

4.12 REPORTING

The activity of providing information about agency employees, volunteers and contractors as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03056 Rev. 0	<p>Reporting/Filing (Mandatory) – Employment-Related</p> <p>Records relating to employment and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc.</p> <p>Also includes employment-related reports required by regulatory agencies to be compiled (but not submitted).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission according to 29 CFR § 1602.7; • New Hire Reports filed with the Department of Social and Health Services (DSHS) according to RCW 26.23.040; • Commute trip reduction plans and annual progress reports required under RCW 70.94.531 and RCW 70.94.534. 	<p>Retain for 4 years after compiled/submitted to regulatory agency</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR