PARKS AND RECREATION</b>	
Water Use Reports .....	76	Construction and Planning Project Files .....	114
<b>JUVENILE SERVICES</b>		Gifts And Donations Information Files - Parks and Recreation .....	114
Daily Recordings of Juvenile Court Documents .....	77	Horticulture Activity and Project Files .....	114
Dockets .....	78	Park Maps .....	115
Juvenile Court Case File Indexes .....	79	Project Plans and Drawings .....	116
Juvenile Court Case Files.....	79	Recreation Program Files.....	116
<b>LAND USE PLANNING, PERMITS AND APPEALS</b>		<b>PORT DISTRICTS</b>	
Administrative Appeals Case Files .....	82	Airline Statistics .....	118
Approved Construction Drawings, Plans and Specifications .....	83	Airport Certification Files.....	118
Building Construction and Modification Permit Indexes.....	85	Civil Aeronautics Board Dockets and Related Files.....	118
Comprehensive Land Use Plan and Amendments.....	86	Customer Files .....	119
Comprehensive Land Use Plan History Files .....	86	Foreign Trade Zone Application.....	119
Conditional Use Permits .....	87	Vessel Files.....	120
Forest Practice Permit Files .....	88	Vessel Logs.....	121
Land Division and Development Background/Reference Files.....	90	<b>PROSECUTING ATTORNEY</b>	
Land Division and Development Final Determination Files.....	91	Civil Litigation Files .....	122
Local Government Jurisdictional Boundary Change Files.....	92	Civil Topical and Working Files .....	122
Local Government Jurisdictional Boundary Change History Files.....	93	<b>PUBLIC WORKS ENGINEERING</b>	
Maps, Drawings, Photographs (Official) .....	94	Aerial Survey Photograph Prints, Negatives and Flight Map .....	132
Maps, Drawings, Photographs (Reference) .....	94	Annual Bridge Reports.....	132
SEPA ( <i>State Environmental Policy Act</i> ) Determination Of Significance or		Annual Construction Program (ACP) .....	133
Nonsignificance .....	95	Franchise History Files .....	135
SEPA ( <i>State Environmental Policy Act</i> ) Environmental Impact Statements .....	96	Geological Data.....	136
Shoreline Management Master Plan and Amendments .....	96	Land Survey Field Books .....	136
Shoreline Substantial Development Permits.....	97	Local Improvement Districts Files.....	136
Zoning and Land Use Exceptions/Waivers.....	99	Reference Maps and Drawings.....	137
<b>LICENSES, PERMITS, FEES AND TAXES</b>		Relocation Assistance and Real Property Acquisition Reports .....	138
Business Licenses.....	101	Right-of-Way Case Files .....	139
Final Audit Reports .....	104	Right-of-Way Vacation Files .....	139
Register of Licenses or Permits Issued.....	107	Road Establishment Case Files .....	140
Taxicab and For-Hire Vehicle License Files .....	107	Road Improvement District (RID) Case Files .....	140
<b>NOXIOUS WEED CONTROL</b>		Survey Maps Filed for Record.....	142



Traffic Count Reports.....	143	Diking and Drainage District History Files.....	167
Transportation Improvement Programs.....	144	Drainage and Water Quality Complaint and Investigation Files.....	167
<b>SEWER AND WATER SYSTEMS</b>		Drainage Basin and Watershed History Files.....	168
History Files Sewage Treatment Plants .....	150	Flood Control Plan .....	168
Industrial Waste Permits .....	151	Flood Control Plan Development Files .....	168
Manhole Records.....	152	Flood Damage Survey Reports.....	169
Maps and Geographic Data .....	153	Flood Files.....	169
Operations and Maintenance Manuals.....	153	Monitoring, Test and Sample Data.....	169
Operators Log – Sewage Treatment Plants .....	154	National Pollutant Discharge Elimination System (NPDES) Permit .....	170
Pollution and Pollution Control Studies.....	154	Planning Reports, Studies, Models and Analysis .....	170
Pollution Control Inspection Reports .....	155	River Management Project Files.....	170
Water and Sewer System Comprehensive Plans.....	157	River Modeling Files .....	170
Wildlife Habitat Management Plan .....	160	Surface Water Management Project Plans and Specifications.....	171
<b>SOCIAL SERVICES</b>		Surface Water/Drainage Capital Improvement Projects.....	171
Project Files Social Services .....	162	Water Quality Project Files Surface Water, Drainage and Flood Control.....	172
Statistical Reports to Department of Social and Health Services or Other Such Agencies .....	162	Watershed Management Policy Files .....	172
<b>SOLID WASTE MANAGEMENT</b>		<b>TRANSIT AUTHORITIES</b>	
Comprehensive Solid Waste Plans .....	163	Federal Transit Administration (FTA) National Transit Database Report (aka Section 15 Report).....	175
Landfill Site Closure and Custodial Files .....	164	Transit Planning Reference Files.....	179
Landfill/Transfer Station History Files .....	163	Triennial Review Audits Transit Authorities .....	180
Landfill/Transfer Station Survey Files .....	164	<b>UTILITIES ACCOUNTING</b>	
<b>SURFACE WATER DRAINAGE DOCUMENTATION</b>		Rate Schedules.....	188



## INDEX: ESSENTIAL RECORDS

CEMETERY DISTRICTS		
Index of Interments .....	17	
Section Books .....	18	
Section Maps .....	18	
COMMUNICATIONS		
Computer Automated Dispatch Backup Tapes.....	19	
CONSERVATION DISTRICTS		
Agreements with Landowners in Which the Conservation District is a Signing Party .....	22	
Long Range Plans .....	23	
CORONERS AND MEDICAL EXAMINERS		
Card File Index .....	24	
Coroner/Medical Examiner Ledger.....	25	
Coroners/Medical Examiner Investigation Files .....	24	
Inquests .....	25	
ELECTRIC UTILITIES		
Pole List Electric Power Distribution System .....	40	
Transformer History Data Electric Power Distribution System – Non-PCB .....	45	
Transformer History Data Electric Power Distribution System-PCB.....	46	
Underground Line Files Electric Power Distribution System .....	47	
Water/River Flow Reports Electric Power Generation System .....	49	
IRRIGATION UTILITIES		
Land Use History Files.....	75	
JUVENILE SERVICES		
Daily Recordings of Juvenile Court Documents .....	77	
Detention Log .....	78	
Detention Roster .....	78	
Dockets .....	78	
Juvenile Court Case File Indexes .....	79	
Juvenile Court Case Files.....	79	
Medical History Files.....	80	
Social Files.....	81	
LAND USE PLANNING, PERMITS AND APPEALS		
Administrative Appeals Case Files .....	82	
Approved Construction Site Plans .....	84	
Building Construction and Modification Permit Files (VALID) .....	84	
Building Construction and Modification Permit Indexes .....	85	
Comprehensive Land Use Plan and Amendments.....	86	
Conditional Use Permits .....	87	
Local Government Jurisdictional Boundary Change History Files.....	93	
Maps, Drawings, Photographs (Official) .....	94	
SEPA ( <i>State Environmental Policy Act</i> ) Determination of Significance or Nonsignificance .....	95	
SEPA ( <i>State Environmental Policy Act</i> ) Environmental Checklist.....	95	
SEPA ( <i>State Environmental Policy Act</i> ) Environmental Impact Statements .....	96	
Shoreline Management Master Plan and Amendments .....	96	
Shoreline Substantial Development Permits.....	97	
Zoning and Land Use Exceptions/Waivers.....	99	
PARKS AND RECREATION		
Design Standards Reference File .....	114	
Park Maps .....	115	
Project Plans and Drawings .....	116	
PORT DISTRICTS		
Airport Certification Files.....	118	
PUBLIC WORKS ENGINEERING		
Aerial Survey Photograph Prints, Negatives and Flight Map .....	132	
Bridge Inspection Files.....	133	
Bridge Maintenance History Files .....	133	
Franchise History Files .....	135	
Franchise Working Files .....	135	
Land Survey Field Books .....	136	
Right-of-Way Case Files.....	139	



Right-of-Way Vacation Files .....	139	SOCIAL SERVICES	
Road Establishment Case Files .....	140	Client Case Files (Treatment Completed and Case Closed) .....	161
Road Maintenance History Files .....	141	Client Screening and Referral Files (Completed and Closed) .....	161
Survey Maps Filed For Record .....	142	Facilities Inspections and Certifications.....	162
<b>SEWER AND WATER SYSTEM DOCUMENTATION</b>		<b>SOLID WASTE MANAGEMENT</b>	
Grinder Pump Maintenance and Location Records.....	149	Landfill Site Closure and Custodial Files .....	164
History Files Sewage Treatment Plants .....	150	Landfill/Transfer Station History Files .....	163
Hydrant Records .....	150	Landfill/Transfer Station Site Testing and Monitoring Records.....	164
Industrial Waste Permits .....	151	Landfill/Transfer Station Survey Files .....	164
Manhole Records.....	152	<b>SURFACE WATER DRAINAGE DOCUMENTATION</b>	
Maps and Geographic Data .....	153	Flood Control Plan .....	168
Meter Records .....	153	Flood Damage Survey Reports.....	169
Operations and Maintenance Manuals .....	153	Surface Water Management Project Plans and Specifications.....	171
Operators Log Sewage Treatment Plants .....	154	utilities accounting	
Pipe Records .....	154	Electric Utility General and Subsidiary Ledgers, Journals, and Indexes.....	184
Valve Records .....	156	Journal Vouchers and Indexes For Electric Utilities.....	186





## INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

GS2010-022.....	106	GS50-10B-20.....	10	GS50-12D-10.....	105	GS50-14-04.....	51
GS50-01-40.....	103	GS50-10B-21.....	9	GS50-12D-12.....	102	GS50-14-05.....	51
GS50-01-55.....	21	GS50-10B-22.....	11	GS50-12D-13.....	107	GS50-14-06.....	51
GS50-01-56.....	22	GS50-10B-23.....	12	GS50-12D-14.....	100	GS50-14-07.....	51
GS50-01-57.....	170	GS50-11-01.....	83	GS50-12D-15.....	104	GS50-14-08.....	51
GS50-03A-35.....	59	GS50-11-02.....	84	GS50-12D-16.....	100	GS50-16-01.....	86
GS50-03A-36.....	61	GS50-11-03.....	83	GS50-12D-17.....	106	GS50-16-02.....	94
GS50-03A-37.....	60	GS50-11-04.....	85	GS50-12D-18.....	103	GS50-16-03.....	94
GS50-03B-15.....	182	GS50-11-05.....	84	GS50-12D-19.....	109	GS50-16-04.....	95
GS50-04B-51.....	134	GS50-11-06.....	85	GS50-12D-20.....	103	GS50-16-05.....	96
GS50-06B-28.....	50	GS50-11-07.....	85	GS50-12D-21.....	110	GS50-16-08.....	86
GS50-06C-36.....	54	GS50-11-08.....	84	GS50-12D-22.....	105	GS50-16-09.....	93
GS50-10B-01.....	9	GS50-11-11.....	91	GS50-12D-23.....	102	GS50-16B-01.....	82
GS50-10B-02.....	9	GS50-11-13.....	95	GS50-12D-24.....	101	GS50-16B-02.....	83
GS50-10B-03.....	11	GS50-11-14.....	95	GS50-12D-25.....	107	GS50-16B-03.....	82
GS50-10B-04.....	10	GS50-11-15.....	97	GS50-12D-26.....	108	GS50-16B-04.....	87
GS50-10B-05.....	12	GS50-11-17.....	96	GS50-12D-27.....	104	GS50-16B-19.....	98
GS50-10B-06.....	12	GS50-11-18.....	97	GS50-13C-02.....	114	GS50-18-01.....	132
GS50-10B-07.....	9	GS50-11-19.....	97	GS50-13C-03.....	114	GS50-18-02.....	132
GS50-10B-08.....	9	GS50-11-21.....	99	GS50-13C-04.....	114	GS50-18-03.....	132
GS50-10B-09.....	10	GS50-11-22.....	93	GS50-13C-05.....	114	GS50-18-04.....	133
GS50-10B-10.....	10	GS50-11-23.....	98	GS50-13C-06.....	114	GS50-18-05.....	133
GS50-10B-11.....	10	GS50-11-24.....	90	GS50-13C-07.....	115	GS50-18-08.....	133
GS50-10B-12.....	11	GS50-11-25.....	87	GS50-13C-09.....	115	GS50-18-09.....	134
GS50-10B-13.....	11	GS50-11-26.....	88	GS50-13C-10.....	116	GS50-18-11.....	134
GS50-10B-14.....	12	GS50-11-27.....	98	GS50-13C-13.....	116	GS50-18-12.....	134
GS50-10B-15.....	12	GS50-11-29.....	88	GS50-13C-16.....	117	GS50-18-14.....	135
GS50-10B-16.....	13	GS50-11-30.....	89	GS50-13C-17.....	117	GS50-18-15.....	136
GS50-10B-17.....	13	GS50-11-31.....	89	GS50-13C-18.....	117	GS50-18-16.....	136
GS50-10B-18.....	9	GS50-12D-06.....	101	GS50-13C-19.....	116	GS50-18-17.....	136
GS50-10B-19.....	11	GS50-12D-09.....	104	GS50-14-01.....	51	GS50-18-19.....	137



GS50-18-20 .....	137	GS50-26-07 .....	164	GS50-28-09 .....	79	GS50-31-11 .....	174
GS50-18-21 .....	139	GS50-26-08 .....	164	GS50-28-10 .....	79	GS50-31-12 .....	174
GS50-18-23 .....	140	GS50-26-09 .....	165	GS50-28-11 .....	79	GS50-31-13 .....	174
GS50-18-24 .....	141	GS50-26-10 .....	165	GS50-28-12 .....	80	GS50-31-14 .....	174
GS50-18-25 .....	140	GS50-26-11 .....	165	GS50-28-13 .....	81	GS50-31-15 .....	175
GS50-18-26 .....	140	GS50-26-12 .....	165	GS50-29-01 .....	19	GS50-31-16 .....	175
GS50-18-27 .....	141	GS50-26-14 .....	166	GS50-29-02 .....	19	GS50-31-17 .....	175
GS50-18-28 .....	144	GS50-26-15 .....	166	GS50-29-03 .....	19	GS50-31-18 .....	176
GS50-18-30 .....	141	GS50-26-16 .....	163	GS50-29-05 .....	19	GS50-31-19 .....	176
GS50-18-31 .....	142	GS50-26-17 .....	166	GS50-29-06 .....	19	GS50-31-20 .....	176
GS50-18-32 .....	142	GS50-27-01 .....	167	GS50-29-07 .....	19	GS50-31-21 .....	176
GS50-18-33 .....	143	GS50-27-02 .....	167	GS50-29-08 .....	20	GS50-31-22 .....	176
GS50-18-34 .....	143	GS50-27-03 .....	167	GS50-29-09 .....	20	GS50-31-23 .....	176
GS50-18-35 .....	143	GS50-27-04 .....	167	GS50-29-10 .....	20	GS50-31-24 .....	177
GS50-18-36 .....	135	GS50-27-05 .....	168	GS50-30-01 .....	14	GS50-31-25 .....	177
GS50-18-37 .....	133	GS50-27-06 .....	168	GS50-30-02A .....	14	GS50-31-26 .....	177
GS50-18-38 .....	137	GS50-27-07 .....	168	GS50-30-02B .....	14	GS50-31-27 .....	177
GS50-18-39 .....	143	GS50-27-08 .....	169	GS50-30-02C .....	16	GS50-31-28 .....	177
GS50-18-40 .....	143	GS50-27-09 .....	169	GS50-30-02D .....	15	GS50-31-29 .....	178
GS50-18-41 .....	143	GS50-27-10 .....	169	GS50-30-03A .....	16	GS50-31-30 .....	178
GS50-18-42 .....	144	GS50-27-12 .....	170	GS50-30-03B .....	15	GS50-31-31 .....	178
GS50-18-44 .....	138	GS50-27-13 .....	170	GS50-30-03C .....	15	GS50-31-32 .....	178
GS50-18-45 .....	138	GS50-27-14 .....	171	GS50-30-03D .....	15	GS50-31-33 .....	178
GS50-25-02 .....	161	GS50-27-15 .....	171	GS50-30-04 .....	16	GS50-31-34 .....	178
GS50-25-03 .....	161	GS50-27-16 .....	172	GS50-30-05 .....	16	GS50-31-35 .....	178
GS50-25-04 .....	162	GS50-27-17 .....	172	GS50-31-01 .....	173	GS50-31-36 .....	179
GS50-25-05 .....	162	GS50-28-01 .....	77	GS50-31-02 .....	173	GS50-31-37 .....	179
GS50-25-06 .....	162	GS50-28-02 .....	77	GS50-31-03 .....	173	GS50-31-38 .....	179
GS50-25-07 .....	162	GS50-28-03 .....	77	GS50-31-04 .....	173	GS50-31-39 .....	179
GS50-25-08 .....	161	GS50-28-04 .....	78	GS50-31-05 .....	173	GS50-31-40 .....	179
GS50-26-02 .....	163	GS50-28-05 .....	78	GS50-31-07 .....	173	GS50-31-41 .....	180
GS50-26-04 .....	163	GS50-28-06 .....	78	GS50-31-08 .....	174	GS50-31-42 .....	180
GS50-26-05 .....	163	GS50-28-07 .....	78	GS50-31-09 .....	174	GS50-31-43 .....	177
GS50-26-06 .....	164	GS50-28-08 .....	78	GS50-31-10 .....	174	GS50-32-01 .....	75



GS50-32-03 .....	75	GS52-07-05F .....	128	GS53-04-18 .....	59	GS55-05B-07 .....	182
GS50-32-04 .....	75	GS52-07-07A .....	129	GS53-04-19 .....	59	GS55-05B-08 .....	182
GS50-32-05 .....	75	GS52-07-07B .....	128	GS53-04-20 .....	60	GS55-05B-09 .....	182
GS50-32-06 .....	76	GS52-07-07C .....	129	GS53-04-21 .....	56	GS55-05B-11 .....	182
GS50-32-07 .....	76	GS52-07-07D .....	129	GS53-04-22 .....	60	GS55-05B-12 .....	184
GS50-32-08 .....	76	GS52-07-07E .....	129	GS53-04-23 .....	60	GS55-05B-13 .....	183
GS50-34-01 .....	24	GS52-07-08 .....	130	GS53-04-24 .....	61	GS55-05B-14 .....	185
GS50-34-02 .....	25	GS52-07-09A .....	130	GS53-04-25 .....	61	GS55-05B-15 .....	185
GS50-34-03 .....	24	GS52-07-09B .....	130	GS53-04-26 .....	58	GS55-05B-17 .....	186
GS50-34-04 .....	25	GS52-07-09C .....	130	GS55-04-01 .....	118	GS55-05B-18 .....	189
GS50-34-05 .....	25	GS52-07-09D .....	130	GS55-04-02 .....	118	GS55-05B-19 .....	186
GS50-34-06 .....	25	GS52-07-09E .....	130	GS55-04-03 .....	118	GS55-05B-20 .....	187
GS50-34-07 .....	26	GS52-07-10 .....	131	GS55-04-04 .....	118	GS55-05B-21 .....	187
GS50-34-08 .....	26	GS52-07-12 .....	131	GS55-04-05 .....	119	GS55-05B-22 .....	188
GS50-35-01 .....	17	GS52-07-13 .....	131	GS55-04-06 .....	119	GS55-05B-24 .....	188
GS50-35-02 .....	17	GS52-07-14 .....	131	GS55-04-07 .....	119	GS55-05B-25 .....	188
GS50-35-03 .....	17	GS52-07-15 .....	122	GS55-04-08 .....	119	GS55-05B-26 .....	188
GS50-35-04 .....	18	GS53-04-01 .....	54	GS55-04-09 .....	119	GS55-05B-27 .....	186
GS50-35-05 .....	18	GS53-04-02 .....	54	GS55-04-10 .....	119	GS55-05B-28 .....	184
GS52-03A-05 .....	92	GS53-04-03 .....	55	GS55-04-11 .....	120	GS55-05B-29 .....	189
GS52-06C-09 .....	131	GS53-04-04 .....	55	GS55-04-12 .....	120	GS55-05D-01 .....	27
GS52-07-01 .....	122	GS53-04-05 .....	55	GS55-04-13 .....	120	GS55-05D-02 .....	27
GS52-07-03 .....	122	GS53-04-06 .....	55	GS55-04-14 .....	120	GS55-05D-03 .....	30
GS52-07-04A .....	123	GS53-04-07 .....	55	GS55-04-15 .....	120	GS55-05D-04 .....	33
GS52-07-04B .....	124	GS53-04-08 .....	56	GS55-04-16 .....	120	GS55-05D-05 .....	34
GS52-07-04C .....	124	GS53-04-09 .....	56	GS55-04-17 .....	121	GS55-05D-06 .....	34
GS52-07-04D .....	125	GS53-04-10 .....	56	GS55-05A-05 .....	135	GS55-05D-07 .....	34
GS52-07-04E .....	123	GS53-04-11 .....	56	GS55-05A-08 .....	139	GS55-05D-08 .....	35
GS52-07-04F .....	125	GS53-04-12 .....	56	GS55-05B-01 .....	181	GS55-05D-09 .....	37
GS52-07-05A .....	126	GS53-04-13 .....	56	GS55-05B-02 .....	181	GS55-05D-10 .....	37
GS52-07-05B .....	127	GS53-04-14 .....	57	GS55-05B-03 .....	181	GS55-05D-11 .....	37
GS52-07-05C .....	127	GS53-04-15 .....	57	GS55-05B-04 .....	181	GS55-05D-12 .....	41
GS52-07-05D .....	128	GS53-04-16 .....	57	GS55-05B-05 .....	181	GS55-05D-13 .....	42
GS52-07-05E .....	126	GS53-04-17 .....	58	GS55-05B-06 .....	181	GS55-05D-14 .....	43



GS55-05D-15.....	43	GS55-05G-03.....	31	GS55-06A-30.....	152	GS59-02-02.....	23
GS55-05D-16.....	44	GS55-05G-05.....	49	GS55-06A-31.....	155	GS60-01-01.....	62
GS55-05D-17.....	44	GS55-05G-06.....	48	GS55-06A-32.....	158	GS60-01-02.....	62
GS55-05D-18.....	48	GS55-05G-07.....	30	GS55-06A-33.....	159	GS60-01-03.....	62
GS55-05D-19.....	49	GS55-05H-05.....	52	GS55-06A-34.....	159	GS60-01-04.....	62
GS55-05D-20.....	33	GS55-06A-01.....	145	GS55-06A-35.....	148	GS60-01-05.....	62
GS55-05D-21.....	29	GS55-06A-02.....	146	GS55-06A-36.....	158	GS60-01-06.....	63
GS55-05E-01.....	27	GS55-06A-03.....	145	GS55-06B-01.....	146	GS60-01-07.....	63
GS55-05E-02.....	32	GS55-06A-04.....	148	GS55-06B-02.....	148	GS60-01-08.....	63
GS55-05E-03.....	32	GS55-06A-05.....	149	GS55-06B-03.....	148	GS60-01-09.....	63
GS55-05E-04.....	35	GS55-06A-06.....	149	GS55-06B-04.....	149	GS60-01-10.....	63
GS55-05E-05.....	36	GS55-06A-07.....	149	GS55-06B-05.....	151	GS60-01-11.....	64
GS55-05E-06.....	36	GS55-06A-08.....	149	GS55-06B-06.....	153	GS60-01-12.....	64
GS55-05E-07.....	37	GS55-06A-09.....	150	GS55-06B-07.....	150	GS60-01-13.....	64
GS55-05E-08.....	38	GS55-06A-10.....	151	GS55-06B-08.....	154	GS60-01-14.....	64
GS55-05E-09.....	38	GS55-06A-11.....	152	GS55-06B-10.....	156	GS60-01-15.....	65
GS55-05E-10.....	39	GS55-06A-12.....	153	GS55-06B-11.....	158	GS60-01-16.....	65
GS55-05E-11.....	39	GS55-06A-13.....	154	GS55-06B-12.....	156	GS60-01-17.....	65
GS55-05E-12.....	40	GS55-06A-14.....	154	GS57-01-01.....	53	GS60-01-18.....	65
GS55-05E-13.....	42	GS55-06A-15.....	155	GS57-01-02.....	53	GS60-01-19.....	65
GS55-05E-14.....	31	GS55-06A-16.....	156	GS57-01-03.....	53	GS60-01-20.....	65
GS55-05E-17.....	43	GS55-06A-17.....	151	GS57-01-04.....	53	GS60-01-21.....	65
GS55-05E-18.....	43	GS55-06A-18.....	153	GS58-04A-03.....	58	GS60-01-22.....	66
GS55-05E-20.....	45	GS55-06A-19.....	155	GS58-05-01.....	111	GS60-01-23.....	66
GS55-05E-21.....	46	GS55-06A-20.....	156	GS58-05-02.....	111	GS60-01-24.....	66
GS55-05E-23.....	47	GS55-06A-21.....	159	GS58-05-03.....	111	GS60-01-25.....	66
GS55-05E-24.....	48	GS55-06A-22.....	157	GS58-05-04.....	112	GS60-01-26.....	66
GS55-05E-25.....	29	GS55-06A-23.....	160	GS58-05-05.....	112	GS60-01-27.....	64
GS55-05E-26.....	47	GS55-06A-24.....	170	GS58-05-06.....	112	GS60-01-28.....	64
GS55-05E-27.....	29	GS55-06A-25.....	147	GS58-05-07.....	112	GS60-01-29.....	66
GS55-05E-28.....	42	GS55-06A-26.....	157	GS58-05-08.....	112	GS60-01-30.....	67
GS55-05E-29.....	46	GS55-06A-27.....	146	GS58-05-09.....	113	GS60-01-31.....	65
GS55-05G-01.....	28	GS55-06A-28.....	147	GS58-05-10.....	113	GS60-01-32.....	67
GS55-05G-02.....	28	GS55-06A-29.....	152	GS59-02-01.....	22	GS60-01-33.....	67



GS60-01-34 .....	67	GS60-01-44 .....	70	GS60-01-55 .....	73	GS65-01-02 .....	5
GS60-01-35 .....	68	GS60-01-45 .....	71	GS60-01-56 .....	73	GS65-01-03 .....	6
GS60-01-36 .....	68	GS60-01-46 .....	71	GS60-01-57 .....	74	GS65-01-05 .....	6
GS60-01-37 .....	68	GS60-01-47 .....	71	GS60-01-58 .....	74	GS65-01-06 .....	7
GS60-01-38 .....	68	GS60-01-48 .....	71	GS60-01-59 .....	74	GS65-01-07 .....	7
GS60-01-39 .....	68	GS60-01-50 .....	72	GS60-01-60 .....	66	GS65-01-08 .....	7
GS60-01-40 .....	70	GS60-01-51 .....	72	GS60-01-61 .....	73	GS65-01-09 .....	8
GS60-01-41 .....	70	GS60-01-52 .....	72	GS60-01-62 .....	73	GS65-01-10 .....	8
GS60-01-42 .....	70	GS60-01-53 .....	73	GS60-09-49 .....	72		
GS60-01-43 .....	70	GS60-01-54 .....	73	GS65-01-01 .....	5		



## INDEX: SUBJECTS

**NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.**

### 9

911 (master recordings/electronic printouts) ..... 19

### A

access card (housing authorities)..... 62  
 accessibility (transit authorities)..... 173  
 accidents  
     incidents (volunteer firefighter) ..... 54  
 accounting..... *see CORE*  
 ADA (*Americans with Disabilities Act*)  
     transit customers..... 173  
 administrative appeals/hearings (land use)..... 82  
 adult case files  
     assigned counsel  
       class A felonies/major cases..... 14  
       class B felonies ..... 14  
       class C felonies/DUI..... 16  
       dismissed/acquittals ..... 15  
     prosecuting attorney  
       criminal  
         class A felonies/major cases ..... 123  
         class B felonies ..... 124  
         class C felonies/DUI ..... 124  
         declined ..... 123  
         dismissed/acquittals ..... 125  
         misdemeanors ..... 125

advertising  
     electric utilities ..... 183  
     transit authorities ..... 176  
 aerial photographs..... 132  
 aeronautics board (port districts) ..... 118  
 aging/youth/family (support services)..... 161  
 agricultural burning ..... 7  
 Agriculture, Department of  
     field test standards ..... 103  
     pesticide permits ..... 67  
 air quality/pollution  
     asbestos contractors..... 7  
     burning (indoor/outdoor)..... 7  
     complaint files ..... 5  
     data summaries ..... 6  
     electric facilities ..... 41  
     federal regulations..... 6, 7  
     history files ..... 5  
     management ..... 6, 7  
     sewer/water facilities ..... 155  
     sewer/water system facilities..... 154  
     site monitoring ..... 8  
     weather monitoring..... 8  
 airports/airlines/aircraft (port districts) ..... 118, 120  
 alarms (fire/emergency medical)..... 54  
 alleys (right-of-way vacations) ..... 139  
 allocations (housing authorities) ..... 62  
*Americans with Disabilities Act (ADA)*  
     transit customers..... 173  
 animal control..... 9

complaints/incidents/citations..... 9  
 disposal..... 10  
 investigation reports..... 10  
 kennel licenses..... 10  
 patrol/pickup requests/reports..... 11  
 pets ..... 11, 12  
 statistical reports ..... 13  
 veterinarian bills ..... 13  
 animal services..... 9  
     Board of Pharmacy ..... 9  
     controlled substances..... 9, 10  
     healthcare..... 12  
     legend drugs ..... 11  
 annexations  
     local government..... 92, 93  
     transit service areas..... 179  
 Annual Construction Program (ACP)..... 133  
 apartment inventory/inspection ..... 62  
 apparatus failure report (electric power) ..... 27  
 appeals  
     hearings case files (land use) ..... 83  
     noxious weed enforcement actions/penalties . 111  
 applications  
     building construction permits..... 83  
     business licenses..... 101, 102  
 appraisals, property (transit authorities) ..... 177  
 arbitration/grievance (housing authority) ..... 64  
 arson ..... 57, 58  
 asbestos contractors..... 7  
 asset management..... *see CORE*



assigned counsel .....	14	backup tapes..... <i>see also CORE</i>	permits.....	55
case files		automated dispatch.....	bus routes .....	178
adults		benefits (human resources)..... <i>see CORE</i>	schedules/timetables .....	173
class A felonies/major cases .....	14	billing	shelters .....	174
class B felonies .....	14	housing authorities.....	buses	
class C felonies/DUI .....	16	port districts .....	assignments/changes .....	173
dismissed/acquittals .....	15	utilities .....	maintenance .....	<i>see also CORE</i>
juveniles		bite reports .....	cleaning .....	173
class A felonies/major cases .....	16	block grants (housing authorities) .....	inspections .....	177
class B felonies .....	15	boards/councils..... <i>see CORE</i>	business licenses	
class C felonies/DUI .....	15	boiler tube failure report (electric power).....	applications.....	101, 102
dismissed/acquittals .....	15	bonds (housing authorities)	enforcement inspections.....	101
defendant interview cards/sheets.....	14	non-profit .....	notice of closure .....	102
promissory notes .....	16	project files .....	renewals .....	102
assignments (transit operators)		booking cards (animal).....	business tax refunds .....	103
buses.....	173	boundary changes (local government) .....		
routes.....	176	bridge/road closures.....		
attendance (parks/recreation).....	116	bridges		
audio recordings		annual reports .....		
juvenile court.....	77	inspections.....		
radio logs (transit authorities) .....	177	maintenance history .....		
audits .....	<i>see also CORE</i>	buildings		
business .....	100	construction permits .....		
final reports .....	104	fire/emergency medical .....		
findings .....	104	historic .....		
statistic log.....	100	inspections		
transit triennial reviews.....	180	land use .....		
		special valuation taxes.....		
		burials		
		cemetery records/permits.....		
		indigent.....		
		section books/maps.....		
		burning		
		incidents .....		

**B**

**C**



section books/maps.....	18	community relations.....	<i>see CORE</i>	contamination (water systems) .....	145
chemical analysis (water systems).....	146, 147	complaints		contractors (asbestos) .....	7
child care (support services).....	161	animal control.....	9	contracts .....	<i>see CORE</i>
children .....	<i>see juveniles</i>	noxious weeds .....	112, 113	housing authorities.....	63
citations (animal control).....	9, 10	public works.....	134	port districts .....	119
citizen complaints (public works).....	134	transit authorities .....	174	utility plant construction .....	48
civil aeronautics board (port districts).....	118	weighing/measuring devices .....	110	control actions (noxious weeds) .....	111
civil case files (prosecuting attorney) .....	129	comprehensive		controlled substances	
civil defense zone control .....	51	land use plans .....	86	animal health .....	12
civil files (prosecuting attorney)		history files.....	86	inventory .....	9
litigation.....	122	maps/drawings/photos.....	94	legend drug inventory/logs .....	11
topical/working files .....	122	management plans (flood control).....	168	order forms.....	10
cleaning services (buses).....	173	sewer/water systems plans .....	157	Pharmacy Board .....	9
client screening/referral (social services) .....	161	solid waste plans .....	163	coroner/medical examiners	
closure notices (roads/bridges) .....	140	conditional use permits .....	87	card file index .....	24
coal logs (electric power).....	27	conservation districts.....	21	death reports.....	25
code complaints/violations (land use).....	85	annual plans.....	22	indigent burial.....	25
cold storage (port districts).....	119	landowner agreements .....	21, 22	inquests .....	25
collections		long-range plans .....	23	investigation files.....	24
housing authorities.....	63	construction.....	<i>see CORE</i>	ledger.....	25
utilities accounting .....	181, 187	analysis (housing authorities).....	63	morgue register .....	25
comments (customers)		annual construction program (ACP) .....	133	personal property (deceased) .....	26
transit authorities .....	174	drawings (approved).....	83	photographs and video of investigations .....	26
communications .....	<i>see also CORE</i>	electric power.....	31	county fairs .....	53
911 conversations.....	19	electric power system.....	28, 50	court (juvenile).....	79
911 electronic printouts .....	19	parks/recreation .....	114, 116	audio/visual recordings .....	77
dispatch backup tapes .....	19	permit files (invalid).....	84	case files .....	79
master address street logs .....	19	permit indexes.....	85	daily recordings .....	77
National Criminal Information Center .....	19	preliminary plans .....	134	dockets .....	78
radio logs .....	19	sewer/water systems .....	155	crew sheets (public works) .....	134
supervisor shift reports .....	20	surface water drainage.....	171	criminal case files	
tape requests.....	20	transitory building permit.....	97	assigned counsel	
teletypes .....	20	transportation improvement.....	133, 144	adults	
community files (housing authorities).....	63	utility plants.....	48	class A felonies/major cases .....	14





class B felonies.....	14	ridematching/ridership .....	178	design/construction.....	<i>see CORE</i>
class C felonies/DUI .....	16	utilities .....	181, 182, 189	detention (children/juveniles) .....	78
dismissed/acquittals .....	15			development contracts (housing authorities) .....	63
juveniles				diking/drainage districts .....	167
class A felonies/major cases .....	16			disabilities (transit customers).....	173
class B felonies.....	15			disability claims (volunteer firefighter).....	54
class C felonies/DUI .....	15			disaster assistance (federal) .....	169
dismissed/acquittals .....	15			disconnection notices (utilities).....	182
prosecuting attorney				dispatch	
adults				backup tapes.....	19
class A felonies/major cases .....	123			transit authorities .....	174, 177
class B felonies.....	124			dispatcher permits (electric power).....	37
class C felonies/DUI .....	124			disposal/disposition	
declined .....	123			animals (notices).....	10
dismissed/acquittals .....	125			personal property (housing authority tenants) ..	64
misdemeanors .....	125			public records .....	<i>see CORE</i>
juveniles				violations (waste) .....	166
class A felonies/major cases .....	126			district court case files	
class B felonies.....	127			prosecuting attorney .....	128, 129
class C felonies/DUI .....	127			districts (historic) .....	88
declined .....	126			special valuation taxes.....	89
dismissed/acquittals .....	128			diversion	
misdemeanors .....	128			billing and support files .....	131
criminal complaint (weighing/measuring devices)	110			juvenile record.....	77, 78, 79, 81
critical (sensitive) area designation .....	87			juvenile social files.....	81
critical area delineations.....	94			pre-prosecution case files.....	131
cross-connection control (water systems).....	147			dockets (juvenile court) .....	78
custodial services (bus cleaning).....	173			domestic partnership.....	103
custody investigations (children/juveniles) .....	77			drainage basins/watersheds.....	168
customers				drainage/water quality complaints.....	167
port districts .....	119			drawings.....	<i>see also CORE</i>
transit authorities				abandoned/defective/voided (engineering) ....	132
ADA eligibility .....	173			and photographs (land use).....	94
comments/feedback .....	174, 179			drinking water	

**D**

daily

maintenance activity (public works).....	134
record/log (fire/emergency medical) .....	56
trip status (solid waste) .....	163
dam safety compliance (FERC).....	29
death investigations/reports .....	25, 26
deceased (personal property).....	26
defective side sewers.....	148
defendant interview .....	14
delinquent accounts (utilities) .....	182
Department of Agriculture	
field test standards .....	103
pesticide permits .....	67
Department of Ecology	
discharge monitoring reports (sewage).....	148
<i>Federal Clean Air Act</i> .....	6, 7
laboratory performance (sewage).....	151
landowner agreements (conservation districts) ..	21
Department of Health	
cross-connection control (water utilities) .....	147
drinking water systems.....	104
water facilities inventory .....	158
water quality monitoring .....	159
water test reports.....	159
Department of Social Services	
statistical reports .....	162
deposit receipts/registers (utilities).....	182, 189
design standards (parks/recreation).....	114



system permit..... 104  
violation ..... 159  
DUI (driving under the influence) ..... 124  
dumping (violations) ..... 166  
dwelling rent (housing authorities)..... 70

**E**

Ecology, Department of  
discharge monitoring reports (sewage)..... 148  
*Federal Clean Air Act* ..... 6, 7  
landowner agreements (conservation district) .. 21  
sewage treatment plants..... 151  
ECU (equivalent customer unit) ..... 148  
elections..... *see County Auditor General Records Retention Schedule*  
electric power  
coal logs ..... 27  
construction  
cost analysis ..... 28  
expenditure requisition/authorization ..... 31  
forecasts..... 33  
project files..... 28  
utility plant contracts ..... 48  
work in progress..... 49  
work orders ..... 50  
dam safety compliance..... 29  
demand charts..... 42  
electricity diversion investigations ..... 30  
equipment logs ..... 30  
expenditure requisition/authorization ..... 31  
facility retirement..... 32  
forecasts ..... 33

generation/output logs ..... 34  
high/low-tension generating load ..... 34  
insulator tests ..... 35  
lightning/storm data..... 36  
load curves..... 37  
load dispatcher permits..... 37  
meter history data..... 38  
outage logs ..... 39  
pole list ..... 40  
pollution reports/studies..... 41  
Polychlorinated Biphenyls (PCBs) ..... 45, 46  
recording instrument charts..... 42  
regulatory agencies/commissions ..... 29  
reports  
apparatus failure ..... 27  
boiler tube failure ..... 27  
dam safety..... 29  
facility inspection/maintenance..... 31  
fish count..... 33  
gauge reading..... 34  
hydro-electric operations..... 35  
line inspection reports ..... 36  
line trouble..... 37  
maintenance (hydroelectric)..... 37  
meter shop ..... 38  
operations ..... 39  
regulatory ..... 29  
spill gate data ..... 42  
station/system generation..... 43  
street opening inspection/repair ..... 43  
technical data ..... 44  
transformer inspections..... 46  
water  
electric utilities ..... 49

work in progress..... 49  
station load permits..... 43  
station/system generation reports..... 43  
street lights..... 43  
temperature logs ..... 44  
transformer history ..... 45, 46  
turbines..... 47  
underground lines ..... 47  
voltage charts ..... 48  
water logs ..... 48  
work permits (hard cards) ..... 29  
electric utilities  
advertisements ..... 183, 185  
ledgers/journals/indexes ..... 184  
plant ledgers ..... 184  
electronic information systems ..... *see CORE*  
emergency  
medical ..... 54  
response logs (public works) ..... 135  
services ..... 51  
civil defense zone control ..... 51  
fallout shelter ..... 51  
project files..... 51  
radiological facilities inspection ..... 51  
search and rescue ..... 51  
water/sewer incidents..... 157  
employment (support services) ..... 161  
enforcement  
inspections (business licenses) ..... 101  
weighing/measuring devices ..... 110  
engineering drawings..... *see also CORE*  
abandoned/defective/voided..... 132  
and photographs (land use)..... 94  
entry cards (housing authorities)..... 62



entry/exit video (housing authorities) ..... 64  
 environmental  
   checklist (SEPA)..... 95  
   determination of non-/significance (SEPA) ..... 95  
   impact statement (SEPA)..... 96  
 equipment  
   firefighter..... 59  
   loans (housing authorities)..... 64  
   logs (electric power) ..... 30  
 evaluations, performance (transit authorities)..... 179  
 exhibitors (fairs) ..... 53  
 expenditure requisition (electric power) ..... 31  
 extraditions (prosecuting attorney) ..... 130

**F**

FAA (Federal Aviation Administration) ..... 119  
 facilities/property management ..... *see also CORE*  
   inspection/maintenance (electric power) ..... 31  
   inspections/certifications (social services) ..... 162  
   retirement (electric power) ..... 32  
   retirements (sewer/water systems) ..... 148, 149  
   use permits (parks/recreation)..... 114  
 fairs ..... 53  
 fallout shelter management ..... 51  
 family (support services)..... 161  
 family law files (prosecuting attorney) ..... 130  
 fares (transit authorities)..... 175  
 Federal (agencies)  
   Aviation Administration (FAA) ..... 119  
   Drug Enforcement Administration (FDA)..... 10  
   Energy Regulatory Commission (FERC)..... 29, 42  
   Transit Administration (FTA) reports..... 175

*Federal Clean Air Act*..... 6, 7  
 federal disaster assistance (floods)..... 169  
 fee/tax collection ..... 104  
 feedback (customers)  
   transit authorities ..... 174  
 felonies (adult)  
   assigned counsel  
     class A/major cases ..... 14  
     class B ..... 14  
     class C/DUI ..... 16  
     dismissed/acquittals ..... 15  
   prosecuting attorney  
     class A/major cases ..... 123  
     class B ..... 124  
     class C/DUI ..... 124  
     declined..... 123  
     dismissed/acquittals ..... 125  
 felonies (juvenile)  
   assigned counsel  
     class A/major cases ..... 16  
     class B ..... 15  
     class C/DUI ..... 15  
     dismissed/acquittals ..... 15  
   prosecuting attorney  
     class A/major cases ..... 126  
     class B ..... 127  
     class C/DUI ..... 127  
     declined..... 126  
     dismissed/acquittals ..... 128  
 field inspections (noxious weeds)..... 112  
 field test standards ..... 103  
 financial..... *see CORE*  
   assistance (support services) ..... 161  
 fire

alarms  
   circuit tapes..... 61  
   individual box history ..... 58  
   inspections/locations ..... 54, 55  
   response ..... 56  
   systems drawing..... 56  
 building history/inspection..... 55  
 burning permits ..... 55  
 code violations..... 56  
 hydrant/water main inspections ..... 56  
 fire and emergency medical  
   arson ..... 57  
   capital equipment inventory ..... 56  
   daily record/log ..... 56  
   equipment inventory ..... 59  
   fire hydrant/water main inspections ..... 56  
   fire investigations ..... 58  
   firefighter disability claims ..... 54  
   incidents/investigations..... 57, 58  
   injury/disability (volunteer firefighter)..... 58, 59  
   inspector's test of equipment ..... 59  
   medical incidents..... 60  
   personnel assignment ..... 60  
   radio logs ..... 60  
   vehicle service ..... 61  
 fish count reports (electric power) ..... 33  
 fleet/motor pool ..... *see CORE*  
 flood control/damage ..... 168, 169  
 flow records (water/sewer systems) ..... 149  
 forecasts (electric power) ..... 33  
 foreclosure (irrigation utilities) ..... 75  
 foreign trade zone (port districts)..... 119  
 forest practice permit ..... 88  
 foster care (children/juveniles)..... 78



franchises (public works) ..... 135

**G**

garbage (solid waste)

- dump loads ..... 163, 165
- landfill/transfer stations ..... 163, 164
- outside waste generator..... 165
- receiving/processing logs ..... 165
- gate receipts (fairs) ..... 53
- gauge reading reports (electric power) ..... 34
- generation/output logs (electric power) ..... 34
- geographic data (sewer/water systems) ..... 153
- geological data (public works) ..... 136
- gifts/donations (parks/recreation) ..... 114
- grievances
  - housing authority tenants ..... 64, 73
  - staff..... *see CORE*
- grinder pumps (sewer systems)..... 149
- groundwater permits..... 156
- Growth Management Act* (appeals) ..... 86
- guardian ad litem (juveniles) ..... 78

**H**

- habitat (wildlife)..... 160
- Health, Department of
  - cross-connection control (water utilities) ..... 147
  - drinking water systems..... 104
  - water facilities inventory ..... 158
  - water quality monitoring..... 159
  - water test reports..... 159

- high/low-tension generating loads (electric power)34
- historic buildings/districts/landmarks/sites ..... 88
  - special valuation taxes..... 89
- history files
  - air pollution source..... 5
  - boundary change (jurisdictional)..... 93
  - bridge maintenance..... 133
  - bus shelter ..... 174
  - comprehensive land use plan..... 86
  - diking/drainage districts ..... 167
  - drainage basin/watershed..... 168
  - franchise ..... 135
  - land use (irrigation utilities)..... 75
  - landfill/transfer stations ..... 163
  - medical (juvenile services)..... 80
  - paratransit services ..... 177
  - property (housing authorities) ..... 68
  - road maintenance ..... 141
  - sewage treatment plants..... 150
  - street lights..... 141
  - street lights (electric power) ..... 43
  - traffic signals..... 143
  - turbine (electric power)..... 47
- hookup (water/sewer) ..... 158
- horticulture (parks/recreation)..... 114
- housing (support services)..... 161
- housing authorities ..... 62
  - access card/cardex ..... 62
  - allocations..... 62
  - apartment inventory/inspection ..... 62
  - assessment programs..... 70
  - asset management ..... 62
  - billing files..... 62
  - bond project files..... 63

- bonds issued ..... 71
- collections..... 63
- community files ..... 63
- construction analysis ..... 63
- development contracts..... 63
- entry/exit video ..... 64
- equipment loans..... 64
- HUD
  - 50058-50059 ..... 64
  - 51245-52603 ..... 65
  - 52681-52682 ..... 66
  - 52721-52723 ..... 67
  - 52981-53001 ..... 66
  - complaint log..... 66
  - subsidies..... 67
- master plan/redevelopment ..... 67
- Performance Funding System (PFS)..... 67
- pesticide application permit..... 67
- police reports..... 68
- population reports..... 68
- preliminary loan notes..... 68
- programs..... 68
- property history..... 68
- real property..... 62
- redevelopment ..... 70
- rehabilitation block grants..... 70
- relocation checks..... 70
- rent roll control..... 70
- requests for payment ..... 62
- sale of property ..... 71
- schedule of maximum income..... 71
- Section 8 ..... 64, 70, 73
- security deposit/unearned rent..... 71
- site maps..... 68



surplus property ..... 71  
tax-exempt obligation ..... 71  
tenants  
    application..... 72  
    applications ..... 72  
    damage claims..... 73  
    files ..... 72  
    grievances ..... 73  
    grievances/arbitration..... 64  
    leased housing/owner records..... 73  
    money owing..... 73  
    personal property (disposition)..... 64  
    status..... 64  
    surveys and census tabulations ..... 73  
    waiting lists ..... 73  
utilities review ..... 74  
utilization reports ..... 74  
van loaders manifests..... 74  
human resources ..... *see CORE*  
hydrants (water systems) ..... 150  
hydro-electric operations logs/reports..... 35

**I**

improvement districts (local)..... 136  
incident reports (transit operators) ..... 176  
incorporations (local government) ..... 92, 93  
indigence (determination of) ..... 14  
indigent burial (coroner)..... 25  
indigent client  
    adult..... 14, 15, 16  
    juveniles..... 15, 16  
infractions (prosecuting attorney)

adults ..... 129  
juveniles..... 129  
inquests (coroner)..... 25  
inspections  
    bridges ..... 133  
    bus (transit) ..... 177  
    commercial weighing/measuring devices ..... 109  
    construction sites (waste disposal)..... 163  
    housing authorities..... 62  
    social services facilities ..... 162  
    water systems..... 145, 146  
    weighing/measuring devices ..... 109  
inspector’s test of equipment (firefighting)..... 59  
insulator tests (electric power) ..... 35  
interments (cemeteries) ..... 17  
international customs (port districts) ..... 119  
inventories ..... *see CORE*  
    controlled substances..... 9, 11  
    housing authorities..... 62  
investigations  
    animal control..... 10  
    code complaints/violations (land use)..... 85  
    coroner/medical examiner ..... 24  
    custody (children/juveniles) ..... 77  
    electricity diversion ..... 30  
    probation officers (juveniles)..... 79  
invoices ..... *see also CORE*  
    injury/disability (volunteer firefighter)..... 59  
involuntary commitment  
    prosecuting attorney ..... 131  
    social services ..... 162  
irrigation utilities..... 75  
foreclosure..... 75  
land use history ..... 75

landowner water quality violation ..... 75  
line location requests ..... 75  
water diversion reports ..... 76  
water quality monitoring ..... 76  
water right contracts ..... 75  
water use ..... 76

**J**

jetting/vactoring (sewer systems) ..... 156  
juvenile case files  
    assigned counsel (criminal)  
        class A felonies/major cases..... 16  
        class B felonies ..... 15  
        class C felonies/DUI..... 15  
        dismissed/acquittals ..... 15  
    juvenile court..... 79  
    prosecuting attorney  
        criminal  
            class A felonies/major cases ..... 126  
            class B felonies ..... 127  
            class C felonies/DUI ..... 127  
            declined ..... 126  
            dismissed/acquittals ..... 128  
    juvenile court  
        audio/visual recordings ..... 77  
        case files/indexes..... 79  
        daily recordings ..... 77  
        dockets ..... 78  
    juveniles  
        custody (investigations)..... 77  
        defendant ..... *see juvenile case files*  
        detention ..... 78



foster care.....	78	SEPA determination.....	95	enforcement inspections .....	101
guardian ad litum.....	78	water availability verification .....	98	regulatory and personal.....	102
marriage waivers .....	79	withdrawn/abandoned permit applications.....	98	renewals .....	102
medical histories.....	80	landfills/transfer stations		kennels.....	10
social files .....	81	daily trip status .....	163	non-business.....	105
		history.....	163	occupational/professional/personal .....	102
		load trips.....	165	personal (violation).....	106
		materials received .....	165	pets.....	12, 105
		sites.....	164	register of issued .....	107
		specialized materials .....	166	taxicab/for hire vehicle.....	107
		surveys.....	164	lightning/storm data (electric power).....	36
		violations/unacceptable .....	166	lights (street).....	141
		landing fees (port districts) .....	120	limnology reports (water systems) .....	152
		landmarks (historic) .....	88	line	
		special valuation taxes.....	89	inspection reports (electric power) .....	36
		Landmarks Board .....	89	location requests (irrigation utilities) .....	75
		landowners		trouble reports (electric power) .....	37
		agreements.....	21	load	
		defective side sewers .....	148	curves (electric power) .....	37
		noxious weed penalties .....	112	dispatcher permits (electric power) .....	37
		right-of-way .....	139	trip tickets (solid waste) .....	165
		water quality violation.....	75	local government jurisdictional boundary change	92, 93
		lead/copper (water systems) .....	152	local improvement districts (public works).....	136
		ledger (coroner) .....	25	logs	
		legal (advice, litigation, legal affairs) .....	<i>see CORE</i>	master address street.....	19
		legal defendants		National Criminal Information Center .....	19
		indigent (adult) .....	14, 15, 16	radio communications .....	19
		indigent (juvenile).....	15, 16	longshore workers (port districts) .....	120
		indigent interview.....	14	lost property	
		Legend Drug Log Book .....	11	transit authorities .....	175
		licenses.....	100	low-income public housing .....	62, 65
		animal control.....	11		
		bicycle.....	105		
		business .....	101, 102		

**K**

kennels..... 10

**L**

laboratory files(coroner)..... 24

land use

abatement notices.....	85
administrative appeals/hearings .....	82, 83
boundary changes (local government) .....	92, 93
building construction.....	83, 84, 85
comprehensive plan .....	86
conditional use permits .....	87
critical (sensitive) area designation .....	87
division/development.....	90, 91
forest practice permit files .....	88
<i>Growth Management Act</i> .....	86
historic site (designation/tax).....	88, 89
history (irrigation utilities).....	75
maps, drawings, photographs .....	94
mitigated determination of nonsignificance	
(MDNS) .....	95
referred project files.....	95
right-of-way permits.....	93
SEPA checklist/statement.....	95, 96



**M**

mail/delivery ..... *see CORE*  
 maintenance ..... *see CORE*  
   bridges ..... 133  
   diking/drainage facilities ..... 167  
   grinder pumps (sewer systems)..... 149  
   hydroelectric equipment/facilities ..... 37  
   roads ..... 141  
   routes (transit authorities) ..... 178  
   sewage treatment plants..... 153, 156  
   valves (sewer/water systems) ..... 156  
 manholes (sewer/water systems)..... 152  
 maps  
   cemeteries/graves ..... 18  
   geographic (sewer/water systems) ..... 153  
   housing authority sites ..... 68  
   infestation location (noxious weeds)..... 112, 113  
   land use ..... 94  
   landfills/transfer stations ..... 163, 164  
   parks/recreation ..... 115  
   reference (public works)..... 137  
   survey (public works)..... 142  
   traffic (public works)..... 143  
 maps/drawings (public works)..... 137  
 marketing (transit authorities)..... 176  
 marriage waivers (juveniles) ..... 79  
 master address street logs..... 19  
 maximum income (housing authorities)..... 71  
 medical  
   examiners ..... 24  
   histories (children/juveniles) ..... 80  
   incident reports (fire/emergency medical) ..... 60

meters  
   electric power ..... 30, 38  
   history data (electric power) ..... 38  
   mass flow ..... 109  
   parking ..... 52  
   taxicab ..... 108, 109  
   utilities ..... 186, 189  
   vehicle-tank ..... 109  
   water systems..... 153  
 minors ..... *see juveniles*  
 minutes ..... *see CORE*  
 misdemeanors (prosecuting attorney)  
   adults ..... 123, 125, 129  
   juveniles..... 128, 129  
 missed trips logs (transit authorities) ..... 176  
 mitigated determination of nonsignificance (MDNS)  
   ..... 95  
 monitoring (surface water/drainage/flood control)  
   ..... 169  
 monitoring equipment..... 8  
 monthly report of tax/fee collection ..... 104  
 morgue register (coroner) ..... 25

**N**

National Criminal Information Center ..... 19  
 non-grant programs (housing authorities) ..... 68  
 notices  
   animal disposal ..... 10  
   animal placement ..... 12  
   closure (business) ..... 102  
   drinking water violation..... 159  
 notifications

defective sewers..... 148  
 noxious weed control ..... 113  
 noxious weed control  
   actions/appeals ..... 111  
   control notification ..... 113  
   field inspections..... 112  
   infractions..... 111, 112  
   landowner payments..... 112  
   public complaint ..... 112  
   search warrants ..... 113

**O**

occupational business licenses ..... 102  
 operations  
   logs/reports  
     electric power ..... 39  
     hydro-electric power ..... 35  
     traffic signal..... 143  
     transit authorities..... 176  
   maintenance (sewage treatment plants) . 153, 156  
 operators log (sewage treatment plant)..... 154  
 outage logs (electric power) ..... 39  
 outdoor burning..... 7  
 outside waste generators ..... 165

**P**

paratransit services/manifests..... 177  
 parking meters ..... 52  
 parks/recreation ..... 114  
   construction/planning ..... 114



design standards.....	114	land use (irrigation utilities).....	75	photographs (aerial) .....	132
facilities use permits.....	114	load dispatcher (electric).....	37	photographs/drawings (land use).....	94
gifts/donations .....	114	log hauling .....	97	pipes (sewer/water systems).....	154
horticulture.....	114	moving.....	97	pits/quarries (public works).....	137
park maps .....	115	Nat'l Pollutant Discharge Elimination System ..	170	placement notice .....	12
programs/projects.....	116	non-business/occupational .....	105	planning	
schedules .....	115	NPDES .....	170	surface water/drainage/flood control.....	170
scholarships .....	117	parade.....	105	transit authorities .....	179
sports leagues.....	117	pesticide (housing authorities).....	67	plans/drawings..... <i>see also CORE</i>	
passengers (port districts) .....	120	public gathering/facilities .....	105	abandoned/defective/voided.....	132
passport application transmittals .....	105, 106	register of issued .....	107	and photographs (land use).....	94
patrols (animal control) .....	11	right of way use .....	97	parks/recreation .....	116
payroll .....	<i>see CORE</i>	right-of-way .....	93	plat reviews (public works) .....	137
people with a disability (transit customers) .....	173	sewage treatment plants.....	150, 151	pole list (electric power) .....	40
performance evaluations/reports..... <i>see also CORE</i>		shoreline development.....	97	police reports (housing authorities) .....	68
transit authorities .....	176, 179	solid waste.....	166	pollution control .....	154, 155
permits		specialized materials .....	166	reports/studies (electric power).....	41
air pollution .....	5	sports leagues.....	117	sewer/water systems .....	154
blasting .....	97	state and federal (sewage treatment).....	150	surface water/drainage/flood control.....	170
building construction.....	83, 97	station load (electric power) .....	43	Polychlorinated Biphenyls (PCBs) .....	45, 46
indexes .....	85	surface water .....	156	population reports (housing authorities).....	68
invalid.....	84	surface water/drainage/flood control (NPDES) 170		port districts	
valid.....	84	temporary.....	97	airports/airlines/aircraft.....	118
withdrawn/abandoned .....	98	utility (in public right-of-way) .....	98	cargo handling/storage.....	118
burial.....	17	water rights .....	75	civil aeronautics board.....	118
burning .....	55	zoning and land use exemptions/waivers .....	99	cold storage .....	119
conditional use .....	87	personal		customers .....	119
demolition .....	97	business licenses.....	102	Federal Aviation Administration (FAA).....	119
drinking water system .....	104	license violation .....	106	foreign trade zone .....	119
electrical work (hard cards) .....	29	property disposition (housing authorities).....	64	international customs.....	119
facilities (parks/recreation) .....	114	personnel .....	<i>see also CORE</i>	landing fees .....	120
forest practice.....	88	assignment (fire/emergency medical).....	60	longshore workers.....	120
groundwater .....	156	pets .....	12	passengers.....	120
industrial waste .....	151	Pharmacy Board.....	9	tariffs .....	120





transient aircraft.....	120	class A felonies/major cases .....	126	relocation programs (transportation) .....	138
vessels.....	120, 121	class B felonies.....	127	PURPA ( <i>Public Utility Regulatory Policies Act</i> ) .....	185
power demand charts (electric power) .....	42	class C felonies/DUI .....	127		
power load forecasts (electricity) .....	33	declined .....	126	<b>Q</b>	
preliminary loan notes (housing authorities) .....	68	dismissed/acquittals .....	128	quarries (public works) .....	137
pre-prosecution diversion.....	131	misdemeanors .....	128		
preventative health measures (animals) .....	12	district court case files.....	128, 129	<b>R</b>	
professional business licenses .....	102	extraditions.....	130	radio logs	
programs not approved (housing authorities).....	68	family law files.....	130	communications .....	19
project files		involuntary commitment.....	131	fire/emergency medical .....	60
emergency services .....	51	pre-prosecution diversion .....	131	transit authorities.....	177
road maintenance .....	141	victim/witness case files.....	131	radiological facilities inspection .....	51
social services .....	162	public		rainfall (surface water drainage).....	169
water systems.....	155	defender .....	<i>see assigned counsel</i>	rates (utilities accounting) .....	187
promissory notes (assigned counsel).....	16	disclosure.....	<i>see CORE</i>	real property records (housing authorities).....	62
promotions (transit authorities) .....	176	housing .....	70	receipts .....	<i>see also CORE</i>
property		relations.....	<i>see also CORE</i>	landowner (noxious weeds) .....	112
appraisals (transit authorities) .....	177	transit authorities.....	176	taxi scrips.....	179
history (housing authorities) .....	68	transport routes .....	178	receiving/processing (solid waste).....	165, 166
lost/found		transportation .....	178	recording instrument charts (electric power).....	42
housing authority tenants (disposition).....	64	public works		records management.....	<i>see CORE</i>
transit authorities.....	175	complaints .....	134	recreation.....	114
management .....	<i>see CORE</i>	construction projects.....	134	class attendance .....	116
prosecuting attorney		crew chief/foreman .....	134	programs.....	116
annual report to State Liquor Control Board....	122	daily maintenance activity/crew sheets.....	134	scholarships .....	117
civil litigation files .....	122	drawings/maps .....	137	sports leagues.....	117
civil topical/working files.....	122	emergency response logs .....	135	redevelopment (housing authorities) .....	67, 70
criminal case files.....	128	franchises.....	135	referred project files (land use) .....	95
adults		geological data.....	136	register of licenses/permits .....	107
class C felonies/DUI .....	124	land subdivisions .....	137	registration (pharmacy) .....	9
declined .....	123	land survey field books .....	136		
felonies .....	123, 124, 125	local improvement districts.....	136		
misdemeanors .....	125	pits/quarries .....	137		
juveniles		plat reviews .....	137		



regulatory compliance		
sewage treatment plants.....	148, 150, 151	
social services .....	162	
water systems		
chemical analysis.....	146, 147	
cross-connection control.....	147	
facilities inventory.....	158	
lead/copper.....	152	
sanitary surveys.....	155	
water quality monitoring .....	159	
rehabilitation grants/loans (housing) .....	68, 70	
release certificate .....	12	
relocation programs		
housing authorities.....	70	
transportation (federally funded).....	138	
remittance files (volunteer firefighter).....	60	
rent roll control (housing authorities) .....	70	
reports		
accident/incident (volunteer firefighter).....	54	
air quality		
asbestos contractors .....	7	
site monitoring.....	8	
weather .....	8	
animal control		
bites.....	9	
investigations .....	10	
statistics .....	13	
audits .....	104	
bridges .....	132	
building inspections		
fire/emergency.....	55	
land use .....	85	
completed audits.....	104	
coroner/medical examiners		
death/indigent burial .....	25	
investigation files .....	24	
discharge monitoring (sewage) .....	148	
electric power		
apparatus failure .....	27	
boiler tube failure .....	27	
facility inspection/maintenance.....	31	
Federal Energy Regulatory Commission (FERC)		
.....	29, 42	
fish count.....	33	
gauge reading.....	34	
hydroelectric maintenance .....	37	
hydro-electric operations.....	35	
line inspection .....	36	
line trouble.....	37	
meter shop .....	38	
operations .....	39	
pollution reports/studies .....	41	
regulatory agencies/commissions.....	29	
station/system generation.....	43	
street opening inspections/repairs .....	43	
technical data (electric power) .....	44	
transformer inspections.....	46	
water/river flow .....	49	
weather/geology/hydrology/topography .....	44	
work in progress.....	49	
emergency services		
radiological facilities.....	51	
fee/tax collection.....	104	
fire/emergency medical		
fire hydrant/water main inspections .....	56	
fire incidents.....	57	
medical incidents .....	60	
housing authorities		
HUD housing .....	64	
master planning (financial) .....	67	
police.....	68	
population statistics.....	68	
utilization .....	74	
juvenile services		
custody investigations.....	77	
guardian ad litem .....	78	
medical/psychological.....	77, 81	
pre-sentence .....	81	
probation officers.....	81	
noxious weeds		
infractions .....	112	
search warrants.....	113	
parks/recreation		
class attendance.....	116	
port districts		
dockage .....	120	
international customs .....	119	
landing fees .....	120	
longshore workers.....	120	
tonnage .....	118	
public works		
geological data .....	136	
production (crew chief/foreman) .....	134	
property acquisition .....	138	
traffic accident .....	142	
traffic count.....	143	
traffic signals .....	143	
transportation (relocation) .....	138	
PURPA ( <i>Public Utility Regulatory Policies Act</i> ) ..	185	
sewage treatment plants		
flow reports (sewage) .....	149	
sewer/water systems		



emergency incidents .....	157	land acquisitions .....	139	security deposit/unearned rent (housing authorities)	71
inspection/monitoring .....	151	use permits .....	93	.....	71
pollution control.....	154, 155	vacation .....	139	SEPA ( <i>State Environmental Policy Act</i> )	
sewage treatment plants .....	158	river management (flood control) .....	170, 171	determination.....	95
water quality .....	159	roads		environmental checklist .....	95
water tests .....	159	accidents.....	142	environmental impact statement.....	96
social services (statistical).....	162	closures.....	140	service	
State Liquor Control Board (annual).....	122	establishment .....	140	applications/orders (utilities) .....	188
supervisor shift (communications) .....	20	improvement districts (RID) .....	140	area annexations (transit) .....	179
surface water drainage		lights .....	141	billing (utilities) .....	187
flood control/damage .....	169	maintenance.....	141	planning (transit) .....	179
planning reports.....	170	traffic .....	143	requests (public works) .....	134
transit authorities		traffic signals/signs .....	143	sewage treatment plants .....	151
accessibility .....	173	vacations (right-of-way).....	139	capacity.....	146
FTA (Federal Transit Administration) .....	175	routes (bus).....	178	customers .....	148
on-time performance.....	176	schedules/timetables .....	173	history files (sewage treatment plants).....	150
operations .....	176			industrial waste .....	151
operator pre/post-shift inspection .....	177			laboratory evaluations.....	151
ridership .....	178			monitoring.....	148, 151
underground utilities location .....	144			operations/maintenance .....	153
water (irrigation utilities).....	76			operators log .....	154
water systems				sewage systems .....	150
chemical analysis.....	146			vibration analysis .....	156
cross-connection control.....	147			water consumption .....	158
fluoride .....	149			sewer systems	
inspection/monitoring .....	151			chlorine.....	151
limnology.....	152			comprehensive plans.....	157
weighing/measuring device inspections .....	109			defective side sewers .....	148
requests for payment (housing authorities) .....	62			emergency incidents.....	157
reservoir water quality.....	152			facility retirements .....	148, 149
ribbon winners (fairs).....	53			flow reports .....	149
RID (road improvement district).....	140			grinder pumps .....	149
ridematching participants (transit authorities).....	178			hookup.....	158
right-of-way				industrial waste .....	151

**S**

sale of property (housing authorities) .....	71
sanitary surveys (water systems).....	155
scale house monitoring (solid waste) .....	165
schedules	
housing authorities.....	71
parks/recreation .....	115
transit authorities .....	173, 174
utilities accounting .....	185
scholarships (recreation programs) .....	117
search and rescue .....	51
search warrants (noxious weeds) .....	113
Section 8 (housing authorities) .....	64, 70, 73
section books/maps (cemeteries).....	18
security.....	<i>see CORE</i>



jetting/vactoring.....	156	daily trip status .....	163	supervisor shift reports (communications).....	20
line cleaning.....	156	disposal violations .....	166	support services (aging/youth/family).....	161
manholes .....	152	landfill/transfer stations .....	163, 164	surface water drainage	
maps/geographic data.....	153	load trip tickets.....	165	capitol improvements.....	171
pipes .....	154	outside waste generators .....	165	flood control/damage.....	168, 169
pollution control .....	154, 155	receiving/processing.....	165	national pollutant discharge elimination system	
project files .....	155	scale house monitoring .....	165	(NPDES) .....	170
sewer/water systems		specialized materials .....	166	permits.....	156
manholes .....	152	unacceptable .....	166	planning reports/studies/models .....	170
pipes .....	154	special valuation tax (historic site).....	89	policies (watersheds).....	172
wildlife habitat.....	160	specialized materials (solid waste) .....	166	quality.....	167
shelters (bus) .....	174	spillway operation data (FERC) .....	42	river management .....	170, 171
shoreline management		sports leagues .....	117	water quality projects.....	172
boundaries.....	94	staff records .....	<i>see CORE</i>	watershed management .....	172
master plan/amendments.....	96	State Board of Pharmacy .....	9	surplus property (housing authorities) .....	71
substantial development permit .....	97	State Environmental Policy Act (SEPA).....	95, 96	surveys	
sites		State Liquor Control Board (annual report).....	122	housing authorities (tenant).....	73
construction plans .....	84	station load permits (electric power) .....	43	land	
historic.....	88, 89	statistical reports .....	13	aerial photographs .....	132
monitoring (air quality).....	8	statistics		field books.....	136
social files (children/juveniles).....	81	transit service planning .....	179	maps.....	142
social services		statutory road establishment .....	140	landfills/transfer stations .....	163
case files .....	161	stream flow (surface water drainage).....	169	surface water drainage (flood damage) .....	169
client screening/referral.....	161	streets		transit (public opinions).....	179
facilities inspections/certifications .....	162	accidents.....	142	water systems	
involuntary commitment.....	162	lights		lead/copper.....	152
project files .....	162	electric power .....	43	sanitary.....	155
regulatory compliance.....	162	history .....	141		
statistical reports.....	162	opening inspections/repairs (electric power).....	43		
Social Services, Department of		traffic .....	143		
statistical reports.....	162	vacations (right-of-way).....	139		
solid waste		substation inspections (electric power).....	31		
comprehensive plan .....	163	suggestions (customers)			
construction site inspections.....	163	transit authorities .....	174		

**T**

tape records/recordings .....	<i>see also CORE</i>
back-up (dispatch) .....	19
fire alarm circuits(fire/emergency medical) .....	61



juvenile court.....	77	transformers (electric power).....	45, 46	projects.....	133
requests (communications).....	20	transient aircraft (port districts).....	120	projects (relocation program).....	138
tariffs (port districts).....	120	transit authorities		relocation program.....	138
taxes.....	<i>see also CORE</i>	accessibility.....	173	Transportation Improvement Programs (TIP).....	133
fee/tax collection.....	104	ADA ( <i>Americans with Disabilities Act</i> ).....	173	Transportation, U.S. Department of (relocation	
historic site special valuation.....	89	bus assignments.....	173	program).....	138
refunds (business).....	103	bus cleaning.....	173	triennial audit reviews (transit).....	180
tax-exempt obligation (housing authorities).....	71	bus route schedules.....	173	turbines (electric power).....	47
taxicabs		bus shelters.....	174		
industry enforcement.....	108	customer comments.....	174		
inspections.....	108	dispatch.....	174		
licensing.....	107	employee schedules.....	174		
scrip receipts.....	179	fares.....	175		
technical data (electric power).....	44	FTA (Federal Transit Administration).....	175, 176		
teletypes.....	20	funding.....	175		
temperature logs (electric power).....	44	lost/found property.....	175		
tenants (housing authorities)		marketing/promotion.....	176		
application.....	72	on-time performance.....	176		
arbitration.....	64	operations.....	176		
files.....	72, 74	operator assignment/shake-up.....	176		
grievances.....	73	operator incidents.....	176		
leased housing.....	73	operator shift inspection.....	177		
personal property (disposition).....	64	paratransit.....	177		
Section 8 files.....	73	property appraisal.....	177		
status records.....	64	radio dispatch.....	177		
surveys and census tabulations.....	73	radio logs.....	177		
waiting lists.....	73	ridematching participants.....	178		
ticket sales (fairs).....	53	ridership.....	178		
timetables (transit) services.....	173	road calls.....	178		
traffic		routes.....	178		
accident reports.....	142	transitory building permit.....	97		
count.....	143	transmittal of fees (volunteer firefighter).....	61		
signals/signs.....	143	transportation			
transfer stations.....	163, 164	improvement programs.....	144		

**U**

U.S. Department of the Interior	
landowner agreements.....	21
U.S. Department of Transportation	
relocation programs.....	138
U.S. Fish and Wildlife Service	
landowner agreements.....	22
U.S. Housing and Urban Development (HUD)	
50058-50059.....	64
51245-52603.....	65
52681-52682.....	66
52721-52723.....	67
52981-53001.....	66
complaints.....	66
subsidies.....	67
unacceptable waste statements.....	166
uncollectable accounts (utilities).....	188
underground lines (electric power).....	47
underground utilities.....	144
urban growth boundaries.....	94
utilities	
irrigation.....	75
location requests (irrigation utilities).....	75



permit (public right-of-way) ..... 98  
 plant construction contracts..... 48  
 review (housing authorities)..... 74  
 support (installation/removal) ..... 98  
 underground location reports ..... 144  
 utilities accounting  
   accounts..... 181  
   advertisements ..... 183  
   billing ..... 181, 187  
   billing ..... 181  
   collections..... 181  
   credit files ..... 182  
   customer deposit listing ..... 189  
   delinquent accounts ..... 182  
   deposits ..... 182  
   disconnections..... 182  
   electric plant ledgers ..... 184  
   electric utility journals vouchers and indexes .. 186  
   Federal and State Commissions..... 185  
   ledgers, journals and indexes ..... 184  
   low-income/senior discount..... 181, 186  
   meter reading cards..... 186  
   meter readings/usage..... 189  
   PURPA (*Public Utility Regulatory Policies Act*) .. 185  
   PURPA reports ..... 185  
   rate and billing system development ..... 187  
   rate and collection system revision notices ..... 187  
   revision notices..... 187  
   service applications/orders ..... 188  
   service rate calculations ..... 187  
   uncollectable account list ..... 188  
 utilization reports (housing authorities) ..... 74

**V**

valves (sewer/water systems) ..... 156  
 van loaders manifests (housing authorities)..... 74  
 vanpools (monthly reports) ..... 180  
 vehicle for hire (licensing)..... 107  
 vehicle service (fire/emergency medical) ..... 61  
 vessels (port districts) ..... 120, 121  
 veterans (support services)..... 161  
 veterinarian service ..... 13  
 victim/witness case files  
   prosecuting attorney ..... 131  
 video/audio/photo recordings  
   911 conversations..... 19  
   aerial survey photographs ..... 132  
   death investigation ..... 26  
   entry/exit (housing authorities) ..... 64  
   juvenile court..... 77  
   land use appeal hearings ..... 82  
   radio dispatch (transit authorities)..... 177  
   scale house monitoring (solid waste) ..... 165  
 violation notices (water quality) ..... 159  
 violation of business code..... 106  
 violation of personal licenses..... 106  
 voltage charts (electric power) ..... 48  
 volunteer firefighter  
   accident/incident..... 54  
   injury/disability claims..... 58, 59  
   remittance ..... 60  
   transmittal of fees ..... 61

**W**

waste (solid)  
   comprehensive plan ..... 163  
   construction site inspections..... 163  
   disposal violations ..... 166  
   generators (outside jurisdiction) ..... 165  
   generators/haulers ..... 166  
 waste accumulation (electric power)..... 41  
 water  
   diversion reports (irrigation utilities)..... 76  
   logs (electric power) ..... 48  
   pollution  
     electric facilities ..... 41  
   quality  
     monitoring (irrigation utilities)..... 76  
     regulations ..... 147  
     violation (irrigation utilities)..... 75  
   quality regulations ..... 147  
   use (irrigation utilities) ..... 76  
 water consumption reports (sewage treatment  
   plants)..... 158  
 water drainage complaints (surface) ..... 167  
 water facilities inventory ..... 158  
 water hydrants..... 150  
 water meters..... 153  
 water pollution  
   sewer/water facilities ..... 154, 155  
   surface water drainage..... 170  
 water quality ..... 159  
   backflow ..... 145, 146  
   fluoride ..... 149  
   inspection/monitoring..... 151



lead/copper .....	152	hookup.....	158	weighing/measuring devices .....	109, 110
limnology reports .....	152	lead/copper .....	152	weights/measures field test standards.....	103
projects (surface water drainage) .....	172	limnology reports .....	152	WFI (water facilities inventory).....	158
regulations.....	146, 158, 159	manholes .....	152	wildlife habitat (sewer/water systems) .....	160
reservoirs .....	152	maps/geographic data.....	153	work	
sanitary surveys .....	155	meters.....	153	in progress ledgers/reports (electric power).....	49
violation notices .....	159	pipes .....	154	orders (electric power system construction).....	50
water samples (surface water drainage) .....	169	pollution control .....	154, 155	permits/hard cards (electric power).....	29
water systems .....	151	project files .....	155	schedules (transit employees).....	174
backflow incidents.....	145	quality.....	159		
backflow preventers .....	145, 146	regulatory compliance.....	146, 147, 152, 155, 158, 159		
chemical analysis .....	146, 147	sanitary surveys .....	155		
chlorine .....	151	surface water/groundwater .....	156		
comprehensive plans.....	157	tests (water quality).....	159		
cross-connection control.....	147	valve maintenance/history.....	156		
emergency incidents.....	157	water/river flow (electric power) .....	49		
facilities inventory (WFI).....	158	watershed management (surface water) .....	172		
facility retirements .....	148, 149	weather monitoring .....	8		
flow records.....	149	weeds (noxious) .....	111		
fluoride .....	149				

---

## Z

zoning	
boundaries.....	94
comprehensive land use plan.....	86
exemptions/waivers .....	99
<i>Growth Management Act</i> .....	86

**SOUND LAW, PLLC**

**January 11, 2021 - 2:48 PM**

**Transmittal Information**

**Filed with Court:** Court of Appeals Division I  
**Appellate Court Case Number:** 79914-2  
**Appellate Court Case Title:** State of Washington, Respondent v. Bryon Charles Koeller, Appellant  
**Superior Court Case Number:** 17-1-00244-6

**The following documents have been uploaded:**

- 799142\_Petition\_for\_Review\_20210111144727D1320169\_1645.pdf  
This File Contains:  
Petition for Review  
*The Original File Name was Koeller pet for rev.pdf*

**A copy of the uploaded files will be sent to:**

- ICPAO\_Webmaster@islandcountywa.gov
- gregb@islandcountywa.gov
- m.safstrom@islandcountywa.gov
- toni@callahanlaw.org

**Comments:**

---

Sender Name: Ryan English - Email: ryan@soundlaw.net  
Address:  
700 SLEATER KINNEY RD SE, STE B 358  
LACEY, WA, 98503  
Phone: 360-763-9312

**Note: The Filing Id is 20210111144727D1320169**