

5.5 PUBLISHING

The activity of drafting, producing, and managing the state agency's publications. Includes web-based publishing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15010 Rev. 1	<p>Online Content Management</p> <p>Records documenting the publishing/changing of the agency's online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 15009 Rev. 1	<p>Publications – Development</p> <p>Records relating to the drafting, development, design and production of agency-created publications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Job descriptions/specifications/design records; • Sample job products/proofs/samples; • Articles submitted for inclusion (including those not used); • Related correspondence/communications. <p>Excludes final publication covered by <i>State Publications (DAN GS 15008)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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The activity of drafting, producing, and managing the state agency's publications. Includes web-based publishing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15008 Rev. 2	<p>State Publications</p> <p>State publications (as defined in RCW 40.06.010(4)), regardless of format, published by the agency and intended for distribution to state government, the public or the Legislature.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Annual reports and other reports, manuals, brochures; • Newsletters, magazines, journals, periodicals; • Audio/video films/presentations. <p><i>Note: Agencies are required to transfer copies of state publications to the Washington State Library in accordance with RCW 40.06.030.</i></p>	<p><i>Upon publication,</i></p> <p>Transfer:</p> <ul style="list-style-type: none"> • 2 copies of printed format publications, <i>and/or</i> • 1 copy of electronic format publications <p>to Washington State Library for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
GS 15011 Rev. 0	<p>State Publications – Transfers to Library (Agency Compliance Records)</p> <p>Records relating to the transfer/deposit of state publications with the Washington State Library in accordance with chapter 40.06 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records documenting the deposit of agency publications; • Annual lists of agency publications submitted to Washington State Library in accordance with RCW 40.06.030(2); • Exemptions from deposit requirements received by the agency from the State Librarian in accordance with RCW 40.06.030(3); • Related correspondence/communications. <p>Excludes Washington State Library's records relating to the administration of chapter 40.06 RCW.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>