

Schedule Applicable to: **ALL LOCAL GOVERNMENT AGENCIES**

Schedule Title: **ENVIRONMENTAL QUALITY - FOR AGENCY-OWNED PROPERTY**

DISPOSITION AUTHORITY **GS55-05H**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-01	Please contact your Regional Archivist before disposing of this record.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.
2	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-02	
3	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-03	
4	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-50H-04	Please contact your Regional Archivist before disposing of this record.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.

Schedule Title: **FACILITIES MANAGEMENT**

DISPOSITION AUTHORITY **GS50-06B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
5	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
6	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record.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 the 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.
7	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
8	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	

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Schedule Title: FACILITIES MANAGEMENT

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-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 locations of other copies inside or outside the agency.
10	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	
11	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
12	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
13	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	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.
14	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
15	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
16	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
17	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	