

1.10 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09029 Rev. 0	<p>Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics</p> <p>Records relating to routine internal statistical and narrative reports provided to management documenting/tracking the activities and work accomplishments of a division/program/project for a given time period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Monthly/quarterly/yearly reports. <p>Excludes:</p> <ul style="list-style-type: none"> • Annual reports of the agency and other published reports covered by <i>State Publications (DAN GS 15008)</i>; • Records covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>. 	<p>Retain for 2 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 19004 Rev. 1	<p>Reporting to External Agencies (Mandatory)</p> <p>Records relating to the mandatory reporting/notifying/filing by the agency <u>to</u> external agencies in accordance with federal, state or local law or by court order/rule where not covered by a more specific records series, such as reporting to:</p> <ul style="list-style-type: none"> • Federal agencies; • Code Reviser/State Registrar; • Public Disclosure Commission (Public Agency Lobbying L-5 Report); • Office of Financial Management; • Other state agencies, local government entities, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of reports/forms/certificates/lists submitted; • Submission confirmation and inquiries; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Notifications covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS 25008)</i>; • Records covered by <i>Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056)</i>; • Voluntary reporting/notifying, responding to surveys, etc., covered by <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>; • Reports/notifications/filings <u>received by</u> the agency from other entities covered by the agency-specific records retention schedule. 	<p>Retain for 6 years after submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10016 Rev. 0	<p>Studies (Major) – Final Reports (Unpublished)</p> <p>Unpublished final reports of major studies 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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Published final reports covered by <i>State Publications (DAN GS 15008)</i>; Records covered by <i>Studies (Major) – Working Papers/Development (DAN GS 09030)</i>. 	<p>Retain for 6 years after conclusion of study <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS 09030 Rev. 0	<p>Studies (Major) – Working Papers/Development</p> <p>Records relating to the conducting of major studies 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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Published final reports covered by <i>State Publications (DAN GS 15008)</i>; Unpublished final reports covered by <i>Studies (Major) – Final Reports (Unpublished) (DAN GS 10016)</i>. 	<p>Retain for 6 years after conclusion of study <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

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GS 09006 Rev. 1	<p>Studies (Minor/Routine)</p> <p>Records relating to the conducting of minor/routine studies and developing ad hoc reports <u>not</u> initiated at the executive level or conducted in response to a legislative order, executive order, federal requirement or court order where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and compiled survey results; • Charts, diagrams and statistics; • Research materials; • Related correspondence/communications. <p>Excludes collections of external materials covered by <i>Reference Materials (DAN GS 50013)</i>.</p>	<p>Retain for 2 years after conclusion of study <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM