

1.3 CALENDARS

The activity of documenting staff appointments/activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 10008 Rev. 1	<p><i>Calendars – Elected Officials and Agency Heads</i></p> <p>Records documenting the day-to-day meetings and other official appointments of elected officials and agency heads.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Organizing/Monitoring Work in Progress (DAN GS 50011);</i> • <i>Scheduling – Appointments/Meetings (DAN GS 50014).</i> 	<p>Retain for 4 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) NON-ESSENTIAL OFM</p>
GS 09023 Rev. 1	<p><i>Calendars – Employees (Other than Elected Officials and Agency Heads)</i></p> <p>Records documenting the day-to-day meetings and other work-related appointments of agency employees other than elected officials and agency heads.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Calendars – Elected Officials and Agency Heads (DAN GS 10008);</i> • <i>Organizing/Monitoring Work in Progress (DAN GS 50011);</i> • <i>Scheduling – Appointments/Meetings (DAN GS 50014).</i> 	<p>Retain for 1 year after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>