

1.9 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09028 Rev. 0	<p><i>Policies and Procedures – Administrative Functions</i></p> <p>Records relating to the development, implementation and interpretation of the policies and procedures developed by the agency to implement internal administrative functions (such as facility management, finance, human resources, purchasing, information management, etc.) where these functions are <u>not</u> the agency’s core mission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Each adopted/approved version of policies and procedures; • Records documenting the development of policies and procedures. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Rule Making (Washington Administrative Code – WAC) (DAN GS 10009);</i> • <i>Work Instructions/Desk Manuals (DAN GS 09001).</i> 	<p>Retain for 6 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

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GS 10002 Rev. 1	<p><i>Policies and Procedures – Agency Core Mission</i></p> <p>Records relating to the development, implementation and interpretation of the policies and procedures developed by the agency to implement its core functions and mission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Each adopted/approved version of policies and procedures; • Records documenting the development of policies and procedures; • Legal advice related to the development, implementation and interpretation of the policies and procedures; • Policy statements; • Papers of executive direction. <p>Excludes records covered by <i>Rule Making (Washington Administrative Code – WAC) (DAN GS 10009)</i>.</p>	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09012 Rev. 1	<p>Process Improvement</p> <p>Records relating to process improvements undertaken by the agency to improve the efficiency and effectiveness of the agency, its programs and services.</p> <p>Includes process improvement initiatives at both the:</p> <ul style="list-style-type: none"> • Agency level (such as employee suggestion programs, etc.); and • Government-wide level (such as LEAN; Government Management, Accountability and Performance Program (GMAP); Plain Talk; Balanced Scorecard; Performance Partnership; Brainstorm or Team Incentive Program (TIP); etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Plans and studies (such as Time-in-Motion, etc.); • Performance measures/statistics/reports; • Evaluations; • Related correspondence/communications. 	<p>Retain for 6 years after end of improvement cycle/ project <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 09001 Rev. 1	<p>Work Instructions/Desk Manuals</p> <p>Routine day-to-day task/work instructions, desk manuals, etc.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM