

# PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: MAIL SERVICES

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 secondary 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.

## MAIL SERVICES- 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: MAIL SERVICES

DISPOSITION AUTHORITY GS50-06D

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	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	