

6. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50003 Rev. 1	<p><i>Agency-Generated Forms and Publications – Copies</i></p> <p>Blank forms and duplicate copies of publications, <u>provided</u> the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are <u>not</u> required for audit or accountability purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Forms – Accountable (DAN GS 12004);</i> • <i>Forms – Master Sets (DAN GS 12005);</i> • <i>State Publications (DAN GS 15008).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50006 Rev. 0	<p><i>Brainstorming and Collaborating</i></p> <p>Records generated as part of the brainstorming/collaboration process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes written on whiteboards, flipcharts, large/oversize paper sheets, etc.; • Post-it notes. <p>Excludes records covered by <i>Drafting and Editing (DAN GS 50008).</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50007 Rev. 0	<p>Contact Information</p> <p>Records relating to the contact details of external clients/stakeholders the agency has gathered/received and the maintenance of such lists/collections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Business cards; • Contact details stored in Microsoft Outlook and other contact databases; • Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.; • Requests to be added/removed from the agency’s contact lists (includes mail/communications returned as undeliverable); • Quality assurance checks; • Related correspondence/communications. <p>Excludes records covered by <i>Emergency/Disaster Preparedness – Contact Information (DAN GS 25004)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50008 Rev. 0	<p>Drafting and Editing Records relating to the drafting/editing of correspondence, documents and publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts <u>not</u> covered by a more specific records series, <u>not</u> needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.); • Electronic documents created solely for printing (such as signs, mailing labels, etc.); • Related correspondence/communications. <p>Excludes records covered by <i>Legal Advice and Issues (DAN GS 18003)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50009 Rev. 0	<p>Electronic Documents Used to Create Signed Paper Records Electronic documents created in order to print paper records that get signed, <u>provided</u> the signed paper records (or agency copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Microsoft Word versions of minutes/letters/correspondence/etc. used to print the hard copy that gets signed. <p><i>Note: Agencies should still create and retain copies of signed letters as evidence of the business transaction.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50004 Rev. 0	<p>General Information – External</p> <p>Information received from other agencies, commercial firms or private institutions, which requires no action and is no longer needed for agency business purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Catalogs, reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, announcements; • Unsolicited information (junk mail, spam, advertisements, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50001 Rev. 2	<p>Informational Notifications/Communications</p> <p>Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none"> Do <u>not</u> document agency decisions/actions; Are <u>not</u> used as the basis of agency decisions/actions; and Are <u>not</u> covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Basic messages such as “Come and see me when you’re free,” “Call me back at (360) 555-5555,” etc. Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), <u>provided</u> the appropriate attendance and leave records are retained in accordance with <i>Attendance and Leave Records (DAN GS 03030)</i>; Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.); Email delivery/read receipts, out-of-office notices, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <i>Attendance and Leave Records (DAN GS 03030)</i>; <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50010 Rev. 0	<p>Internet Browsing</p> <p>Records routinely generated as part of internet browsing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Browsing history/saved passwords/web form information, etc.; • Cache/temporary files; • Cookies. <p>Excludes internet activity log records covered by <i>Audit Trails and Systems Usage Monitoring (DAN GS 14020)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50011 Rev. 0	<p>Organizing/Monitoring Work in Progress</p> <p>Records relating to the assigning, prioritizing, tracking/monitoring and status of work/projects in progress.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Status logs; • To-do lists; • Tasks within Microsoft Outlook, etc.; • Routing slips; • Workflow notifications/escalations. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50012 Rev. 0	<p>Records Documented as Part of More Formalized Records</p> <p>Records where the evidence of the business transaction has been documented as part of another more formalized record of the agency which is retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within agency information systems (such as databases) provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction; • Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.; • Automatically-generated email notifications sent out by agency information systems <u>provided</u> the transaction is captured as part of an audit trail; • Raw data/statistics/survey responses that have been consolidated/aggregated into another record. <p>Excludes:</p> <ul style="list-style-type: none"> • Electronic records (such as emails) that have been printed to paper; • Audio/visual recordings of meetings covered by <i>Advisory Body Records (DAN GS 10015)</i>, <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i> or <i>Meetings – Staff and Internal Committees (DAN GS 09009)</i>. <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion/keying /transcription</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50013 Rev. 0	<p>Reference Materials</p> <p>Materials gathered from outside sources for reference/reading use which are <u>not</u> evidence of the agency's business transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Conference materials (such as proceedings, handouts, etc.) from conferences/seminars not organized by the agency; • Copies of published articles, reports, etc.; • Internet browser favorites/bookmarks; • Listserv/RSS feeds. <p>Excludes records covered by <i>Secondary (Duplicate) Copies (DAN GS 50005)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50002 Rev. 1	<p>Requests for Basic/Routine Agency Information</p> <p>Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none"> • Business hours, locations/directions, web/email addresses; • Meeting dates/times. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Public Disclosure/Records Requests (DAN GS 05001)</i>; • <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50014 Rev. 0	<p>Scheduling – Appointments/Meetings</p> <p>Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.) <u>provided</u> the calendar record of the appointment/meeting is retained in accordance with:</p> <ul style="list-style-type: none"> • <i>Calendars – Elected Officials and Agency Heads (DAN GS 10008);</i> • <i>Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps; • Related correspondence/communications. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 50005 Rev. 1	<p>Secondary (Duplicate) Copies</p> <p>Copies of records (created or received), <u>provided</u> the agency retains its primary copy of the record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data extracts and printouts from agency information systems; • Cc’s of emails, <u>provided</u> the agency is retaining its primary copy of the email; • Convenience/reference copies of records; • Duplicate and near-duplicate images/photographs <u>provided</u> the selected “best” image(s) documenting the occasion/object is retained. <p>Excludes records which are the agency’s only copy of the record, even if it is held by another agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 50015 Rev. 0	<p><i>Unsolicited Additional Materials</i></p> <p>Additional materials received by the agency that are:</p> <ul style="list-style-type: none"> • <u>Not</u> requested; and • <u>Not</u> used by the agency in the course of government business. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Superfluous extra materials provided with applications (including health/medical records); • Information entering through online applications, e-forms, etc., but <u>not</u> completed and <u>not</u> submitted to the agency. 	<p><i>Upon receipt,</i></p> <p>Return to sender</p> <p><i>or</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM