

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

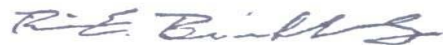
General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

GOVERNING COUNCILS, COMMISSIONS, AND BOARDS - INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: GOVERNING COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05A

| 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 | AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES | OPR | 6 years | Destroy when obsolete or superseded | GS50-05A-20 | |
| 2 | AGENCY CHARTERS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | PERMANENT - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-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. 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. |
| 3 | AGENDA REQUESTS | OFM | 3 years | Destroy when obsolete or superseded | GS50-05A-02 | |
| 4 | AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets | OFM | 3 years - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-03 | 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. |
| 5 | ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer. | OPR | PERMANENT as adopted - 1 copy archival - See remarks | Destroy when obsolete or superseded | GS50-05A-04 | 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. |
| 6 | APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS | OPR | PERMANENT (in council, commission, or board minutes) | Destroy when obsolete or superseded | GS50-05A-05 | |
| 7 | AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes. | OPR | 6 years OR 1 year if transcribed, and transcription is approved – See remarks | Destroy when obsolete or superseded | GS50-05A-06 | Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy. |

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DISPOSITION AUTHORITY GS50-05A

| 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 | | |
| 8 | CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county charter review. | OFM | Agency option - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-07 | 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. |
| 9 | FRANCHISES ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | Termination or withdrawal plus 6 years - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-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 storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards. |
| 10 | GOALS & OBJECTIVES WORKING FILE | OFM | 3 years | Destroy when obsolete or superseded | GS50-05A-11 | |
| 11 | INDEXES TO MINUTES, ORDINANCES, AND RESOLUTIONS ESSENTIAL RECORD – Needs security microfilm backup - See remarks . | OFM | PERMANENT - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-12 | 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. 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. |
| 12 | MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED Includes all referenced and attached documents. ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | PERMANENT - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-13 | 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. 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. |

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| 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 | | |
| 13 | OATHS OF OFFICE ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | PERMANENT | Destroy when obsolete or superseded | GS50-05A-15 | 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. |
| 14 | ORDINANCES AND RESOLUTIONS ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | PERMANENT - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-16 | 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. 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 | PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD | OPR | 6 years | Destroy when obsolete or superseded | GS50-05A-17 | |
| 16 | RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. ESSENTIAL RECORD - Needs security microfilm backup - See remarks . | OPR | PERMANENT - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-18 | 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. 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. |
| 17 | SUB-COMMITTEE MINUTES/REPORTS | OPR | 6 years - Potential archival value - See remarks | Destroy when obsolete or superseded | GS50-05A-08 | 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. |
| 18 | TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS | OPR | 6 years – Potential archival value – See remarks | Destroy when obsolete or superseded | GS50-05A-21 | 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. |