

## 1.6 LEGISLATION AND RULE MAKING

The activities associated with the development of agency request legislation/agency rules (Washington Administrative Code) and the monitoring/tracking/providing input to legislation, rules and regulations proposed by other entities at federal, state and local government levels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 19001 Rev. 1	<p><b>Legislation – Development and Analysis</b></p> <p>Records relating to the development of agency request legislation and analysis of the impact on the agency of any legislation (federal or state).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bill drafts;</li> <li>• Fiscal notes;</li> <li>• Bill analysis reports;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002);</i></li> <li>• <i>Reporting to External Agencies (Mandatory) (DAN GS 19004).</i></li> </ul>	<p><b>Retain</b> for 2 years after end of legislative session</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
GS 19002 Rev. 1	<p><b>Legislation/Regulations/Rules – Monitoring/Tracking</b></p> <p>Records relating to the monitoring/tracking of proposed legislation/regulations/rules with possible impact on the agency under consideration by the Legislature, other state agencies, federal or local governments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bill drafts, amendments, fiscal notes, memos;</li> <li>• Committee reports, monitoring reports and related records.</li> </ul> <p>Excludes records (such as public agency lobbying L-5 reports) covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004).</i></p>	<p><b>Retain</b> for 2 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10009 Rev. 1	<p><b>Rule Making (Washington Administrative Code – WAC)</b> Records relating the development of agency rules and amendments (Washington Administrative Code). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records comprising the official agency rule making file in accordance with RCW 34.05.370(2);</li> <li>• Internal agency documents described in RCW 34.05.370(3) (other than preliminary drafts), such as notes, recommendations, intra-agency memoranda, etc.;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts covered by <i>Drafting and Editing (DAN GS 50008)</i>;</li> <li>• Rules development agendas in accordance with RCW 34.05.314 covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>.</li> </ul>	<p><b>Retain</b> until rule superseded/not proceeded with <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>