

Approved Records Retention Schedule

Agency No: 303 Name: Health

Records Officer: Suzette Frederick

Date : 02/13/2008

Office No: 303-150 Office: State Board of Health

M/S : 47990 Rec. Coordinator : Desiree Robinson

Phone : (360) 236-4107

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
1	BOARD OF HEALTH ADMINISTRATIVE PAPERS - Board meeting minutes, orders and exemptions granted. Used in legal actions involving the Board of Health.	OFM	State Board of Health	Calendar Year	12. mo.	108. mo.	10.00	79-3-22107 Rev. 1	Archival
2	VENDOR PAYMENT FILES - Documentation of agency disbursements. May include all documentation related to purchases by agencies, voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, encumbrance requests and other documentation which provides a record of payments for vendors and other agencies for goods and services. Includes, but not limited to: purchase order files, field order files, purchase requisition files, Invoice Voucher Files, Printing requisition files, copy center request files, travel expense payment files, inter-agency billing files, encumbrance and liquidation records. Revised 2005.	OPR	FSD	Fiscal Year	0. mo.	72. mo.	6.00	GS 01004 Rev. 2	Retain office copies of any of these documents for the current biennium
3	BUDGET PREPARATION WORKING FILES, AGENCY - Documentation of agency development of budget proposals. May include correspondence, reports, memos, drafts, statistics, agency budget requests and supporting documentation. Revised 2005.	OFM	MSD Budget	End of Biennium	0. mo.	72. mo.	6.00	GS 01040 Rev. 0	Retain Office/Div copies for current biennium
4	PERSONNEL RECORD FOLDERS - NON-RETIRED EMPLOYEES - Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan. Does not include complaints, reprimands, disciplinary actions or evaluations. Series Revised 2005.	OPR	HR	Termination of Employment	0. mo.	720. mo.	60.00	GS 03001 Rev. 0	

Records Officer	Date 02/13/2008	This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.
-----------------	--------------------	--

Approved Records Retention Schedule

Agency No: 303 Name: Health
Office No: 303-150 Office: State Board of Health

Records Officer: Suzette Frederick
M/S : 47990 Rec. Coordinator : Desiree Robinson

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
5	EMPLOYEE INFORMATION FILE - SUPERVISOR'S COPY - Documentation gathered by an employee's supervisor in preparation for each employee's annual performance evaluation. May include notes regarding training and employee development, performance notes, job assignments, and other related documents. Note: If this file contains any secondary copies of documentation found in the Official Personnel Record Folder (GS 03001), they may be discarded when their administrative purpose has been served.	OFM	Program managers	Destroy after Completion of Evaluation	0. mo.	0. mo.	0.00	GS 03024 Rev. 0	
6	ATTENDANCE RECORDS - A record of the attendance of state employees including annual leave, sick leave, compensatory time, exchange time, overtime, personal holidays, and other records pertaining to attendance. Revised 2005		Payroll for P-5 form	End of Fiscal Year	12. mo.	60. mo.	6.00	GS 03030 Rev. 1	Office copies of P-5 retain 1 year.
7	WHISTLEBLOWER INVESTIGATIVE REPORTS - Agency copies of State Auditor's Office investigations of allegations of fraud or violations of state laws or regulations.			Case Closed	0. mo.	24. mo.	2.00	GS 04004 Rev. 0	
8	PUBLIC DISCLOSURE ACT, REQUESTS AND APPEALS - Formal requests for access to state agency records filed by the public, the media, or other agencies, under the terms of the Public Disclosure Act (RCW 42.17; and as of July 1, 2006 see chapter 42.56 RCW). May include initial requests, agency responses, and documentation related to appeals in cases in which access is denied. Revised 2005.	OPR	Office Public Disclosure Coordinator	See Remarks	12. mo.	60. mo.	6.00	GS 05001 Rev. 1	Disclosed, Final Response or Appeal Denied.
9	GENERAL REQUESTS FOR INFORMATION - Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. Does not include formal requests filed under the terms of the Public Disclosure Act. Revised 2005.	OFM		Response to Request Completed	12. mo.	0. mo.	1.00	GS 05002 Rev. 0	
Records Officer		Date		This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.					
		02/13/2008							

Approved Records Retention Schedule

Agency No: 303 Name: Health

Records Officer: Suzette Frederick

Date: 02/13/2008

Office No: 303-150 Office: State Board of Health

M/S: 47990 Rec. Coordinator: Desiree Robinson

Phone: (360) 236-4107

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
10	SUPPLY, EQUIPMENT AND PMR REQUESTS - Internal agency documents used to request the purchase of supplies, equipment and property management services such as room set up, minor repairs, maintenance and adjustments.		OPM	30 days after receipt	1. mo.	0. mo.	0.08	GS 06001 Rev. 0	Retain office copies until service provided.
11	TRAVEL EXPENSE VOUCHERS - Vouchers submitted to claim reimbursement for employee travel expenses. May be State Form A20 or similar form serving the same purposes.	OPR		Date of Document	0. mo.	72. mo.	6.00	GS 07001 Rev. 0	
12	SCAN ACCOUNT DETAIL REPORT - Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The "Official Copy" may be the agency's copy of the billing or the employee-signed copy.	OPR	Division	Date of Document	0. mo.	72. mo.	6.00	GS 08004 Rev. 0	
13	POLICIES AND PROCEDURES, GENERAL OFFICE, ROUTINE - Policies and procedures covering the routine, day-to-day operations of an office or unit. Does not include agency mission-related policies and procedures (See GS 10002)	OFM	Office/Program	When Superseded	0. mo.	0. mo.	0.00	GS 09001 Rev. 0	Possibly Essential Records
14	TRANSITORY ADMINISTRATIVE FILES - Records temporarily needed in day to day administrative operations. May include notes, telephone message slips, routine requests, reading or day files, and similar documents that support administrative and office operations.	OFM	State Board of Health	When no longer needed	0. mo.	0. mo.	0.00	GS 09002 Rev. 0	
15	CORRESPONDENCE, GENERAL - Routine correspondence concerning day-to-day office administration and activities. May include correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters. NOTE: Does not include program correspondence, executive level correspondence or correspondence concerning policies and procedures (see GS 10)		Office	Date of Document	1. mo.	0. mo.	0.08	GS 09005 Rev. 0	

Records Officer	Date 02/13/2008	This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.
-----------------	--------------------	--

Approved Records Retention Schedule

Agency No: 303 Name: Health

Records Officer: Suzette Frederick

Date : 02/13/2008

Office No: 303-150 Office: State Board of Health

M/S : 47990 Rec. Coordinator : Desiree Robinson

Phone : (360) 236-4107

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
16	ADMINISTRATIVE PLANS, WORKING FILES, REPORTS AND SURVEY RESULTS - Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, preliminary analysis reports, surveys, and planning studies. NOTE: Does not include executive level planning files (see GS 10) or program level planning files. Revised 2005.	OFM		Date of Document	0. mo.	24. mo.	2.00	GS 09006 Rev. 0	
17	PLANS, ROUTINE OPERATIONAL - Plans developed to guide routine administrative operations. May include work plans and plans for specific administrative projects. NOTE: Does not apply to agency-level planning which involves major policy issues or agency-wide administrative matters.	OFM		Date of Document	0. mo.	24. mo.	2.00	GS 09008 Rev. 0	Possibly essential (plans for essential operations or services)
18	STUDIES AND REPORTS - Final versions of studies and reports prepared by staff for the State Board of Health.	OFM	State Board of Health	Study or Report Completion	12. mo.	36. mo.	4.00	GS 10001 Rev. 0	Archival
19	MAJOR ADMINISTRATIVE STUDIES AND OPERATIONAL PLANS - Major studies and plans initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement, or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. Includes strategic plans and comprehensive plans for the administration, reorganization or operation of an entire agency or major sub-division of an agency. NOTE: Does not apply to program specific plans. (Revised 20005)			When Superseded or No Longer	0. mo.	48. mo.	4.00	GS 10002 Rev. 1	Archival; (plans for essential operations or services)
Records Officer		Date	This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.						
		02/13/2008							

Approved Records Retention Schedule

Agency No: 303 Name: Health
Office No: 303-150 Office: State Board of Health

Records Officer: Suzette Frederick
M/S : 47990 Rec. Coordinator : Desiree Robinson

Date : 02/13/2008
Phone : (360) 236-4107

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
20	SUBJECT FILES, AND GENERAL EXECUTIVE LEVEL - Executive level documentation of the administration of agency activities. May include organizational charts, narrative reports from agency divisions and sub-divisions, studies, news releases, newspaper clippings, correspondence, copies of minutes of meetings, management team meeting minutes, agendas, and other materials. (Revised 2005) Note: Does not apply to program level.			Date of Document	24. mo.	24. mo.	4.00	GS 10003 Rev. 0	Archival
21	MINUTES AND FILES OF POLICY-SETTING MEETINGS - Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include multi-media recordings.	OPR		Date of Document	0. mo.	72. mo.	6.00	GS 10004 Rev. 2	Archival Essential
22	MEETING PACKETS - State Board of Health copy of meeting packets prepared for board members, containing agenda, minutes of previous meeting, staff reports and written public testimony or comment.	OFM	State Board of Health	End of Calendar Year	24. mo.	48. mo.	6.00	GS 10004 Rev. 0	Archival
23	STATE BOARD OF HEALTH MEETING MINUTES AND FILES - May contain minutes, agendas, meeting files or meeting packets, testimony, exhibits, multi-media recordings and related materials.	OFM	State Board of Health	Date of Document	24. mo.	48. mo.	6.00	GS 10004 Rev. 0	
24	PAPERS OF EXECUTIVE DIRECTION - A record of formal statements at the executive level of an agency, in regard to agency policy, actions, and mission. May include formal issuance's, directives, records of briefings, and presentations of policy in any form.	OFM		Date of Document	0. mo.	48. mo.	4.00	GS 10005 Rev. 0	Archival, Essential
25	SPEECHES AND WRITINGS - A record of speeches, tapes and videos of speeches, and transcripts of speeches, written presentations and other writings by the agency head or other executive level official, concerning agency policy, concerns, actions or issues.			When Created	12. mo.	60. mo.	6.00	GS 10006 Rev. 0	Archival
Records Officer		Date		This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.					
		02/13/2008							

Approved Records Retention Schedule

Agency No: 303 Name: Health
Office No: 303-150 Office: State Board of Health

Records Officer: Suzette Frederick
M/S : 47990 Rec. Coordinator : Desiree Robinson

Date : 02/13/2008
Phone : (360) 236-4107

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
26	OFFICIAL CORRESPONDENCE - Correspondence and memos at the executive level, to and from public officials, the public, and others, concerning policy issues, concerns, actions or issues.		CDNPA	Calendar Year	24. mo.	24. mo.	4.00	GS 10008 Rev. 0	Archival
27	RULES AND REGULATIONS (WASHINGTON ADMINISTRATIVE CODE) - Records of filings, hearings, justification statements, meeting tapes, and other documents related to the development of and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC). Rev. 2005.	OPR		When Superseded	24. mo.	48. mo.	6.00	GS 10009 Rev. 0	Archival
28	ANNUAL AND BIENNIAL REPORTS - Summaries of the important activities and accomplishments of an agency in narrative and statistical form.			Date of Document	0. mo.	48. mo.	4.00	GS 10010 Rev. 0	Archival
29	RECORD TRANSMITTAL FORMS - Agency-generated list of records transferred from state agency offices to off-site storage at the State Records Center, the State Archives or elsewhere. May include essential records, microfilm, inactive records, archival records, electronic records, and any other material defined as a "public record" under state law. The Division of Archives and Records Management maintains primary copy. (Revised 2005).	OFM	St. Archives	Final Disposition of Records	0. mo.	72. mo.	6.00	GS 11001 Rev. 1	Retain office copies until records listed are disposed of
30	DOH UNIQUE RECORDS RETENTION SCHEDULES - AGENCY COPY - Records retention schedules prepared by the agency to provide for the legal disposition of record series specific to that agency. Provides description of the records, including record series title, function, retention period, final disposition, and archival status. The Division of Archives and Records Management retains the primary copy. (Revised 2005).	OFM	OSOS	When Superseded	12. mo.	0. mo.	1.00	GS 11003 Rev. 0	Retain office copies until superseded.

Records Officer

Date
02/13/2008

This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.

Approved Records Retention Schedule

Agency No: 303 Name: Health
Office No: 303-150 Office: State Board of Health

Records Officer: Suzette Frederick
M/S : 47990 Rec. Coordinator : Desiree Robinson

No.	Title and Description:	OPR/ OFM	Office of Primary Copy:	Cut-Off:	Retention			Disposition Authority No.	Remarks
					Office	R. Ctr.	Total		
31	RECORD DISPOSITION NOTICES, AGENCY - Agency record of the disposition of records through transfer to the State Records Center, the State Archives, or destruction in-house. May include memoranda concerning the disposition of the records, State Records Center Destruction Lists, or other documentation showing the date that a record was either transferred out of the custody of the office of origin or destroyed. (Revised 2005)	OFM		Destruction or Transfer of Records	0. mo.	72. mo.	6.00	GS 11005 Rev. 0	
32	REQUESTS FOR RETURN OF RECORDS FROM THE STATE RECORDS CENTER - A record of state agency requests for the return of records from the State Records Center. The State Records Center retains the most important copy. (Revised 2005).	OFM		Destroy after Completion of the	0. mo.	0. mo.	0.00	GS 11006 Rev. 0	
33	DISPOSITION RECORDS, ASSET - Agency copies of records that track the disposition of property. May include requests for disposal of property, receipts, copies of disposition reports, Disposed Property Reports and records of property that has been sent to state surplus. (Revised 2005)	OFM		Date of Document	0. mo.	72. mo.	6.00	GS 16003 Rev. 0	
34	ATTORNEY GENERAL OPINIONS - A record of published, formal opinions on legal matters directly relating to the activities of a state agency. Does not include the Attorney General's copy. (Revised 2005)	OPR		Date of Document	0. mo.	72. mo.	6.00	GS 18001 Rev. 0	Archival
Records Officer		Date		This is the Records Retention Schedule for your office. Disposition Authority numbers have been officially approved by the Washington State Records Committee.					
		02/13/2008							