

2.6 MAINTENANCE, INSPECTION AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure and avoiding unnecessary loss. Includes routine, preventive, scheduled and unscheduled repair, remediation and abatement. **Excludes records documenting financial transactions which are covered in the Financial Management section of SGRRS.**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21016 Rev. 0	<p>Inspections/Monitoring – Regulated</p> <p>Records relating to inspecting/monitoring of assets owned, used or maintained by the agency where required by regulatory agencies and where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Underground storage tank (UST) inspections (40 CFR § 280.45). <p><i>Note: Records documenting inspecting/monitoring of <u>other</u> entities' assets by the agency in its regulatory capacity are covered by the agency's specific records retention schedule.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> correction of any violations <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 21017 Rev. 0	<p>Inspections/Monitoring – Routine/Non-Regulated</p> <p>Records relating to the routine inspecting/monitoring of assets owned, used or maintained by the agency where not required by regulatory agencies and not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Temperature and humidity records; Equipment functionality/safety checks (vehicle daily checks, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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GS 21008 Rev. 1	<p>Maintenance – Major and/or Regulated</p> <p>Records documenting <u>all</u> major maintenance (which is beyond regular upkeep) <u>and all</u> regulated maintenance (<u>required</u> by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i> • <i>Contracts and Agreements (DAN GS 01050);</i> • <i>Financial Transactions – General (DAN GS 01001).</i> 	<p>Retain for 6 years after disposal of asset</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

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GS 21002 Rev. 1	<p>Maintenance – Minor Non-Regulated</p> <p>Records documenting minor maintenance (regular upkeep) performed on assets owned, used or maintained by the agency <u>and</u> is <u>not</u> required by a regulatory agency, such as:</p> <ul style="list-style-type: none"> • Custodial, floor and window cleaning, mowing/gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Service, repair and maintenance records; • Work orders, lists/logs and reports; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i> • <i>Contracts and Agreements (DAN GS 01050);</i> • <i>Facility Systems and Equipment – Installation (DAN GS 21015);</i> • <i>Financial Transactions – General (DAN GS 01001);</i> • <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i> • <i>Pesticide Applications (DAN GS 21018).</i> 	<p>Retain for 6 years after completion of work <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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GS 21018 Rev. 0	<p><i>Pesticide Applications</i></p> <p>Records relating to the agency's application of pesticides to agricultural land, roadsides, and/or landscapes and property as regulated by RCW 17.21.100 and WAC 16-228-1320.</p>	<p>Retain for 7 years after date of pesticide application <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR