

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: SAFETY

DISPOSITION AUTHORITY GS51-05D

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	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS50-06C-08	
2	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	GS51-05D-01	
3	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
4	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notice.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
5	SAFETY COMMITTEE MINUTES	OFM	1 year– See remarks	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
6	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	