

1.7 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10015 Rev. 0	<p>Advisory Body Records</p> <p>Records documenting the actions, meetings and membership of boards, commissions, committees, councils, task forces, etc., that are created to act strictly in an advisory capacity to the agency and have no final decision-making powers.</p> <p>Also includes interagency/national/external advisory bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Reports/correspondence/communications sent/received on behalf of the body; • Appointment, reappointment and termination correspondence/communications; • Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life. <p>Excludes appointment records of the Office of the Governor and other records covered by:</p> <ul style="list-style-type: none"> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members' Copies/Notes (DAN GS 09026);</i> • <i>Meetings – Staff and Internal Committees (DAN GS 09009).</i> 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

1.7 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10004 Rev. 1	<p><i>Governing/Executive/Policy-Setting Body Records</i></p> <p>Records documenting the actions, meetings and membership of the agency's governing body, executive management team and other policy-setting/decision-making boards, committees, commissions, councils, task forces, etc.</p> <p>Also includes interagency/national/external policy-setting/decision-making bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Reports/correspondence/communications sent/received on behalf of the body; • Orders, resolutions, etc.; • Appointment, reappointment and termination correspondence/communications; • Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life. <p>Excludes appointment records of the Office of the Governor and other records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS 10015);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members' Copies/Notes (DAN GS 09026).</i> 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

1.7 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09024 Rev. 0	<p>Meeting Arrangements</p> <p>Records relating to the administrative arrangements of meetings held by or on behalf of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agenda requests; • Arrangement of catering, facilities and equipment. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Scheduling – Appointments/Meetings (DAN GS 50014)</i>; • Financial records (facilities, catering, etc.) covered by <i>Financial Transactions – General (DAN GS 01001)</i>; • Open Public Meeting Act notices filed with the Code Reviser/State Register in accordance with RCW 42.30.075 covered by <i>Reporting to External Agencies (Mandatory) (DAN GS 19004)</i>; • Travel arrangements/expenses covered by <i>Travel (DAN GS 07001)</i>. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

1.7 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09025 Rev. 0	<p>Meeting Materials – Ballots</p> <p>Ballots used in voting by boards, committees, commissions, councils, task forces, etc., to determine:</p> <ul style="list-style-type: none"> Members and/or positions (such as chair, secretary, etc.); Decisions of the board/committee, etc.; <p><u>Provided</u> the outcome of the vote is documented in other records of the board/committee (such as minutes).</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 09026 Rev. 0	<p>Meeting Materials – Members’ Copies/Notes</p> <p>Individual members’ meeting materials from participating in advisory, governing/ executive/policy-setting, internal/external committees (including national/external bodies), <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Copies of agendas, meeting packets, minutes, etc.; Working notes/drafts, etc.; Related correspondence/communications. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

1.7 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Meetings – Advisory Body Records (DAN GS 10015);</i> • <i>Meetings – Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i> 	<p>Retain for 2 years after end of calendar year</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM