



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

AUGUST 8, 2024

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

**SNOHOMISH REGIONAL FIRE & RESCUE
WASHINGTON**



AGENDA





BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE
SRFR Station 31 Training Room / Via Zoom
163 Village Court, Monroe, WA 98272
August 8, 2024, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF’S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	7/23/24	8/20/24	No
Finance Committee	Elmore	7/25/24	8/22/24	No
Sno911	Waugh	7/18/24	8/15/24	No
Sno-Isle Commissioners	Fay	6/6/24	9/5/24	No
Leadership Meeting	Schaub	4/24/24	10/23/24	No
Policy Committee	Schaub	8/8/24	9/12/24	Yes

COMMITTEE MEETING MINUTES

Capital Facilities Committee – July 23, 2024

Finance Committee – July 25, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01887 to 24-01901; (\$758,714.11)

AP Vouchers: 24-01902 to 24-02030; (\$935,212.54)

Approval of Payroll

July 31, 2024 (\$1,498,531.05)

Approval of Minutes

Approve Regular Board Meeting Minutes July 25, 2024



OLD BUSINESS

Discussion

Continuous Improvement: Fire 7 Foundation: Pancake Breakfast

Action

Station 82 Asphalt Project

NEW BUSINESS

Discussion

MOU: Medical Contract: Entry-Level Health Testing

Dell Tablets: ePCR RAB

HRA-VEBA Self Insured Benefit IRS Testing Resolution

Second Quarter Finance Report

Policy Review

- Policy 213 Petty Cash Management
- Policy 216 District Finances
- Policy 617 Recording Response Video and Audio for Training
- Policy 706 Knox Box Access
- Policy 800 Records Management
- Policy 911 Vehicle Safety Belts
- Policy 1017 Personnel Records
- Policy 1021 Physical Fitness

Surplus Resolution 2024-6

Stormwater Cost-Sharing Agreement RAB

Action

Deputy Chief Contract

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting August 22, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES



Capital Facilities Committee Meeting-Minutes

Agenda

July 23rd , 2024

- **Facilities Update:**

- **Station 83 Update:**

83 is moving ahead hopefully we are through our slowdowns. Tentatively looking at the end of August for substantial completion.

- **Station 31 Shop Update:**

GenCap started 7/22 with roof replacement to start in August. It's going to be a busy time around 31 in the next year with a lot of coordination and being able to be patient and flexible.

- **Station 32 & 81 Update:**

32- Discussed next steps in the 32-land process.

81-Continuing to work with the city of Lake Stevens and Land Pro Group on a Shared Storm water agreement. The agreement is complete and will come to the board for review.

- **Station 72 Update:**

Continue to work on the Septic Hookup and perform weekly pumping of the tanks.

- **Training Property:**

Training property received plat approval from the Hearing examiner at the County. There is one more avenue for a petition that needs to be filed by August 1st. If none the property will move to Closing.

➤ **Station 82 Asphalt:**

*Discussed the issues with the failing front parking/Apparatus area at 82 and the need to repair.
Discussed costs and quotes that came in from contractors. Looking to complete work after 83 moves back into their Station.*

➤ **Next Meeting: August 27th, 2024 (TBD)**

May need to reschedule due to conflicts.

- **Good of the Order:**



Finance Committee Minutes 07.25.24

Reviewed the Compensation Connections update

Reviewed options related to providing physicals for entry-level firefighter

Reviewed options to update Dell Tablets for ePCR reporting

Reviewed options for updating the annual Evergreen State Fairgrounds interlocal agreement

Reviewed the final GEMT settlement statements for 2020 and 2021

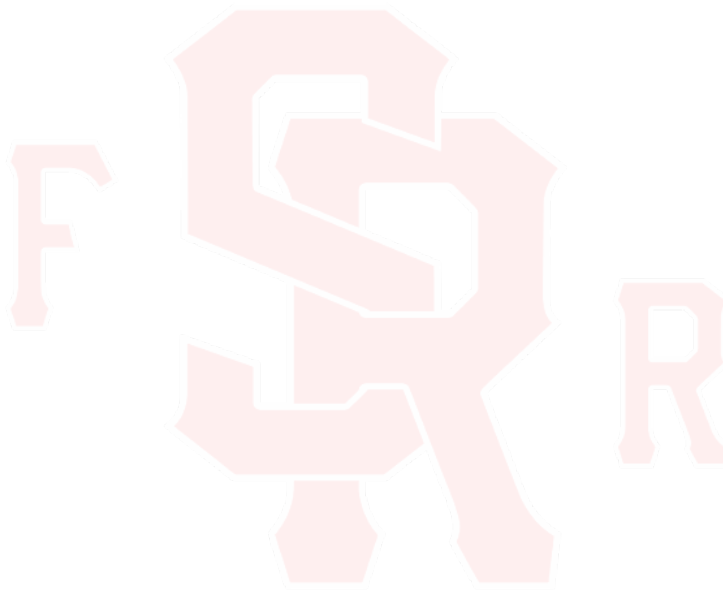
Reviewed options for updating transport billing rates

Reviewed summary of the HRA-VEBA Self-Insured Benefit IRS testing requirements

Reviewed the Annual Report Certification



CONSENT AGENDA



Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/01/2024

Page 1 of 1

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01887	AFLAC		591.44
24-01888	DEPARTMENT OF RETIREMENT SYSTEMS		486,040.87
24-01889	FIRE 7 FOUNDATION		562.50
24-01890	FIREPAC		1,017.41
24-01891	GENERAL TEAMSTERS UNION LOCAL 38		1,886.00
24-01892	HRA VEBA TRUST		70,768.26
24-01893	IAFF LOCAL 2781		32,986.37
24-01894	IAFF LOCAL 2781 PAC		920.00
24-01895	IAFF LOCAL 2781 RFA		1,032.50
24-01896	MATRIX TRUST COMPANY		20,410.17
24-01897	TD AMERITRADE INSTITUTIONAL		388.50
24-01898	VOYA INSTITUTIONAL TRUST CO		110,545.14
24-01899	WASHINGTON STATE SUPPORT REGISTRY		454.00
24-01900	WSCFF FASTPAC		885.95
24-01901	WSCFF-EMP BENEFIT TRUST		30,225.00

Page Total

758,714.11

Cumulative Total

758,714.11



Snohomish Regional Fire & Rescue, WA

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Docket of Claims Register

APPKT01651 - 08.08.2024 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
								Distribution Amount
0001	49ER COMMUNICATIONS, INC.	24-01902						868.25
	78073	Wildland radios chargers and belt clips	Invoice	07/30/2024	Wildland Radio chargers and belt clips	001-514-522-20-35-01		868.25
0005	AAA OF EVERETT FIRE EXTINGUISH	24-01903						222.00
	169106	Fire Extinguisher Service/Maint. - Log.	Invoice	07/12/2024	Fire Extinguisher Service/Maint. - Log.	001-507-522-50-41-00		222.00
0012	ACROSS THE STREET PRODUCTIC	24-01904						36,000.00
	25801	Blue Card Train-The-Trainer Course Re	Invoice	07/10/2024	Blue Card Train-The-Trainer Course Re	001-506-522-45-49-02		36,000.00
2189	AJ'S LANDCARE, INC	24-01905						10,207.51
	121216134	Landscaping Monthly Maintenance - A	Invoice	07/31/2024	Landscaping Monthly Maintenance - A	001-507-522-50-41-00		884.31
	121216135	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		957.25
	121216136	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		911.66
	121216137	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		944.13
	121216138	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		899.16
	121216139	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		854.21
	121216140	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		929.05
	121216141	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		469.63
	121216142	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		699.11
	121216143	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		700.06
	121216144	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		840.98
	121216145	Landscaping Monthly Maintenance - S	Invoice	07/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		899.16
	121216146	Field Mowing/Quarterly Maint. - Fryel	Invoice	07/31/2024	Field Mowing/Quarterly Maint. - Fryel	001-507-522-50-41-00		218.80
0024	ALDERWOOD AUTO GLASS	24-01906						410.25
	20658	Shop Parts	Invoice	06/27/2024	Shop Parts	050-511-522-60-34-01		82.05
	20709	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01		328.20
0025	ALDERWOOD WATER DISTRICT	24-01907						88.57
	ST73-MAYJUL24	Water - ST 73	Invoice	07/16/2024	Water - ST 73	001-507-522-50-47-02		88.57
0025	ALDERWOOD WATER DISTRICT	24-01908						17.94
	ST73FM-MAYJUL24	Water (Fire Meter) - ST 73	Invoice	07/16/2024	Water (Fire Meter) - ST 73	001-507-522-50-47-02		17.94
0028	ALL BATTERY SALES AND SERVI	24-01909						413.55
	300-10145827	Shop Supplies	Invoice	07/30/2024	Shop Supplies	050-511-522-60-31-05		413.55
1503	ALLSTREAM BUSINESS US, INC	24-01910						499.89
	20755256	Fire Alarm Phone Lines/Connection Se	Invoice	08/01/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		499.89
1503	ALLSTREAM BUSINESS US, INC	24-01911						373.29
	20765748	Fire Alarm Phone Lines/Connection Se	Invoice	08/03/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		373.29

Docket of Claims Register

APPKT01651 - 08.08.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-01912					3,303.80
	1349-9NLC-PL44	NRS Red/Gray Life Jackets (x3) Replcm	Invoice	07/20/2024	NRS Red/Gray Life Jackets (x3) Replcm	001-504-522-20-35-00	203.76
	13RW-DLDT-WVLD	NRS Crew Red/Gray Life Jacket (x2) - B	Invoice	07/22/2024	NRS Crew Red/Gray Life Jacket (x2) - B	001-504-522-20-35-00	135.84
	1CR3-LYMR-XNKM	Commercial Weather Seals - ST82 Gar	Invoice	07/22/2024	Commercial Weather Seals - ST82 Gar	001-507-522-50-48-00	343.11
	1CRR-CJVP-74C9	Brushless Cordless Reciprocating Saw (Invoice	07/25/2024	Brushless Cordless Reciprocating Saw (001-504-522-20-35-00	169.00
	1CTD-T1X9-36MQ	Milwaukee Batteries and Charger Kit (P	Invoice	07/22/2024	Milwaukee Batteries and Charger Kit (P	001-504-522-20-35-00	484.47
	1F17-RFL6-QJ76	Shop Parts	Invoice	07/21/2024	Shop Parts	050-511-522-60-34-01	64.90
	1FQF-FCMD-M3L4	OXO Basting/Pastry Brushes, Spatula -	Invoice	07/20/2024	OXO Basting/Pastry Brushes, Spatula -	001-507-522-50-35-00	34.56
	1JC7-M4MN-7DGG	Clamping Gardening Rack Mount - ST 8	Invoice	07/24/2024	Clamping Gardening Rack Mount - ST 8	001-507-522-50-35-00	51.78
	1JCL-X9RL-1Q7D	50W LED Corn Bulb (OutDoor) (x2) - ST	Invoice	07/24/2024	50W LED Corn Bulb (OutDoor) (x2) - ST	001-507-522-50-31-00	64.72
	1JH3-VGWF-1FNV	Auto Detailing Cleaner (x6), Tire Shine	Invoice	07/24/2024	Auto Detailing Cleaner (x6), Tire Shine	001-507-522-50-31-00	84.49
	1JKJ-6FMC-LCMH	Metal Mop Head Handle Attachement	Invoice	07/19/2024	Metal Mop Head Handle Attachement	001-507-522-50-31-00	100.32
	1K1F-X3CX-6KK3	Collapsible Extrended Wagon (Open H	Invoice	07/23/2024	Collapsible Extrended Wagon (Open H	001-515-522-30-31-01	164.05
	1KGR-9H9K-91G4	Shop Supplies	Invoice	07/11/2024	Shop Supplies	050-511-522-60-31-05	44.42
	1KXX-YDHM-NVCH	VIZ-PRO Magentic WhiteBoard 48X36 -	Invoice	07/20/2024	VIZ-PRO Magentic WhiteBoard 48X36 -	001-507-522-50-35-00	71.75
	1NLL-3KQ3-31R1	Pop Up Canopy Tent 8X8 - Logistics	Invoice	07/24/2024	Pop Up Canopy Tent 8X8 - Logistics	001-507-522-50-35-00	108.75
	1NMM-MRCJ-1M9P	Heavy Duty Mop Head 3pk Replcmnt -	Invoice	07/23/2024	Heavy Duty Mop Head 3pk Replcmnt -	001-507-522-50-31-00	28.02
	1PXT-Q3G4-WLQL	Commercial Grade 200-Sheet Shredde	Invoice	07/21/2024	Commercial Grade 200-Sheet Shredde	001-502-522-10-35-00	776.84
	1RH9-T4NM-F9NJ	Isopropyl Alcohol (1 Gallon) 4pk - Log.	Invoice	07/30/2024	Isopropyl Alcohol (1 Gallon) 4pk - Log.	001-507-522-50-31-00	37.30
	1RXY-DQDP-7XFY	Collapsible Wagon (PIEO's) Planning S	Invoice	07/19/2024	Collapsible Wagon (PIEO's) Planning S	001-515-522-30-31-01	131.27
	1VCJ-CD6V-NC7J	Carhartt Mens Canvas Fleece (Training	Invoice	07/20/2024	Carhartt Mens Canvas Fleece (Training	001-506-522-45-31-03	86.31
	1WYJ-1X7Y-14HM	Fiber Glass Mop Handle - ST81	Invoice	07/25/2024	Fiber Glass Mop Handle - ST81	001-507-522-50-35-00	19.66
	1YVM-73WJ-4FVX	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	98.48
1523	AT&T MOBILITY LLC	24-01913					10,460.79
	287332399606X07272024	District Cell Phones (New)	Invoice	07/30/2024	District Cell Phones - Shop	050-511-522-60-42-00	37.92
					District Cell Phones (New) - Fire	001-513-522-10-42-00	10,422.87
2349	AXTHELM CONSTRUCTION, INC.	24-01914					197,078.43
	202337-08	Station 83 Remodel (Contract Pay-App	Invoice	07/31/2024	Station 83 Remodel (Contract Pay-App	300-507-594-50-62-83	197,078.43
0058	BICKFORD MOTORS INC.	24-01915					196.02
	1276112	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	196.02
	1276605	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	11.61
	CM1276605	Shop Parts	Credit Memo	07/12/2024	Shop Parts	050-511-522-60-34-01	-11.61
0065	BOUND TREE MEDICAL, LLC	24-01916					13,160.38
	85409941	Medications	Invoice	07/10/2024	Medications	001-509-522-30-31-01	395.60
	85409942	Medications/Medical Supplies/Medica	Invoice	07/10/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	170.61
					Medications & Medical Supplies	001-509-522-30-31-01	2,453.22
	85411536	Medications & Medical Supplies	Invoice	07/11/2024	Medications & Medical Supplies	001-509-522-30-31-01	3,817.72
	85411537	Medical Supplies	Invoice	07/11/2024	Medical Supplies	001-509-522-30-31-01	23.68
	85411538	Medical Small Tools/Minor Equipment	Invoice	07/11/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	546.90
	85414560	Medications	Invoice	07/15/2024	Medications	001-509-522-30-31-01	207.33
	85418172	Medications/Medical Supplies/Medica	Invoice	07/17/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	139.57
					Medications & Medical Supplies	001-509-522-30-31-01	5,405.75

Docket of Claims Register

APPKT01651 - 08.08.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0070	BRAKE & CLUTCH SUPPLY INC	24-01917					2,366.07
	130853	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	311.41
	130929	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	108.69
	130966	Shop Parts	Invoice	07/19/2024	Shop Parts	050-511-522-60-34-01	229.33
	131038	Shop Parts	Invoice	07/23/2024	Shop Parts	050-511-522-60-34-01	1,511.17
	131104	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	434.80
	U130967	Shop Parts	Credit Memo	07/22/2024	Shop Parts	050-511-522-60-34-01	-229.33
2392	BRANDON WATKINS	24-01918					135.00
	INV11879	EVT Test Reimbursement (E1/E2)	Invoice	07/23/2024	EVT Test Reimbursement (E1/E2)	050-511-522-45-49-01	135.00
1685	BUD CLARY AUTO GROUP	24-01919					132,672.92
	3RZ411 Z411	4 Ford Escapes (Pool Vehicles)	Invoice	07/25/2024	4 Ford Escapes (Pool Vehicles)	301-502-594-10-64-01	33,168.23
	3RZ412 Z412	4 Ford Escapes (Pool Vehicles)	Invoice	07/09/2024	4 Ford Escapes (Pool Vehicles)	301-502-594-10-64-01	33,168.23
	3RZ413 Z413	4 Ford Escapes (Pool Vehicles)	Invoice	07/09/2024	4 Ford Escapes (Pool Vehicles)	301-502-594-10-64-01	33,168.23
	3RZ414 Z414	4 Ford Escapes (Pool Vehicles)	Invoice	07/10/2024	4 Ford Escapes (Pool Vehicles)	301-502-594-10-64-01	33,168.23
1913	CANON FINANCIAL SERVICES INC	24-01920					957.67
	33843261	Copier Machine Lease - ST71	Invoice	07/13/2024	Copier Machine Lease - ST71	001-512-591-22-70-00	325.02
	33843262	Copier Machine Lease - ST82	Invoice	07/13/2024	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	38.91
	33843919	Copier Machine Lease - ST81	Invoice	07/13/2024	Copier Machine Lease (DX 529) - ST81	001-512-591-22-70-00	38.88
	33843920	Copier Machine Lease - ST31	Invoice	07/13/2024	Copier Machine Lease - ST31	001-512-591-22-70-00	329.53
	33843921	GIS PROGRAF Machine Lease - Admin	Invoice	07/13/2024	GIS (imagePROGRAF PRO 4600)	001-512-591-22-70-00	225.33
0096	CENTRAL WELDING SUPPLY	24-01921					500.31
	0002093052	Shop Supplies	Invoice	06/12/2024	Shop Supplies	050-511-522-60-31-05	76.48
	00021125400	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	07/24/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	231.63
	0002123634	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	07/22/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	192.20
0099	CHAMPION BOLT & SUPPLY INC	24-01922					541.54
	783246	Shop Supplies	Invoice	07/24/2024	Shop Supplies	050-511-522-60-31-05	320.56
	783550	Shop Supplies	Invoice	07/30/2024	Shop Supplies	050-511-522-60-31-05	220.98
0103	CHMELIK SITKIN & DAVIS P.S.	24-01923					4,704.00
	124091	Monthly Attorney Services (June 2024)	Invoice	06/30/2024	Monthly Attorney Services (June 2024)	001-512-522-10-41-03	4,704.00
0531	CHRISTENSEN, INC	24-01924					998.24
	0571639-IN	Shop Parts	Invoice	05/16/2024	Shop Parts	050-511-522-60-34-01	723.87
	0595801-IN	Diesel Exhaust Fluid (DEF) - ST 71	Invoice	07/19/2024	Diesel Exhaust Fluid (DEF) - ST 71	001-504-522-20-32-00	274.37
1891	CITY OF SNOHOMISH	24-01925					79.68
	ST83-MAYJUN24	Water - ST 83	Invoice	07/31/2024	Water - ST 83	001-507-522-50-47-02	79.68
0126	COMCAST	24-01926					315.00
	ST31-AUGSEP24	Internet Services - ST 31	Invoice	07/27/2024	Internet Services - ST 31	001-513-522-50-42-01	315.00
0127	COMDATA INC.	24-01927					1,653.90
	20410009	Apparatus Fuel	Invoice	08/01/2024	Apparatus Fuel - EMS	001-509-522-20-32-00	826.95
					Apparatus Fuel - Suppression	001-504-522-20-32-00	826.95

Docket of Claims Register

APPKT01651 - 08.08.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1608	CUMMINS SALES AND SERVICE	24-01928					38,066.03
	07-80563-2	New Generator (Replacemnt Check 2	Invoice	02/23/2024	New Generator (Replacemnt Check 2	300-507-594-50-62-71	38,066.03
2205	DANIEL KINDIG	24-01929					157.50
	INV11876	EVT Test Reimbursement (M1/F1/E0)	Invoice	07/18/2024	EVT Test Reimbursement (M1/F1/E0)	050-511-522-45-49-01	157.50
2045	DEPARTMENT OF LABOR & INDU	24-01930					478.40
	373593	Boiler/Press Vessel Inspctn Cert. Fee- 7	Invoice	08/05/2024	Boiler/Press Vessel Inspctn Cert. Fee- 7	001-507-522-50-41-00	478.40
0164	DRUG FREE BUSINESS	24-01931					54.00
	455594	Random Drug Test (Shop)	Invoice	07/31/2024	Random Drug Test (Shop)	050-511-522-60-41-06	54.00
0167	DUO-SAFETY LADDER CORPORA1	24-01932					11,700.41
	111723	28' & 24' Alum 2-Sec Ladder - Training	Credit Memo	11/17/2023	28' & 24' Alum 2-Sec Ladder - Training	050-511-522-60-34-01	-933.14
	489034-000	16' & 28' Ladder order	Invoice	07/23/2024	16' & 28' Ladder order	001-504-522-20-35-00	7,529.93
	489089-000	28' Duo SAfety Ladders	Invoice	07/23/2024	28' Duo Safety Ladders	001-504-522-20-35-00	5,103.62
1875	ELECTRONIC BUSINESS MACHINE	24-01933					477.57
	AR274168	Copier Machine Usage - ST82	Invoice	03/31/2024	Copier Machine Usage - ST82	001-502-522-10-31-00	0.81
	AR278625	Copier Machine Usage - ST82	Invoice	05/18/2024	Copier Machine Usage - ST82	001-502-522-10-31-00	2.83
	AR282312	Copier Machine Usage - ST31	Invoice	07/18/2024	Copier Machine Usage - ST31 (2XK081	001-502-522-10-31-00	101.03
	AR282394	Copier Machine Usage - ST82	Invoice	07/19/2024	Copier Machine Usage - ST82	001-502-522-10-31-00	6.28
	AR282470	Copier Machine Usage - Admin Bldg (P	Invoice	07/21/2024	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	20.42
	AR282474	Copier Machine Usage - Admin Bldg (C	Invoice	07/21/2024	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	346.20
0178	EMERALD SERVICES, INC	24-01934					86.46
	94498710	Hazardous Materials Disposal (Shop)	Invoice	06/11/2024	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	86.46
0182	EMERGENT RESPIRATORY	24-01935					2,046.24
	35008387	CPAP Machine Supplies - ST 31	Invoice	07/02/2024	CPAP Machine Supplies - ST 31	001-509-522-30-31-01	2,046.24
0192	ESRI INC.	24-01936					6,739.04
	94757317	ArcGIS Software License Annual Subscr	Invoice	07/03/2024	ArcGIS Software License Annual Subscr	001-516-522-30-49-04	6,739.04
1642	EVERGREEN POWER SYSTEMS, IN	24-01937					3,899.28
	36887	Electrical Service Call (GFI/Blast Replac	Invoice	07/24/2024	Electrical Service Call (GFI/Blast Replac	001-507-522-50-48-00	3,899.28
2003	EVERGREEN SANITATION	24-01938					3,415.15
	1186080	Septic Tank System Maintenance (Pum	Invoice	03/20/2024	Septic Tank System Maintenance (Pum	001-507-522-50-48-00	1,635.53
	1186660	Septic Tank System Maintenance (Pum	Invoice	05/29/2024	Septic Tank System Maintenance (Pum	001-507-522-50-48-00	1,779.62
2419	EXCELL COMMERCIAL TIRE SERV	24-01939					2,093.89
	EX 29507	Shop Parts	Invoice	07/02/2024	Shop Parts	050-511-522-60-34-01	2,093.89
2192	FIRE SERVICE REPAIR LLC	24-01940					3,068.90
	6458	Shop Parts	Invoice	06/21/2024	Shop Parts	050-511-522-60-34-01	1,676.87
	6463	Shop Tools	Invoice	07/06/2024	Shop Tools	050-511-522-60-35-00	815.35
	6474	Shop Tools	Invoice	07/16/2024	Shop Tools	050-511-522-60-35-00	323.97
	6475	Shop Parts	Invoice	07/23/2024	Shop Parts	050-511-522-60-34-01	252.71
2145	FP MAILING SOLUTIONS	24-01941					154.25
	RI106309107	Postage Machine Lease (Quarterly)	Invoice	07/22/2024	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	154.25

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0222	FREIGHTLINER NORTHWEST	24-01942					4,303.57
	PC304023507;01	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	572.45
	PC304023722;01	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	1,532.32
	PC304023891;01	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	2,198.80
0226	GALLS, LLC	24-01943					1,482.46
	028491920	1/4 Zip Turtleneck Sweatshirt	Invoice	07/15/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	98.86
	028514887	S/S Chief Shirt	Invoice	07/17/2024	S/S Chief Shirt	001-504-522-20-31-07	145.08
	028514898	Diamond Quilted Jacket	Invoice	07/17/2024	Diamond Quilted Jacket	001-504-522-20-31-07	98.28
	028527063	Leather Belt	Invoice	07/18/2024	Leather Belt	001-504-522-20-31-07	26.01
	028527114	S/S Polyester Polo Shirt (x2)	Invoice	07/18/2024	S/S Polyester Polo Shirt (x2)	001-504-522-20-31-07	273.04
	028556614	Blank Embroiderable Patch (x6)	Invoice	07/22/2024	Blank Embroiderable Patch (x6)	001-504-522-20-31-07	49.76
	028556632	Leather Belt (x2), Cargo Pants	Invoice	07/22/2024	Leather Belt (x2), Cargo Pants	001-504-522-20-31-07	267.94
	028556660	Duty Boots	Invoice	07/22/2024	Duty Boots	001-504-522-20-31-07	157.94
	028556707	1/4 Zip Turtleneck Sweatshirt	Invoice	07/22/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	133.40
	028556729	1/2 Zip Turtleneck Sweatshirt	Invoice	07/22/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.53
	028556733	1/4 Zip Shirt Sweatshirt	Invoice	07/22/2024	1/4 Zip Shirt Sweatshirt	001-504-522-20-31-07	113.62
1571	GENERAL FIRE APPARATUS	24-01944					74.68
	19041	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	74.68
0233	GITT'S SPRING CO	24-01945					166.63
	051462	Shop Parts	Invoice	06/25/2024	Shop Parts	050-511-522-60-34-01	166.63
0238	GRAINGER	24-01946					3,812.10
	9190098328	Station Operating Supplies	Invoice	07/22/2024	Station Operating Supplies	001-507-522-50-31-00	299.37
	9191403709	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	243.05
	9191403717	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	139.98
	9191403725	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	350.61
	9191403733	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	300.84
	9191403741	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	558.31
	9191403758	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	629.10
	9191422394	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	309.89
	9191422402	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	92.35
	9192007780	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	326.25
	9192162320	Station Operating Supplies	Invoice	07/23/2024	Station Operating Supplies	001-507-522-50-31-00	516.17
	9194881208	Station Operating Supplies	Invoice	07/25/2024	Station Operating Supplies	001-507-522-50-31-00	46.18
0252	HEALTHFORCE PARTNERS INC.	24-01947					500.00
	26377	Pre-Employment/New Hire Physicals (Invoice	07/31/2024	Pre-Employment/New Hire Physicals (001-510-522-20-41-06	500.00
0260	HUGHES FIRE EQUIPMENT, INC	24-01948					883.66
	609292	Shop Parts	Invoice	07/16/2024	Shop Parts	050-511-522-60-34-01	483.34
	609618	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	400.32

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	Payable Number	Payable Description					Distribution Amount
0277	ISOUTSOURCE	24-01949					11,316.61
	CW297910	Monthly Software Fees/Monitoring Se	Invoice	07/15/2024	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	10,710.53
	CW298267	IT Services	Invoice	07/23/2024	IT Services	001-513-522-10-41-04	606.08
2409	JEREMY JENSEN	24-01950					135.00
	INV11875	EVT Test Reimbursement (EO/F1)	Invoice	07/18/2024	EVT Test Reimbursement (EO/F1)	050-511-522-45-49-01	135.00
0313	KENT D. BRUCE CO., LLC	24-01951					72.63
	16173	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	72.63
2423	KERRY PRAY	24-01952					97.11
	INV11878	ASE Test Reimbursement (T4)	Invoice	07/13/2024	ASE Test Reimbursement (T4)	050-511-522-45-49-01	97.11
0326	KNOX COMPANY	24-01953					2,387.11
	INV-KA-314829	Knox eKey Purchase	Invoice	07/25/2024	Knox eKey Purchase	001-505-522-30-35-00	2,387.11
0349	L.N. CURTIS & SONS	24-01954					6,846.55
	INV837877	FRL Storz Swivel Female Adapter (x6)	Invoice	06/25/2024	FRL Storz Swivel Female Adapter (x6)	001-504-522-20-35-00	1,648.20
	INV841766	NFPA Structual Firefighter Boots (x2)	Invoice	07/05/2024	NFPA Structual Firefighter Boots (x2)	303-504-594-20-64-04	1,300.82
	INV843470	Altair 5X Multigas Detector	Invoice	07/11/2024	Altair 5X Multigas Detector	001-504-522-20-35-00	3,897.53
1954	LAKE STEVENS ATHLETIC CLUB	24-01955					109.00
	68879	Monthly Gym Membership (August 20	Invoice	07/15/2024	Monthly Gym Membership (August 20	001-510-522-20-49-00	109.00
1879	LAKE STEVENS SEWER DISTRICT	24-01956					198.00
	ST82-AUG2024	Sewer - ST 82 (Account 3655.01)	Invoice	08/01/2024	Sewer - ST 82	001-507-522-50-47-02	198.00
1879	LAKE STEVENS SEWER DISTRICT	24-01957					99.00
	ST81-AUG2024	Sewer - ST 81 (Account 6681.01)	Invoice	08/01/2024	Sewer - ST 81	001-507-522-50-47-02	99.00
0352	LOWE'S	24-01958					147.40
	972281-NDIGYV	Shop Parts	Invoice	06/05/2024	Shop Parts	050-511-522-60-34-01	79.10
	978552-NKDGSC	Shop Parts	Invoice	07/23/2024	Shop Parts	050-511-522-60-34-01	45.18
	984933--NCPFEB	Shop Parts	Invoice	05/31/2024	Shop Parts	050-511-522-60-34-01	18.46
	999393-NEEHGW	Shop Parts	Invoice	06/11/2024	Shop Parts	050-511-522-60-34-01	4.66
0082	MIKE CAMERER	24-01959					180.00
	INV11877	EVT Test Reimbursement (RF2/RF6/E0,	Invoice	07/08/2024	EVT Test Reimbursement (RF2/RF6/E0,	050-511-522-45-49-01	180.00
1661	MONROE CHAMBER OF COMME	24-01960					250.00
	03641	District 'L1 - Basic' Memebership Annu	Invoice	07/24/2024	District 'L1 - Basic' Memebership Annu	001-502-522-10-49-01	250.00
0380	MONROE PARTS HOUSE	24-01961					29,418.63
	982507	Four post lift	Invoice	07/30/2024	New four post lift	052-511-594-00-64-00	29,418.63

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Vendor #	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	24-01962					16,155.98
	978434	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	401.14
	978440	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	236.68
	978441	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	573.45
	978482	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	321.84
	978499	Shop Parts	Invoice	07/01/2024	Shop Parts	050-511-522-60-34-01	457.81
	978525	Shop Parts	Credit Memo	07/01/2024	Shop Parts	050-511-522-60-34-01	-548.39
	978567	Shop Parts	Credit Memo	07/01/2024	Shop Parts	050-511-522-60-34-01	-236.68
	978655	Shop Parts	Invoice	07/02/2024	Shop Parts	050-511-522-60-34-01	11.88
	978682	Shop Parts	Credit Memo	07/02/2024	Shop Parts	050-511-522-60-34-01	-41.54
	978701	Shop Parts	Invoice	07/02/2024	Shop Parts	050-511-522-60-34-01	76.85
	978731	Shop Parts	Invoice	07/02/2024	Shop Parts	050-511-522-60-34-01	25.80
	978742	Shop Parts	Credit Memo	07/02/2024	Shop Parts	050-511-522-60-34-01	-87.52
	978761	Shop Parts	Credit Memo	07/02/2024	Shop Parts	050-511-522-60-34-01	-445.17
	978783	Shop Parts	Invoice	07/03/2023	Shop Parts	050-511-522-60-34-01	6.55
	978791	Shop Parts	Invoice	07/03/2024	Shop Parts	050-511-522-60-34-01	78.56
	978795	Shop Parts	Invoice	07/03/2024	Shop Parts	050-511-522-60-34-01	18.59
	978809	Shop Parts	Invoice	07/03/2024	Shop Parts	050-511-522-60-34-01	6.55
	978810	Shop Parts	Invoice	07/03/2024	Shop Parts	050-511-522-60-34-01	41.29
	978854	Shop Parts	Invoice	07/03/2024	Shop Parts	050-511-522-60-34-01	420.88
	978871	Shop Parts	Credit Memo	07/03/2024	Shop Parts	050-511-522-60-34-01	-39.38
	978957	Shop Parts	Invoice	07/05/2024	Shop Parts	050-511-522-60-34-01	1,062.11
	979237	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	26.51
	979267	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	21.86
	979272	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	820.83
	979294	Shop Parts	Credit Memo	07/08/2024	Shop Parts	050-511-522-60-34-01	-168.48
	979315	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	33.44
	979334	Shop Parts	Credit Memo	07/08/2024	Shop Parts	050-511-522-60-34-01	-78.77
	979359	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	14.00
	979378	Shop Parts	Invoice	07/08/2024	Shop Parts	050-511-522-60-34-01	20.41
	979438	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	5.46
	979513	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	10.58
	979517	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	193.76
	979526	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	165.74
	979528	Shop Parts	Credit Memo	07/09/2024	Shop Parts	050-511-522-60-34-01	-165.74
	979532	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	60.07
	979533	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	120.19
	979534	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	120.13
	979535	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	6.80
	979590	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	210.44
	979591	Shop Parts	Credit Memo	07/10/2024	Shop Parts	050-511-522-60-34-01	-193.76
	979603	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	59.03
	979604	Shop Parts	Credit Memo	07/10/2024	Shop Parts	050-511-522-60-34-01	-19.69

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	979628	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	71.45	
	979641	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	29.47	
	979673	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	11.59	
	979675	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	12.02	
	979684	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	206.84	
	979690	Shop Parts	Credit Memo	07/10/2024	Shop Parts	050-511-522-60-34-01	-12.02	
	979694	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	114.79	
	979716	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	10.33	
	979720	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	169.23	
	979733	Shop Parts	Credit Memo	07/10/2024	Shop Parts	050-511-522-60-34-01	-29.54	
	979754	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	42.97	
	979757	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	966.76	
	979764	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	61.81	
	979782	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	13.54	
	979795	Shop Parts	Credit Memo	07/11/2024	Shop Parts	050-511-522-60-34-01	-11.59	
	979797	Shop Parts	Credit Memo	07/11/2024	Shop Parts	050-511-522-60-34-01	-25.51	
	979826	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	169.23	
	979829	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	3.74	
	979837	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	71.38	
	979840	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	32.75	
	979850	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	7.20	
	979851	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	192.10	
	979859	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	20.60	
	979887	Shop Parts	Credit Memo	07/11/2024	Shop Parts	050-511-522-60-34-01	-221.09	
	979903	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	6.80	
	979907	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	221.38	
	979931	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	20.41	
	979961	Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	10.69	
	979969	Shop Parts	Credit Memo	07/12/2024	Shop Parts	050-511-522-60-34-01	-161.43	
	979972	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	53.38	
	979976	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	74.12	
	980029	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	139.96	
	980115	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	576.91	
	980273	Shop Parts	Invoice	07/14/2024	Shop Parts	050-511-522-60-34-01	827.37	
	980285	Shop Parts	Invoice	07/15/2024	Shop Parts	050-511-522-60-34-01	28.93	
	980289	Shop Parts	Invoice	07/15/2024	Shop Parts	050-511-522-60-34-01	16.39	
	980291	Shop Parts	Credit Memo	07/15/2024	Shop Parts	050-511-522-60-34-01	-118.15	
	980302	Shop Parts	Invoice	07/15/2024	Shop Parts	050-511-522-60-34-01	420.88	
	980426	Shop Parts	Invoice	07/15/2024	Shop Parts	050-511-522-60-34-01	592.28	
	980428	Shop Parts	Invoice	07/15/2024	Shop Parts	050-511-522-60-34-01	44.12	
	980448	Shop Parts	Credit Memo	07/15/2024	Shop Parts	050-511-522-60-34-01	-39.38	
	980506	Shop Small Tools & Equipment	Invoice	07/16/2024	Shop Small Tools & Equipment	050-511-522-60-35-00	78.87	
	980507	Shop Parts	Invoice	07/16/2024	Shop Parts	050-511-522-60-34-01	14.76	

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	980529	Shop Small Tools & Equipment	Invoice	07/16/2024	Shop Small Tools & Equipment	050-511-522-60-35-00	43.75	
	980564	Shop Parts	Invoice	07/16/2024	Shop Parts	050-511-522-60-34-01	212.13	
	980581	Shop Supplies	Invoice	07/16/2024	Shop Supplies	050-511-522-60-31-05	317.23	
	980594	Shop Small Tools & Equipment	Credit Memo	07/16/2024	Shop Small Tools & Equipment	050-511-522-60-35-00	-78.87	
	980595	Shop Small Tools & Equipment	Invoice	07/16/2024	Shop Small Tools & Equipment	050-511-522-60-35-00	33.90	
	980602	Shop Parts	Invoice	07/16/2024	Shop Parts	050-511-522-60-34-01	492.11	
	980603	Shop Parts	Invoice	07/16/2024	Shop Parts	050-511-522-60-34-01	60.02	
	980656	Shop Parts	Credit Memo	07/17/2024	Shop Parts	050-511-522-60-34-01	-60.02	
	980659	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	167.57	
	980665	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	12.87	
	980670	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	164.09	
	980678	Shop Parts	Credit Memo	07/17/2024	Shop Parts	050-511-522-60-34-01	-53.38	
	980708	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	7.37	
	980718	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	213.66	
	980721	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	26.57	
	980752	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	160.64	
	980764	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	26.60	
	980785	Shop Parts	Invoice	07/17/2024	Shop Parts	050-511-522-60-34-01	141.71	
	980786	Shop Parts	Credit Memo	07/17/2024	Shop Parts	050-511-522-60-34-01	-7.37	
	980822	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	749.21	
	980876	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	28.43	
	980917	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	44.27	
	980918	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	14.76	
	980921	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	46.75	
	980978	Shop Parts	Invoice	07/19/2024	Shop Parts	050-511-522-60-34-01	295.96	
	981057	Shop Parts	Invoice	07/19/2024	Shop Parts	050-511-522-60-34-01	470.63	
	981077	Shop Parts	Credit Memo	07/19/2024	Shop Parts	050-511-522-60-34-01	-295.96	
	981080	Shop Parts	Credit Memo	07/19/2024	Shop Parts	050-511-522-60-34-01	-536.50	
	981296	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	7.31	
	981326	Shop Parts	Credit Memo	07/22/2024	Shop Parts	050-511-522-60-34-01	-43.31	
	981370	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	34.64	
	981429	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	100.84	
	981497	Shop Parts	Invoice	07/23/2024	Shop Parts	050-511-522-60-34-01	112.23	
	981616	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	157.69	
	981617	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	143.47	
	981618	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	99.11	
	981620	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	94.84	
	981621	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	175.74	
	981622	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	211.36	
	981706	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	136.84	
	981736	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	3.39	
	981821	Shop Parts	Invoice	07/25/2024	Shop Parts	050-511-522-60-34-01	36.06	
	981853	Shop Supplies	Invoice	07/25/2024	Shop Supplies	050-511-522-60-31-05	187.38	

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Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	981911	Shop Parts	Invoice	07/25/2024	Shop Parts	050-511-522-60-34-01	34.55	
	981912	Shop Parts	Invoice	07/25/2024	Shop Parts	050-511-522-60-34-01	190.49	
	981968	Shop Parts	Invoice	07/26/2024	Shop Parts	050-511-522-60-34-01	14.22	
	981970	Shop Supplies	Invoice	07/26/2024	Shop Supplies	050-511-522-60-31-05	32.75	
	981989	Shop Parts	Invoice	07/26/2024	Shop Parts	050-511-522-60-34-01	485.92	
	982056	Shop Parts	Invoice	07/26/2024	Shop Parts	050-511-522-60-34-01	54.68	
	982072	Shop Parts	Credit Memo	07/26/2024	Shop Parts	050-511-522-60-34-01	-120.34	
	982085	Shop Parts	Invoice	07/26/2024	Shop Parts	050-511-522-60-34-01	392.33	
	982253	Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	245.73	
	982260	Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	181.84	
	982262	Shop Parts	Credit Memo	07/29/2024	Shop Parts	050-511-522-60-34-01	-33.68	
	982322	Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	35.19	
	982353	Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	34.55	
	982412	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	73.05	
	982414	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	17.59	
	982417	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	257.90	
	982418	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	65.80	
	982420	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	146.53	
	982427	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	10.32	
	982440	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	54.50	
	982449	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	10.81	
	982532	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	41.34	
	982595	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	190.98	
	982601	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	131.64	
	982606	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	57.00	
	982621	Shop Parts	Credit Memo	07/31/2024	Shop Parts	050-511-522-60-34-01	-87.62	
	982624	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	69.18	
	982659	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	7.87	
	982672	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	67.06	
	982701	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	224.06	
	982719	Shop Parts	Credit Memo	07/31/2024	Shop Parts	050-511-522-60-34-01	-29.54	
	982722	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	420.88	
	982723	Shop Supplies	Invoice	07/31/2024	Shop Supplies	050-511-522-60-31-05	12.02	
	982737	Shop Parts	Credit Memo	07/31/2024	Shop Parts	050-511-522-60-34-01	-39.38	
	982739	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	48.09	
	982757	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	420.88	
	982769	Shop Parts	Credit Memo	07/31/2024	Shop Parts	050-511-522-60-34-01	-39.38	
0387	MUNICIPAL EMERGENCY SERVIC	24-01963					20,558.23	
	IN2074053	Fire Armour Gauntlet Gloves (x24)	Invoice	06/24/2024	Fire Armour Gauntlet Gloves (x24)	303-504-594-20-64-04	3,205.76	
	IN2083615	Bunker Gloves	Invoice	07/12/2024	Bunker Gloves	303-504-594-20-64-04	2,687.61	
	IN2083659	Bunker gloves	Invoice	07/12/2024	Bunker gloves	303-504-594-20-64-04	530.87	
	IN2087523	Breathing Air Compressor Service Call/	Invoice	07/19/2024	Breathing Air Compressor Service Call/	001-504-522-20-48-12	215.30	
	IN2087534	SCBA Flow Test & Repair/Maintenance	Invoice	07/19/2024	SCBA Flow Test & Repair/Maintenance	001-504-522-20-48-12	13,918.69	

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1904	NATIONAL TESTING NETWORK, I 15933	24-01964 Background Investigation (x12) (1-Drop	Invoice	07/26/2024	Background Investigation (x12) (1-Drop	001-506-522-45-49-23	10,412.50 10,412.50
0424	NORTHWEST SAFETY CLEAN 24-46046	24-01965 Repairs & Alterations	Invoice	07/18/2024	Repairs & Alterations	001-504-522-20-48-11	127.29 127.29
0464	PERFORMANCE RADIATOR PACIF 8874410	24-01966 Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	87.51 87.51
0466	PETROCARD, INC. C516764	24-01967 OnSite Mobile Fueling Service - ST 71,	Invoice	08/01/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,983.17 991.58 991.59
0483	PUGET SOUND ENERGY ST71-JUNJUL24	24-01968 Natural Gas - ST 71	Invoice	07/16/2024	Natural Gas - ST 71	001-507-522-50-47-03	101.95 101.95
0483	PUGET SOUND ENERGY ST33-JUNJUL24	24-01969 Natural Gas - ST 33	Invoice	07/12/2024	Natural Gas - ST 33	001-507-522-50-47-03	189.52 189.52
0483	PUGET SOUND ENERGY ST73-JUNJUL24	24-01970 Natural Gas - ST 73	Invoice	07/15/2024	Natural Gas - ST 73	001-507-522-50-47-03	196.75 196.75
0483	PUGET SOUND ENERGY ST77-JUNJUL24	24-01971 Natural Gas - ST 77	Invoice	07/18/2024	Natural Gas - ST 77	001-507-522-50-47-03	56.56 56.56
0483	PUGET SOUND ENERGY ST74-JUNJUL24	24-01972 Natural Gas - ST 74/Logistics Bldg	Invoice	07/15/2024	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	191.11 191.11
0484	PURCELL TIRE & SERVICE CENTEF 24269118	24-01973 Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	8,304.21 8,304.21
1937	RAIRDON'S OF MONROE 22823	24-01974 Shop Parts	Invoice	07/02/2024	Shop Parts	050-511-522-60-34-01	579.38 579.38
0494	REPUBLIC SERVICES #197 0197-003380690	24-01975 Recycling - ST 32	Invoice	07/31/2024	Recycling - ST 32	001-507-522-50-47-04	112.76 112.76
0494	REPUBLIC SERVICES #197 0197-003379662	24-01976 Refuse - ST 31	Invoice	07/31/2024	Refuse - ST 31	001-507-522-50-47-04	334.64 334.64
0494	REPUBLIC SERVICES #197 0197-003380403	24-01977 Refuse - ST 32	Invoice	07/31/2024	Refuse - ST 32	001-507-522-50-47-04	276.33 276.33
0494	REPUBLIC SERVICES #197 0197-003380355	24-01978 Refuse - Admin Building	Invoice	07/31/2024	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	275.03 140.27 134.76
0494	REPUBLIC SERVICES #197 0197-003380337	24-01979 Recycling - ST 31	Invoice	07/31/2024	Recycling - ST 31	001-507-522-50-47-04	864.48 864.48
2345	RESCH PRINTING 1082	24-01980 Shop Parts	Invoice	07/11/2024	Shop Parts	050-511-522-60-34-01	3,927.60 3,927.60

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1867	RONALD RASMUSSEN JR INV11880	24-01981 Airfare Reimbursement (Op IQ Confere	Invoice	07/29/2024	Airfare Reimbursement (Op IQ Confere	001-507-522-50-43-00	416.20
0535	SHAWN SELTZ INV11881	24-01982 Per Diem Reimbursement (Fire Truck Ir	Invoice	07/31/2024	Per Diem Reimbursement (Fire Truck Ir	001-504-522-20-43-00	236.50
1547	SNOHOMISH COUNTY 911 7402	24-01983 Monthly Dispatch Services (Assessmen	Invoice	08/01/2024	Monthly Dispatch Services (Assessmen	001-504-528-00-41-00 001-509-528-00-41-00	92,226.85 17,791.47
	7409	Monthly EPCR	Invoice	08/01/2024	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	1,031.10
	7435	Managed Laptop Leases (Monthly)	Invoice	08/01/2024	Managed Laptop Leases (Monthly)	303-504-591-22-70-00 303-509-591-22-70-00	900.28 1,338.12
0565	SNOHOMISH COUNTY PUD 106280646	24-01984 Electricity - ST 71	Invoice	07/30/2024	Electricity - ST 71	001-507-522-50-47-01	1,444.32
0565	SNOHOMISH COUNTY PUD 162060822	24-01985 Electricity - ST 33	Invoice	07/25/2024	Electricity - ST 33	001-507-522-50-47-01	806.12
0565	SNOHOMISH COUNTY PUD 116147021	24-01986 Electricity - ST 82 Garage/Storage Bldg	Invoice	07/17/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	29.42
0565	SNOHOMISH COUNTY PUD 158901635	24-01987 Electricity - ST 32	Invoice	07/25/2024	Electricity - ST 32	001-507-522-50-47-01	243.32
0565	SNOHOMISH COUNTY PUD 135955946	24-01988 Electricity & Water - ST 81	Invoice	07/16/2024	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	751.86 621.58 130.28
0565	SNOHOMISH COUNTY PUD 162057076	24-01989 Electricity - ST 31	Invoice	07/22/2024	Electricity - ST 31	001-507-522-50-47-01	1,971.13
0565	SNOHOMISH COUNTY PUD 168382873	24-01990 Electricity - ST 73	Invoice	07/12/2024	Electricity - ST 73	001-507-522-50-47-01	226.40
0565	SNOHOMISH COUNTY PUD 122753984	24-01991 Electricity & Water - ST 82	Invoice	07/25/2024	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,830.93 1,257.67 573.26
0565	SNOHOMISH COUNTY PUD 109562058	24-01992 Electricity - ST 72	Invoice	07/17/2024	Electricity - ST 72	001-507-522-50-47-01	520.88
0565	SNOHOMISH COUNTY PUD 116149727	24-01993 Electricity - ST 74/Logistics Bldg	Invoice	07/22/2024	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	109.81
0565	SNOHOMISH COUNTY PUD 109559376	24-01994 Electricity - ST 77	Invoice	07/11/2024	Electricity - ST 77	001-507-522-50-47-01	356.57
0565	SNOHOMISH COUNTY PUD 162057077	24-01995 Electricity - Admin Bldg	Invoice	07/22/2024	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,535.69 783.20 752.49

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1536	SNOHOMISH REGIONAL FIRE & R	24-01996					744.81
	ECFSS-08/01/2024	Apparatus Fleet Maintenance Services	Invoice	08/01/2024	Apparatus Fleet Maintenance - ECFSS I	050-511-522-60-31-02	744.81
1536	SNOHOMISH REGIONAL FIRE & R	24-01997					157,714.28
	FIRE-08/01/2024	Apparatus Fleet Maintenance Services	Invoice	08/01/2024	Apparatus Fleet Maintenance - EMS U	001-509-522-20-48-01	22,932.43
					Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	134,781.85
1536	SNOHOMISH REGIONAL FIRE & R	24-01998					1,625.79
	EXCISE TAX-JUL24	Sales & Use Tax - July 2024	Invoice	08/01/2024	Sales & Use Tax - July 2024	001-505-522-30-31-00	14.37
					Sales & Use Tax - July 2024	001-514-522-20-35-01	1,279.62
					Sales & Use Tax - July 2024	303-507-594-50-64-02	331.80
1935	SNOHOMISH VALLEY ROOFING II	24-01999					824.08
	33016	Dumpster Rental (17yd) - ST71 Tng Pro	Invoice	07/19/2024	Dumpster Rental (17yd) - ST71 Tng Pro	001-506-522-45-31-03	440.14
	33022	Dumpster Rental (17yd) - ST31 (Shop A	Invoice	07/22/2024	Dumpster Rental (17yd) - ST31 (Shop A	052-511-594-00-64-00	383.94
0572	SPEEDWAY CHEVROLET	24-02000					319.01
	143155	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	95.05
	143242	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	136.29
	143263	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	87.67
2379	SRFR - PETTY CASH	24-02001					565.00
	0-085-287-606	DOL Driving Record Request	Invoice	05/02/2024	DOL Driving Record Request	001-503-522-10-49-06	15.00
	0-087-167-012	DOL Driving Record Request	Invoice	07/12/2024	DOL Driving Record Request	001-503-522-10-49-06	15.00
	0-088-767-750	DOL Driving Record Request (x3)	Invoice	07/22/2024	DOL Driving Record Request (x3)	001-503-522-10-49-06	45.00
	100121780	PUD Service Inspection Fees (Remodel	Invoice	07/23/2024	PUD Service Inspection Fees (Remodel	300-507-594-50-62-83	490.00
0580	STATE OF WA DEPARTMENT OF I	24-02002					1,625.79
	EXCISE TAX-JUL24	Sales & Use Tax - July 2024 (600-355-3	Invoice	08/01/2024	Sales & Use Tax - July 2024 (600-355-3	630-512-589-00-00-00	1,625.79
1981	SUMMIT LAW GROUP, PLLC	24-02003					525.00
	155781	Attorney Legal Service Fees (Payroll Is	Invoice	07/19/2024	Attorney Legal Service Fees (Payroll Is	001-512-522-10-41-03	525.00
2415	SUPERIOR SEPTIC SERVICE, LLC	24-02004					1,624.33
	19378793	Septic Tank Maint. (Weekly Pumping) -	Invoice	07/19/2024	Septic Tank Maint. (Weekly Pumping) -	001-507-522-50-48-00	835.37
	19390565	Septic Tank Maint. (Pumped Septic 10	Invoice	07/26/2024	Septic Tank Maint. (Pumped Septic 10	001-507-522-50-48-00	788.96
2428	TERRACON CONSULTANTS, INC.	24-02005					3,075.00
	TM06952	Regulated BLDG Materials Consult.Srv	Invoice	05/20/2024	Regulated BLDG Materials Consult.Srv	300-507-594-50-62-00	3,075.00
1576	THE SHERWIN-WILLIAMS CO	24-02006					746.07
	1326-3	PT Shields, Masking Tape (Re-Touch Pa	Invoice	07/16/2024	PT Shields, Masking Tape (Re-Touch Pa	001-507-522-50-48-00	21.01
	1349-5	White,Marron & Red Paint (Exterior) -	Invoice	07/16/2024	White,Marron & Red Paint (Exterior) -	001-507-522-50-48-00	96.29
	6636-6	White,Marron,Red Paint, Thinner,Brus	Invoice	07/14/2024	Frog Tape, Mask Paper, XPaper HD ST8	001-507-522-50-31-00	80.01
					Paint Brushes - ST82	001-507-522-50-35-00	16.15
					White,Marron,Red Paint, Thinner - ST8	001-507-522-50-48-00	204.54
	6715-8	White,Marron & Red Paint (Exterior) -	Invoice	07/16/2024	White,Marron & Red Paint (Exterior) -	001-507-522-50-48-00	328.07

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	Payable Number	Payable Description					Distribution Amount
0610	TRUE NORTH EMERGENCY EQUIP	24-02007					1,890.74
	A181377	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	286.70
	A18151	Shop Parts	Invoice	06/27/2024	Shop Parts	050-511-522-60-34-01	12.34
	A18243	Shop Parts	Invoice	07/09/2024	Shop Parts	050-511-522-60-34-01	242.49
	A18283	Shop Parts	Invoice	07/12/2024	Shop Parts	050-511-522-60-34-01	266.26
	A18371	Shop Parts	Invoice	07/19/2024	Shop Parts	050-511-522-60-34-01	65.07
	A18375	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	633.89
	A18407	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01	383.99
2306	UNITED RENTALS (NORTH AMER	24-02008					1,147.59
	225472804-011	Cap. Facilities Planning (Container Ren	Invoice	07/10/2024	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83	176.88
	236766056-001	Cap. Facilities Planning (Contnr Rent,Et	Invoice	07/27/2024	Cap. Facilities Planning (Contnr Rent,Et	300-507-594-50-62-83	970.71
0631	VERATHON MEDICAL	24-02009					3,259.48
	80937410	Medical Supplies	Invoice	07/24/2024	Medical Supplies	001-509-522-30-31-01	1,591.03
	80937888	Medical Supplies	Invoice	07/25/2024	Medical Supplies	001-509-522-30-31-01	465.05
	80938288	Medical Supplies	Invoice	07/25/2024	Medical Supplies	001-509-522-30-31-01	1,203.40
0633	VERIZON WIRELESS SERVICES LLC	24-02010					4,857.08
	9969108791	District Mifi Plans	Invoice	07/15/2024	District Mifi Plans	001-513-522-10-42-00	4,857.08
0040	VESTIS	24-02011					260.58
	6560415052	Maint. Srvc Towels, Floor Mat & Mop	Invoice	07/18/2024	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40
	6560415053	Shop Supplies/Uniform Rental/Laundr	Invoice	07/18/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.36
	6560418543	Shop Supplies/Uniform Rental/Laundr	Invoice	07/25/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	68.53
	6560422028	Maint. Srvc Towels, Floor Mat & Mop	Invoice	08/01/2024	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
	6560422029	Shop Supplies/Uniform Rental/Laundr	Invoice	08/01/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	77.77
0648	WASTE MANAGEMENT NORTHV	24-02012					207.41
	1806323-2677-3	Refuse - ST 33	Invoice	08/01/2024	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHV	24-02013					584.18
	1028495-4968-2	Refuse & Recycle - ST 82	Invoice	08/01/2024	Refuse & Recycle - ST 82	001-507-522-50-47-04	584.18
0648	WASTE MANAGEMENT NORTHV	24-02014					117.54
	1804693-2677-1	Refuse - ST 72	Invoice	08/01/2024	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHV	24-02015					577.99
	1804889-2677-5	Refuse & Recycle - ST 77	Invoice	08/01/2024	Refuse & Recycle - ST 77	001-507-522-50-47-04	577.99
0648	WASTE MANAGEMENT NORTHV	24-02016					395.41
	1805456-2677-2	Refuse & Recycle - ST 73	Invoice	08/01/2024	Refuse & Recycle - ST 73	001-507-522-50-47-04	395.41
0648	WASTE MANAGEMENT NORTHV	24-02017					496.77
	1805072-2677-7	Recycling - ST 71	Invoice	08/01/2024	Recycling - ST 71	001-507-522-50-47-04	496.77
0648	WASTE MANAGEMENT NORTHV	24-02018					439.90
	1804823-2677-4	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	08/01/2024	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	439.90
0648	WASTE MANAGEMENT NORTHV	24-02019					218.46
	1028689-4968-0	Recycling - ST 81	Invoice	08/01/2024	Recycling - ST 81	001-507-522-50-47-04	218.46

Docket of Claims Register

APPKT01651 - 08.08.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0648	WASTE MANAGEMENT NORTHV	24-02020					255.50
	9533058-4968-9	Refuse & Recycle - ST 83	Invoice	08/01/2024	Refuse & Recycle - ST 83	001-507-522-50-47-04	255.50
0648	WASTE MANAGEMENT NORTHV	24-02021					489.97
	01806324-2677-1	Recycling - ST 33	Invoice	08/01/2024	Recycling - ST 33	001-507-522-50-47-04	489.97
0648	WASTE MANAGEMENT NORTHV	24-02022					179.43
	1028690-4968-8	Refuse - ST 81	Invoice	08/01/2024	Refuse - ST 81	001-507-522-50-47-04	179.43
0648	WASTE MANAGEMENT NORTHV	24-02023					245.56
	1805073-2677-5	Recycling - ST 72	Invoice	08/01/2024	Recycling - ST 72	001-507-522-50-47-04	245.56
0648	WASTE MANAGEMENT NORTHV	24-02024					642.45
	1805150-2677-1	Recycling - Admin Bldg	Invoice	08/01/2024	Recycling - Admin Bldg	001-507-522-50-47-04	327.65
						300-507-522-50-47-00	314.80
0648	WASTE MANAGEMENT NORTHV	24-02025					244.12
	1804694-2677-9	Refuse - ST 71	Invoice	08/01/2024	Refuse - ST 71	001-507-522-50-47-04	244.12
0657	WELLSPRING FAMILY SERVICES E	24-02026					720.20
	296610	Employee Assistance Program Monthly	Invoice	07/31/2024	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20
2129	WEX BANK	24-02027					27,161.10
	98872187	Apparatus Fuel	Invoice	07/31/2024	Apparatus Fuel - EMS	001-509-522-20-32-00	13,354.01
					Apparatus Fuel - Shop	050-511-522-60-32-00	453.09
					Apparatus Fuel - Suppression	001-504-522-20-32-00	13,354.00
0665	WHELEN ENGINEERING COMPAN	24-02028					287.55
	534686	Shop Parts	Invoice	07/19/2024	Shop Parts	050-511-522-60-34-01	123.09
	535221	Shop Parts	Invoice	07/22/2024	Shop Parts	050-511-522-60-34-01	164.46
2011	ZIPLY FIBER	24-02029					247.86
	ST33-JULAUG24	Elevator & Fire Alarm Phone Lines/Cor	Invoice	07/14/2024	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	247.86
2011	ZIPLY FIBER	24-02030					313.25
	ST73-JULAUG24	Fax & Alarm Connection Services - ST 7	Invoice	07/10/2024	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	313.25
Total Claims: 129						Total Payment Amount:	935,212.54

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/06/2024

Page 1 of 5

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01902	49ER COMMUNICATIONS, INC.		868.25
24-01903	AAA OF EVERETT FIRE EXTINGUISHER CO. INC.		222.00
24-01904	ACROSS THE STREET PRODUCTIONS		36,000.00
24-01905	AJ'S LANDCARE, INC		10,207.51
24-01906	ALDERWOOD AUTO GLASS		410.25
24-01907	ALDERWOOD WATER DISTRICT		88.57
24-01908	ALDERWOOD WATER DISTRICT		17.94
24-01909	ALL BATTERY SALES AND SERVICE		413.55
24-01910	ALLSTREAM BUSINESS US, INC		499.89
24-01911	ALLSTREAM BUSINESS US, INC		373.29
24-01912	AMAZON CAPITAL SERVICES, INC		3,303.80
24-01913	AT&T MOBILITY LLC		10,460.79
24-01914	AXTHELM CONSTRUCTION, INC.		197,078.43
24-01915	BICKFORD MOTORS INC.		196.02
24-01916	BOUND TREE MEDICAL, LLC		13,160.38
24-01917	BRAKE & CLUTCH SUPPLY INC		2,366.07
24-01918	BRANDON WATKINS		135.00
24-01919	BUD CLARY AUTO GROUP		132,672.92
24-01920	CANON FINANCIAL SERVICES INC		957.67
24-01921	CENTRAL WELDING SUPPLY		500.31
24-01922	CHAMPION BOLT & SUPPLY INC		541.54
24-01923	CHMELIK SITKIN & DAVIS P.S.		4,704.00
24-01924	CHRISTENSEN, INC		998.24
24-01925	CITY OF SNOHOMISH		79.68
24-01926	COMCAST		315.00
24-01927	COMDATA INC.		1,653.90
24-01928	CUMMINS SALES AND SERVICE		38,066.03
24-01929	DANIEL KINDIG		157.50
24-01930	DEPARTMENT OF LABOR & INDUSTRIES / BOILER SECTION		478.40
24-01931	DRUG FREE BUSINESS		54.00
24-01932	DUO-SAFETY LADDER CORPORATION		11,700.41
Page Total			468,681.34
Cumulative Total			468,681.34

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/06/2024

Page 2 of 5

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01933	ELECTRONIC BUSINESS MACHINES		477.57
24-01934	EMERALD SERVICES, INC		86.46
24-01935	EMERGENT RESPIRATORY		2,046.24
24-01936	ESRI INC.		6,739.04
24-01937	EVERGREEN POWER SYSTEMS, INC		3,899.28
24-01938	EVERGREEN SANITATION		3,415.15
24-01939	EXCELL COMMERCIAL TIRE SERVICE, INC.		2,093.89
24-01940	FIRE SERVICE REPAIR LLC		3,068.90
24-01941	FP MAILING SOLUTIONS		154.25
24-01942	FREIGHTLINER NORTHWEST		4,303.57
24-01943	GALLS, LLC		1,482.46
24-01944	GENERAL FIRE APPARATUS		74.68
24-01945	GITT'S SPRING CO		166.63
24-01946	GRAINGER		3,812.10
24-01947	HEALTHFORCE PARTNERS INC.		500.00
24-01948	HUGHES FIRE EQUIPMENT, INC		883.66
24-01949	ISOUTSOURCE		11,316.61
24-01950	JEREMY JENSEN		135.00
24-01951	KENT D. BRUCE CO., LLC		72.63
24-01952	KERRY PRAY		97.11
24-01953	KNOX COMPANY		2,387.11
24-01954	L.N. CURTIS & SONS		6,846.55
24-01955	LAKE STEVENS ATHLETIC CLUB		109.00
24-01956	LAKE STEVENS SEWER DISTRICT		198.00
24-01957	LAKE STEVENS SEWER DISTRICT		99.00
24-01958	LOWE'S		147.40
24-01959	MIKE CAMERER		180.00
24-01960	MONROE CHAMBER OF COMMERCE		250.00
24-01961	MONROE PARTS HOUSE		29,418.63
24-01962	MONROE PARTS HOUSE		16,155.98
24-01963	MUNICIPAL EMERGENCY SERVICES, INC.		20,558.23
Page Total			121,175.13
Cumulative Total			589,856.47

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/06/2024

Page 3 of 5

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01964	NATIONAL TESTING NETWORK, INC.		10,412.50
24-01965	NORTHWEST SAFETY CLEAN		127.29
24-01966	PERFORMANCE RADIATOR PACIFIC, LLC		87.51
24-01967	PETROCARD, INC.		1,983.17
24-01968	PUGET SOUND ENERGY		101.95
24-01969	PUGET SOUND ENERGY		189.52
24-01970	PUGET SOUND ENERGY		196.75
24-01971	PUGET SOUND ENERGY		56.56
24-01972	PUGET SOUND ENERGY		191.11
24-01973	PURCELL TIRE & SERVICE CENTER		8,304.21
24-01974	RAIRDON'S OF MONROE		579.38
24-01975	REPUBLIC SERVICES #197		112.76
24-01976	REPUBLIC SERVICES #197		334.64
24-01977	REPUBLIC SERVICES #197		276.33
24-01978	REPUBLIC SERVICES #197		275.03
24-01979	REPUBLIC SERVICES #197		864.48
24-01980	RESCH PRINTING		3,927.60
24-01981	RONALD RASMUSSEN JR		416.20
24-01982	SHAWN SELTZ		236.50
24-01983	SNOHOMISH COUNTY 911		92,226.85
24-01984	SNOHOMISH COUNTY PUD		1,444.32
24-01985	SNOHOMISH COUNTY PUD		806.12
24-01986	SNOHOMISH COUNTY PUD		29.42
24-01987	SNOHOMISH COUNTY PUD		243.32
24-01988	SNOHOMISH COUNTY PUD		751.86
24-01989	SNOHOMISH COUNTY PUD		1,971.13
24-01990	SNOHOMISH COUNTY PUD		226.40
24-01991	SNOHOMISH COUNTY PUD		1,830.93
24-01992	SNOHOMISH COUNTY PUD		520.88
24-01993	SNOHOMISH COUNTY PUD		109.81
24-01994	SNOHOMISH COUNTY PUD		356.57
Page Total			129,191.10
Cumulative Total			719,047.57

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/06/2024

Page 4 of 5

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01995	SNOHOMISH COUNTY PUD		1,535.69
24-01996	SNOHOMISH REGIONAL FIRE & RESCUE		744.81
24-01997	SNOHOMISH REGIONAL FIRE & RESCUE		157,714.28
24-01998	SNOHOMISH REGIONAL FIRE & RESCUE		1,625.79
24-01999	SNOHOMISH VALLEY ROOFING INC		824.08
24-02000	SPEEDWAY CHEVROLET		319.01
24-02001	SRFR - PETTY CASH		565.00
24-02002	STATE OF WA DEPARTMENT OF REVENUE		1,625.79
24-02003	SUMMIT LAW GROUP, PLLC		525.00
24-02004	SUPERIOR SEPTIC SERVICE, LLC		1,624.33
24-02005	TERRACON CONSULTANTS, INC.		3,075.00
24-02006	THE SHERWIN-WILLIAMS CO		746.07
24-02007	TRUE NORTH EMERGENCY EQUIPMENT INC		1,890.74
24-02008	UNITED RENTALS (NORTH AMERICA), INC.		1,147.59
24-02009	VERATHON MEDICAL		3,259.48
24-02010	VERIZON WIRELESS SERVICES LLC		4,857.08
24-02011	VESTIS		260.58
24-02012	WASTE MANAGEMENT NORTHWEST		207.41
24-02013	WASTE MANAGEMENT NORTHWEST		584.18
24-02014	WASTE MANAGEMENT NORTHWEST		117.54
24-02015	WASTE MANAGEMENT NORTHWEST		577.99
24-02016	WASTE MANAGEMENT NORTHWEST		395.41
24-02017	WASTE MANAGEMENT NORTHWEST		496.77
24-02018	WASTE MANAGEMENT NORTHWEST		439.90
24-02019	WASTE MANAGEMENT NORTHWEST		218.46
24-02020	WASTE MANAGEMENT NORTHWEST		255.50
24-02021	WASTE MANAGEMENT NORTHWEST		489.97
24-02022	WASTE MANAGEMENT NORTHWEST		179.43
24-02023	WASTE MANAGEMENT NORTHWEST		245.56
24-02024	WASTE MANAGEMENT NORTHWEST		642.45
24-02025	WASTE MANAGEMENT NORTHWEST		244.12

Page Total

187,435.01

Cumulative Total

906,482.58

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/06/2024

Page 5 of 5

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-02026	WELLSPRING FAMILY SERVICES EAP		720.20
24-02027	WEX BANK		27,161.10
24-02028	WHELEN ENGINEERING COMPANY		287.55
24-02029	ZIPLY FIBER		247.86
24-02030	ZIPLY FIBER		313.25

Page Total

28,729.96

Cumulative Total

935,212.54



Payroll Summary and Authorization Form for the:

7/31/2024 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: Snohomish Regional Fire & Rescue

Direct Deposits: \$1,157,624.97

Paper Checks: \$0.00

Taxes: \$340,906.08

Allowed in the sum of: \$1,498,531.05

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

July 25, 2024, 1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Chairman Elmore, Vice Chairman Fay, Commissioner Steinruck, and Commissioner Waugh; and via Zoom were Commissioner Gagnon and Commissioner Schaub. Also, District Secretary Snure was an excused absence.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Lundquist commented that our crews are busy doing great things. He recognized our SRFR members who recently attended the Firemanship Conference in Illinois: Chris Stablein, Kris Christensen, Ryan Murstig, Mitchell Shrauner, and Cary Cronin. He thanked Deputy Chief Fetcho for setting up the details for the September 9-20 cancer screening event. He also thanked PIEOs Peter Mongillo and Kaitlin King with Community Relations for their hard work, SRFR is constantly in the news for positive things.

COMMISSIONER REPORTS

Capital Facilities Committee – Commissioner Steinruck commented that they had a good meeting on Tuesday. Station 83 is moving along and we are looking at possibly the end of August for substantial completion; and next year is going to be a really busy time for Station 31 with the shop, please be patient. They also discussed the next steps for the Station 32 land process; with Station 81 we continue to work with the city of Lake Stevens; with Station 72 we continue to work on the septic hook up; with the Training Property we've received plat approval from the county; and with Station 82 we discussed the asphalt issues and the need for repair.

Finance Committee – Chairman Elmore commented that they met earlier today and discussed the following topics: an update with Compensation Connections, entry level firefighter physical options, Dell tablets ePCR, Evergreen State Fairgrounds ILA, transport billing rates, HRA VEBA self-insured benefit, and the comprehensive Annual Report certification presented by CFO Tabor.



Sno911 Committee – Commissioner Waugh commented that he missed the meeting, however he did give an update on the EMS Task Force. Their mission is to make recommendations regarding future governance and process flows consistent with state law and long-term visions. Sno911 stepped forward and offered to be an umbrella agency.

COMMITTEE MEETING MINUTES

Policy Committee - July 11, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01777 - 24-01786; (\$811,618.49)

AP Vouchers: 24-01787 – 24-01886; (\$393,080.98)

Approval of Payroll

July 15, 2024 (\$1,339,728.26)

Approval of Minutes

Approve Regular Board Meeting Minutes July 11, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

OLD BUSINESS

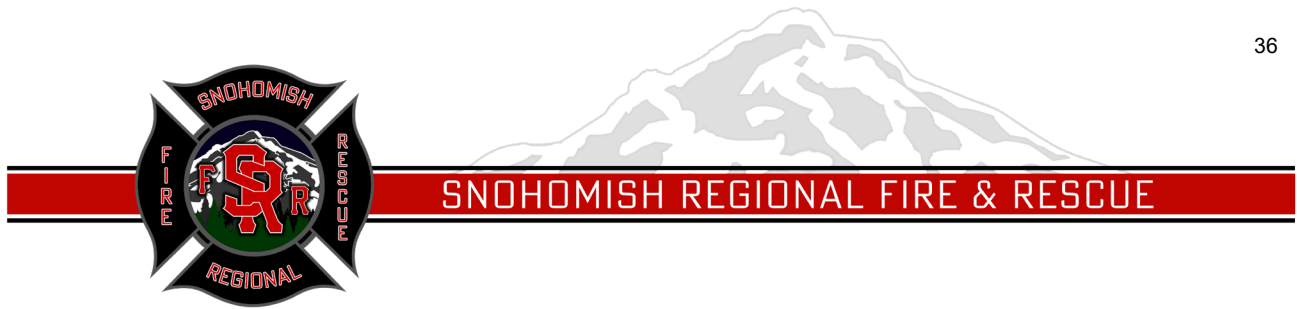
Discussion

Continuous Improvement: Water Safety

Assistant Chief Lundquist commented that he wanted to highlight the programs that we support, and he invited Dave Hanson to talk about our Water Rescue Team.

Driver/Operator & Paramedic Dave Hanson introduced himself as team leader with the Water Rescue Team. Water Rescue is one of the most challenging calls we encounter in the fire service. We have 29 members on the Water Rescue Team; and he recognized the dedicated efforts of Jamal Beckham, Pat Gjerde, Steve Kuhlman, Brian Kees, Joe Virnig, Pete Parrish, Brandon Huber, Curtis Greiner, DJ Mattern, and Brett Bergeron. It takes a lot of members to make this team successful. The roles and disciplines of this team include Rescue Swimmer Program, Swift Water Rescue Program, and a Boat Operator Program. Our resources include Boat 81, Boat 82, Boat 31, and Boat 32. Not only do we train our SRFR members, but we also receive many requests from neighboring agencies as well.

Every year in May we put on a Swift Water Academy and surrounding departments join us as well, including Everett, Snohomish County Fire District 4, Sultan, Sky Valley Fire, and Marysville. We've also conducted two navy classes, with more scheduled for the future.



We respond to 25 water type calls per year, and river rescues are more common than lake rescues.

We have two Water Safety Camps each year, with 20-30 kids ranging from 6-12 years of age and located at Lake Stevens and Lake Tye. The various topics at camp include a paddling station, the importance of lifejackets, situational awareness, and shore hazards. Thank you to PIEO Kaitlin King & PIEO Peter Mongillo and for their efforts with this every year.

Driver/Operator & Paramedic Dave Hanson thanked SRFR for the ongoing support, for the apparatus, and for the training.

Commissioner Steinruck thanked the Water Rescue Team for all that they do, we receive so many positive comments from the public.

Assistant Chief Lundquist reminded everyone this weekend the Fire Boat will be leading the Aquafest Boat Parade which is highly visible within the community. There are a lot of proactive activities the Water Rescue Team gets to participate in. He thanked the entire team for all that they do.

Action

Policy Review

- Policy 601 Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training
- Policy 602 Bloodborne Pathogen Training
- Policy 605 Hazardous Materials (HAZMAT) Training
- Policy 610 Respiratory Protection Training
- Policy 910 Health and Safety Officer
- Policy 921 Extreme Outdoor Conditions Plan

Motion to approve Policies 601, 602, 605, 610, 910, and 921 as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On vote, Motion carried 7/0.

NEW BUSINESS

Discussion

Station 82 Asphalt Project

Deputy Chief Rasmussen explained that we have a couple temporary patches with the asphalt at Station 82, and we are requesting that we get this fixed before it gets any worse. We are asking that we proceed with the low responsible bidder and move forward.



SNOHOMISH REGIONAL FIRE & RESCUE

Evergreen State Fair ILA

Motion to move the topic of Evergreen State Fair ILA to New Business Action.

Motion by Vice Chairman Fay and 2nd by Commissioner Waugh.

On vote, Motion carried 7/0.

Action

PERS Retiree Medical Employee Contract

Business Administrator Schoof commented that this is the Post-Retirement Medical Contract that is allowable per the resolution that was passed.

Motion to approve Post-Retirement Medical Contract for 2024 Retiree as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Waugh.

On vote, Motion carried 7/0.

Evergreen State Fair ILA

Chairman Elmore explained that this will take us from a one-year ILA to a three-year ILA, creating a greater efficiency.

Motion to approve Evergreen State Fair ILA as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

GOOD OF THE ORDER

Commissioner Steinruck thanked Chief O'Brien for getting the Station 82 doors painted, they look great.

Vice Chairman Fay thanked the labor group and committees who are driving the education process, regarding our continuous improvement. We appreciate your efforts as you keep the energy going and we move forward.

Assistant Chief Lundquist reminded everyone about Lake Stevens Aquafest this weekend. We have the Firefighters' Pancake Breakfast both Saturday & Sunday from 7am – Noon, the Children's Parade at 6pm Friday, the Grande Parade at 1pm Saturday, and the Boat Parade at 4pm Saturday.

Chairman Elmore asked that we distribute commissioners evenly for the upcoming events. Commissioner Schaub plans to attend Willis Tucker Park for National Night Out.

ATTENDANCE CHECK

Regular Commissioner Meeting August 8, 2024, at 1730 - Station 31 Training Room/Zoom.

Commissioner Waugh will be unable to attend the August 8th Commissioner Meeting.



SNOHOMISH REGIONAL FIRE & RESCUE

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1807 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION





Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Station 82 Asphalt		
Executive member responsible for guiding the initiative: DC Ron Rasmussen			
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
<p>The front parking lot Apron at Station 82 is in very bad shape. (see attached pictures) We recommend this be repaired. Early this summer Logistics and Station crews did a large temporary pothole patch in front of Station 82. This is just temporary until we can get the front area repaired. We plan on doing the repairs in early September to give time for the 83 staff members stationed at 82 to return to 83 which will allow us to clear the covered awning used for A83.</p> <p>We requested quotes for the 82 Asphalt project from MRSC Small works rosters. We received 8 quotes back that ranged from \$64,990 to \$99,550 plus tax. (See attached quotes) We recommend using low responsible bidder.</p>			
Financial Impact: <p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <ul style="list-style-type: none"> • Initial amount: \$64,990.00 plus tax @ 9.3% = \$ 71,034.07 • 10 % Do not exceed = \$7,103 • Total= \$78,137.07 <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Cost can come out of Repair and maintenance Budget: 001-507-522-50-48-00</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 			

Risk Assessment:	Risk if approved: None Risk if not approved: Increased deterioration of front apparatus area at 82 could lead to safety issues.	
Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>	
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 	

- | | |
|-------------------|---|
| | 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval |
| | |
| Execution: | It is the responsibility of the RAB Executive to execute implementation, processing, and tracking. |
| | |



Address
2133 GIBSON RD
EVERETT, WA
98204

Telephone
(425)-355-2474 Office
425-355-5499 Fax

Company email
NYSGUYS@NYSENTERPRISES.COM
Salesperson email
GARY@NYSENTERPRISES.COM

PROPOSAL 24-0430-1 / 6/25/2024

Project Proposal

JOB NAME Station 82 - Asphalt/Curb

ADDRESS 9811 Chapel Hill Rd, Lake Stevens, WA, 98258

CLIENT

Snohomish Regional Fire &
Rescue
Michael Frymire

CONTACT

425-446-0590
michael.frymire@srfr.org



Proposal

PROPER PEOPLE, PROPER MATERIALS, PROPER EQUIPMENT

Cont. Lic. #NYSENI*107D6

Dear Michael Frymire,

Thank you for the opportunity to bid on your project. This proposal was prepared based on our understanding of your requirements. There may be other approaches that better meet your needs. The best approach depends on many factors including:

- Your long-term intentions for the property.
- The age of your lot.
- The amount of traffic and size of vehicles.
- The current construction of the lot.
- The existing base and sub-base material.
- The thickness of the existing pavement.
- Your budget for the project

Only when all of these issues (and many more) are considered, can we develop a specific proposal that fits your pocketbook and makes sense for your lot. We never approach projects with one solution in mind. If it has to do with parking lots, we can do it! The value we offer is in finding and meeting our customers' real needs. We make sure you are getting the best value for your dollar. Nys Enterprises strives to build the best possible relationship with our clients, so the project you choose to undertake with us is comfortable and transparent. We look forward to working with you!



Your choice for Commercial Asphalt Services in the Seattle Area

NYS is the name you can trust with all of your parking lot needs today and tomorrow. Your investment starts here. It is this simple notion that keeps our clients happy and returning for continuous projects.



Proposal continued

ASPHALT PAVING

Square Footage: 12,825

Grind and remove as necessary for transitions and drainage.

Tack and lay matting and pave hot asphalt class B mod to ensure to have total thickness of 5 inches.

Set existing Catch basin to proper grade the failing asphalt area is flat and water is sitting on top of the asphalt causing it to fail even quicker.

Roll to proper compaction.

Seal edges.

General project details:

- Turn off automatic sprinklers one day in advance
- We will need access to water source
- Ensure large objects and dumpsters are out of the way of the work area
- All vehicles and large objects should be moved prior to 6am on the day of the scheduled work.
- On the day of the project, if there are cars or large objects in the way and we incur any stand by time or need to make a return trip then there may be a minimum fee of \$950.00.
- Fresh asphalt can be driven on 24 hours or after barriers are removed, but please note that you may notice tire tracking for up to one year after completion, especially on warm days. This is normal and merely cosmetic and does not impact the structural soundness of the asphalt in any way.
- We will block off our area of work and then open it as quickly as possible to minimize impact but residents and tenants should stay off of this area while blocked. Sometimes people ignore our barriers and we can't be held responsible for this or any damage that occurs due to this.

Price: \$83,267.00

EXTRUDED CURBING

R x R all extruded curb and put back new

Note: Price does not include repainting of curb.

NOTE: PROPOSAL INTENTIONS IS TO PROVIDE PRICE POINTS AND SOLUTIONS TO BE CONSIDERED. THE OPTIONS PROPOSED ARE BASED ON THE LONG-TERM / BUDGET CONSIDERATIONS FOR YOUR INVESTMENT. CURBING DAMAGE CAN RANGE ANYWHERE FROM CRACKING TO COMPLETELY CRUMBLED. ALL REPAIRS ARE JUST BASED ON A LF PRICE. WE HIGHLY RECOMMEND MEETING WITH OUR TEAM TO



PAINT OUT EXACT AREAS OF REPAIR AND AGREE ON A TOTAL LF.

General Project Details:

- Once we receive your site map we will review it and make any important notations for you, such as phasing, and we will return this to you so that you can advise tenants and residents.
- All vehicles and large objects should be moved prior to 6am on the day of the scheduled work. On the day of the project, if there are cars or large objects in the way and we incur any
- stand by time or need to make a return trip to finish missed areas then there may be a minimum fee of \$950.00.
- Concrete/Curbing takes a minimum of 12 hours to cure and dry and foot traffic should be kept off the area during that time and vehicle traffic should be kept away from this area for approximately 48 hours.
- We will block off our area of work during our time on site, but sometimes people ignore our barriers and we can't be held responsible for any damage that occurs due to this or after our departure. For an additional charge of \$65/hour we will provide a guard to watch the area of work so that it isn't damaged.
- Concrete doesn't always dry the color or texture expected. It's a highly imperfect material and this is the nature of it. Concrete may also crack during the curing process and this is normal and cosmetic only.
- Curbing needs to cure for approximately 30 days before painting.
- Provide tow company and authorize NYS to tow or move cars on your behalf
- Turn off automatic sprinklers one day in advance
- Advise tenants and residents of pertinent project information, such as dates, times and parking requirements to ensure smooth process
- Ensure entire work area is accessible to our crews and equipment
- We will need access to water source

Price: \$7,885.00

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:

\$91,152.00



Agreement

Nys Enterprises proposes to furnish material and labor to perform the work outlined herein for the sum of:
\$91,152.00

All material is guaranteed to be as specified, and the above work is to be performed in accordance with drawings and specifications submitted for the above work.

1. Obstructions: If there are any obstructions such as garbage bins, cars etc., in the area of proposed work, they should be removed before the work begins. Additional costs of \$950.00 per hour.
2. Landscaping: All landscaping foliage such as trees, shrubs, ground cover, etc., that may overhang any curbs, header boards or work areas must be trimmed by OWNER before the commencement of work. NYS ENTERPRISES, INC. is not responsible for any damage incurred to landscaping during construction.
3. Irrigation: If there are any automatic sprinklers for your landscaped areas, they should be turned off at least 24 hours prior to, and remain off for 24 hours after this work. NYS ENTERPRISES, INC. is not responsible for damages incurred due to irrigation during the project as outlined above.
4. Tracking Material: NYS ENTERPRISES, INC. is not responsible for the cleaning or cost of cleaning any carpet, concrete, etc., stained as a result of people walking or driving through the new construction area.
5. Organic Material: If weed kill or moss kill is included NYS ENTERPRISES, INC. will not be responsible for any subsequent growths of horsetail weed, morning glory, deep-rooted ferns, or perennials that have not reached maturity prior to application. Also, due to local environmental conditions NYS ENTERPRISES, INC. will not be responsible if moss re-appears after application.
6. The scope of work outlined in this contract pertains specifically to the client's physical property. Any accepted work performed beyond the client's property lines is not within the purview of this agreement. NYS Enterprises holds no liability for issues, damages, or consequences arising from work completed outside the client's property lines. It is the responsibility of the client to clearly communicate and define property boundaries to avoid any misunderstandings.

Additional Costs: If additional trips are required to complete the contract as a result of any items listed in 1-5 there will be an extra trip charge of a minimum of \$1, 500.00 for each required trip. Due to price increases for oil added into asphalt, surcharges may apply and be billed after the initial signing of contract.

Fuel costs are changing weekly by our suppliers and trucking companies. We are receiving surcharges for fuel and asphalt. We will be passing these increased charges on without notice.

Insurance: Public Liability and Labor and Industries Insurance on contracted work is to be taken out by NYS ENTERPRISES, INC. A Certificate of Insurance will be provided prior to the start of the project, any modifications beyond the standard certificate, such as additional insured endorsements, will be billed to you at our cost.

Damages: NYS ENTERPRISES, INC. will only be held liable for damage or disrepair to the said property when it is directly attributed to negligence by an employee of NYS ENTERPRISES, INC. .

Guarantee: All materials and workmanship are guaranteed for one year from date of completion.

Exclusions: Unless otherwise stated in this Agreement, NYS ENTERPRISES, INC. is not responsible for the following: Permits, fees, engineering, testing, staking, over-excavation, off haul or treatment of unsuitable sub-grade or base rock, and/or off haul of contaminated material, cracks caused by ground movement, work performed by others, acts uncontrolled by man, or any other work not specifically stated in this agreement.

A 40% deposit may be invoiced upon contract approval. Payment is due upon completion. Unless other arrangements have been made 1.5% per month finance charge will be assessed after 30 days. Note: Proposal is valid for (30) days. **Proposal price does not include sales tax.**

Respectfully Submitted:

Upon the signature of both parties, the above prices, specifications, and conditions are hereby accepted. NYS ENTERPRISES, INC. is authorized to perform the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____
 Manager: Michael Frymire



Disclosure Statement Notice to Customers

Business Name: Nys Enterprises Inc.

This contractor is registered with the state of Washington, registration no. 601232802
has posted with the state a bond or deposit of \$12,000.00 for the purpose of satisfying claims
against the contractor for breach of contract including negligent or improper work in the conduct of the
contractor's business. The expiration date of this contractor's registration is 04/14/2025.

***THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM
THE WORK DONE UNDER YOUR CONTRACT.***

This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The
bond or deposit is intended to pay valid claims up to \$12,000.00 that you and other
customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT.

You may withhold a contractually defined percentage of your construction contract as retainage for a stated
period of time to provide protection to you and help insure that your project will be completed as required by
your contract.

YOUR PROPERTY MAY BE LIENED.

If a supplier of materials used in your construction project or an employee or subcontractor of your contractor
or subcontractors is not paid, your property may be lienied to payment and you could pay twice for the same
work.

***FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH
ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR
PROJECT.***

The contractor is required to provide you with further information about lien release documents if you request it.
General information is also available from the state Department of Labor and Industries.

I have received a copy of this disclosure statement.

Dated this _____ day of _____ of the year _____.

Signature of Customer

*The contractor must retain a signed copy of this disclosure statement in his or her files for a minimum of three years and
produce a signed or electronic signature copy of the disclosure statement to the department upon request.*

For more information, please refer to [RCW 18.27.114](#).

JEFF MASON (206) 227-6410 (CELL)

Michael Frymire

From: office@fidalgopaving.com
Sent: Friday, May 24, 2024 3:00 PM
To: Michael Frymire
Subject: RE: Snohomish Regional Fire & Rescue

No problem, Jeff is very thorough when it comes to the work we do, and likes to ensure projects are done correctly, so he is happy to help.

Over the last 5+ years we have worked at the following stations:

1. Shoreline Fire Department – 1410 NE 180TH STREET, SHORELINE, WA 98155
2. Silvana Fire Department (2019 & 2023) - 2720 212TH ST NW, STANWOOD, WA 98292
3. North County Fire & EMS Station – 3231 300TH ST NW, STANWOOD WA 98292
4. Camano Island Fire & Rescue – 1326 ELGER BAY RD, CAMANO ISLAND W 98282
5. Fire District 18, Station 90 – 3002 252ND ST NE, ARLINGTON WA 98223

Have a great weekend, and keep us updated.

Kate Anderson
 Fidalgo Paving & Construction, LLC.
 16825 45 Road
 Arlington, WA 98223
 (360) 652-2380
office@fidalgopaving.com

From: Michael Frymire <Michael.Frymire@srfr.org>
Sent: Friday, May 24, 2024 2:17 PM
To: office@fidalgopaving.com
Subject: RE: Snohomish Regional Fire & Rescue

I want to let you know that I will be passing on this information to the board and your helpfulness. Thanks again.

Jeff mentioned that you just completed some work for another local department, who might that be?

Michael Frymire



Michael Frymire [He / Him / Dude]
 Snohomish Regional Fire & Rescue
 Logistics Division
 21709 99th Ave SE, Snohomish, WA 98296
 Cell: (425) 446-0590



PO Box 2260 | Renton, WA 98026
p: 425.254.1820 | f: 425.254.1821
www.nwasphalt.com

Quotation

Quoted to: **Snohomish Reginal fire & Rescue**
Attn: **Michael Frymire**
Address:

Phone: 425-446-0590
Email: michael.frymire@srfr.org

Quote Date: 7/1/2024
Estimator: Shane Olson
Phone: 206-255-3130
Email: shane@nwasphalt.com

Project: **Fire Station 82**
Location: **9811 chapel Hill road lake stevens 98258**

QTY.	UNITS	DESCRIPTION	\$/UNIT	AMOUNT
10,800.00	SF	ITEM 1.) Parking lot remove and replace. Remove existing asphalt 5" in depth dispose of material. Remove extruded concrete curb. Fine grade for slope. Pave with 5" of HMA 1/2" in 2 lifts. Install 420 lin ft of concrete extruded curb. Restripe to match existing. prevailing wadge included. If sales tax applies at 9.3% to above pricing.	LS	\$ 81,650.00
		Please note: <ul style="list-style-type: none">• Prices for above stated items only.• Prices are based on the current cost of liquid asphalt and are subject to change.• Prices specifically exclude traffic control, permitting and testing.	TOTAL	\$ 81,650.00
SALES TAX WILL APPLY UNLESS CURRENT RESELLER PERMIT IS ON FILE TERMS & EXCLUSIONS ARE LISTED ON LAST PAGE. ACCEPTANCE OF THIS QUOTATION ACCEPTS THESE TERMS & EXCLUSIONS.				

Are you a contractor? Yes ☐ No ☐ Contractor Lic. # _____
Do you require retention withheld? Yes ☐ No ☐ Retention % _____
Are you exempt from sales tax? Yes ☐ No ☐ Resale Permit # _____



10910 26th Ave S
Lakewood, WA 98499
Office: (253) 474-5616
Fax: (253) 474-5677
www.pugetpaving.com

To: _____ Estimating	Contact: _____
Address: _____	Phone: _____
	Fax: _____
Project Name: Snohomish Regional Fire And Rescue	Bid Number: 2024-539
Project Location: 9811 Chapel Hill Rd, Lake Stevens, WA	Bid Date: 7/1/2024

Item #	Item Description	Total Price
001	1. Remove And Dispose Of The Asphalt Full Depth, Grading, And Install 5" Of Asphalt. 10,800SF The Entire Area From Entrance To Exit Aprons. 2. Subgrade Repair And Regrade Front Drive/apron For Drainage. Drive Has Several Uneven Areas That Will Need To Be Corrected. 3. Replace Curbing. 420 LF 4. Repaint Existing Parking Space Lines-6 Stalls 5. Tentative Schedule Would Be August Or September.	\$99,550.00

Total Bid Price: \$99,550.00

Notes:

- JOB HAS BEEN BID AT PREVAILING WAGE**
- Unless otherwise specified, proposal does not include: permitting, bonding, engineering or architectural services, staking or surveying, as-built drawings, traffic control, state sales or other taxes, saw cutting, compaction testing, utility locates, curbing or striping, subgrade stabilization, concrete protection, utility adjustments or patching around utilities, or holiday, weekend, or night work.
- All work to be completed in a workmanlike manner according to standard practices.
- Subgrades, if not prepared by Puget Paving, shall be firm and unyielding and graded to drain at a 1% slope minimum to qualify for any warranty. Grades prepared by others are subject to inspection by Puget Paving Staff and, if found defective, an additional release and waiver may be required prior to paving. Puget Paving cannot be responsible for subgrade failures that result from any reason other than negligence on the part of Puget Paving. If Puget Paving paves or imports crushed rock on subgrade prepared by others and exceeds the asphalt or crushed rock tonnage by 105% of the planned quantity, and/or if the overage was the result of poorly prepared or soft subgrade, including but not limited to deviations of more than +/- one tenth to balance, may result in an additional charge.
- Puget Paving & Construction, Inc. shall not be responsible for weak or unsuitable subgrade, or damage to or breakage of any known underground or aboveground facility except that which is due to negligence on the part of Puget Paving & Construction, Inc..
- Puget Paving reserves the right to not proceed with paving on a scheduled day if weather on that day and location (precipitation/temperature) violates current WSDOT specifications--specifically, WSDOT specs disallow any asphalt paving at less than 42 deg F for 2" lifts and 35 deg F for 3" lifts and on any wet surface. Precipitation limitations apply depending on severity. If a customer/prime contractor demands that paving proceed in violation of weather specs, an additional release and waiver of warranty may be required prior to commencement of any paving.
- Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
- All agreements contingent upon strikes, accidents, or weather delays beyond our control.
- This proposal shall serve notice of our intent to lien or make bond claims against property improved upon should payment not be received in full upon completion.
- Puget Paving carries the following liability insurance coverage:
 - General Liability \$1,000,000 Occurrence / \$2,000,000 Aggregate / Deductible \$2,000
 - Blanket Additional Insured per Written Contract: Products/Completed Operations w/Primary & Non-Contributory WNGL139 06/18
 - Waiver of Subrogation / General Liability Enhancement Endorsement: CGMU0009 06/22
 - Per Projects General Aggregate: CG2503 05/09
 - Auto Liability: \$1,000,000 Combined Single Limit
 - Blanket Additional Insured, Waiver of Subrogation Enhancement: WNCA80 06/19
 - Umbrella: \$5,000,000 Limit. Excess Liability: \$5,000,000
 - Pollution Liability: \$2,000,000 Occurrence / \$2,000,000 Aggregate / Deductible: \$10,000
- Any contractual requirement to carry more insurance than that listed above may require an additional charge over and above this proposal
- Puget Paving is not signatory to any labor union. Any contractual requirement to sign a project-specific labor agreement may require an additional charge.

Northshore Paving llc

55



P.O. Box 516 - Woodinville, WA. 98072
Phone: 425-488-7725 - Fax: 425-402-8732
License # NORTHPI 131 N4



- Proposal -

PROPOSAL SUBMITTED TO:
Snohomish Regional Fire & Rescue

Date: 6/7/2024

BILLING ADDRESS:

Contact: Michael Frymire
Phone: (425) 446-0590
E-mail: michael.frymire@srfr.org

JOB NAME AND LOCATION:
Station 82 Parking Lot
9811 Chapel Hill Road
Lake Stevens, WA 98258

NSP Job #:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES SUBJECT TO ALL TERMS AND CONDITIONS AS SET FORTH, AS FOLLOWS:

BID AT PREVAILING WAGE RATES

Remove & Replace Parking Lot -

* Grind existing asphalt and haul away	+/-10,340 SF
* Import, place and grade additional crushed rock	+/-75 TN
* Fine grade and compact existing material	+/-10,340 SF
* Pave w/ 3" of HMA in one lift	+/-10,340 SF
* Extruded Curb	+/-420 LF
* Parking Stall Lines (6ea to match original)	6 EA
Subtotal	\$ 71,084.00
Sales Tax 9.30%	\$ 6,610.81
Total	\$ 77,694.81

EXCLUSIONS: Any Work Not Listed Above, Engineering, Testing, Traffic Control, Utility Adjustments, Prime Coat, Saw cutting, Sweeping, Permits, Fees, Misc. Patches, Survey, Material Transfer Device, Barricades, Sealcoating, Relocating Existing Utilities, Compaction Testing, Erosion Control, De-watering, Moving Obstructions, Coring, Towing, Notice Posting, Union Agreements, any and all union costs, and Insurance In Excess Of Current Limits.

TERMS: Pricing Void After 30 Days, Net Cash upon job completion, All jobs are subject to sales tax if a resale permit is not provided.
Jobs in excess of 30 days duration - Terms: Net Cash upon receipt of Progress Billing.

CONDITIONS: 1) This agreement is subject to Northshore Paving llc approval of purchaser's credit within ten days of the date of acceptance. 2) Northshore Paving llc shall not be liable for damage to or breakage of septic tanks, sprinkler systems, underground pipes and/ or conduits not visible from the surface of the ground nor for any damage to approaches (including sidewalks) from the street to the property line. 3) It is agreed if case suit is instituted to collect amount due on this contract or any portion thereof, reasonable attorney's fees and court costs will be added to this contract. 4) Soil sterilization (weed killer) if included in contract, will be applied at rates specified by manufacturer. Northshore Paving llc will not be responsible for any subsequent growths of horsetail weed, morning glory, deep-rooted ferns or perennials which have not reached maturity prior to application or the re-growth of moss. 5) A finance charge of 1.5% per month will be charged on past due accounts plus reasonable attorney's fees and/ or collection costs. 6) Quotations subject to change or cancellation after 30 days. 7) All agreements are contingent on strikes, accidents, delays of carriers and other delays unavoidable or beyond our control. 8) Northshore Paving Inc. shall not be responsible for sub grade failures, unsuitable sub grade or base rock, work performed by others, or acts uncontrolled by man. 9) Any and all state, county, municipal permits required for the above mentioned improvements will be obtained by purchaser unless otherwise stipulated in this proposal. 10) Northshore Paving llc assumes all jobs to be NON-Public Works and completed during normal workday hours, unless specified above. 11) Northshore Paving llc does not guarantee drainage on grades less than 1%. 12) Prices are based on current material wholesale costs. Contracts extending into a new calendar year are subject or revision of price when an increase occurs. 13) This Proposal must be included with the contract documents. 14) Northshore Paving llc is not responsible for any damages to vehicles or personal property in working area. 15) Northshore Paving llc does not guarantee asphalt to be an impervious surface. 16) Unmoved obstructions will not be moved by Northshore Paving llc, an additional mobilization charge will be added to come back out to pave under any obstructions not moved including but not limited to dumpsters. 17) Everything is bid for one mobilization unless otherwise noted in proposal. Any additional mobilizations for any reason will be an extra charge to the customer. 18) Northshore recommends that new asphalt be seal coated. 19) Northshore Paving is Non-union and will not enter into any union agreements or costs. 20. Effective April 1st, 2022 any supplier energy surcharge passed onto Northshore Paving will now be passed directly to the customer and billed on your invoice in addition to the above listed bid. 21. Invoice will be sent with amount due, customer has ten days to respond with any dispute or the full amount billed is accepted as due by customer.

By Signing below I hereby agree to and be held liable to all of the above mentioned contact entered into this _____ day of _____, 2024.

Customer Authorized Signature:

Northshore Paving Inc. Authorized Signature:

X

Printed Name/ Company:

Printed Name: Dillon Nelson 425-443-6407

STATEWIDE PARKING LOT SERVICES, INC.

33920 211TH PL SE
AUBURN, WA 98092
(253) 630-1956

Estimate

Date	Estimate #
5/23/2024	5445

Name / Address

SNOHOMISH FIRE DISTRICT 7
MICHAEL FRYMIRE
425-446-0590

P.O. No.

Estimator

CJ

Qty	Description	Rate	Total
	FIRE STATION 85 9811 CHAPEL HILL ROAD LAKE STEVENS, WA		
2	WEEKDAY MOB/FUEL	850.00	1,700.00
10,432	(YELLOW) SQ FT REMOVE AND REPLACE 3" ASPHALT	6.50	67,808.00
	RE-GRADE FRONT DRIVE APRON FOR DRAINAGE	750.00	750.00
193	TONS OF ASPHALT DUMP FEES	17.00	3,281.00
	LAYOUT AND STRIPING-8 STALL LINES	850.00	850.00
418	(BLUE) LN FT REMOVE AND REPLACE 8" CONCRETE	30.00	12,540.00
	EXTRUDED CURBING		
	IF NEEDED: PERFORMANCE BOND-\$1000.00 (NOT IN TOTAL)		
	PREVAILING WAGE		
	SALES TAX HAS NOT BEEN ADDED TO THIS ESTIMATE	0.00	0.00
	PLEASE VISIT OUR WEBSITE FOR PICTURES OF	0.00	0.00
	COMPLETED JOBS, WWW.STATEWIDEPARKINGLOTS.COM		
	9.3	9.30%	0.00

PLEASE CONTACT US TO APPROVE THIS JOB!

Total

\$86,929.00

OFFICE@STATEWIDEPARKINGLOTS.COM

PROPOSAL



PROPOSAL #

24183

Asphalt and Concrete Solutions

Project name Station 82
Date prepared 6/12/2024

JOBSITE INFORMATION

Property name Station 82
Contact Michael Frymlre
Address 9811 Chapel Hill Rd
City, State ZIP Lake Stevens, WA 98258
Phone
Email michael.frymlre@srfr.org

BILLING INFORMATION

Company Snohomish Regional Fire And Rescue
Name Michael Frymlre
Address 9811 Chapel Hill Rd
City, State ZIP Lake Stevens, WA 98258
Phone
Email michael.frymlre@srfr.org

SCOPE OF WORK

Asphalt	Remove and dispose approx. 10800 Sqft of asphalt 5" thick. Grade and compact base material as needed. Install 5" new class B HMA in 2 lifts. Seal edge at entry.	\$	81,955.00
Curbing	Remove approx. 420 lf of curbing. Install approx 420 lf of new curbing	\$	12,416.00
Striping	Re-stripe to match existing layout including 2 ADA spaces	\$	2,822.00

TOTAL QUOTE
(Does not include sales tax)

\$ 97,193.00

Rain City Paving, Inc. - PO Box 913, Woodinville, WA 98072

Telephone: (425) 229-3417

Contractor License # - RAINCCP855CK

Page 1 of 2



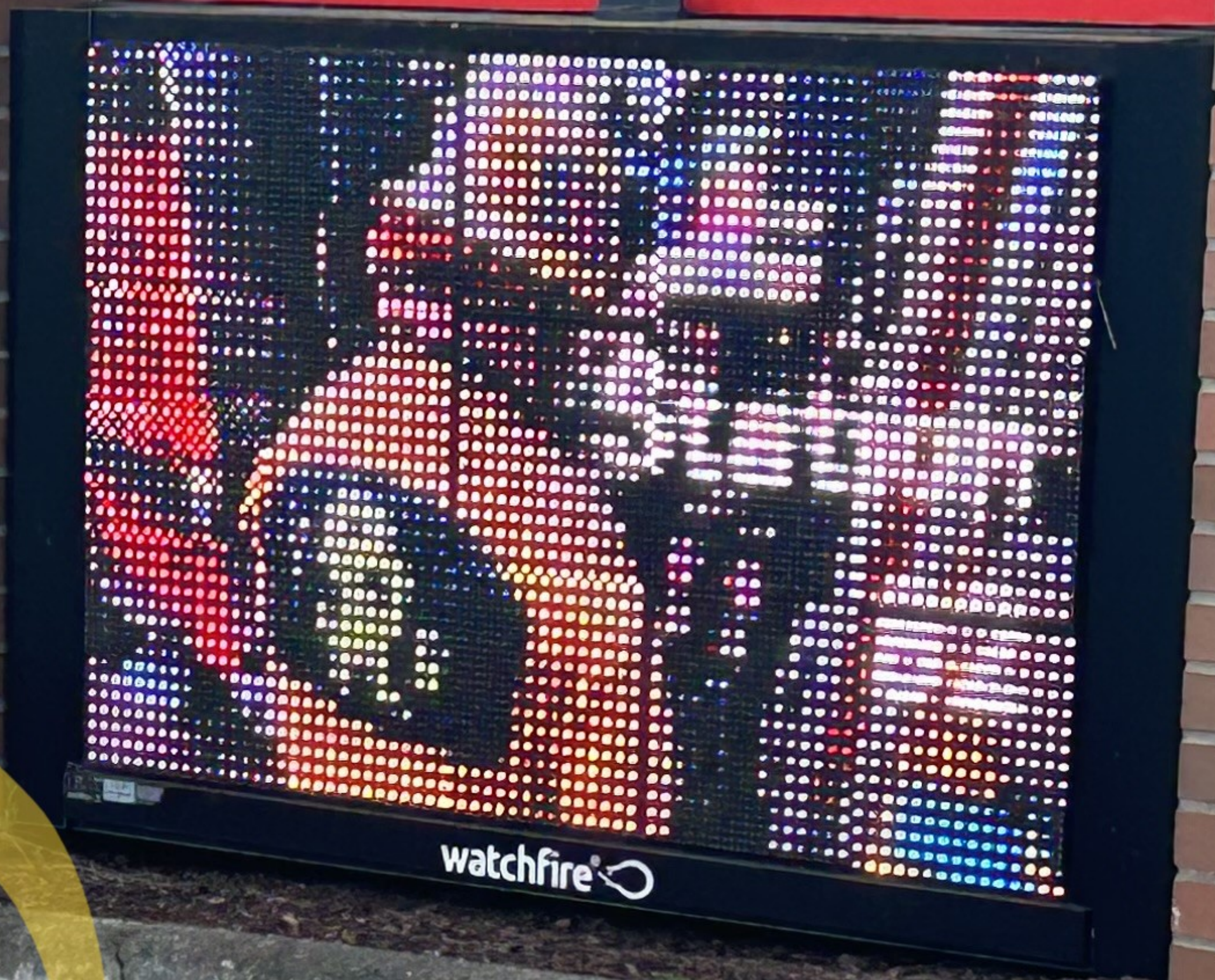








FIRE & RESCUE
STATION 82



FOR SALE
Call 530-740-2000
www.kellerwilliams.com





NEW BUSINESS

DISCUSSION





Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	New Hire Physicals, Hazmat Exams, Fit for Duty Service Agreement with Dr. Walters		
Executive member responsible for guiding the initiative:		AC Lundquist	
Type of Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution		
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		<p>Before a newly hired recruit can begin the district's pre-academy, a physical exam meeting NFPA's requirements needs to be conducted by a medical provider. Historically, the district has used HealthForce to conduct these exams. HealthForce over the last several hiring periods has posed the district several issues that are beyond our control:</p> <ul style="list-style-type: none"> • HealthForce has been non-communicative at times with our human relations division specific to deadlines for our candidates to have their physical. • It can take as many as six weeks for a new hire candidate to schedule a physical through HealthForce. This has encroached on hire dates for some of our candidates that have not been able to start their class until cleared. • Some HealthForce physicians are unfamiliar with the nuances of NFPA 1582 and force our candidates to see specialists for issues that "may" instead of "will" affect performing the essential job tasks of a firefighter without posing a significant safety and health risk to themselves, members, or civilians. <p>Utilizing the service contract for Dr. Walters for new hires, will allow more flexibility with scheduling these exams, easier communication with our HR division on subsequent fit for duty findings, as well as provide a cultural competence of a firefighter's duties as it relates to any Category B findings under NFPA 1582.</p>	
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$185,000 in 2024's line item 001-510-522-20-41-06		

	Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: None Risk if not approved: The potential of our new recruits continuing to not get priority scheduling and thus increasing the chances that they miss the start date of the pre-academy.
Legal Review:	<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (<i>boardpacket@srfr.org</i>) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review

- | | |
|--|--|
| | <ol style="list-style-type: none"> 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval |
|--|--|

Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.
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Walters Hazmat Protocol - Approved

Emergency Response/HazMat Team Member Annual Exam

	<u>Fee</u>
<input type="checkbox"/> Firefighter/Hazmat Physical Exam	\$350
<input type="checkbox"/> HazMat Questionnaire review	Included
<input type="checkbox"/> Respiratory Questionnaire review	Included
<input type="checkbox"/> FVC Spirometry Testing	\$75
<input type="checkbox"/> ECG (interpretation included in exam fee)	\$50
<input type="checkbox"/> Bloodwork	\$491 Total
• CBC with Differential and Platelets	\$30
• Comprehensive Metabolic Panel	\$33
• Lipid panel	\$38
• Thyroid (TSH)	\$55
• Thyroid Antibodies	\$70
• Urinalysis w/Microscopy	\$50
• Urine Cytology	\$90
• Hepatitis B Surface Antibody	\$50
• Zinc Protoporphyrin/Heme Ratio	\$50
• Venipuncture Fee	<u>\$25</u>
	\$ 966.00 Total

If Clinically Indicated

<input type="checkbox"/> No Show Fee	\$250
<input type="checkbox"/> Hepatitis B Vaccine – <i>If negative HBSAB titer received or never vaccinated proceed with series (3 Hep B vaccines in series)</i>	\$ pending
<input type="checkbox"/> Immunization Administration	\$25
<input type="checkbox"/> ETT Stress &/or Pharmacological Stress (Call Employer for Authorization)	Send out
<input type="checkbox"/> X-Ray, Chest 2V w/interpretation	\$115
<input type="checkbox"/> Heavy Metal Panel (if documented exposure)	\$210
<input type="checkbox"/> Culture bacteria urine quantitative [if UA Micro (+)]	\$70

Dr. Walters – Fit for Duty/Return to Work

<u>Included</u>	<u>Fee</u>
Physical Exam/Evaluation (60 minutes)	\$395
ECG	\$50
Spirometry	<u>\$75</u>
If no additional testing/needs	\$520 Total

<u>Add Ons</u>	
Prolonged evaluation and management (each add'l 30 min)	\$150
No Show Fee	\$250

*Any additional lab/imaging necessary will be billed at New Hire pricing for each item

Dr. Walters – Fire Annual Exam Protocol

	<u>Fee</u>
<input type="checkbox"/> Physical Exam	\$350
<input type="checkbox"/> Nutrition/GI health/Endocrine/Sleep Questionnaire review	Included
<input type="checkbox"/> Mental Health Assessment	Included
<input type="checkbox"/> Vision/Color Blindness Testing	Included
<input type="checkbox"/> FVC Spirometry Testing	\$75
<input type="checkbox"/> ECG (interpretation included in exam fee)	\$50
<input type="checkbox"/> Bloodwork	\$645 Total
• CBC with Differential and Platelets	\$30
• Comprehensive Metabolic Panel	\$33
• Lipid panel	\$38
• Thyroid (TSH)	\$55
• Thyroid Antibodies	\$70
• Hemoglobin A1c	\$37
• Cardiac CRP	\$42
• Urinalysis w/Microscopy	\$50
• Hepatitis B Surface Antibody	\$50
• TB Testing	\$85
• Prostate CA testing (PSA)	\$40
• Urine Cytology (bladder CA testing)	\$90
• Venipuncture Fee	<u>\$25</u>
	\$1120 Total

Add Ons

<input type="checkbox"/> No Show Fee	\$250
Urine Culture (if urinalysis indicates need)	\$70

AGREEMENT FOR PROVISION OF SERVICES

– MEDICAL EXAMINATIONS –

THIS AGREEMENT (the "Agreement") is entered into this **29th** day of **May 2024** between **Jennifer Walters, ND (DBA Eastside Integrative Medicine, PLLC)** ("Walters") and **Snohomish Regional Fire and Rescue (SRFR)**.

Scope of Services to be provided by Walters.

1. **Medical Services.** Walters agrees to provide Annual Exams, New Hire Physicals, Hazmat Exams, and Fit for Duty/Return to Work exams (Medical Services) for SRFR personnel; this does not extend to administrative staff.
These exams are to be on an as needed basis, for those staff that did not complete the annual physical exam, provided by SRFR, or those that need a Fit for Duty/Return to Work exam.
The Medical Services provided by Walters shall meet or exceed the standard for similar services performed by similarly licensed professionals performing work in Snohomish County, Washington.
2. **Compensation.** SRFR agrees to pay the specified fees for the Medical Services indicated on the enclosed **Attachment(s)**. Walters may modify Medical Services and/or fees charged for Medical Services, effective upon thirty (30) days' written notice to SRFR. Unless SRFR terminates the applicable Medical Services or this Agreement, in writing, within thirty (30) days after receiving notice of a modification, SRFR shall be deemed to have accepted any such modification(s).
3. **Monthly Invoices.** Walters shall submit a monthly invoice for Medical Services performed for SRFR. SRFR shall make payments for Medical Services within 30 days of receipt. In no event shall SRFR be charged interest on payments due under this Agreement.
4. **Term and Termination.** The term of this Agreement shall commence on the date the Agreement is mutually executed. Either party may terminate this Agreement, without cause, by giving the other party at least 30 days advance written notice of termination prior to the end of a month.
5. **Status as Independent Contractor.** Walters will perform the Medical Services as an independent contractor and not as an employee, agent, joint-venture, fiduciary, or partner of SRFR. Walters is responsible for the means and methods they use in performing the Medical Services. Walters and its employees will not qualify for Worker's Compensation or other fringe benefits of any kind through SRFR. Neither Party has the right, power, or authority to bind the other.

6. **Insurance.** Walters will maintain current state licensure during the term of this Agreement. She shall also maintain Professional Liability Insurance with a policy limit of at least One Million Dollars (\$1,000,000.00) per occurrence throughout the term of this Agreement.
7. **Relationship of Parties.** In performing duties under this Agreement, Walters shall exercise her professional judgment free of any direction or control by SRFR so long as the terms and objectives of this Agreement are being met. Nothing in this Agreement is intended to create an employer/employee, joint venture, or partnership relationship between SRFR and Walters. Walters is and shall be an independent contractor.
8. **Non-Assignability.** The services provided by Walters are personal and unique. Accordingly, Walters may not assign the rights or the duties of this Agreement.
9. **Reports and Records.** All records and reports relating to the Medical Services shall remain the property of Walters. Walters shall provide SRFR with any aggregate information that may be necessary for SRFR to modify services to its members and to monitor the effectiveness of this Agreement. Walters will **not** provide SRFR confidential information regarding individual employees. Walters shall comply with all applicable medical privacy and disclosure laws. Records, information, or materials will be provided by Walters in compliance with applicable state and federal laws and regulations relating to the disclosure of such information.
10. **Confidentiality.** Confidentiality of behavioral and medical information is a paramount concern, and specific measures will be taken to protect this personal information. Walters is committed to the confidentiality of individual employee health and wellness information and will observe strict protocols in the management of this information. To the extent information provided to, accessed by or created by Walters constitutes Protected Health Information subject to the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, Washington state law, or health information otherwise subject to applicable federal and state health information privacy laws, Walters agrees to, and SRFR acknowledges that Walters will, use and disclose such information only as permitted or required by those laws and any other applicable laws, rules, or policies.
11. **Governing Law, Stipulation of Venue, and Attorneys' Fees.** This Agreement shall be governed by the laws of the State of Washington and the parties stipulate that any lawsuit regarding this Agreement must be brought in Superior Court for Snohomish County, Washington. The prevailing party in any lawsuit brought to enforce the terms of this Agreement shall be entitled to reasonable attorneys' fees and costs.
12. **Severability.** Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
13. **Entire Agreement.** This Agreement contains the entire agreement between the parties on this subject and supersedes all other agreements, either oral or written, between the parties on this subject. The parties shall not modify or amend this Agreement except by written instrument signed by both parties.

DATED this **29th** day of **May 2024**.

Snohomish Regional Fire and Rescue

Print Name/Title:

JENNIFER WALTERS ND

Jennifer Walters ND

Print Name: Jennifer Walters ND

Martin Paietta

From: Kristen.Powell@Dell.com
Sent: Tuesday, April 30, 2024 9:39 AM
To: Martin Paietta
Subject: Your Dell Quote 3000175222916.1 | 7230 Rugged Tablet- 15 units

External Email Warning! Use caution before clicking links or opening attachments.



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 30, 2024**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	7230 Rugged Tablet- 15 units	Sales Rep	Kristen Powell
Quote No.	3000175222916.1	Phone	(800) 456-3355, 80000
Total	\$48,407.38	Email	Kristen.Powell@Dell.com
Customer #	530032077374	Billing To	PAUL CHARBENEAU
Quoted On	Apr. 30, 2024		SNOHOMISH
Expires by	May. 30, 2024		REGIONAL FIRE & RESC
Contract Name	Dell NASPO Computer Equipment PA - Washington		163 VILLAGE COURT
			MONROE, WA 98272
Contract Code	C000001119005		
Customer Agreement #	23026 / 05820		
Deal ID	25633031		

Message from your Sales Rep

Hi! Please find the requested quote attached and let me know if you have any questions or if you see any necessary revisions.

Regards,
Kristen Powell

Additional Comments

When you are ready to order please go to dell.com/identity/global/Login/aca41a37-8e9b-4e9b-b78d-2caf5163bf57?pn=Login&feir=1 the most seamless ordering experience.

Product	Unit Price	Quantity	Subtotal
Dell Latitude 7230 Rugged Extreme Tablet	\$2,512.17	15	\$37,682.55
Dell Magnetic Mount for Latitude 7230 Rugged Extreme Tablet	\$58.49	15	\$877.35
Dell Keyboard for Latitude 7230 Rugged Extreme Tablet - US English	\$380.24	15	\$5,703.60
Dell Rugged Active Pen for Latitude 7230 & 7220 Rugged Extreme Tablets – PN720R	\$39.98	15	\$599.70
Subtotal:			\$44,863.20
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$0.00
Taxable Amount:			\$44,863.20
Estimated Tax:			\$3,544.18
Total:			\$48,407.38

**Shipping Group Details**

Shipping To
 MARTIN PAIETTA
 SNOHOMISH REGIONAL FIRE & RESC
 21709 99TH AVE SE
 SNOHOMISH, WA 98296-4922
 (306) 217-2177

Shipping Method
 Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Latitude 7230 Rugged Extreme Tablet	\$2,512.17	15	\$37,682.55
Estimated delivery if purchased today: May. 21, 2024 Contract # C000001119005 Customer Agreement # 23026 / 05820			
Description	SKU	Unit Price	Quantity Subtotal
Latitude 7230 Rugged Extreme	210-BFQT	-	15 -
12th Gen. Intel Core i5-1240U (12 MB cache, 10 cores, 12 threads, up to 4.40 GHz, vPro)	338-CHID	-	15 -

Windows 11 Pro, English, French, Spanish	619-AQLP	-	15	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	15	-
Integrated Intel Iris Xe Graphics for i5-1240U vPro Processor, 16GB DDR5 Memory with u-blox NEO-M9N GPS card	338-CGSP	-	15	-
Intel Rapid Start and Smart Connect Technology	409-BCWQ	-	15	-
Intel vPro Technology Advanced Management Features	631-ADOX	-	15	-
16 GB, 2 X 8 GB, LPDDR5, 5200MT/s, Integrated	370-AHKW	-	15	-
256 GB, M.2 2230, PCIe NVMe, SSD, Class 35	400-BOLL	-	15	-
12" Touch 1200 nits WVA FHD (1920 x 1200) 100% sRGB Anti-Glare, Outdoor Viewable, front and rear cam, dual mic	391-BGZL	-	15	-
Intel(R) Wi-Fi 6 AX211 Wireless Driver (with Bluetooth)	555-BIFL	-	15	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, MU-MIMO and Bluetooth® 5.3 wireless card	555-BIHY	-	15	-
Hot surface warning label	389-ECGC	-	15	-
Primary 2 Cell 35.6 Whr Long-lifecycle battery, 3 Years Warranty	451-BCZK	-	15	-
90W Type-C EPEAT Adapter	450-AMLN	-	15	-
Backcover, no Fingerprint, no Smartcard reader, no removable SSD, with passive pen	346-BILM	-	15	-
Power Cord 1M US	450-AAEJ	-	15	-
Setup and Features Guide	340-DCSZ	-	15	-
Hot surface warning label	389-ECGC	-	15	-
Additional 2 Cell 35.6 Whr Long-lifecycle battery, 3 Years Warranty	451-BCZN	-	15	-
ENERGY STAR Qualified	387-BBLW	-	15	-

Custom Configuration	817-BBBB	-	15	-
Dell Additional Software	658-BFQB	-	15	-
Mix Packaging 90W L10 CTY No WWAN	340-DDEF	-	15	-
WLAN, GPS Antennas only (Pogo vehicle docking, No RF passthrough)	555-BIFI	-	15	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	15	-
5MP front dedicated IR/RGB, 11MP rear with flash and microphone	319-BBJL	-	15	-
Windows AutoPilot	634-BRWG	-	15	-
Hazardous Locations Certification	389-EFFU	-	15	-
Right hand side expansion port - USB-A	590-TFJW	-	15	-
Top expansion port, Scanner with EZDL (SW)	590-TFKC	-	15	-
No Handle	750-ADPN	-	15	-
ProSupport Plus: Next Business Day Onsite, 1 Year Extended	804-0511	-	15	-
ProSupport Plus: Next Business Day Onsite, 3 Years	804-0513	-	15	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	15	-
Dell Limited Hardware Warranty Initial Year	997-6988	-	15	-
ProSupport Plus: Accidental Damage Service, 4 Years	997-7007	-	15	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	997-7010	-	15	-
ProSupport Plus: 7x24 Technical Support, 4 Years	997-7036	-	15	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	15	-

Ready Image for Client PC	365-8303	-	15	-
CFI,INFO,LANG,ENGLISH,US,Factory Install	382-1755	-	15	-
CFI,INFO,WIN 11 PRO,OEM,FACT	382-4389	-	15	-
CFI,INFO,WIN11,UPDT,22H2.FACT	382-6357	-	15	-

Dell Magnetic Mount for Latitude 7230 Rugged Extreme Tablet

Estimated delivery if purchased today:

May. 07, 2024

Contract # C000001119005

Customer Agreement # 23026 / 05820

Description	SKU	Unit Price	Quantity	Subtotal
Dell Magnetic Mount for Latitude 7230 Rugged Extreme Tablet	452-BDWT	-	15	-
		Unit Price	Quantity	Subtotal
		\$58.49	15	\$877.35

Dell Keyboard for Latitude 7230 Rugged Extreme Tablet - US English

Estimated delivery if purchased today:

May. 09, 2024

Contract # C000001119005

Customer Agreement # 23026 / 05820

Description	SKU	Unit Price	Quantity	Subtotal
CUS,KYBD,82,US,ENG,PREM,7230RU	580-AKUY	-	15	-
		Unit Price	Quantity	Subtotal
		\$380.24	15	\$5,703.60

Dell Rugged Active Pen for Latitude 7230 & 7220 Rugged Extreme Tablets – PN720R

Estimated delivery if purchased today:

May. 07, 2024

Contract # C000001119005

Customer Agreement # 23026 / 05820













Description	SKU	Unit Price	Quantity	Subtotal
Dell Rugged Active Pen for Latitude 7230 & 7220 Rugged Extreme Tablets PN720R	750-ADXS	-	15	-

Subtotal:	\$44,863.20
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$3,544.18
Total:	\$48,407.38

CONNECT WITH DELL:



BROWSE MORE OPTIONS:

 IT Transformation	 Laptops	 Desktops
 Servers & Storage	 2-in-1's	 Electronics & Accessories
 Financing Options	 Dell Services	 Dell Support
 Subscription Center	 Events	 Dell Premier

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	ePCR Purchase		
Executive member responsible for guiding the initiative: V. Read			
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		Our current tablets are breaking and need to be replaced. This additional purchase will assist our IT team in keeping functioning tablets with our crews. We are requesting an additional \$28,257.63 in line item 303-509-594-20-64-11 for the purchase of 9 Dell 7230 tablets used by our crews to complete ePCR's in the field. This is a crucial piece of equipment necessary to facilitate proper documentation and timely report completion. This capital line item will be modified in the 2025 budget process.	
Financial Impact:			
Expense:		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input type="checkbox"/> N/A
Revenue:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> N/A
Total amount of initiative (attach amount breakdown if applicable): Currently Spent: \$64,263.24 Total Spent if Approved: \$112,670.63 Requesting: \$28,257.63 Initial amount: \$ NA Long-term annual amount(s): \$ NA Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$84,413.00 Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$28,257.63 • If yes: Fund(s)/line item(s) to be amended:			
Risk Assessment:	Risk if approved: Spending more than initially budgeted in line item 303-509-594-20-64-11.		

Risk if not approved: Crews contending with old/breaking tablets which inhibit our ability to properly document patient care and provide timely reports to hospital staff.

Legal Review:

- ☐ Initiative conforms with District policy/procedure number (attach):
- ☐ Initiatives that require legal review (contracts, other initiatives):
- Contracts
 - Has been reviewed and approved by legal
 - Includes all costs
 - Includes term
 - Includes 'do not exceed' language
- ☒ N/A

Presented to, and Approved by, Senior Staff

☒ Yes ☐ No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: ☒ Yes ☐ No

Approved by commissioner sub-committee: ☒ Yes ☐ No

N/A: ☐

For Fire Chief Approval:

- ☒ RAB document complete
- ☐ Supporting documentation attached
- ☐ Information sent to Fire Chief, Senior Staff, and Board Support

Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

☐ Yes ☐ No

Board of Fire Commissioners

RAB initiatives go through the following process:

1. Senior Staff approval to move forward to a committee/board
2. Initiatives are introduced to the appropriate committee for review
3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item
 - The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)
4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.
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EXECUTIVE SUMMARY

DATE: 07.25.24

PREPARED BY: Business Administrator Leah Schoof

RE: HRA-VEBA Self-Insured Benefit IRS Testing

The IRS has regulations which ensure that Health Reimbursement Arrangements (HRA) comply with rules that prohibit employers from discriminating in favor of specific individuals or groups. If discrimination occurs, then adverse tax consequences may occur.

In February, we had concerns brought up regarding the HRA-VEBA benefits as it relates to non-discrimination IRS testing for self-insured health benefits.

Currently, SRFR provides benefits for different groups of employees. These groups include:

- Firefighters/EMTs/Paramedics and other employees who are represented by the IAFF
- Non-Exempt administrative personnel represented by the Teamsters
- Executive personnel (contract mimics IAFF contract)
- Executive and/or confidential personnel (contract does not mimic IAFF contract)

Language related to VEBA contributions is currently included in represented contracts as well as benefit resolutions. The language for all current VEBA contributions for all employees was sent to legal for review to ensure SRFR is in compliance with IRS Treasury regulations.

The attorneys took all contracts, resolutions, etc. and performed an in-depth review of the IRS Treasury regulations and determined that the plan meets the requirements of the regulation; however, it was recommended that SRFR adopt a resolution clearly identifying the employee groups for transparency. This identification disaggregates the existing HRA-VEBA Plan documents into separate testing groups under the authority established for "Multiple Plans" under Treas. Reg § 1.105-11(c)(4).

The attached draft resolution provided by legal representation clarifies the existing HRA-VEBA benefits as it relates to the IRS Treasury Regulations.

**DRAFT SNOHOMISH REGIONAL FIRE and RESCUE
RESOLUTION 2024-_____**

**A RESOLUTION ADOPTING
IRS APPROVED NON-DISCRIMINATION TESTING
FOR HRA-VEBA SELF-INSURED HEALTH BENEFITS**

WHEREAS, the Board of Commissioners of Snohomish Regional Fire and Rescue feel that it is essential to identify the manner in which HRA-VEBA Benefit Plans are separately established and tested for non-discrimination under Code § 105(h) and Treas. Reg. § 1.105(h); and

WHEREAS, this Resolution applies to all Employees eligible to receive benefits under the HRA-VEBA Plans as separately constituted for “testing” purposes; and

WHEREAS, this Resolution is intended to “disaggregate” the existing HRA-VEBA Plan documents into separate testing groups under the authority established for “Multiple Plans” under Treas. Reg. § 1.105-11(c)(4), and place each separate group of Employees covered by the HRA-VEBA into a “Separate Plan” for purposes of eligibility and benefits provided under the self-insured HRA Plans;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Snohomish Regional Fire and Rescue adopt the following testing procedures for all Employees covered under the Snohomish Regional Fire and Rescue HRA-VEBA:

RESOLVED, that pursuant to the “Multiple Plans” provisions set forth in Treas. Reg. § 1.105-11(c)(4), each separately identified group of Employees covered by the HRA-VEBA and each class of benefits under the Plan shall constitute a “Separate Plan” for purposes of Code § 105(h) non-discrimination testing. In separating the HRA-VEBA into separate testing groups, the non-discrimination rules will be applied as follows:

- Group One. Group One consists of Firefighters/EMTs/Paramedics and other employees who are represented by the IAFF, and have monthly contributions of (currently) \$250/month for a single individual; \$500/month if dependents.

- Group Two. Group Two consists of non-exempt administrative personnel represented by the Teamsters with monthly contributions of (currently) \$250/month for a single individual; \$500/month if dependents.
- Group Three. Group Three consists of “executive personnel” who have signed contracts but are not represented by any labor group. Group Three includes executive employees hired prior to January 1, 2020 with benefits that mimic benefits described in the IAFF Collective Bargaining Agreement (“CBA”), except that unused sick pay is subject to cash-out at 100%. This group has monthly contributions of (currently) \$250/month for a single individual; \$500/month if dependents.
- Group Four. Group Four consists of “executive and/or confidential personnel” hired on or after January 1, 2020 who are not represented by any labor group, and whose benefits do not mimic the IAFF CBA. Group Four employees receive a 50% cash-out on unused sick leave and are subject to a Memorandum of Understanding (“MOU”) that requires 50 hours of compensation contributed as their VEBA Benefit. This group has monthly contributions of (currently) \$250/month for a single individual; \$500/month if dependents.

NOW, THEREFORE, be it Resolved that the Board of Commissioners of Snohomish Regional Fire and Rescue adopt this Resolution 2024-_____ at the Board of Commissioners meeting on _____, 2024.

BE IT FURTHER RESOLVED, that any previous Resolutions relating to the HRA-VEBA shall continue to be in full force and effect, as supplemented by this Resolution, and remain in effect until changed or modified by any subsequent Resolution of the Board of Commissioners of Snohomish Regional Fire and Rescue.

Signatures on following page.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS FOR
SNOHOMISH REGIONAL FIRE and RESCUE THIS ____ DAY OF _____, 2024.

By: _____
Name: __Troy Elmore_____

By: _____
Name: __Randy Fay_____

By: _____
Name: __Rick Edwards_____

By: _____
Name: __Paul Gagnon_____

By: _____
Name: __Jeff Schaub_____

By: _____
Name: __Jim Steinruck_____

By: _____
Name: __Roy Waugh_____

By: _____
Name: _____

By: _____
Name: _____

By: _____
Name: _____

Attest:

District Secretary

2024 SECOND QUARTER REPORT HIGHLIGHTS

Snohomish Regional Fire and Rescue

FUND BALANCES:

The 2nd quarter 2024 ending balances in each of the district funds are as follows:

The ending balance in the General Fund includes \$60,433,015 deposited with the County Treasurer and bank account balances combined.

SECOND QUARTER ENDING BALANCES			
FUND NO.	FUND NAME		CASH AND INVESTMENT BALANCE
001	GENERAL FUND	\$	60,433,015
002	RETIREMENT RESERVE FUND	\$	7,151,798
003	EMERGENCY RESERVE FUND	\$	9,603,433
050-052	SHOP FUNDS	\$	1,721,242
200s	BOND FUNDS	\$	249,660
300	CONSTRUCTION FUND	\$	24,105,311
301	APPARATUS FUND	\$	8,368,517
303	EQUIPMENT FUND	\$	2,480,921
611	EXCISE TAX	\$	-
TOTAL		\$	114,113,897

SECOND QUARTER REVENUES

GENERAL FUND REVENUES:

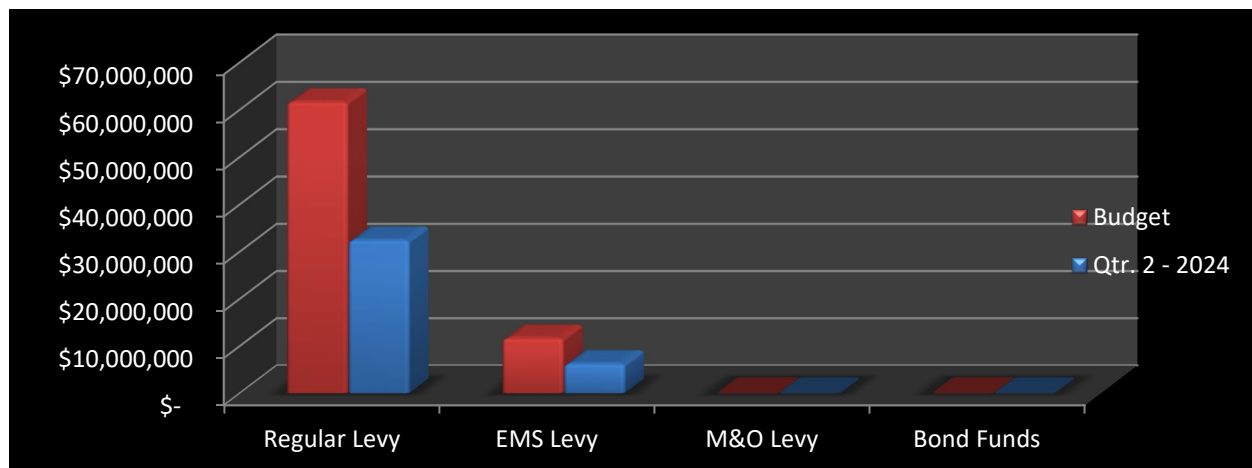
The district's 2024 budgeted general fund revenues, excluding inter-fund transfers-in of \$99,910, are \$84,683,783. Quarter 2 actual revenues are \$42,176,561: 50% of the budgeted amount. In 2023, the district had collected 60% of the amount budgeted, and in 2022 the district had collected 61% of total budgeted general fund revenues. The main reason that revenue collections for 2024 are behind those in 2023 and 2024 is that the GEMT revenue has not yet been received by the district. If the total amount of GEMT revenues budgeted had been received, as it had been in 2022 and 2023, the 2024 revenues would be 8% higher.

TAXES:

The regular property taxes plus the EMS levy and the remaining M&O Levy collected in 2024 total \$38,689,981 in the General Fund; 53% of the amount budgeted. In 2023, at this time, we had also collected about 53% of the property taxes budgeted in the general fund.

The 2024 property tax revenues in the Bond fund totaled \$232. In 2023, property tax revenues in the Bond fund totaled \$851. The revenues received into the bond fund in 2024 and in 2023 were from property taxes paid in arrears for levies prior to 2022.

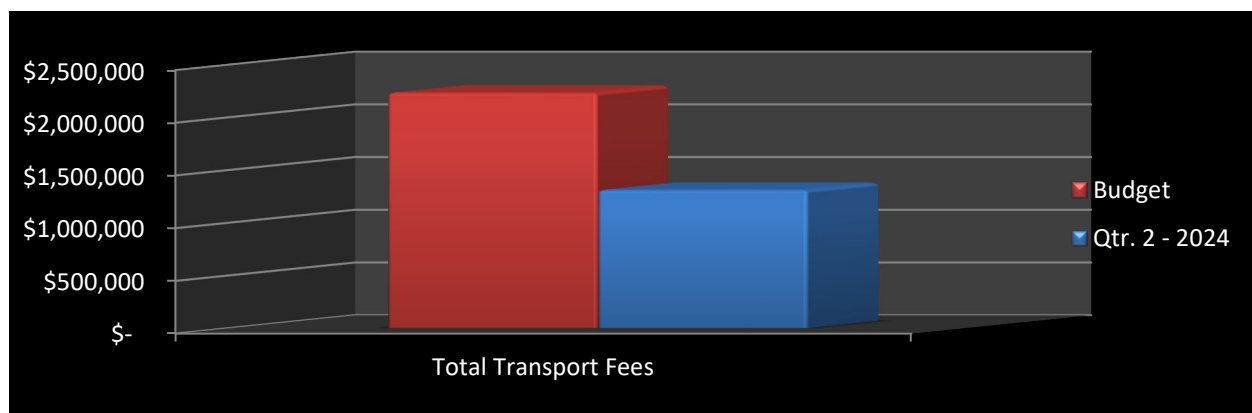
Property Tax Revenues	Budget	Qtr. 2 - 2024
Regular Levy	\$ 61,659,031	\$ 32,448,168
EMS Levy	\$ 11,661,618	\$ 6,241,108
M&O Levy	\$ -	\$ 704
Bond Funds	\$ -	\$ 232
TOTAL	\$ 73,320,648	\$ 38,690,213



TRANSPORT FEES:

Transport fees collected in 2024 are \$1,315,192, with refunds totaling \$89, for net collections of \$1,315,103. The 2024 transport collections are 59% of the amount budgeted, this is greater than expected. In 2023, we had collected 64% of the amount budgeted totaling \$1,425,342.

Transport Fees	Budget	Qtr. 2 - 2024
Transport Fees	\$ 2,237,676	\$ 1,315,192
Transport Refunds	\$ (10,000)	\$ (89)
Total Transport Fees	\$ 2,227,676	\$ 1,315,103



CHARGES FOR SERVICES:

The district has collected 50% of the contract with the DOC. This is consistent with expectations, as the DOC makes quarterly payments to the district.

Motor Vehicle Collision (MVC) revenue is 38% of the amount budgeted, with collections of \$13,130. In 2023, we had collected \$25,676. In 2022, we had collected \$16,022 through the second quarter, and in 2021, we had collected \$36,995 through the second quarter. This revenue is highly variable.

In 2024 we collected \$0 in school revenues; 0% of the budgeted amount. School revenues are generally received in late summer and early fall. This is consistent with prior years.

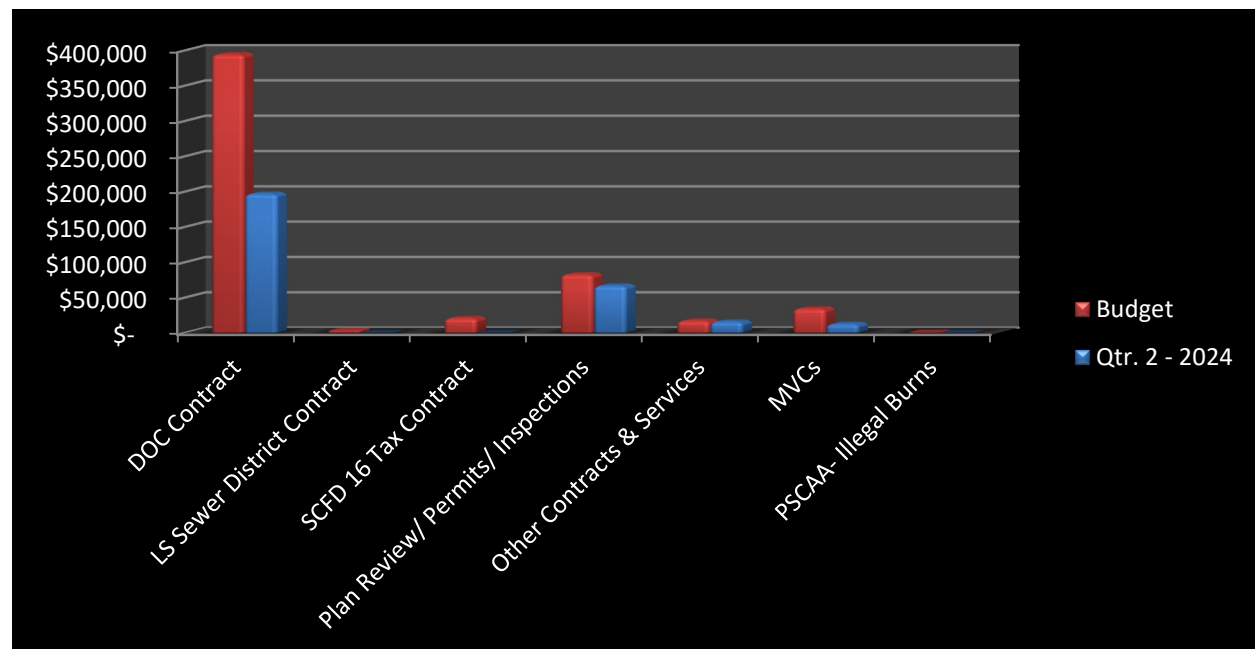
So far this year, we have been mobilized for three fires, with no revenue yet received for this year's fires. However, collections have been received from last year's mobilizations totaling \$66,194. We have budgeted \$0 for this in 2024.

We have received 100% of the Brightwater contract for 2024. The annual payment is usually received in April.

So far this year we have collected \$0 in GEMT revenues. These revenues usually are received as a lump sum late in the second quarter.

Collections for plan reviews, permits & inspections total \$67,348, which is 81% of budgeted revenues. At this time last year, we collected \$63,830 for this revenue source, which was 77% of the amount budgeted for 2023.

CHARGES FOR SERVICES	Budget	Qtr. 2 - 2024
Burn Permits	\$ 9,100	\$ 6,049
GEMT	\$ 6,897,321	\$ -
State Mobe - Personnel & Eqpt	\$ -	\$ 66,194
Brightwater Contract	\$ 112,450	\$ 121,444
School Districts	\$ 30,700	\$ -
County Fair Contract	\$ 83,665	\$ -
SCFD 16 ALS Contract	\$ 11,000	\$ 2,200
DOC Contract	\$ 394,838	\$ 197,419
LS Sewer District Contract	\$ 3,800	\$ -
SCFD 16 Tax Contract	\$ 21,500	\$ -
Plan Review/ Permits/ Inspections	\$ 83,325	\$ 67,348
Other Contracts & Services	\$ 17,800	\$ 16,346
MVCs	\$ 35,000	\$ 13,130
PSCAA- Illegal Burns	\$ 600	\$ -
TOTAL	\$ 7,701,098	\$ 490,130



GRANTS:

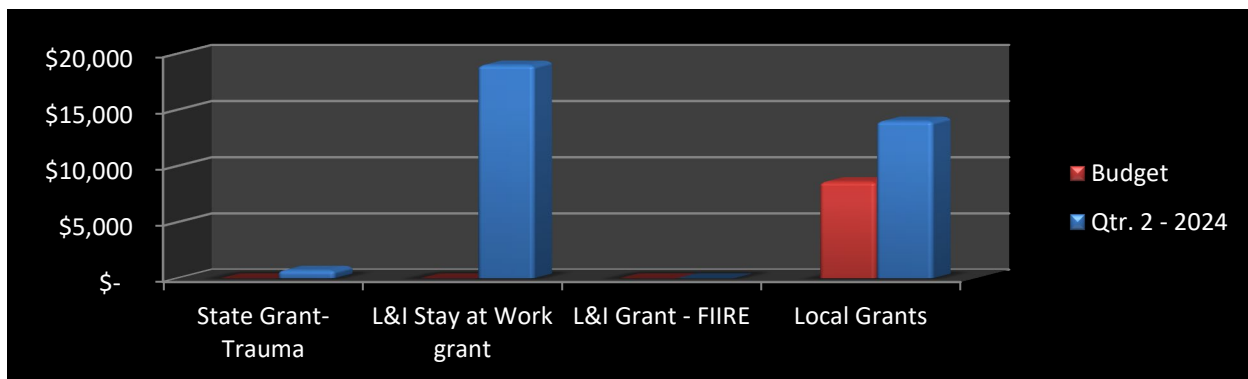
General Fund grants in 2024 total \$33,835. Which is derived mostly from local grants.

The state EMS grant revenue is \$766. This revenue from the state is received annually.

We received reimbursement of \$19,025 from the state for the L&I stay at work grant.

In addition, we have received some local grants amounting to \$14,043. This is primarily from leasehold excise taxes and private harvest revenues.

GRANT REVENUES	Budget	Qtr. 2 - 2024
Federal Indirect Grants	\$ -	\$ -
State Grant- Trauma	\$ -	\$ 766
L&I Stay at Work grant	\$ -	\$ 19,025
L&I Grant - FIIRE	\$ -	\$ -
Local Grants	\$ 8,650	\$ 14,043
TOTAL	\$ 8,650	\$ 33,835



MISCELLANEOUS & OTHER REVENUES:

The total Miscellaneous & Other Revenues are comprised mainly of interest earnings, property rentals, tower rentals, and other miscellaneous revenues. Below is a budget comparison of the miscellaneous revenues collected in 2024.

Miscellaneous & Other Revenue is 138% of what is budgeted for 2024, totaling \$3,262,965. At this time in 2023, total miscellaneous revenues were 244% of the budgeted totals, amounting to \$2,531,378.

In 2024, total interest earnings for all funds combined is \$2,627,447, which is 163% of the budgeted totals. This is because of the increase in fund balances and higher interest rates for 2024 so far this year. Total interest earnings across all funds in quarter 2 of 2023 were \$1,948,108, which was 464% of the amount budgeted for the year. Interest earnings by fund is shown in greater detail below.

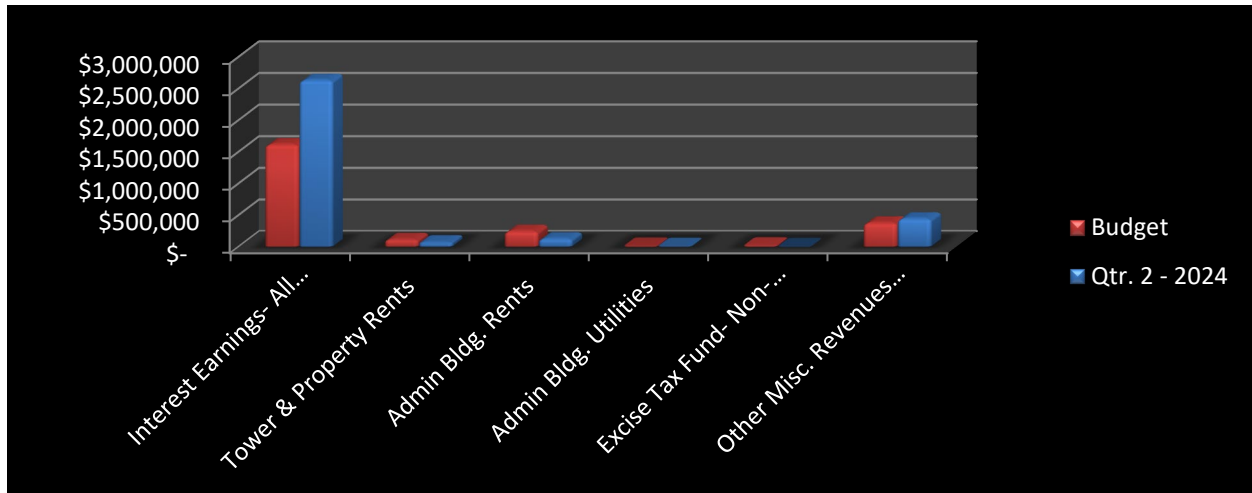
Admin Building rents in the Construction Fund totaling \$120,975 are 50% of the amount budgeted. This is consistent with expectations.

Property rents and Tower rents in the Construction Fund total \$66,921 for 2024, which is 61% of the budgeted amount. At this time in 2023, these rents were \$62,611.

Other misc. revenues & services in 2024 are \$438,980; 117% of the amount budgeted. In 2023 these revenues were \$345,763; 166% of the amount budgeted. This is comprised mainly of burn permits, donations, sale of surplus, hazmat cost reimbursement, and refunds and reimbursements. The most significant sources of revenue in this area came from refunds and reimbursements totaling \$224,417, and from non-refundable contractual fees incurred by the buyer for delays in purchasing the training property totaling \$200,000.

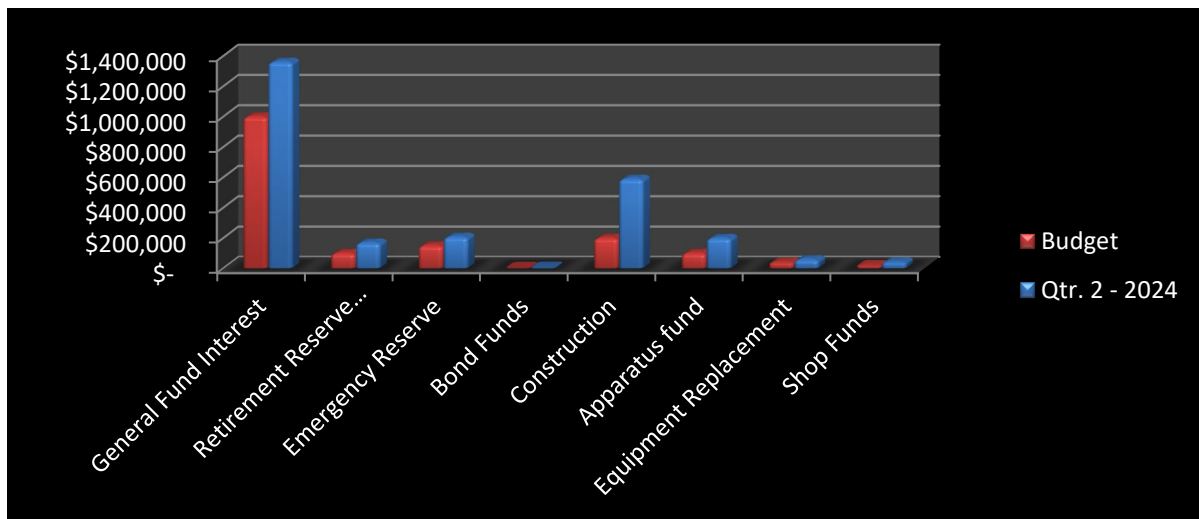
The excise tax fund is for state owed amounts and is not District revenue.

MISCELLANEOUS & OTHER REVENUE	Budget	Qtr. 2 - 2024
Interest Earnings- All Funds	\$ 1,612,000	\$ 2,627,447
Tower & Property Rents	\$ 109,400	\$ 66,921
Admin Bldg. Rents	\$ 241,950	\$ 120,975
Admin Bldg. Utilities	\$ 13,500	\$ 6,160
Excise Tax Fund- Non-Revenues	\$ 20,000	\$ 2,483
Other Misc. Revenues & Services	\$ 373,820	\$ 438,980
TOTAL	\$ 2,370,670	\$ 3,262,965



The details of the interest earnings by funds are shown in the charts below.

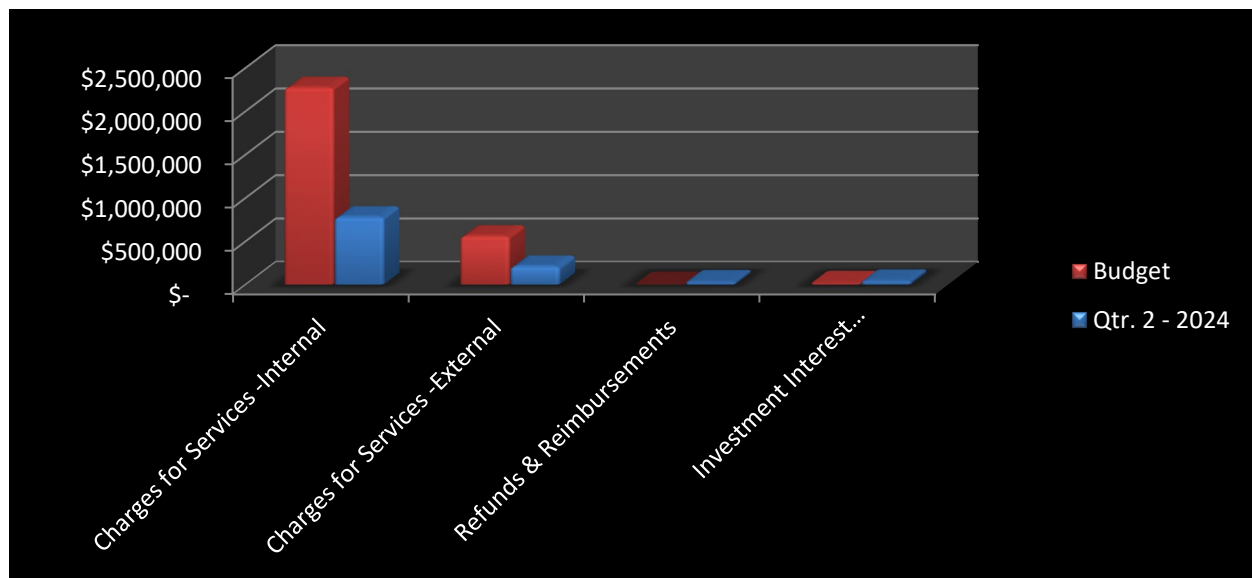
INTEREST EARNINGS BY FUND	Budget	Qtr. 2 - 2024
General Fund Interest	\$ 1,000,000	\$ 1,360,521
Retirement Reserve Interest	\$ 100,000	\$ 168,353
Emergency Reserve	\$ 150,000	\$ 206,671
Bond Funds	\$ 2,000	\$ 3,412
Construction	\$ 200,000	\$ 589,458
Apparatus fund	\$ 100,000	\$ 199,066
Equipment Replacement	\$ 40,000	\$ 57,879
Shop Funds	\$ 20,000	\$ 42,087
TOTAL	\$ 1,612,000	\$ 2,627,447



SHOP REVENUES:

Revenues for shop internal and external charges for services combined total \$989,803, which is 35% of the amount budgeted. In the prior year, we had collected a total of \$851,060 as of the end of the second quarter in combined internal and external charges for services, which was 42% of the budgeted total. The ending balances in the combined shop funds are \$22,797 higher than at the beginning of the year. Total accounts receivable for the shop as of the end of the quarter were \$166,440. Of these, \$112,843 were for SRFR, and \$53,597 were for outside agencies.

SHOP REVENUES	Budget	Qtr. 2 - 2024
Charges for Services -Internal	\$ 2,273,180	\$ 779,149
Charges for Services -External	\$ 560,000	\$ 210,654
Refunds & Reimbursements	\$ -	\$ 32,556
Investment Interest (included above)	\$ 20,000	\$ 42,087
TOTAL	\$ 2,853,180	\$ 1,064,447



SECOND QUARTER EXPENDITURES

OBJECT CODES:

The object codes below provide a description of the types of expenditures associated with the spending classifications within each of the district's budget programs. These object codes are found in the BARS account line items. In the district's accounting system, the object codes are the fourth and third to last numbers in each of the expenditure line items in the district's Budget and Actual report.

10 - WAGES
20 - BENEFITS
31 - SUPPLIES
32 - FUEL
34 - INVENTORY SUPPLIES
35 - SMALL TOOLS/MINOR EQPT.
41 - PROFESSIONAL SERVICES
42 - COMMUNICATIONS
43 - TRAVEL EXPENSES
44 - ADVERTISING
45 - RENTALS
46 - (LIABILITY) INSURANCE
47 - UTILITIES
48 - REPAIR & MAINTENANCE
49 - MISC. EXPENSES
51 - INTERGOVERNMENTAL SVCS.
62 - LAND & IMPROVEMENTS
63 - OTHER CAPITAL IMPROVEMENTS
64 - CAPITAL OUTLAY
70- LEASES
71 - PRINCIPAL ON G.O. BONDS
75- CAPITAL LEASES - PRINCIPAL
83 - INTEREST ON LONG-TERM DEBT
00 - INTERFUND TRANSFERS

SECOND QUARTER EXPENDITURE OVERVIEW:

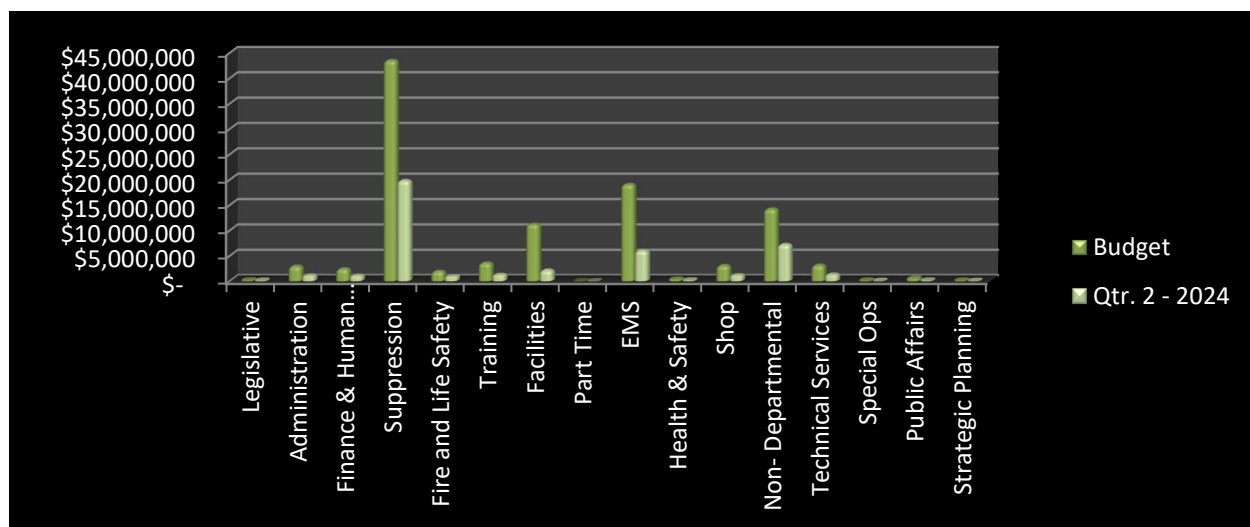
For all of the district's funds combined, the 2024 second quarter expenditures, including inter-fund transfers were \$43,007,300; 40% of the total budgeted expenditures of \$106,690,372. This includes the first budget amendment passed on 3/28/2024. At this time in 2023, these amounts were \$36,402,919; 37% of the total budgeted expenditures of \$96,263,307.

In 2024, inter-fund transfers total \$6,272,281; 50% of the \$12,544,567 budgeted.

The total General Fund expenditures are 44% of the budgeted amount. Total general fund spending in the second quarter of 2024 is \$39,789,659. In 2023 and 2022 the total general fund expenditures as of the second quarter were 37% and 42% of the budgeted amounts respectively.

With the exception of Legislative, Fire and Life Safety, and Non-Departmental, all of the program budgets are within 50% of annual budgeted expenditures. Additional details are provided in each of the program budget areas below.

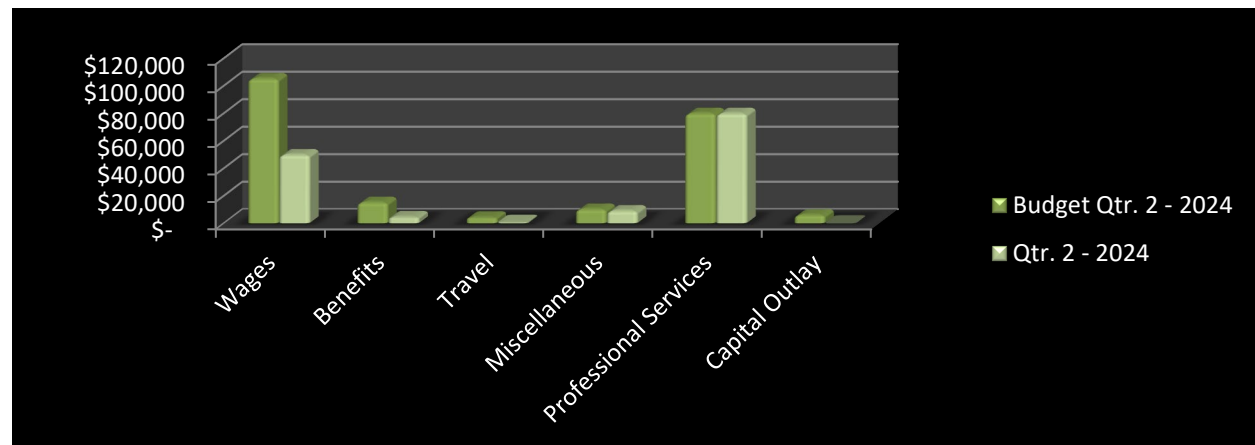
Program	Budget	Qtr. 2 - 2024
Legislative	\$ 220,039	\$ 143,740
Administration	\$ 2,941,188	\$ 1,152,381
Finance & Human Resources	\$ 2,413,932	\$ 1,101,606
Suppression	\$ 43,483,980	\$ 19,825,110
Fire and Life Safety	\$ 1,931,412	\$ 993,612
Training	\$ 3,564,374	\$ 1,283,096
Facilities	\$ 11,205,401	\$ 2,172,103
Part Time	\$ 20,530	\$ 1,721
EMS	\$ 19,052,627	\$ 6,016,430
Health & Safety	\$ 435,236	\$ 216,843
Shop	\$ 3,052,910	\$ 1,199,803
Non- Departmental	\$ 14,209,213	\$ 7,218,154
Technical Services	\$ 3,127,812	\$ 1,340,991
Special Ops	\$ 185,157	\$ 75,450
Public Affairs	\$ 668,700	\$ 193,693
Strategic Planning	\$ 177,860	\$ 72,570
Totals	\$ 106,690,372	\$ 43,007,300



LEGISLATIVE SERVICES:

The 2024 Legislative Services costs are 65% of the amount budgeted, with \$143,740 spent. While this is much higher than expectations for the end of the second quarter, it is due mostly to the fact that professional services for election costs are 100% used at this time. If election costs were 50% spent, the total spending for Legislative services would be 47% of the total budgeted. Most line items within this program are at or below 50% of budgeted expenditures. Dues are significantly more than 50% spent with 97% of the budgeted amount used, which is typical at the beginning of the year. Also, registration costs are 152% spent. All other legislative costs are less than 50% spent.

LEGISLATIVE SERVICES	Budget	Qtr. 2 - 2024
Wages	\$ 105,042	\$ 49,729
Benefits	\$ 15,090	\$ 4,438
Travel	\$ 4,150	\$ 834
Miscellaneous	\$ 10,120	\$ 8,973
Professional Services	\$ 79,766	\$ 79,766
Capital Outlay	\$ 5,871	\$ -
Totals	\$ 220,039	\$ 143,740



ADMINISTRATION:

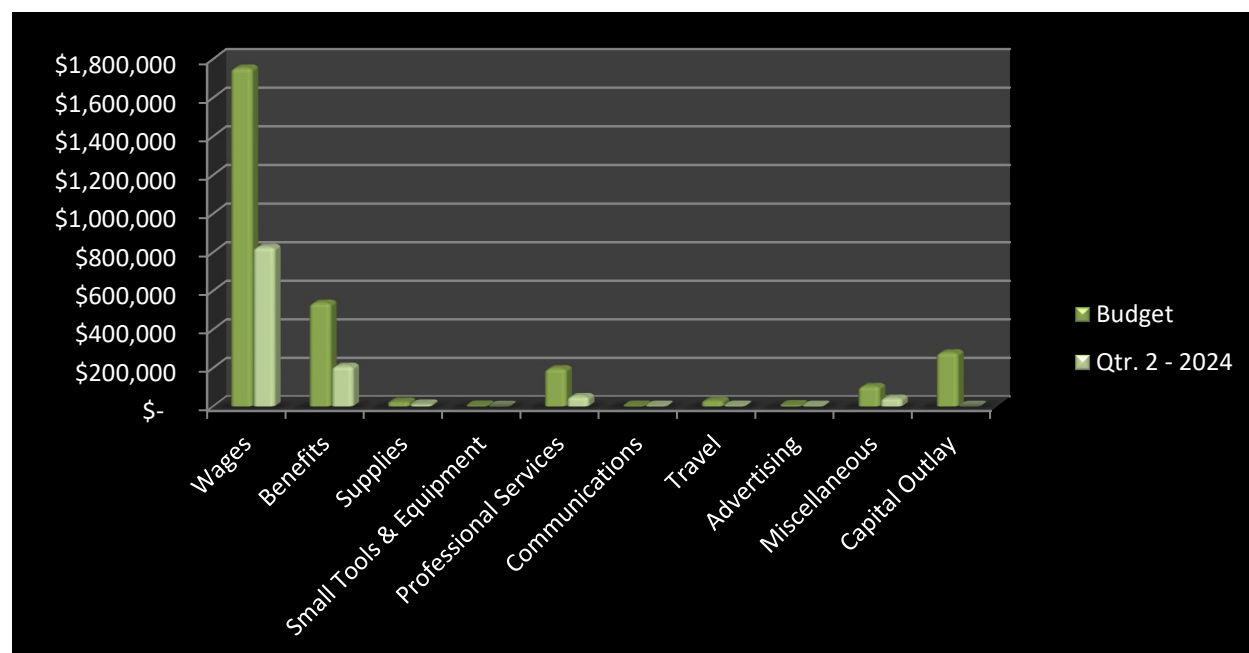
2024 spending in the Administration program budget is \$1,152,381 with 39% of budgeted expenditures used. Although there are a few line items exceeding the 50% threshold, there is only the Other Miscellaneous line item seems significant. The Other Miscellaneous line item is 80% spent mostly because of a \$12,000 fine from L&I. Were it not for that, the line item would be 22% spent. Areas that are most significantly below the 50% threshold include wages and benefits and professional services.

Regular wages are 47% spent. This is due, in part, to vacancies in Administration that were in the process of being hired in the second part of the year as well as positions that have yet to be hired. Also, the teamsters who are assigned to administration have not received any pay increases for 2024, as their contract is being negotiated. Additionally, leave sell back is 34% spent. We expect more of this to be spent in December when the second annual leave sell back occurs.

Similar to wages, benefits expenses are below the 50% threshold due to delays in the hiring of some administrative staff positions, and budgeted COLAs for Teamsters employees that have not yet been paid. Combined benefits are 39% spent.

Professional services are 26% spent, which is significantly less than expected because several of the costs have not yet been incurred.

ADMINISTRATION	Budget	Qtr. 2 - 2024
Wages	\$ 1,753,883	\$ 826,795
Benefits	\$ 536,844	\$ 209,385
Supplies	\$ 25,225	\$ 12,462
Small Tools & Equipment	\$ 4,000	\$ 373
Professional Services	\$ 196,670	\$ 52,055
Communications	\$ 3,520	\$ 2,700
Travel	\$ 29,500	\$ 3,004
Advertising	\$ 7,590	\$ 2,401
Miscellaneous	\$ 104,809	\$ 43,206
Capital Outlay	\$ 279,147	\$ -
Totals	\$ 2,941,188	\$ 1,152,381



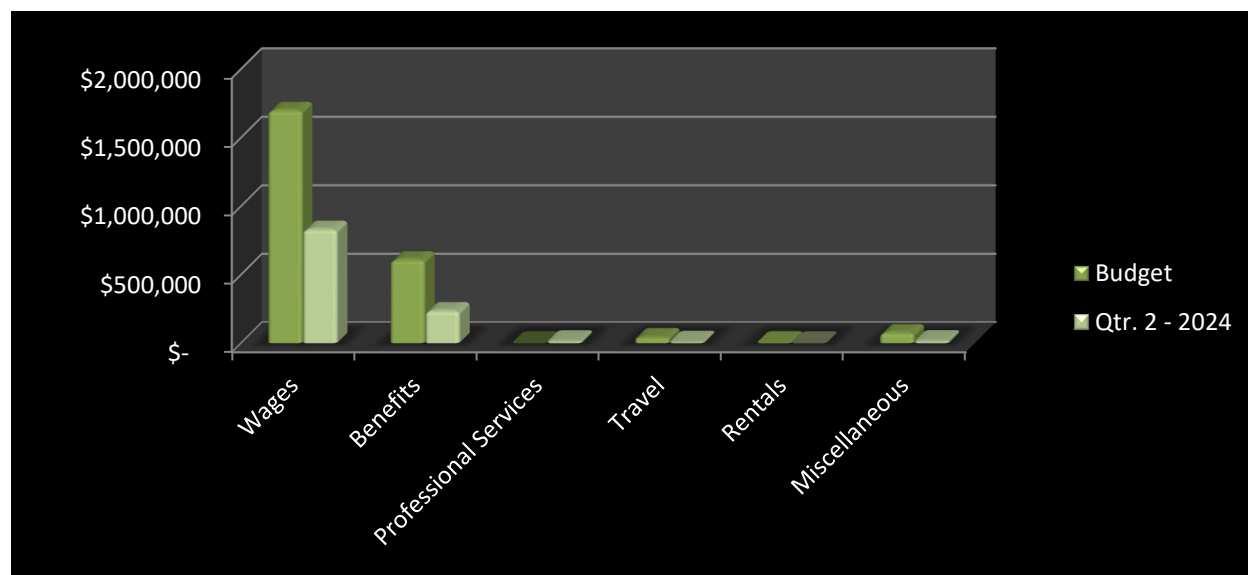
FINANCE & HUMAN RESOURCES:

Finance & Human Resources costs are 46% of the budgeted amount, totaling \$1,101,606. Most areas in the Finance and HR budget are within the expected 50% threshold. Although there was some unbudgeted spending for professional services, this was to help cover an unfilled HR position. There were also a few line items that were slightly more than the 50% threshold, but these items were not of a significant dollar amount.

The areas of most significance that are less than 50% spent include combined benefits, which are 39% spent. This is mostly because we were short one HR position through the first quarter.

Also, rentals for testing facilities is unspent as of the end of the second quarter. Both travel and training registration costs are below budgeted expectations because the conferences that have been budgeted have not yet occurred.

FINANCE & HUMAN RESOURCES	Budget	Qtr. 2 - 2024
Wages	\$ 1,694,777	\$ 827,195
Benefits	\$ 603,757	\$ 232,781
Professional Services	\$ -	\$ 15,439
Travel	\$ 39,380	\$ 9,247
Rentals	\$ 4,000	\$ -
Miscellaneous	\$ 72,018	\$ 16,945
Totals	\$ 2,413,932	\$ 1,101,606



SUPPRESSION:

Fire suppression costs are \$19,825,110, which is 46% of the budgeted amount. The most significant areas exceeding 50% of the amount budgeted are regular wages, capital leases, zone 11 cost share and air monitoring.

Regular wages are 51% of the amount budgeted in part because degree pay paid to probationary firefighters in the first quarter totaling \$84,308 had not been budgeted. Also, the 2023 retro pay for firefighters was booked in the first half of the year. If the back pay for 2023 had been spread over the year more evenly, the suppression wages would be 47% spent at this time. As the year progresses, its impact of this will be reduced. The impact of these items is offset by the fact that the staffing in this area has been below budgeted staffing by 3-6 people during the first half of the year. It should also be noted that the budget amendment for 2023 back-pay did not include the BCs.

The capital lease payment is 100% of the amount budgeted, and is fully paid for the year. This was the final capital lease payment for the ladder truck.

The zone 11 cost share line item is an annual payment, and is not expected to increase for the remainder of the year.

As costs for gas monitoring and calibration have increased this year, this line item may exceed the amount budgeted, though it is not expected to be significantly over-budget.

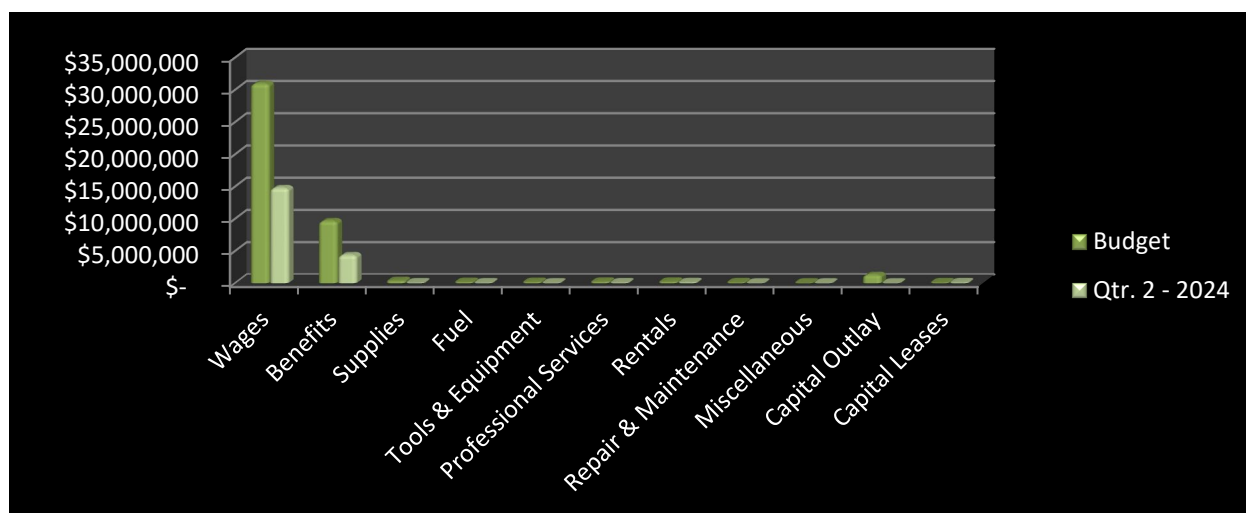
Some significant costs that are below 50% spent include comp time sold, which is 0% spent, overtime, which is 40% spent, and leave sell back which is only 25% spent.

Comp time sold is \$0 because comp time sell back is allowed only in July and December.

Overtime is generally highest during the summer months and during the holidays. We expect these costs to increase accordingly as the year progresses.

The sellback for the January sick leave and the June annual leave and holiday leave was \$454,253. Additional sellback for annual leave and holiday time occurs in December. Typically, the largest sellbacks are in December.

SUPPRESSION	Budget	Qtr. 2 - 2024
Wages	\$ 30,953,505	\$ 14,779,434
Benefits	\$ 9,656,575	\$ 4,384,263
Supplies	\$ 401,150	\$ 88,798
Fuel	\$ 195,000	\$ 78,455
Tools & Equipment	\$ 195,000	\$ 55,141
Professional Services	\$ 251,000	\$ 98,480
Rentals	\$ 240,000	\$ 144,679
Repair & Maintenance	\$ 125,500	\$ 19,440
Miscellaneous	\$ 51,200	\$ 32,470
Capital Outlay	\$ 1,297,449	\$ 26,348
Capital Leases	\$ 117,601	\$ 117,601
Totals	\$ 43,483,980	\$ 19,825,110



FIRE AND LIFE SAFETY (PREVENTION, CRR):

Fire and life safety costs are 51% of the 2024 budget with \$993,612 in expenditures.

There are a couple areas of significance that exceed the 50% threshold, including regular wages, which is 60% spent and capital outlay, which is 96% spent.

The regular wages line item exceeds the 50% threshold mainly because for most of the year, there has been an additional person working in this department who would ordinarily have worked in suppression. Also, the retro-pay for 2023 was all booked in May, which had the effect of weighing those costs more heavily in the first half of the year. Additionally, the budget amendment for 2023 back-pay and the 2024 budget did not include the new 5% day stipend for these employees.

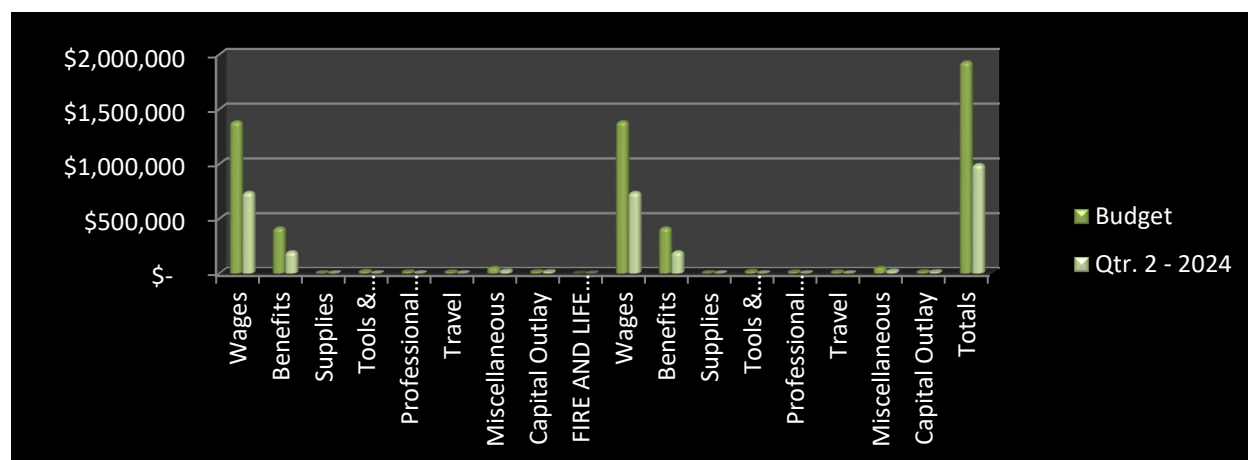
The capital outlay for Knox secure devices is likely to remain the same for the rest of the year. We do not expect this line item to exceed budgeted appropriations.

The most significant of the line items below budget are overtime, and leave sellback. These are 7% and 31% spent. Also combined benefits are only 43% spent.

Overtime is used most frequently during the summer months and during the holiday season. We expect some increase in overtime spending later in the year, though it is likely to remain well below budget for the year.

Additionally, leave sell back is expected to increase when holiday and vacation time are sold back in December, as December is usually when the largest sell back occurs.

FIRE AND LIFE SAFETY		Budget	Qtr. 2 - 2024
Wages	\$	1,385,277	\$ 739,918
Benefits	\$	416,268	\$ 198,068
Supplies	\$	6,000	\$ 2,716
Tools & Equipment	\$	21,000	\$ 3,086
Professional Services	\$	16,000	\$ 3,113
Travel	\$	15,300	\$ 3,056
Miscellaneous	\$	53,019	\$ 25,771
Capital Outlay	\$	18,548	\$ 17,884
Totals	\$	1,931,412	\$ 993,612



TRAINING:

Training expenditures are 36% of the budgeted amount, with \$1,283,096 spent. There are a few line items that exceed the 50% threshold, with overtime, software subscription/licensing and tuition being the most significant. The areas that contribute most significantly to this program

being under budget include regular wages, leave sell back, combined benefits, and registrations.

Overtime is higher than expected with 91% of the amount budgeted used. This is mostly due to employees in training working overtime shifts in suppression.

Software subscriptions and licensing is 84% spent. However, we expect this line item to be within budget because the most expensive software budgeted has already been purchased, and the other software purchases budgeted still fall within the remaining budget available.

Tuition costs are contractually limited for the year. Therefore, we expect these costs to remain within the allocated budget.

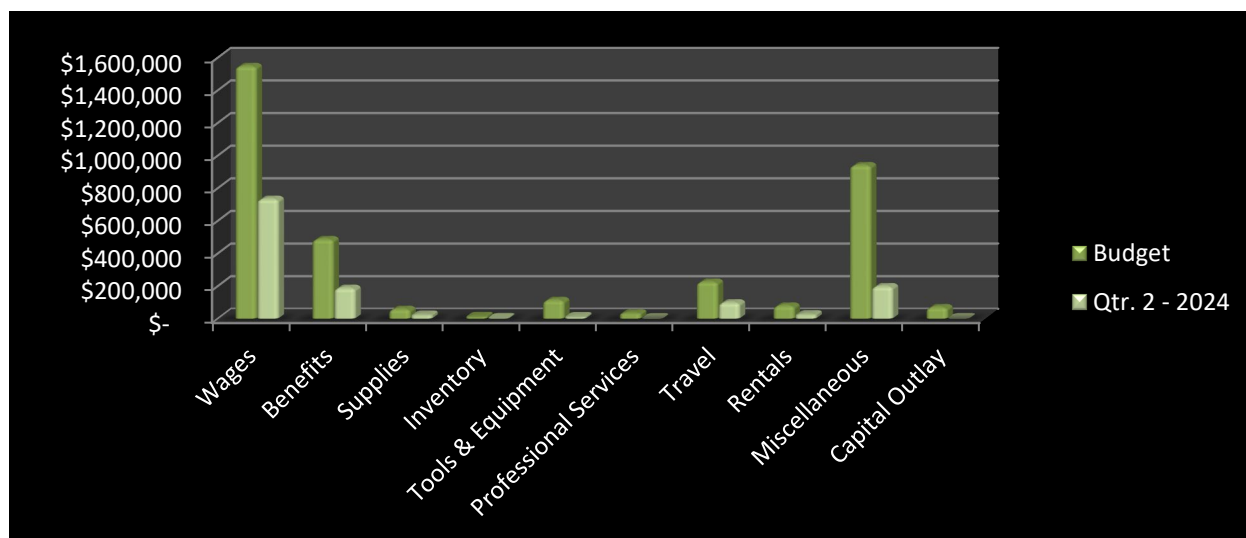
Regular wages are below the 50% threshold, with 47% spent partly because the new DC of training has not yet been hired. This is offset by the 2023 back pay for wages having been booked all in the first half of the year. Also, there have been some changes in personnel working in this division since the budget was created.

Leave sell back is also only 38% used at this time. We expect that leave sell back will increase significantly once the December annual leave and holiday leave sell back occurs.

Benefits such as retirement, Medicare, and deferred comp are tied to wages and are therefore also lower than budgeted because the DC of training has not been hired as of the end of the second quarter.

If the prior year spending on registrations is an indicator, we expect that these costs will continue to remain below budget for the year.

TRAINING	Budget	Qtr. 2 - 2024
Wages	\$ 1,547,190	\$ 733,214
Benefits	\$ 486,076	\$ 187,749
Supplies	\$ 58,289	\$ 24,847
Inventory	\$ 13,651	\$ 2,033
Tools & Equipment	\$ 113,171	\$ 12,055
Professional Services	\$ 33,500	\$ 115
Travel	\$ 225,260	\$ 98,413
Rentals	\$ 78,900	\$ 27,185
Miscellaneous	\$ 939,335	\$ 197,486
Capital Outlay	\$ 69,002	\$ -
Totals	\$ 3,564,374	\$ 1,283,096



LOGISTICS:

Logistics costs are 19% of the budget, with \$2,172,103 spent. The line items that contribute most significantly to this area of the budget being below the 50% threshold are capital outlay in the construction fund, and bond principal in the bond fund. If the capital outlay and the bond principal and interest line items were 50% spent at this time, the logistics budget would be 48% spent.

The projects budgeted in the construction fund for 2024 total \$8,050,824, and only \$1,092,669 of this has been spent to date; 14% of the total amount budgeted. We expect that it will take quite a while before all of these projects are completed. It is likely that some of these projects will not be completed in 2024 and will need to be moved into the future.

In the apparatus fund, capital outlay of \$100,000 is budgeted for the purchase of a box truck that has not yet been spent.

Principal and interest in the bond fund is budgeted to be \$519,012 for 2024. As of the end of the second quarter, 50% of the interest payments have come due. The remaining interest and principal payments will be due in December.

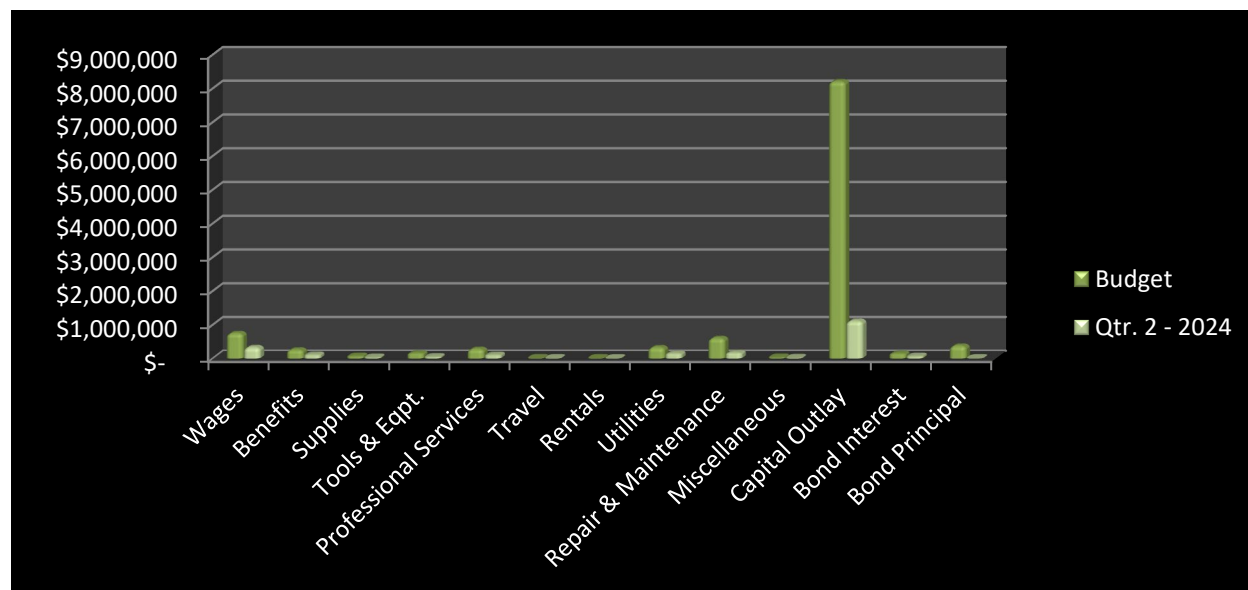
Wages and benefits are below the 50% threshold because there was a new position budgeted in this program which was not hired until March of this year.

There are a couple areas of significance areas that exceed budgeted expectations including refuse costs, and miscellaneous costs. These areas are 72% and 60% spent respectively to date.

We expect refuse costs to go over budget in 2024, as the amount budgeted is less than we spent in 2023 and costs as of the 2nd quarter of 2024 are 28% higher than in 2023.

Although the miscellaneous line item is 59% spent, the most significant item budgeted here is for surface water fees, which have been paid in full for the year. Because of this, we expect this line item to remain within the budget for the year.

LOGISTICS		Budget	Qtr. 2 - 2024
Wages	\$	743,500	\$ 327,320
Benefits	\$	255,430	\$ 115,415
Supplies	\$	75,000	\$ 35,103
Tools & Eqpt.	\$	157,449	\$ 53,047
Professional Services	\$	274,600	\$ 110,254
Travel	\$	10,000	\$ 6,700
Rentals	\$	8,500	\$ 1,633
Utilities	\$	324,410	\$ 151,029
Repair & Maintenance	\$	598,000	\$ 170,392
Miscellaneous	\$	35,700	\$ 18,469
Capital Outlay	\$	8,203,800	\$ 1,108,735
Bond Interest	\$	148,012	\$ 74,006
Bond Principal	\$	371,000	\$ -
Totals	\$	11,205,401	\$ 2,172,103

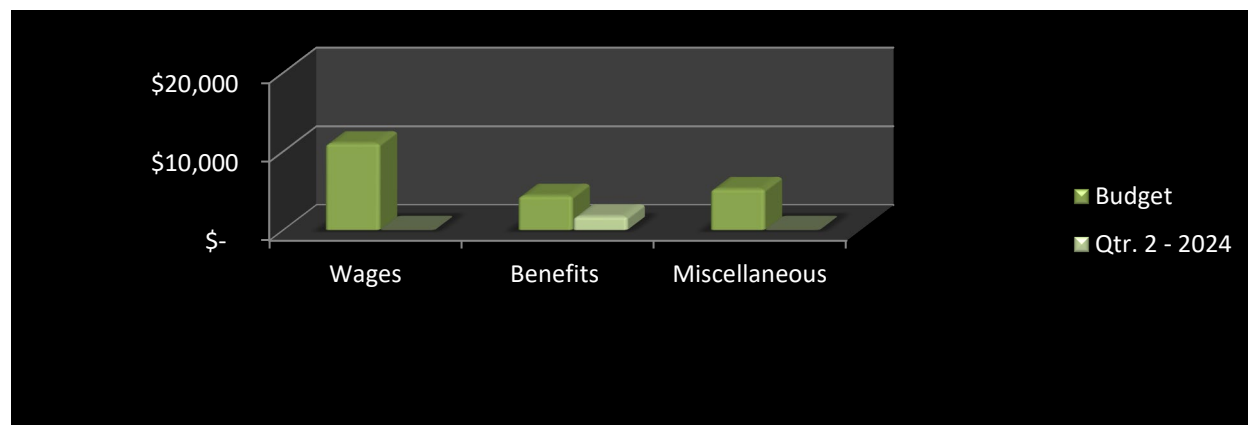


PART TIME:

Part-time costs are 8% of the budget, with \$1,721 spent. The part time program includes only chaplains. The chaplains are paid annually at the end of the year. We do not expect to see any expenditures on wages in this program until then.

The \$1,721 spent is for the annual AD&D payment for the volunteers.

PART TIME (Volunteers & Chaplains)		Budget	Qtr. 2 - 2024
Wages	\$	11,000	\$ -
Benefits	\$	4,330	\$ 1,721
Miscellaneous	\$	5,200	\$ -
Totals	\$	20,530	\$ 1,721



AID AND RESCUE:

Aid and Rescue costs are 32% of the budget totaling \$6,016,430. This is below expectations for the second quarter. Regular wages and combined benefits are the most significant areas contributing to expenditures being below the 50% threshold.

Wages and combined benefits are below budgeted expectations because we have several unfilled positions in EMS. We budgeted for a total of 45 positions in EMS: as of the end of June, 41 of these positions were filled. In spite of the unfilled positions, overtime is only 35% spent as of the end of the 2nd quarter.

Also, the GEMT repayment to the state, and travel line items remain unspent.

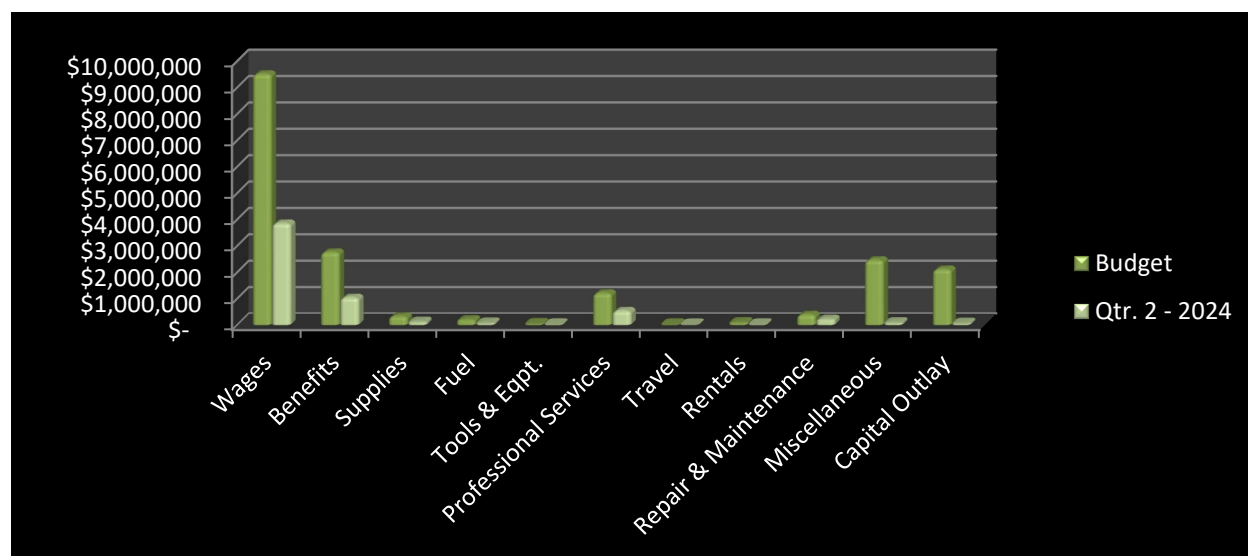
Spending on capital outlay is only 3% spent at this time. We have budgeted \$1,960,000 for a total of 7 ambulances including encumbrances from last year of \$840,000 which are still in

production. Except for EPCR computers in the equipment fund, other capital equipment that has been budgeted has not yet been spent.

There are a couple of areas within the EMS budget that are higher than expected, including Snohomish County EMS/MPD services, which is 154% spent. This annual payment doubled in 2024, as compared with 2023. No additional spending on this line item is expected for the year.

Also, the professional services line item is 51% spent. This is because the payment to the run review doctor for July was made in June. This line item is expected to be within budget for the year.

AID & RESCUE (EMS)		Budget	Qtr. 2 - 2024
Wages	\$	9,501,303	\$ 3,844,862
Benefits	\$	2,750,855	\$ 1,031,003
Supplies	\$	316,500	\$ 121,482
Fuel	\$	195,000	\$ 76,011
Tools & Eqpt.	\$	44,349	\$ 20,270
Professional Services	\$	1,197,990	\$ 531,859
Travel	\$	16,350	\$ -
Rentals	\$	95,364	\$ 18,796
Repair & Maintenance	\$	384,300	\$ 216,656
Miscellaneous	\$	2,450,230	\$ 91,226
Capital Outlay	\$	2,100,386	\$ 64,263
Totals	\$	19,052,627	\$ 6,016,430



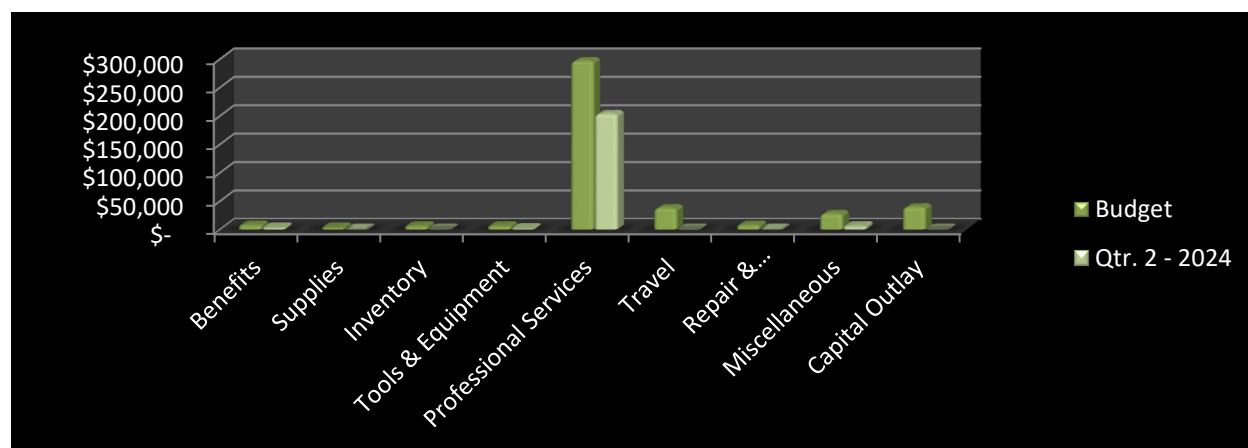
HEALTH AND SAFETY

The Health and Safety budget is 50% spent, with \$216,843 in expenditures. The areas of most significance that exceed the 50% threshold are screening and testing, annual physicals, and software subscriptions and licensing. Most other line items were below budgeted expectations with travel being the most significant.

Screening and testing is 93% spent. Most of this was for the annual Ready Rebound payment. The payment to Ready Rebound is within the amount budgeted for the year. Annual physicals are 63% spent at this time. We still expect this line item to come in within budgeted appropriations because except for new hires, most of the physicals occur around the same time of year, and there was a large payment for physicals in June.

The travel line item is 1% spent so far this year. This is because the budgeted travel has not yet occurred.

HEALTH & SAFETY	Budget	Qtr. 2 - 2024
Benefits	\$ 8,000	\$ 3,573
Supplies	\$ 3,600	\$ 410
Inventory	\$ 6,250	\$ -
Tools & Equipment	\$ 6,500	\$ 1,647
Professional Services	\$ 296,940	\$ 203,800
Travel	\$ 38,125	\$ 348
Repair & Maintenance	\$ 8,000	\$ 438
Miscellaneous	\$ 28,095	\$ 6,626
Capital Outlay	\$ 39,726	\$ -
Totals	\$ 435,236	\$ 216,843



SHOP:

The Shop budget is 39% spent, with expenses of \$1,199,803. The areas contributing most significantly to the shop budget being less than 50% spent are regular wages, combined benefits, and parts inventory. Spending in these areas are 42%, 39%, and 31% respectively.

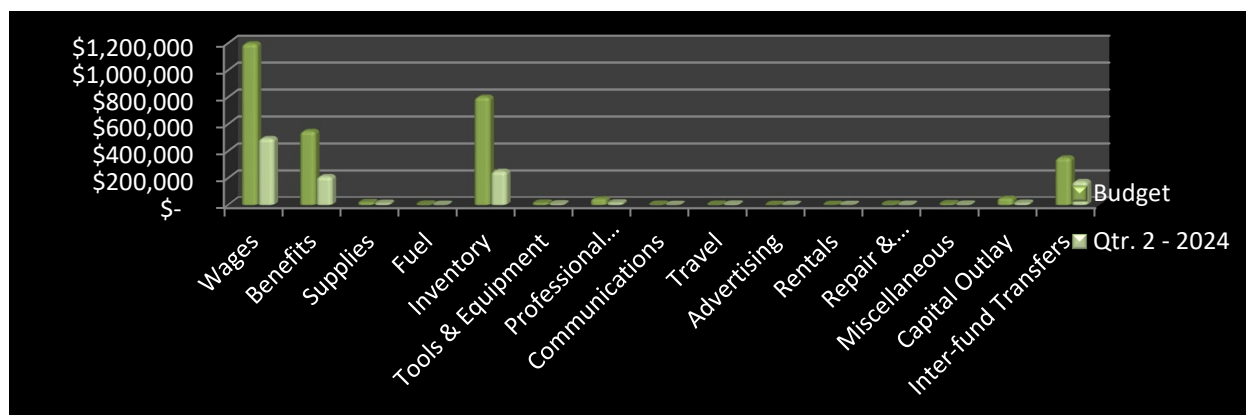
Wages and benefits are underspent because we budgeted for a total of 11 positions in the shop, with only 9 of these positions filled as of the end of the first quarter, and the 10th and 11th employees having been hired in April and June.

We anticipate that the parts spending will increase as the shop catches up on some backlog with the positions that have been filled. This will provide more billable hours, which will lead to the purchase of more parts.

Except for software maintenance fees, the line items that exceed the 50% threshold involve mostly small dollar amounts, and are not considered significant.

The spending on software maintenance fees is nonetheless expected to remain within budget.

SHOP	Budget	Qtr. 2 - 2024
Wages	\$ 1,196,100	\$ 493,601
Benefits	\$ 546,800	\$ 211,496
Supplies	\$ 21,350	\$ 14,165
Fuel	\$ 4,800	\$ 1,487
Inventory	\$ 800,000	\$ 250,711
Tools & Equipment	\$ 16,250	\$ 7,990
Professional Services	\$ 44,825	\$ 17,945
Communications	\$ 3,500	\$ 631
Travel	\$ 3,500	\$ 5,093
Advertising	\$ 500	\$ -
Rentals	\$ -	\$ -
Repair & Maintenance	\$ 5,000	\$ 2,576
Miscellaneous	\$ 10,375	\$ 4,106
Capital Outlay	\$ 50,000	\$ 15,045
Inter-fund Transfers	\$ 349,910	\$ 174,955
Totals	\$ 3,052,910	\$ 1,199,803



NON-DEPARTMENTAL:

Non- Departmental costs total \$7,218,154; 51% of the budgeted amount. The only areas in this program that exceed the 50% threshold are insurance, which is 98% spent and Unemployment cost, which is 66% spent. Also, in the retirement reserve fund, leave accrual buy-out is 113% spent.

The insurance costs are 98% of the budget because this is an annual bill that is usually paid at the beginning of the year. No additional insurance costs are expected unless the district sees an increase in its insurable assets. If insurance spending had been 50% spent, this program budget would have been 49% spent.

Even if unemployment costs exceed the amount budgeted, we do not anticipate that it would be significant.

Leave accrual buy-out in the retirement reserve fund is higher than budgeted due to some unbudgeted and unexpected departures from the district. In the past, we have only budgeted leave accrual buy-outs for employees who have given notice in the prior year. We plan to amend the budget to cover the costs of those employees whose leave accrual buy-outs were not budgeted.

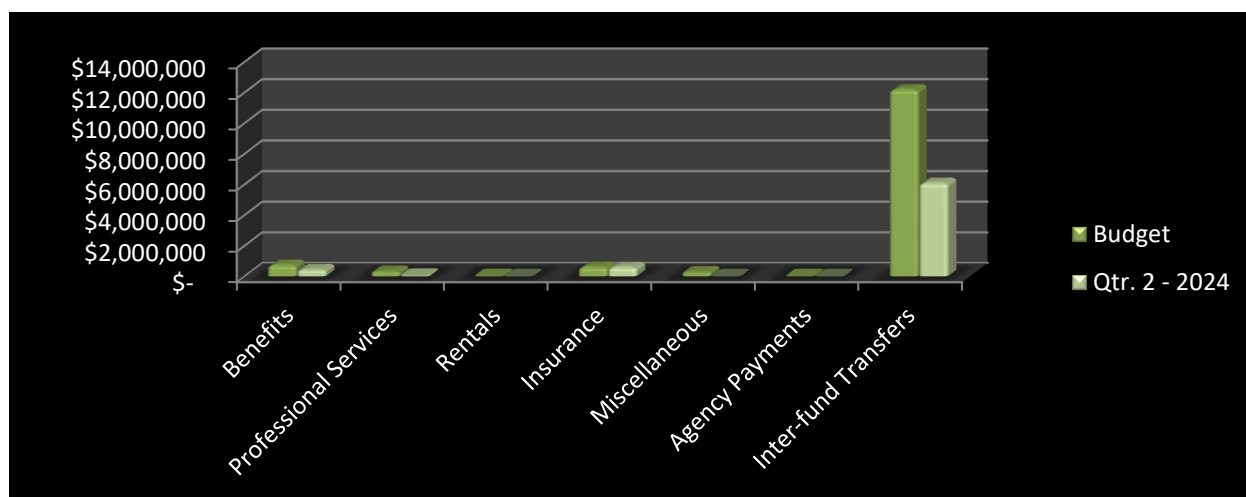
A few areas of significance that are below budgeted expectations include rebranding, and labor attorney costs, which are both 0% spent. Retirement medical and VEBA costs in the retirement reserve fund are also below budgeted expectations with 38% and 2% of these line items having been spent.

We expect that rebranding costs will continue to remain below budget for the year.

It should be noted that retirement medical costs are budgeted based on the assumption that all eligible retirees would be paid retirement medical, when in fact not all of them receive the full amount.

We anticipate that the VEBA costs will increase once the VEBA back-pay amount for the retirees has been paid.

NON-DEPARTMENTAL		Budget	Qtr. 2 - 2024
Benefits	\$	745,221	\$ 444,674
Professional Services	\$	320,475	\$ 60,963
Rentals	\$	25,000	\$ 9,316
Insurance	\$	617,591	\$ 603,392
Miscellaneous	\$	286,274	\$ -
Agency Payments	\$	20,000	\$ 2,483
Inter-fund Transfers	\$	12,194,652	\$ 6,097,326
Totals	\$	14,209,213	\$ 7,218,154



TECHNICAL SERVICES

Technical services costs are 43% of the amount budgeted, with \$1,340,991 in expenditures. The most significant line items in technical services that are below budgeted expectations are apparatus repair and maintenance, which is 36% spent, IT services, which is 35% spent, and small tools and equipment, which is 39% spent.

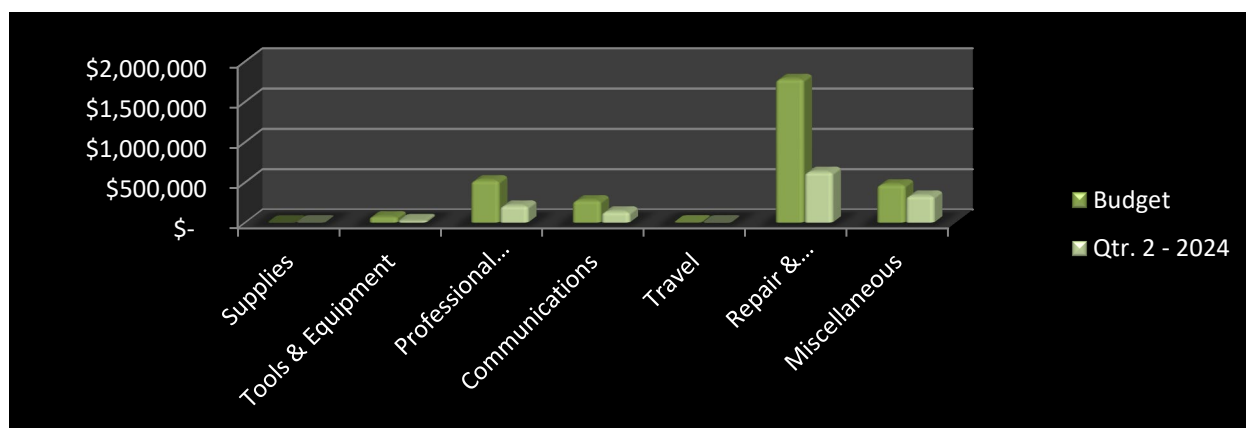
To date, it looks as though both apparatus repair and maintenance costs and IT services will be below budget for the year based on year-to-date spending and a comparison of what was spent in the prior year at this time.

The most significant line items that exceed the 50% threshold are software subscriptions and licensing, and cellular services which are 71% and 58% spent respectively. Spending on software

subscriptions and licensing totals \$330,350 through June of this year. Last year at this time we had spent \$280,920, and through June 2022 this spending totaled \$283,678. We expect that spending for this line item will exceed the budget this year.

Costs for cellular services total \$61,985. At this time last year, we spent \$48,481. We expect this line item to be more than budgeted for 2024.

TECHNICAL SERVICES		Budget	Qtr. 2 - 2024
Supplies	\$	1,000	\$ -
Tools & Equipment	\$	72,250	\$ 28,203
Professional Services	\$	523,400	\$ 210,945
Communications	\$	275,140	\$ 137,020
Travel	\$	3,490	\$ 2,003
Repair & Maintenance	\$	1,780,000	\$ 628,646
Miscellaneous	\$	472,532	\$ 334,175
Totals	\$	3,127,812	\$ 1,340,991



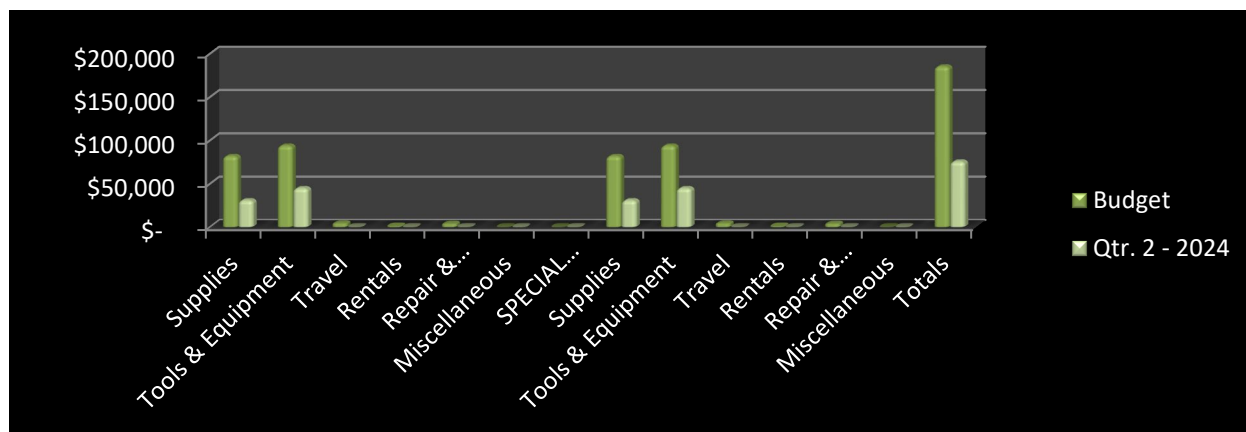
SPECIAL OPERATIONS

The special operations budget is 41% spent with \$75,450 in total expenditures for the second quarter.

The most significant line items exceeding the 50% threshold are tech rescue equipment and rescue swimmer equipment. Spending on these line items is 67% and 81% spent at this time.

However, tech rescue supplies and rescue swimmer supplies are below budgeted expectations with spending of 30% and 39% respectively. Wildland gear is also below budget at this time with spending at 17% of budget. The remaining line items within this program are unspent.

SPECIAL OPERATIONS		Budget	Qtr. 2 - 2024
Supplies	\$	81,770	\$ 30,739
Tools & Equipment	\$	93,780	\$ 44,687
Travel	\$	4,500	\$ -
Rentals	\$	1,095	\$ -
Repair & Maintenance	\$	4,012	\$ -
Miscellaneous	\$	-	\$ 24
Totals	\$	185,157	\$ 75,450



PUBLIC AFFAIRS

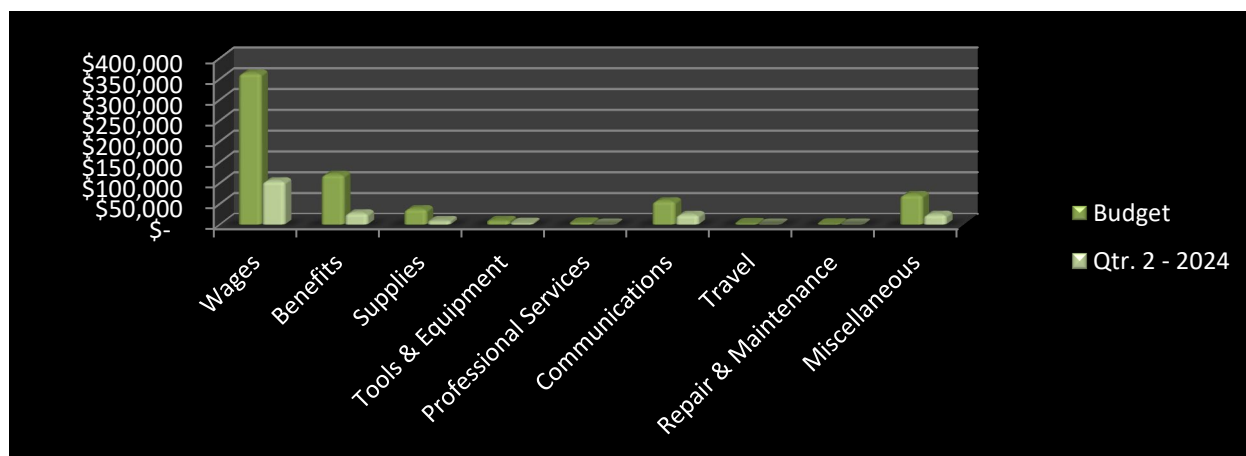
This program budget is 29% spent with \$193,693 in expenditures. All line items within the public affairs program are less than 50% spent.

The main reason this program is below budget is because wages and benefits are below the expected 25% threshold.

Combined wages and combined benefits are 29% spent and 23% spent respectively, because we have only three positions budgeted in this area, and one of them, the data analyst position, has not been filled. Also, the COLAs for the teamsters have not been paid for this year because their contract is still being negotiated.

There are also several line items that have remained unspent so far this year.

PUBLIC AFFAIRS		Budget	Qtr. 2 - 2024
Wages	\$	363,300	\$ 104,457
Benefits	\$	120,000	\$ 27,557
Supplies	\$	37,500	\$ 9,669
Tools & Equipment	\$	10,000	\$ 3,911
Professional Services	\$	5,000	\$ -
Communications	\$	56,500	\$ 23,932
Travel	\$	3,000	\$ -
Repair & Maintenance	\$	2,000	\$ -
Miscellaneous	\$	71,400	\$ 24,167
Totals	\$	668,700	\$ 193,693



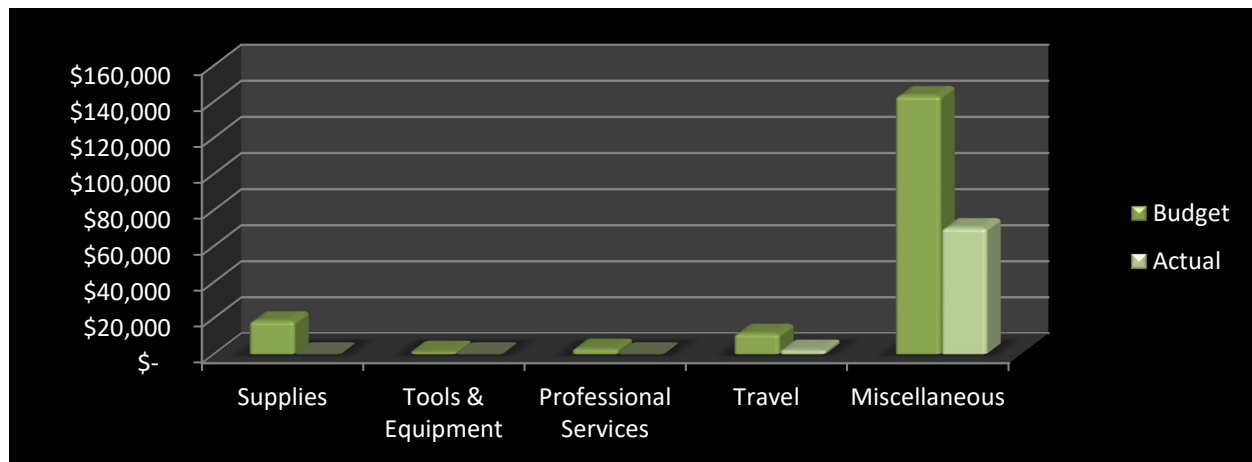
STRATEGIC PLANNING

Strategic planning is 41% spent so far this year. The only area that exceeds 50% of the budget is dues and subscriptions, which is 97% spent. The spending was for the annual CFAI Fee. It is slightly more than budgeted, but not significantly so. There are a few other membership fees budgeted in this line item that have not yet been paid, but the amounts budgeted total only \$230.

All other line items in this program are below the 50% threshold, with some of them being unspent as of the end of the second quarter.

We expect this program to remain below budget for the year.

STRATEGIC PLANNING		Budget	Qtr. 2 - 2024
Supplies	\$	18,500	\$ -
Tools & Equipment	\$	1,500	\$ -
Professional Services	\$	3,000	\$ -
Travel	\$	11,550	\$ 2,353
Miscellaneous	\$	143,310	\$ 70,217
Totals	\$	177,860	\$ 72,570





Snohomish Regional Fire & Rescue, WA

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Budget Report Account Summary

For Fiscal: 2024 Period Ending: 06/30/2024

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Used
Fund: 001 - General Fund							
Revenue							
001-311-10-00-00	Regular Property Taxes	61,659,030.51	61,659,030.51	308,431.23	32,448,168.42	-29,210,862.09	52.63 %
001-311-10-00-01	EMS taxes	11,661,617.88	11,661,617.88	60,966.14	6,241,108.37	-5,420,509.51	53.52 %
001-311-10-00-02	M&O Levy	0.00	0.00	0.00	703.84	703.84	0.00 %
001-317-40-00-00	Timber Excise Taxes	0.00	0.00	0.00	0.00	0.00	0.00 %
001-322-90-00-01	Burn Permits	9,100.00	9,100.00	800.00	6,049.00	-3,051.00	66.47 %
001-331-93-00-00	Federal Direct Grants-HHS	0.00	0.00	0.00	0.00	0.00	0.00 %
001-332-93-30-00	Medicaid Transformation Demonstr...	0.00	0.00	0.00	0.00	0.00	0.00 %
001-332-93-40-00	GEMT	6,897,321.00	6,897,321.00	0.00	0.00	-6,897,321.00	0.00 %
001-333-97-00-00	Federal Indirect Grants	0.00	0.00	0.00	0.00	0.00	0.00 %
001-334-04-90-00	State Grant- Trauma	0.00	0.00	0.00	766.00	766.00	0.00 %
001-334-06-90-01	L&I Grant - Stay at Work	0.00	0.00	4,747.40	19,025.35	19,025.35	0.00 %
001-334-06-90-02	L&I Grant - FIIRE	0.00	0.00	0.00	0.00	0.00	0.00 %
001-337-00-00-00	Local Grants, Entitlements and Othe..	8,650.00	8,650.00	649.21	14,043.45	5,393.45	162.35 %
001-342-21-00-00	Medical Records	1,800.00	1,800.00	52.18	576.78	-1,223.22	32.04 %
001-342-21-00-01	State Mobe Personnel	0.00	0.00	0.00	60,422.51	60,422.51	0.00 %
001-342-21-00-02	State Mobe Eqpt.	0.00	0.00	0.00	5,771.76	5,771.76	0.00 %
001-342-21-00-03	Mill Creek Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-04	Brightwater Contract	112,449.50	112,449.50	0.00	121,443.81	8,994.31	108.00 %
001-342-21-00-05	School Districts	30,700.00	30,700.00	0.00	0.00	-30,700.00	0.00 %
001-342-21-00-06	CPR Classes	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-08	Other Service Contracts	16,000.00	16,000.00	0.00	5,118.75	-10,881.25	31.99 %
001-342-21-00-09	County Fair Contract	83,664.83	83,664.83	0.00	0.00	-83,664.83	0.00 %
001-342-21-00-10	SCFD 5 ALS Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-11	SCFD 16 ALS Contract	11,000.00	11,000.00	0.00	2,200.00	-8,800.00	20.00 %
001-342-21-00-12	Evergreen Fair Aid Station	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-13	Unprotected Land Contracts	0.00	0.00	0.00	10,650.51	10,650.51	0.00 %
001-342-21-00-14	DOC Contract	394,837.96	394,837.96	0.00	197,418.98	-197,418.98	50.00 %
001-342-21-00-15	Smoke Detector Sales	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-16	Address Sign Sales	1,000.00	1,000.00	12.00	203.00	-797.00	20.30 %
001-342-21-00-17	SCFD 17 ALS Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-18	LS Sewer District Contract	3,800.00	3,800.00	0.00	0.00	-3,800.00	0.00 %
001-342-21-00-19	SCFD16 Property Tax	21,500.00	21,500.00	0.00	0.00	-21,500.00	0.00 %
001-342-40-00-01	Plan Review/ Permits/ Inspections	83,325.00	83,325.00	2,702.00	67,347.68	-15,977.32	80.83 %
001-342-60-00-00	Transports	2,237,676.00	2,237,676.00	259,325.61	1,315,191.65	-922,484.35	58.77 %
001-342-60-00-01	MVCs	35,000.00	35,000.00	2,950.00	13,130.00	-21,870.00	37.51 %
001-359-00-00-01	PSCAA- Illegal Burns	600.00	600.00	0.00	0.00	-600.00	0.00 %
001-361-10-00-00	Investment Interest	1,000,000.00	1,000,000.00	261,417.17	1,360,520.63	360,520.63	136.05 %
001-367-00-00-00	Contributions and Donations from ...	0.00	0.00	0.00	2,498.00	2,498.00	0.00 %
001-369-10-00-00	Sale of Scrap/Surplus	0.00	0.00	0.00	1,288.00	1,288.00	0.00 %
001-369-20-00-00	Unclaimed Property	0.00	0.00	0.00	0.00	0.00	0.00 %
001-369-50-00-00	Carry Over - Other District	0.00	0.00	0.00	0.00	0.00	0.00 %
001-369-91-00-00	Other Revenue	14,800.00	14,800.00	38.00	4,229.00	-10,571.00	28.57 %
001-369-91-00-01	Refunds & Reimbursements	300,000.00	300,000.00	41,232.17	222,385.91	-77,614.09	74.13 %
001-369-91-00-02	Hazmat Cost Recovery	0.00	0.00	0.00	0.00	0.00	0.00 %
001-395-00-00-00	Insurance Recovery	0.00	0.00	0.00	6,344.36	6,344.36	0.00 %
001-395-10-00-00	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-02	Transfer in From Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-03	Transfer in From Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-05	Transfer in From Shop	99,910.00	99,910.00	24,977.50	49,955.00	-49,955.00	50.00 %

Budget Report

For Fiscal: 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-397-00-00-06	Interfund Transfer - PFML	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	84,683,782.68	84,683,782.68	968,300.61	42,176,560.76	-42,507,221.92	49.80 %
Expense							
001-501-522-10-10-01	Commissioner - Wages	105,042.00	105,042.00	9,499.00	49,729.00	55,313.00	47.34 %
001-501-522-10-20-06	Commissioner - Social Security	13,130.00	13,130.00	621.85	2,879.82	10,250.18	21.93 %
001-501-522-10-20-08	Commissioner - Medicare	1,530.00	1,530.00	139.01	730.94	799.06	47.77 %
001-501-522-10-20-09	Commissioner - L&I	200.00	200.00	8.34	44.39	155.61	22.20 %
001-501-522-10-20-13	Commissioner - Deferred Comp	0.00	0.00	86.94	677.70	-677.70	0.00 %
001-501-522-10-20-14	Commissioner - AD&D	0.00	0.00	0.00	0.00	0.00	0.00 %
001-501-522-10-20-15	Commissioner - Paid Family & Medi...	230.00	230.00	20.06	105.04	124.96	45.67 %
001-501-522-10-41-03	Commissioner - Professional Services	50,000.00	79,766.00	0.00	79,765.71	0.29	100.00 %
001-501-522-10-43-01	Commissioner - Travel	4,150.00	4,150.00	177.37	833.76	3,316.24	20.09 %
001-501-522-10-49-01	Commissioner - All Dues	6,220.00	6,220.00	0.00	6,000.00	220.00	96.46 %
001-501-522-10-49-04	Commissioner - Other Miscellaneous	2,000.00	2,000.00	0.00	83.43	1,916.57	4.17 %
001-501-522-45-49-01	Commissioner - Registration	1,900.00	1,900.00	0.00	2,890.00	-990.00	152.11 %
001-502-522-10-10-01	Admin - Wages	1,590,000.00	1,634,283.00	115,313.46	788,375.99	845,907.01	48.24 %
001-502-522-10-10-02	Admin - Overtime	7,000.00	7,000.00	0.00	188.55	6,811.45	2.69 %
001-502-522-10-10-03	Admin - Leave Sell Back	112,600.00	112,600.00	9,211.12	38,230.61	74,369.39	33.95 %
001-502-522-10-20-05	Admin - Medical/Dental	307,600.00	307,600.00	18,749.80	121,088.69	186,511.31	39.37 %
001-502-522-10-20-06	Admin - Retirement	125,900.00	128,067.00	8,199.14	55,208.99	72,858.01	43.11 %
001-502-522-10-20-07	Admin - Disability	3,200.00	3,200.00	194.50	1,283.71	1,916.29	40.12 %
001-502-522-10-20-08	Admin - Medicare	25,100.00	25,751.00	2,221.48	12,090.55	13,660.45	46.95 %
001-502-522-10-20-09	Admin - L&I	15,500.00	15,500.00	887.11	6,611.07	8,888.93	42.65 %
001-502-522-10-20-10	Admin - VEBA	26,200.00	26,200.00	107.26	1,061.06	25,138.94	4.05 %
001-502-522-10-20-13	Admin - Deferred Comp	22,000.00	22,584.00	822.88	6,144.57	16,439.43	27.21 %
001-502-522-10-20-14	Admin - AD&D	5,000.00	5,000.00	4,344.54	4,344.54	655.46	86.89 %
001-502-522-10-20-15	Admin - Paid Family & Medical Leave	2,800.00	2,941.96	196.44	1,551.89	1,390.07	52.75 %
001-502-522-10-31-00	Admin - Office Supplies	25,225.00	25,225.00	2,914.84	12,462.45	12,762.55	49.41 %
001-502-522-10-35-00	Admin - Small Tools/Minor Equip.	4,000.00	4,000.00	38.00	373.02	3,626.98	9.33 %
001-502-522-10-41-01	Admin - Professional Services	196,670.00	196,670.00	5,054.00	52,054.64	144,615.36	26.47 %
001-502-522-10-42-00	Admin - Postage & Shipping	3,520.00	3,520.00	82.58	2,700.06	819.94	76.71 %
001-502-522-10-43-00	Admin - Travel	29,500.00	29,500.00	0.00	3,003.58	26,496.42	10.18 %
001-502-522-10-44-00	Admin - Advertising	7,590.00	7,590.00	1,226.50	2,400.50	5,189.50	31.63 %
001-502-522-10-49-01	Admin - Dues	14,704.00	14,704.00	100.00	1,744.08	12,959.92	11.86 %
001-502-522-10-49-06	Admin - Other Miscellaneous	20,805.00	20,805.00	12,553.79	16,616.36	4,188.64	79.87 %
001-502-522-10-49-07	Admin - Service Awards	48,200.00	48,200.00	3,288.22	23,916.92	24,283.08	49.62 %
001-502-522-45-49-02	Admin - Training Registration	21,100.00	21,100.00	0.00	929.00	20,171.00	4.40 %
001-503-522-10-10-01	Finance & HR - Wages	1,464,700.00	1,511,977.00	121,236.30	753,295.05	758,681.95	49.82 %
001-503-522-10-10-02	Finance & HR - Overtime	11,300.00	11,300.00	0.00	0.00	11,300.00	0.00 %
001-503-522-10-10-03	Finance & HR - Leave Sell Back	168,200.00	168,200.00	22,874.69	73,899.91	94,300.09	43.94 %
001-503-522-10-10-04	Finance & HR - Comp	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00 %
001-503-522-10-20-05	Finance & HR - Medical/Dental	354,700.00	354,700.00	22,139.52	120,496.12	234,203.88	33.97 %
001-503-522-10-20-06	Finance & HR - Retirement	157,000.00	161,216.00	11,215.94	68,244.24	92,971.76	42.33 %
001-503-522-10-20-07	Finance & HR - Disability	4,400.00	4,400.00	399.95	2,329.47	2,070.53	52.94 %
001-503-522-10-20-08	Finance & HR - Medicare	24,800.00	25,506.00	2,133.89	12,264.68	13,241.32	48.09 %
001-503-522-10-20-09	Finance & HR - L&I	4,800.00	4,800.00	311.72	1,770.29	3,029.71	36.88 %
001-503-522-10-20-10	Finance & HR - VEBA	7,500.00	7,500.00	688.50	3,913.50	3,586.50	52.18 %
001-503-522-10-20-13	Finance & HR - Deferred Comp	38,000.00	39,435.00	3,053.58	18,642.96	20,792.04	47.28 %
001-503-522-10-20-14	Finance & HR - AD&D	2,800.00	2,800.00	3,443.88	3,443.88	-643.88	123.00 %
001-503-522-10-20-15	Finance & HR - Paid Family & Medic...	3,400.00	3,400.00	278.09	1,675.62	1,724.38	49.28 %
001-503-522-10-41-01	Finance & HR - Professional Services	0.00	0.00	0.00	15,438.75	-15,438.75	0.00 %
001-503-522-10-43-00	Finance & HR - Travel	39,380.00	39,380.00	4,834.58	9,247.40	30,132.60	23.48 %
001-503-522-10-45-00	Finance & HR - Rentals	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
001-503-522-10-49-01	Finance & HR - Dues & Subscriptions	2,651.00	2,651.00	108.01	577.01	2,073.99	21.77 %
001-503-522-10-49-06	Finance & HR - Other Miscellaneous	11,987.00	11,987.00	2,544.09	6,035.20	5,951.80	50.35 %
001-503-522-45-49-02	Finance & HR - Training Registration	57,380.00	57,380.00	2,850.00	10,332.37	47,047.63	18.01 %
001-504-522-20-10-01	Suppression - Wages	22,497,000.00	24,767,635.00	1,609,611.09	12,651,428.41	12,116,206.59	51.08 %
001-504-522-20-10-02	Suppression - Overtime	4,139,770.00	4,139,770.00	451,101.51	1,673,752.71	2,466,017.29	40.43 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-504-522-20-10-03	Suppression - Leave Sell Back	1,783,000.00	1,783,000.00	-42,753.62	454,252.61	1,328,747.39	25.48 %
001-504-522-20-10-04	Suppression - Comp	263,100.00	263,100.00	0.00	0.00	263,100.00	0.00 %
001-504-522-20-20-05	Suppression - Medical/Dental	4,629,100.00	4,629,100.00	372,845.54	2,293,191.09	2,335,908.91	49.54 %
001-504-522-20-20-06	Suppression - Retirement	1,526,400.00	1,644,480.00	115,028.07	763,325.73	881,154.27	46.42 %
001-504-522-20-20-07	Suppression - Disability	52,500.00	52,500.00	3,984.25	24,657.96	27,842.04	46.97 %
001-504-522-20-20-08	Suppression - Medicare	416,100.00	450,424.00	33,481.20	223,048.10	227,375.90	49.52 %
001-504-522-20-20-09	Suppression - L&I	1,403,600.00	1,403,600.00	73,334.41	439,864.31	963,735.69	31.34 %
001-504-522-20-20-10	Suppression - VEBA	5,500.00	5,500.00	0.00	500.01	4,999.99	9.09 %
001-504-522-20-20-13	Suppression - Deferred Comp	1,292,700.00	1,389,265.00	90,580.22	600,143.29	789,121.71	43.20 %
001-504-522-20-20-14	Suppression - AD&D	15,200.00	15,200.00	7,861.22	7,861.22	7,338.78	51.72 %
001-504-522-20-20-15	Suppression - Paid Family & Medical..	57,500.00	66,506.00	4,728.82	31,670.95	34,835.05	47.62 %
001-504-522-20-31-01	Suppression - Operating Supplies	83,500.00	83,500.00	6,521.03	13,020.62	70,479.38	15.59 %
001-504-522-20-31-03	Suppression - SCBA Supplies	25,000.00	25,000.00	276.20	276.20	24,723.80	1.10 %
001-504-522-20-31-07	Suppression - Uniforms	232,650.00	232,650.00	11,512.70	69,613.27	163,036.73	29.92 %
001-504-522-20-31-10	Suppression - Bunker Gear Supplies	60,000.00	60,000.00	0.00	5,888.10	54,111.90	9.81 %
001-504-522-20-32-00	Suppression - Fuel	195,000.00	195,000.00	13,688.19	78,454.66	116,545.34	40.23 %
001-504-522-20-35-00	Suppression - Small Tools/Minor Eq...	195,000.00	195,000.00	21,516.33	55,141.27	139,858.73	28.28 %
001-504-522-20-41-01	Suppression - Air Monitoring	12,500.00	12,500.00	1,568.60	9,523.10	2,976.90	76.18 %
001-504-522-20-41-02	Suppression - Hose Testing	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
001-504-522-20-43-00	Suppression - Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00 %
001-504-522-20-48-02	Suppression - Equip. Repair/Maint.	60,500.00	60,500.00	4,711.46	10,365.14	50,134.86	17.13 %
001-504-522-20-48-11	Suppression - Bunker Gear Repair/...	35,000.00	35,000.00	1,992.40	7,988.98	27,011.02	22.83 %
001-504-522-20-48-12	Suppression - SCBA Repair/Maint.	30,000.00	30,000.00	176.65	1,086.23	28,913.77	3.62 %
001-504-522-20-49-02	Suppression - Cost Share Zone 11	45,000.00	45,000.00	0.00	33,034.75	11,965.25	73.41 %
001-504-522-20-49-04	Suppression - Other Miscellaneous	6,200.00	6,200.00	0.00	-565.25	6,765.25	-9.12 %
001-504-528-00-41-00	Dispatch Services - SNO 911	213,500.00	213,500.00	0.00	88,957.35	124,542.65	41.67 %
001-505-522-30-10-01	Prevention Services - Wages	1,077,000.00	1,140,577.00	171,988.22	686,478.63	454,098.37	60.19 %
001-505-522-30-10-02	Prevention Services - Overtime	82,000.00	82,000.00	476.45	5,943.33	76,056.67	7.25 %
001-505-522-30-10-03	Prevention Services - Leave Sell Back	153,800.00	153,800.00	28,610.81	47,496.27	106,303.73	30.88 %
001-505-522-30-10-04	Prevention Services - Comp	8,900.00	8,900.00	0.00	0.00	8,900.00	0.00 %
001-505-522-30-20-05	Prevention Services - Medical/Dental	205,600.00	205,600.00	31,415.08	108,471.86	97,128.14	52.76 %
001-505-522-30-20-06	Prevention Services - Retirement	83,000.00	86,173.00	10,605.42	40,935.53	45,237.47	47.50 %
001-505-522-30-20-07	Prevention Services - Disability	2,200.00	2,200.00	311.16	1,140.92	1,059.08	51.86 %
001-505-522-30-20-08	Prevention Services - Medicare	19,300.00	20,264.00	2,949.89	10,978.97	9,285.03	54.18 %
001-505-522-30-20-09	Prevention Services - L&I	38,500.00	38,500.00	3,335.48	11,079.21	27,420.79	28.78 %
001-505-522-30-20-10	Prevention Services - VEBA	7,500.00	7,500.00	175.00	1,050.00	6,450.00	14.00 %
001-505-522-30-20-13	Prevention Services - Deferred Comp	49,400.00	52,331.00	3,112.40	21,539.77	30,791.23	41.16 %
001-505-522-30-20-14	Prevention Services - AD&D	1,200.00	1,200.00	1,343.76	1,343.76	-143.76	111.98 %
001-505-522-30-20-15	Prevention Services - Paid Family & ...	2,500.00	2,500.00	389.13	1,528.16	971.84	61.13 %
001-505-522-30-31-00	Prevention Services - Operating Su...	6,000.00	6,000.00	872.59	2,715.98	3,284.02	45.27 %
001-505-522-30-31-02	Prevention Services - GIS Supplies	0.00	0.00	0.00	0.00	0.00	0.00 %
001-505-522-30-35-00	Prevention Services - Small Tools/M...	21,000.00	21,000.00	0.00	3,085.64	17,914.36	14.69 %
001-505-522-30-41-00	Prevention Services - Professional S...	16,000.00	16,000.00	1,822.50	3,112.50	12,887.50	19.45 %
001-505-522-30-43-00	Prevention Services - Travel	15,300.00	15,300.00	0.00	3,056.29	12,243.71	19.98 %
001-505-522-30-49-02	Prevention Services - Dues & Subscr...	8,924.00	8,924.00	0.00	4,831.19	4,092.81	54.14 %
001-505-522-30-49-04	Prevention Services - Software Lice...	28,700.00	28,700.00	0.00	11,391.83	17,308.17	39.69 %
001-505-522-45-49-02	Prevention Services - Training Regis...	15,395.00	15,395.00	0.00	9,547.74	5,847.26	62.02 %
001-506-522-45-10-01	Training - Wages	1,254,200.00	1,313,590.00	3,614.12	622,778.99	690,811.01	47.41 %
001-506-522-45-10-02	Training - Overtime	65,000.00	65,000.00	13,595.24	58,984.88	6,015.12	90.75 %
001-506-522-45-10-03	Training - Leave Sell Back	136,100.00	136,100.00	33,689.27	51,449.98	84,650.02	37.80 %
001-506-522-45-10-04	Training - Comp	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00 %
001-506-522-45-20-05	Training - Medical/Dental	242,100.00	242,100.00	3,814.16	91,310.12	150,789.88	37.72 %
001-506-522-45-20-06	Training - Retirement	82,500.00	85,230.00	1,968.36	37,810.25	47,419.75	44.36 %
001-506-522-45-20-07	Training - Disability	2,500.00	2,500.00	47.41	1,000.86	1,499.14	40.03 %
001-506-522-45-20-08	Training - Medicare	21,600.00	22,497.00	783.15	11,003.23	11,493.77	48.91 %
001-506-522-45-20-09	Training - L&I	55,800.00	55,800.00	1,012.55	14,192.92	41,607.08	25.44 %
001-506-522-45-20-10	Training - VEBA	6,100.00	6,100.00	166.67	166.67	5,933.33	2.73 %
001-506-522-45-20-13	Training - Deferred Comp	66,500.00	68,949.00	3,865.12	31,333.93	37,615.07	45.45 %

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For Fiscal: 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-506-522-45-20-14	Training - AD&D	100.00	100.00	-636.30	-636.30	736.30	-636.30 %
001-506-522-45-20-15	Training - Paid Family & Medical Le...	2,800.00	2,800.00	145.13	1,566.86	1,233.14	55.96 %
001-506-522-45-31-02	Training - Operating Supplies	1,200.00	1,200.00	0.00	374.22	825.78	31.19 %
001-506-522-45-31-03	Training - Miscellaneous Supplies	57,089.00	57,089.00	7,171.94	24,472.81	32,616.19	42.87 %
001-506-522-45-34-00	Training - Library/Text Books	13,651.00	13,651.00	104.93	2,032.60	11,618.40	14.89 %
001-506-522-45-35-00	Training - Small Tools/Equipment	109,018.00	109,018.00	3,712.28	12,054.81	96,963.19	11.06 %
001-506-522-45-41-00	Training - Professional Services	31,000.00	31,000.00	0.00	114.99	30,885.01	0.37 %
001-506-522-45-41-01	Training - Chaplains	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-506-522-45-41-03	Training - Explorers	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-506-522-45-43-00	Training - Travel Expenses	225,260.00	225,260.00	11,331.26	98,412.96	126,847.04	43.69 %
001-506-522-45-45-00	Training - Testing/Training Facility R...	78,900.00	78,900.00	26,560.00	27,185.00	51,715.00	34.46 %
001-506-522-45-49-00	Training - Software Subscription/Lic...	38,850.00	38,850.00	761.52	32,735.89	6,114.11	84.26 %
001-506-522-45-49-01	Training - Dues & Subscriptions	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-506-522-45-49-02	Training - Registration	279,760.00	279,760.00	1,437.50	67,932.28	211,827.72	24.28 %
001-506-522-45-49-04	Training - Simulator Warranty	15,125.00	15,125.00	0.00	0.00	15,125.00	0.00 %
001-506-522-45-49-05	Training - IFSAC Testing	13,400.00	13,400.00	0.00	2,800.00	10,600.00	20.90 %
001-506-522-45-49-06	Training - HAZMAT	16,500.00	16,500.00	0.00	0.00	16,500.00	0.00 %
001-506-522-45-49-10	Training - Tuition	84,000.00	84,000.00	3,056.00	60,605.14	23,394.86	72.15 %
001-506-522-45-49-23	Training - Career Academy	360,000.00	360,000.00	0.00	22,759.83	337,240.17	6.32 %
001-506-522-45-49-26	Training - Rescue Swimmer Training...	400.00	400.00	0.00	320.00	80.00	80.00 %
001-506-522-45-49-37	Training - Paramedic Training	110,300.00	110,300.00	1,710.00	10,332.90	99,967.10	9.37 %
001-506-522-45-49-44	Training - Training Consortium	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
001-506-594-45-64-00	Training - Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00 %
001-507-522-45-49-02	Logistics - Training Registration	10,500.00	10,500.00	0.00	3,650.04	6,849.96	34.76 %
001-507-522-50-10-01	Logistics - Wages	677,000.00	677,000.00	52,590.36	311,030.62	365,969.38	45.94 %
001-507-522-50-10-02	Logistics - Overtime	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00 %
001-507-522-50-10-03	Logistics - Leave Sell Back	64,100.00	64,100.00	8,867.36	16,288.91	47,811.09	25.41 %
001-507-522-50-10-04	Logistics - Comp	0.00	0.00	0.00	0.00	0.00	0.00 %
001-507-522-50-20-05	Logistics - Medical/Dental	157,900.00	157,900.00	12,704.12	76,224.72	81,675.28	48.27 %
001-507-522-50-20-06	Logistics - Retirement	56,000.00	56,000.00	4,321.79	24,713.65	31,286.35	44.13 %
001-507-522-50-20-07	Logistics - Disability	1,900.00	1,900.00	172.29	894.78	1,005.22	47.09 %
001-507-522-50-20-08	Logistics - Medicare	10,800.00	10,800.00	899.02	4,793.42	6,006.58	44.38 %
001-507-522-50-20-09	Logistics - L&I	6,000.00	6,000.00	494.81	2,550.22	3,449.78	42.50 %
001-507-522-50-20-10	Logistics - VEBA	11,500.00	11,500.00	146.00	876.00	10,624.00	7.62 %
001-507-522-50-20-13	Logistics - Deferred Comp	8,400.00	8,400.00	543.40	3,260.40	5,139.60	38.81 %
001-507-522-50-20-14	Logistics - AD&D	1,500.00	1,500.00	1,459.97	1,459.97	40.03	97.33 %
001-507-522-50-20-15	Logistics - Paid Family & Medical Le...	1,430.00	1,430.00	112.22	641.77	788.23	44.88 %
001-507-522-50-31-00	Logistics - Operating Supplies	75,000.00	75,000.00	4,702.62	35,103.18	39,896.82	46.80 %
001-507-522-50-35-00	Logistics - Small Tools/Minor Equip.	130,000.00	154,687.00	8,822.39	53,047.26	101,639.74	34.29 %
001-507-522-50-41-00	Logistics - Professional Services	274,600.00	274,600.00	20,068.91	98,710.35	175,889.65	35.95 %
001-507-522-50-41-02	Logistics - Drug & Alcohol Testing	0.00	0.00	0.00	89.00	-89.00	0.00 %
001-507-522-50-43-00	Logistics - Travel	10,000.00	10,000.00	5,927.98	6,700.39	3,299.61	67.00 %
001-507-522-50-45-00	Logistics - Rentals	8,500.00	8,500.00	296.00	1,632.56	6,867.44	19.21 %
001-507-522-50-47-01	Logistics - Electric	125,000.00	125,000.00	6,881.53	51,976.28	73,023.72	41.58 %
001-507-522-50-47-02	Logistics - Water	40,000.00	40,000.00	2,411.41	19,310.90	20,689.10	48.28 %
001-507-522-50-47-03	Logistics - Gas	80,000.00	80,000.00	2,579.69	31,437.63	48,562.37	39.30 %
001-507-522-50-47-04	Logistics - Refuse	52,500.00	52,500.00	6,093.51	37,939.12	14,560.88	72.26 %
001-507-522-50-48-00	Logistics - Repair & Maintenance	450,000.00	450,000.00	19,854.37	170,391.83	279,608.17	37.86 %
001-507-522-50-49-00	Logistics - Miscellaneous	25,000.00	25,000.00	99.22	14,818.62	10,181.38	59.27 %
001-507-522-50-49-02	Logistics - Dues & Subscriptions	200.00	200.00	0.00	0.00	200.00	0.00 %
001-507-522-50-49-04	Logistics - Software Subscription/Li...	0.00	0.00	0.00	0.00	0.00	0.00 %
001-508-522-20-10-01	Part Time - Wages	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00 %
001-508-522-20-20-06	Part Time - Retirement	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
001-508-522-20-20-08	Part Time - Medicare	200.00	200.00	0.00	0.00	200.00	0.00 %
001-508-522-20-20-09	Part Time - L&I	900.00	900.00	0.00	0.00	900.00	0.00 %
001-508-522-20-20-10	Part Time - VEBA	0.00	0.00	0.00	0.00	0.00	0.00 %
001-508-522-20-20-14	Part Time - AD&D	1,800.00	1,800.00	1,720.50	1,720.50	79.50	95.58 %
001-508-522-20-20-15	Part Time - Paid Family & Medical L...	30.00	30.00	0.00	0.00	30.00	0.00 %

Budget Report

For Fiscal: 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-508-522-20-49-00	Part Time - Chaplain Dues	5,200.00	5,200.00	0.00	0.00	5,200.00	0.00 %
001-509-522-20-10-01	EMS - Wages	6,876,100.00	7,485,849.00	428,096.07	3,249,828.13	4,236,020.87	43.41 %
001-509-522-20-10-02	EMS - Overtime	1,502,554.00	1,502,554.00	88,732.65	527,097.26	975,456.74	35.08 %
001-509-522-20-10-03	EMS - Leave Sell Back	394,100.00	394,100.00	21,636.34	67,936.87	326,163.13	17.24 %
001-509-522-20-10-04	EMS - Comp	118,800.00	118,800.00	0.00	0.00	118,800.00	0.00 %
001-509-522-20-20-05	EMS - Medical/Dental	1,345,500.00	1,345,500.00	80,768.89	513,606.96	831,893.04	38.17 %
001-509-522-20-20-06	EMS - Retirement	473,100.00	504,776.00	28,140.45	200,653.19	304,122.81	39.75 %
001-509-522-20-20-07	EMS - Disability	14,100.00	14,100.00	831.12	5,555.51	8,544.49	39.40 %
001-509-522-20-20-08	EMS - Medicare	129,000.00	138,237.00	8,068.94	57,359.87	80,877.13	41.49 %
001-509-522-20-20-09	EMS - L&I	309,700.00	309,700.00	16,637.90	98,562.73	211,137.27	31.83 %
001-509-522-20-20-10	EMS - VEBA	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00 %
001-509-522-20-20-13	EMS - Deferred Comp	389,600.00	416,892.00	21,883.12	146,961.21	269,930.79	35.25 %
001-509-522-20-20-14	EMS - AD&D	700.00	700.00	221.76	221.76	478.24	31.68 %
001-509-522-20-20-15	EMS - Paid Family & Medical Leave	16,350.00	16,350.00	1,141.34	8,081.87	8,268.13	49.43 %
001-509-522-20-20-16	EMS - MERP - ER	0.00	0.00	0.00	0.00	0.00	0.00 %
001-509-522-20-31-01	EMS - Fair Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-509-522-20-32-00	EMS - Fuel	195,000.00	195,000.00	13,413.83	76,011.33	118,988.67	38.98 %
001-509-522-20-35-00	EMS - Small Tools/Minor Equip.	44,349.00	44,349.00	1,601.81	20,269.97	24,079.03	45.71 %
001-509-522-20-41-02	EMS - Professional Services	55,000.00	55,000.00	8,000.00	28,000.00	27,000.00	50.91 %
001-509-522-20-41-05	EMS - Systems Design Billing	170,000.00	170,000.00	12,144.10	72,346.70	97,653.30	42.56 %
001-509-522-20-41-06	EMS - Biohazard Waste Removal	5,000.00	5,000.00	131.50	366.32	4,633.68	7.33 %
001-509-522-20-41-11	EMS - Sno Co MPD & EMS	49,000.00	49,000.00	0.00	75,316.71	-26,316.71	153.71 %
001-509-522-20-41-13	EMS - GEMT Professional Services	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00 %
001-509-522-20-43-00	EMS - Travel	16,350.00	16,350.00	0.00	0.00	16,350.00	0.00 %
001-509-522-20-45-00	EMS - Rentals	30,000.00	30,000.00	2,303.32	13,479.66	16,520.34	44.93 %
001-509-522-20-48-01	EMS - Equip. Repair/Maint.	384,300.00	384,300.00	61,801.04	216,655.69	167,644.31	56.38 %
001-509-522-20-49-01	EMS - Dues & Subscriptions	780.00	780.00	3,800.00	3,830.00	-3,050.00	491.03 %
001-509-522-20-49-02	EMS - Software Subscriptions/Licens..	179,800.00	179,800.00	5,951.79	70,761.09	109,038.91	39.36 %
001-509-522-20-49-04	EMS - Other Miscellaneous	2,500.00	2,500.00	158.32	1,242.21	1,257.79	49.69 %
001-509-522-30-31-01	EMS - Medications & Medical Suppl...	315,000.00	315,000.00	22,712.09	121,482.26	193,517.74	38.57 %
001-509-522-45-49-02	EMS - Training Registration	57,150.00	57,150.00	1,325.00	15,304.49	41,845.51	26.78 %
001-509-528-00-41-00	Dispatch Services - SNO911	853,990.40	853,990.40	0.00	355,829.40	498,161.00	41.67 %
001-509-589-26-49-00	EMS - Transport Refunds	10,000.00	10,000.00	0.00	88.56	9,911.44	0.89 %
001-509-589-26-49-01	GEMT - State Share	2,200,000.00	2,200,000.00	0.00	0.00	2,200,000.00	0.00 %
001-510-522-20-20-15	Health & Safety - Member Assistan...	8,000.00	8,000.00	720.20	3,573.30	4,426.70	44.67 %
001-510-522-20-31-01	Health & Safety - Operating Supplies	3,600.00	3,600.00	0.00	410.44	3,189.56	11.40 %
001-510-522-20-34-00	Health & Safety - Inventory	6,250.00	6,250.00	0.00	0.00	6,250.00	0.00 %
001-510-522-20-35-01	Health & Safety - Small Tools & Equ...	6,500.00	6,500.00	45.32	1,646.63	4,853.37	25.33 %
001-510-522-20-41-01	Health & Safety - Screening & Testi...	92,800.00	92,800.00	0.00	86,184.00	6,616.00	92.87 %
001-510-522-20-41-06	Health & Safety - Annual/Hazmat P...	185,000.00	185,000.00	107,323.00	117,270.39	67,729.61	63.39 %
001-510-522-20-41-07	Health & Safety - Professional Consu...	14,140.00	14,140.00	0.00	346.00	13,794.00	2.45 %
001-510-522-20-41-08	Health & Safety - Mental Health Ser...	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
001-510-522-20-43-00	Health & Safety - Travel	38,125.00	38,125.00	0.00	347.84	37,777.16	0.91 %
001-510-522-20-48-00	Health & Safety - Repair & Mainten...	8,000.00	8,000.00	136.75	438.41	7,561.59	5.48 %
001-510-522-20-49-00	Health & Safety - Fitness Trainers/...	5,940.00	5,940.00	0.00	654.00	5,286.00	11.01 %
001-510-522-20-49-01	Health & Safety - Dues & Subscripti...	1,155.00	1,155.00	0.00	0.00	1,155.00	0.00 %
001-510-522-20-49-04	Health & Safety - Software Subscript...	6,000.00	6,000.00	0.00	5,772.90	227.10	96.22 %
001-510-522-45-49-00	Health & Safety - Training Registrati...	15,000.00	15,000.00	0.00	199.00	14,801.00	1.33 %
001-512-522-10-41-00	Non-Departmental - Labor Attorney	84,000.00	84,000.00	0.00	0.00	84,000.00	0.00 %
001-512-522-10-41-02	Non-Departmental - Misc Banking f...	5,000.00	5,000.00	210.21	1,198.13	3,801.87	23.96 %
001-512-522-10-41-03	Non-Departmental - Legal Services	200,000.00	200,000.00	14,112.00	48,051.25	151,948.75	24.03 %
001-512-522-10-41-12	Non-Departmental - State Auditor	31,460.00	31,460.00	0.00	11,710.93	19,749.07	37.22 %
001-512-522-10-49-06	Non-Departmental - Rebranding	286,274.00	286,274.00	0.00	0.00	286,274.00	0.00 %
001-512-522-20-20-14	Non-Departmental - Unemployment..	15,000.00	15,000.00	587.10	9,972.72	5,027.28	66.48 %
001-512-522-41-46-00	Non-Departmental - Risk Managem...	471,720.00	617,591.00	0.00	603,391.81	14,199.19	97.70 %
001-512-589-10-41-04	Non-Departmental - Refund Interes...	10.00	10.00	0.00	3.03	6.97	30.30 %
001-512-591-22-70-00	Non Departmental - Copier Leases	25,000.00	25,000.00	1,523.24	9,316.04	15,683.96	37.26 %
001-512-597-00-00-01	Non-Departmental - Transfers to A...	2,700,000.00	2,700,000.00	675,000.00	1,350,000.00	1,350,000.00	50.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-512-597-00-00-02	Non-Departmental - Transfer to Ret...	1,200,640.00	1,200,640.00	300,160.00	600,320.00	600,320.00	50.00 %
001-512-597-00-00-03	Non-Departmental - Transfer to Em...	265,000.00	265,000.00	66,250.00	132,500.00	132,500.00	50.00 %
001-512-597-00-00-04	Non-Departmental - Transfer to Equ...	1,160,000.00	1,160,000.00	290,000.00	580,000.00	580,000.00	50.00 %
001-512-597-00-00-05	Non-Departmental - Transfer to Co...	6,350,000.00	6,350,000.00	1,587,500.00	3,175,000.00	3,175,000.00	50.00 %
001-512-597-00-00-06	Non Departmental - Transfers-Out t...	519,012.00	519,012.00	129,753.00	259,506.00	259,506.00	50.00 %
001-513-522-10-35-00	Technical Services - Small Tools & E...	72,250.00	72,250.00	7,889.00	28,202.74	44,047.26	39.03 %
001-513-522-10-41-00	Technical Services - Professional Ser...	0.00	0.00	0.00	27,288.00	-27,288.00	0.00 %
001-513-522-10-41-04	Technical Services - IT Services	523,400.00	523,400.00	43,198.59	183,656.52	339,743.48	35.09 %
001-513-522-10-42-00	Technical Services - Cellular Services	107,000.00	107,000.00	8,698.22	61,984.60	45,015.40	57.93 %
001-513-522-10-43-00	Technical Services - Travel	3,490.00	3,490.00	987.08	2,003.28	1,486.72	57.40 %
001-513-522-10-49-02	Technical Services - Dues & Subscrip...	75.00	75.00	0.00	225.00	-150.00	300.00 %
001-513-522-10-49-04	Technical Services - Software Subscr...	468,357.00	468,357.00	4,236.09	330,350.44	138,006.56	70.53 %
001-513-522-20-31-02	Technical Services - Radio Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-513-522-20-48-01	Technical Services - Apparatus Repa...	1,770,000.00	1,770,000.00	111,232.81	628,645.75	1,141,354.25	35.52 %
001-513-522-20-48-03	Technical Services - Radios/MDTs R...	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
001-513-522-45-49-00	Technical Services - Training Registr...	4,100.00	4,100.00	2,320.50	3,599.50	500.50	87.79 %
001-513-522-50-42-01	Technical Services - Telephone Net...	168,140.00	168,140.00	11,454.89	75,035.33	93,104.67	44.63 %
001-514-522-20-31-04	Special Ops - Hazmat Supplies	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00 %
001-514-522-20-31-08	Special Ops - Disaster Supplies	4,000.00	4,000.00	0.00	8,899.76	-4,899.76	222.49 %
001-514-522-20-31-09	Special Ops - Rescue Swimmer Supp...	57,700.00	57,700.00	7,412.61	17,356.33	40,343.67	30.08 %
001-514-522-20-31-11	Special Ops - Rescue Tech PPE	11,570.00	11,570.00	0.00	4,482.54	7,087.46	38.74 %
001-514-522-20-35-01	Special Ops - Wildland Gear	35,000.00	35,000.00	0.00	5,949.11	29,050.89	17.00 %
001-514-522-20-35-02	Special Ops - Hazmat Team Equip. (...)	7,190.00	7,190.00	0.00	0.00	7,190.00	0.00 %
001-514-522-20-35-03	Special Ops - Rescue Swimmer Equip...	30,590.00	30,590.00	1,446.54	24,653.17	5,936.83	80.59 %
001-514-522-20-35-04	Special Ops - Tech Rescue Equip.	21,000.00	21,000.00	169.52	14,084.88	6,915.12	67.07 %
001-514-522-20-43-00	Fire and Emergency Medical Activiti...	0.00	0.00	0.00	0.00	0.00	0.00 %
001-514-522-20-43-01	Special Ops - Wildland Travel Reim...	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
001-514-522-20-45-00	Special Ops - Rentals/Santicans	1,095.00	1,095.00	0.00	0.00	1,095.00	0.00 %
001-514-522-20-48-13	Special Ops - Equipment Repair	4,012.00	4,012.00	0.00	0.00	4,012.00	0.00 %
001-514-522-20-49-00	Special Ops - Miscellaneous	0.00	0.00	0.00	23.93	-23.93	0.00 %
001-515-522-30-10-01	Community Relations - Wages	322,000.00	322,000.00	17,032.14	101,141.48	220,858.52	31.41 %
001-515-522-30-10-02	Community Relations - Overtime	24,300.00	24,300.00	0.00	545.53	23,754.47	2.24 %
001-515-522-30-10-03	Community Relations - Leave Sell B...	17,000.00	17,000.00	0.00	2,770.18	14,229.82	16.30 %
001-515-522-30-20-05	Community Relations - Medical/De...	67,500.00	67,500.00	2,145.78	12,874.68	54,625.32	19.07 %
001-515-522-30-20-06	Community Relations - Retirement	35,000.00	35,000.00	1,546.78	9,232.49	25,767.51	26.38 %
001-515-522-30-20-07	Community Relations - Disability	1,000.00	1,000.00	50.92	305.52	694.48	30.55 %
001-515-522-30-20-08	Community Relations - Medicare	5,300.00	5,300.00	251.62	1,542.29	3,757.71	29.10 %
001-515-522-30-20-09	Community Relations - L&I	1,100.00	1,100.00	16.98	123.35	976.65	11.21 %
001-515-522-30-20-10	Community Relations - VEBA	3,000.00	3,000.00	200.00	1,200.00	1,800.00	40.00 %
001-515-522-30-20-13	Community Relations - Deferred C...	6,100.00	6,100.00	321.40	1,909.76	4,190.24	31.31 %
001-515-522-30-20-14	Community Relations - AD&D	200.00	200.00	148.20	148.20	51.80	74.10 %
001-515-522-30-20-15	Community Relations - Paid Family ...	800.00	800.00	36.00	220.44	579.56	27.56 %
001-515-522-30-31-01	Community Relations - Operating S...	32,000.00	32,000.00	300.50	9,668.68	22,331.32	30.21 %
001-515-522-30-31-02	Community Relations - First Aid/CPR...	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %
001-515-522-30-35-00	Community Relations - Small Tools...	10,000.00	10,000.00	4.91	3,910.94	6,089.06	39.11 %
001-515-522-30-41-00	Community Relations - Professional...	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
001-515-522-30-42-01	Community Relations - Postage/Shi...	56,500.00	56,500.00	200.00	23,931.94	32,568.06	42.36 %
001-515-522-30-43-00	Community Relations - Travel	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-515-522-30-48-00	Community Relations - Repair & Ma...	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
001-515-522-30-49-01	Community Relations - Printing & B...	57,000.00	57,000.00	0.00	23,092.18	33,907.82	40.51 %
001-515-522-30-49-02	Community Relations - Dues & Subs...	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00 %
001-515-522-30-49-04	Community Relations - Software Lic...	5,100.00	5,100.00	0.00	1,048.41	4,051.59	20.56 %
001-515-522-30-49-06	Community Relations - Other Miscel...	1,500.00	1,500.00	0.00	26.46	1,473.54	1.76 %
001-515-522-45-49-02	Community Relations - Training Reg...	5,600.00	5,600.00	0.00	0.00	5,600.00	0.00 %
001-516-522-30-31-00	Strategic Analysis - Operating Suppl...	18,500.00	18,500.00	0.00	0.00	18,500.00	0.00 %
001-516-522-30-35-00	Strategic Analysis - Small Tools/Min...	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-516-522-30-41-00	Strategic Analysis - Professional Serv...	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-516-522-30-43-00	Strategic Analysis - Travel	11,550.00	11,550.00	0.00	2,352.80	9,197.20	20.37 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-516-522-30-49-02	Strategic Analysis - Dues & Subscript..	2,010.00	2,010.00	0.00	1,948.00	62.00	96.92 %
001-516-522-30-49-04	Strategic Analysis - Software Subscr...	132,450.00	132,450.00	22,008.58	66,248.92	66,201.08	50.02 %
001-516-522-45-49-02	Strategic Analysis - Training Registra...	8,850.00	8,850.00	1,300.00	2,020.00	6,830.00	22.82 %
	Expense Total:	86,105,044.40	89,749,504.36	7,960,456.77	39,789,659.10	49,959,845.26	44.33%
	Fund: 001 - General Fund Surplus (Deficit):	-1,421,261.72	-5,065,721.68	-6,992,156.16	2,386,901.66	7,452,623.34	-47.12%
Fund: 002 - Retirement Reserve							
Revenue							
002-361-10-00-00	Investment Interest	100,000.00	100,000.00	29,134.83	168,353.16	68,353.16	168.35 %
002-369-91-00-01	Refunds & Reimbursements	0.00	0.00	0.00	2,031.23	2,031.23	0.00 %
002-397-00-00-00	Interfund Transfers In	1,200,640.00	1,200,640.00	300,160.00	600,320.00	-600,320.00	50.00 %
	Revenue Total:	1,300,640.00	1,300,640.00	329,294.83	770,704.39	-529,935.61	59.26%
Expense							
002-512-522-20-10-05	Non-Departmental - Leave Accrual ...	243,721.00	243,721.00	270,515.91	276,178.76	-32,457.76	113.32 %
002-512-522-20-20-06	Non-Departmental - Retirement LE...	0.00	0.00	0.00	0.00	0.00	0.00 %
002-512-522-20-20-15	Non Departmental - Paid Family & ...	0.00	0.00	0.00	0.00	0.00	0.00 %
002-512-522-30-20-05	Non-Departmental - Retirement M...	414,000.00	414,000.00	26,961.85	157,082.20	256,917.80	37.94 %
002-512-522-30-20-08	Non Departmental - Retirement M...	0.00	0.00	17.79	106.73	-106.73	0.00 %
002-512-522-30-20-10	Non Departmental - Retirement VE...	0.00	72,500.00	500.01	1,333.36	71,166.64	1.84 %
	Expense Total:	657,721.00	730,221.00	297,995.56	434,701.05	295,519.95	59.53%
	Fund: 002 - Retirement Reserve Surplus (Deficit):	642,919.00	570,419.00	31,299.27	336,003.34	-234,415.66	58.90%
Fund: 003 - Emergency Reserve							
Revenue							
003-361-10-00-00	Investment Interest	150,000.00	150,000.00	35,331.30	206,671.33	56,671.33	137.78 %
003-397-00-00-00	Interfund Transfers In	265,000.00	265,000.00	66,250.00	132,500.00	-132,500.00	50.00 %
	Revenue Total:	415,000.00	415,000.00	101,581.30	339,171.33	-75,828.67	81.73%
	Fund: 003 - Emergency Reserve Total:	415,000.00	415,000.00	101,581.30	339,171.33	-75,828.67	81.73%
Fund: 050 - Shop - Expense							
Revenue							
050-344-30-00-00	Charges for Services - External	560,000.00	560,000.00	55,856.98	210,654.48	-349,345.52	37.62 %
050-348-00-00-00	Charges for Services - Internal	2,273,180.00	2,273,180.00	146,343.51	779,148.94	-1,494,031.06	34.28 %
050-361-10-00-00	Investment Interest	8,800.00	8,800.00	2,870.42	18,727.33	9,927.33	212.81 %
050-369-10-00-00	Shop - Sale of Scrap	0.00	0.00	0.00	0.00	0.00	0.00 %
050-369-90-00-00	Refunds & Reimbursements	0.00	0.00	5,716.10	32,556.45	32,556.45	0.00 %
050-369-91-00-00	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00 %
050-397-00-00-15	Transfer In from shop LBO	0.00	0.00	0.00	0.00	0.00	0.00 %
050-397-00-00-25	Transfer In From Shop Capital	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	2,841,980.00	2,841,980.00	210,787.01	1,041,087.20	-1,800,892.80	36.63%
Expense							
050-511-522-45-49-01	Shop - Training	9,900.00	9,900.00	592.50	3,847.37	6,052.63	38.86 %
050-511-522-60-10-01	Shop - Regular Wages	1,161,600.00	1,161,600.00	96,811.01	485,379.79	676,220.21	41.79 %
050-511-522-60-10-02	Shop - Overtime	4,200.00	4,200.00	2,229.10	8,221.36	-4,021.36	195.75 %
050-511-522-60-10-03	Shop - Leave Sell Back	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-10-04	Shop - Comp	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-20-05	Shop - Medical/Dental	321,400.00	321,400.00	23,251.43	123,933.85	197,466.15	38.56 %
050-511-522-60-20-06	Shop - Retirement	111,100.00	111,100.00	9,438.52	47,096.14	64,003.86	42.39 %
050-511-522-60-20-07	Shop - Disability	11,300.00	11,300.00	885.78	4,694.25	6,605.75	41.54 %
050-511-522-60-20-08	Shop - Medicare	17,000.00	17,000.00	1,480.01	7,391.64	9,608.36	43.48 %
050-511-522-60-20-09	Shop - L&I	34,200.00	34,200.00	2,014.26	9,124.53	25,075.47	26.68 %
050-511-522-60-20-10	Shop - VEBA	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-20-13	Shop - Deferred Comp.	45,100.00	45,100.00	3,029.48	15,577.81	29,522.19	34.54 %
050-511-522-60-20-14	Shop - AD&D	4,100.00	4,100.00	2,633.78	2,633.78	1,466.22	64.24 %
050-511-522-60-20-15	Shop - Paid Family & Medical Leave	2,600.00	2,600.00	209.38	1,043.51	1,556.49	40.14 %
050-511-522-60-31-01	Shop - Uniforms & Protective eqpt.	4,550.00	4,550.00	18.58	1,219.12	3,330.88	26.79 %
050-511-522-60-31-02	Shop - Vehicle Supplies	5,000.00	5,000.00	6,252.28	7,594.92	-2,594.92	151.90 %
050-511-522-60-31-03	Shop - Office Supplies	1,000.00	1,000.00	240.66	240.66	759.34	24.07 %
050-511-522-60-31-04	Shop - Hydration Supplies	800.00	800.00	60.42	354.33	445.67	44.29 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
050-511-522-60-31-05	Shop - Shop Supplies	10,000.00	10,000.00	1,000.94	4,756.37	5,243.63	47.56 %
050-511-522-60-32-00	Shop - Fuel	4,800.00	4,800.00	334.38	1,487.37	3,312.63	30.99 %
050-511-522-60-34-01	Shop - Parts Inventory- Other Agenc...	800,000.00	800,000.00	70,791.80	250,710.99	549,289.01	31.34 %
050-511-522-60-35-00	Shop - Small Tools & Equipment	8,000.00	8,000.00	26.24	3,302.95	4,697.05	41.29 %
050-511-522-60-35-01	Shop - Tool Allowance	8,250.00	8,250.00	0.00	4,687.50	3,562.50	56.82 %
050-511-522-60-41-02	Shop - Professional Svs - Engine Ana...	4,400.00	4,400.00	0.00	0.00	4,400.00	0.00 %
050-511-522-60-41-03	Shop - Professional Services - Hazm...	2,500.00	2,500.00	0.00	131.96	2,368.04	5.28 %
050-511-522-60-41-04	Shop - Laundry	6,750.00	6,750.00	272.31	2,138.36	4,611.64	31.68 %
050-511-522-60-41-05	Shop - Vehicle Damage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
050-511-522-60-41-06	Shop - Drug & Alcohol Testing	800.00	800.00	0.00	162.00	638.00	20.25 %
050-511-522-60-41-07	Shop - Computer Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
050-511-522-60-41-08	Shop - Software Maint. Fees	26,000.00	26,000.00	0.00	14,600.52	11,399.48	56.16 %
050-511-522-60-41-10	Shop - Professional Services - Misc.	1,000.00	1,000.00	265.00	727.47	272.53	72.75 %
050-511-522-60-41-11	Shop - Professional Services - Occu...	1,375.00	1,375.00	0.00	185.00	1,190.00	13.45 %
050-511-522-60-42-00	Shop - Communications	3,500.00	3,500.00	0.00	631.30	2,868.70	18.04 %
050-511-522-60-43-00	Shop - Travel	3,500.00	3,500.00	0.00	5,093.49	-1,593.49	145.53 %
050-511-522-60-44-00	Shop - Advertising	500.00	500.00	0.00	0.00	500.00	0.00 %
050-511-522-60-45-00	Shop - Rental Expense	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-47-01	Shop - Utilities	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-48-01	Shop - Repair & Maintenance- Tools...	5,000.00	5,000.00	0.00	2,575.53	2,424.47	51.51 %
050-511-522-60-49-01	Shop - Dues	175.00	175.00	0.00	0.00	175.00	0.00 %
050-511-522-60-49-04	Shop - Other Misc.	300.00	300.00	0.00	259.00	41.00	86.33 %
050-511-586-60-49-01	Shop - Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-597-00-00-00	Shop - Interfund Transfers to Shop f...	250,000.00	250,000.00	62,500.00	125,000.00	125,000.00	50.00 %
050-511-597-00-00-01	Shop - Interfund Transfers to Gener...	99,910.00	99,910.00	24,977.50	49,955.00	49,955.00	50.00 %
Expense Total:		2,972,610.00	2,972,610.00	309,315.36	1,184,757.87	1,787,852.13	39.86%
Fund: 050 - Shop - Expense Surplus (Deficit):		-130,630.00	-130,630.00	-98,528.35	-143,670.67	-13,040.67	109.98%
Fund: 051 - Shop - Reserve							
Revenue							
051-361-10-00-00	Investment Interest	2,600.00	2,600.00	918.07	5,209.32	2,609.32	200.36 %
051-369-50-00-00	Carry Over - Other Distirt	0.00	0.00	0.00	0.00	0.00	0.00 %
051-397-00-00-00	Interfund Transfers In	50,000.00	50,000.00	12,500.00	25,000.00	-25,000.00	50.00 %
Revenue Total:		52,600.00	52,600.00	13,418.07	30,209.32	-22,390.68	57.43%
Expense							
051-511-522-60-10-03	Shop - Leave Accrual Buy-Out	30,300.00	30,300.00	0.00	0.00	30,300.00	0.00 %
Expense Total:		30,300.00	30,300.00	0.00	0.00	30,300.00	0.00%
Fund: 051 - Shop - Reserve Surplus (Deficit):		22,300.00	22,300.00	13,418.07	30,209.32	7,909.32	135.47%
Fund: 052 - Shop - Capital							
Revenue							
052-361-10-00-00	Investment Interest	8,600.00	8,600.00	3,244.17	18,150.80	9,550.80	211.06 %
052-369-50-00-00	Carry Over - Other Distirt	0.00	0.00	0.00	0.00	0.00	0.00 %
052-397-00-00-00	Interfund Transfers In	200,000.00	200,000.00	50,000.00	100,000.00	-100,000.00	50.00 %
Revenue Total:		208,600.00	208,600.00	53,244.17	118,150.80	-90,449.20	56.64%
Expense							
052-511-522-60-35-00	Shop Capital - Small Tools & Equip...	0.00	0.00	0.00	0.00	0.00	0.00 %
052-511-594-00-64-00	Capital Expenditures	50,000.00	50,000.00	633.36	15,044.85	34,955.15	30.09 %
Expense Total:		50,000.00	50,000.00	633.36	15,044.85	34,955.15	30.09%
Fund: 052 - Shop - Capital Surplus (Deficit):		158,600.00	158,600.00	52,610.81	103,105.95	-55,494.05	65.01%
Fund: 200 - Bond							
Revenue							
200-311-10-00-00	Regular Property Taxes	0.00	0.00	16.68	231.09	231.09	0.00 %
200-361-10-00-00	Investment Interest	1,800.00	1,800.00	789.86	3,129.58	1,329.58	173.87 %
200-397-00-00-00	Transfers-In	519,017.00	519,017.00	129,753.00	259,506.00	-259,511.00	50.00 %
Revenue Total:		520,817.00	520,817.00	130,559.54	262,866.67	-257,950.33	50.47%

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense							
200-507-591-22-71-01	Facilities - Principal Station Improv...	0.00	0.00	0.00	0.00	0.00	0.00 %
200-507-591-22-71-02	Facilities - Principal Admin Bldg. Bo...	161,000.00	161,000.00	0.00	0.00	161,000.00	0.00 %
200-507-591-89-71-02	Facilities - Principal Station 33 Bonds	210,000.00	210,000.00	0.00	0.00	210,000.00	0.00 %
200-507-592-22-83-01	Facilities - Interest Station Improve...	0.00	0.00	0.00	0.00	0.00	0.00 %
200-507-592-89-83-02	Facilities - Interest Station 33 Bonds	115,625.00	115,625.00	57,812.50	57,812.50	57,812.50	50.00 %
200-507-592-89-83-03	Facilities - Interest Admin. Bldg. Bo...	32,387.20	32,387.20	16,193.60	16,193.60	16,193.60	50.00 %
200-512-522-10-41-01	Non-Dept. - County Refund Interest ...	5.00	5.00	0.00	0.00	5.00	0.00 %
200-512-522-22-00-00	Non-Departmental - Bond Fee	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	519,017.20	519,017.20	74,006.10	74,006.10	445,011.10	14.26%
	Fund: 200 - Bond Surplus (Deficit):	1,799.80	1,799.80	56,553.44	188,860.57	187,060.77	10,493.42%
Fund: 201 - Voted Bonds							
Revenue							
201-311-10-00-00	Regular Property Taxes	0.00	0.00	0.00	0.80	0.80	0.00 %
201-361-10-00-00	Investment Interest	200.00	200.00	49.73	282.04	82.04	141.02 %
201-369-50-00-00	Carry Over - Other Distinct	0.00	0.00	0.00	0.00	0.00	0.00 %
201-397-00-00-03	Transfer in from Construction fund	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	200.00	200.00	49.73	282.84	82.84	141.42%
Expense							
201-512-589-10-41-01	Non-Dept. - County Refund Interest ...	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	0.00	0.00	0.00	0.00	0.00	0.00%
	Fund: 201 - Voted Bonds Surplus (Deficit):	200.00	200.00	49.73	282.84	82.84	141.42%
Fund: 300 - Construction							
Revenue							
300-361-10-00-00	Investment Interest	200,000.00	200,000.00	104,031.69	589,458.49	389,458.49	294.73 %
300-362-40-00-00	Property Rent	19,400.00	19,400.00	3,180.00	15,900.00	-3,500.00	81.96 %
300-362-40-00-01	Tower Rent	90,000.00	90,000.00	8,503.44	51,020.64	-38,979.36	56.69 %
300-362-40-00-02	Admin. Bldg. Rent	241,950.00	241,950.00	20,162.52	120,975.12	-120,974.88	50.00 %
300-369-91-00-01	Admin Bldg. Utility Reimbursements	13,500.00	13,500.00	841.56	6,159.75	-7,340.25	45.63 %
300-369-91-00-02	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00 %
300-395-10-00-00	Proceeds from Sale of Capital Asset ...	58,019.75	58,019.75	0.00	200,000.00	141,980.25	344.71 %
300-397-00-00-00	Interfund Transfers In	6,350,000.00	6,350,000.00	1,587,500.00	3,175,000.00	-3,175,000.00	50.00 %
	Revenue Total:	6,972,869.75	6,972,869.75	1,724,219.21	4,158,514.00	-2,814,355.75	59.64%
Expense							
300-507-522-50-41-00	Admin Building - Professional Servic...	0.00	0.00	795.00	11,454.93	-11,454.93	0.00 %
300-507-522-50-47-00	Logistics - Admin Bldg. Utilities	26,910.00	26,910.00	1,543.01	10,364.82	16,545.18	38.52 %
300-507-522-50-48-00	Logistics - Admin Bldg. Maintenance	148,000.00	148,000.00	0.00	0.00	148,000.00	0.00 %
300-507-594-50-62-00	Logistics - New Construction	6,000,000.00	6,000,000.00	0.00	62,592.73	5,937,407.27	1.04 %
300-507-594-50-62-01	Logistics - Other Improvements	328,547.00	328,547.00	0.00	83,254.63	245,292.37	25.34 %
300-507-594-50-62-08	Logistics - Other Projects	0.00	0.00	0.00	0.00	0.00	0.00 %
300-507-594-50-62-31	Logistics - Station Improvements - 31	266,529.00	1,010,825.00	884.51	13,306.10	997,518.90	1.32 %
300-507-594-50-62-32	Logistics - Station Improvements - 32	0.00	30,533.00	8,305.55	80,295.37	-49,762.37	262.98 %
300-507-594-50-62-33	Logistics - Station Improvements - 33	2,156.00	2,156.00	0.00	0.00	2,156.00	0.00 %
300-507-594-50-62-71	Logistics - Station Improvements - 71	393,422.00	393,422.00	0.00	52,354.23	341,067.77	13.31 %
300-507-594-50-62-72	Logistics - Station Improvements - 72	0.00	0.00	0.00	16,700.00	-16,700.00	0.00 %
300-507-594-50-62-74	Logistics Building	0.00	0.00	0.00	0.00	0.00	0.00 %
300-507-594-50-62-77	Logistics - Station Improvements - 77	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00 %
300-507-594-50-62-81	Logistics - Station Improvements - 81	0.00	0.00	4,486.57	48,985.30	-48,985.30	0.00 %
300-507-594-50-62-82	Logistics - Station Improvements - 82	0.00	256,841.00	0.00	0.00	256,841.00	0.00 %
300-507-594-50-62-83	Logistics - Station Improvements - 83	9,500.00	9,500.00	50,869.37	735,180.22	-725,680.22	7,738.74 %
	Expense Total:	7,194,064.00	8,225,734.00	66,884.01	1,114,488.33	7,111,245.67	13.55%
	Fund: 300 - Construction Surplus (Deficit):	-221,194.25	-1,252,864.25	1,657,335.20	3,044,025.67	4,296,889.92	-242.97%
Fund: 301 - Apparatus Fund							
Revenue							
301-361-10-00-00	Investment Interest	100,000.00	100,000.00	35,980.53	199,065.77	99,065.77	199.07 %
301-369-10-00-00	Sale of Surplus	0.00	0.00	0.00	0.00	0.00	0.00 %

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For Fiscal: 2024 Period Ending: 06/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
301-397-00-00-00	Interfund Transfers In	2,700,000.00	2,700,000.00	675,000.00	1,350,000.00	-1,350,000.00	50.00 %
Revenue Total:		2,800,000.00	2,800,000.00	710,980.53	1,549,065.77	-1,250,934.23	55.32%
Expense							
301-502-594-10-64-01	Admin - Capital Outlay Apparatus	120,000.00	158,949.00	0.00	0.00	158,949.00	0.00 %
301-504-594-22-64-02	Suppression - Capital Outlay - Appa...	0.00	1,119,192.00	9,403.05	16,497.42	1,102,694.58	1.47 %
301-504-594-22-75-02	Suppression - Capital Lease Prin. - L...	114,175.95	114,175.95	0.00	114,175.95	0.00	100.00 %
301-504-594-22-83-02	Suppression - Capital Lease Int. - La...	3,425.26	3,425.26	0.00	3,425.26	0.00	100.00 %
301-506-594-45-64-01	Training - Capital Outlay - Apparatus	0.00	69,002.00	0.00	0.00	69,002.00	0.00 %
301-507-594-22-64-02	Logistics - Capital Outlay Apparatus	0.00	100,000.00	0.00	0.00	100,000.00	0.00 %
301-509-594-22-64-03	EMS - Capital Outlay - Ambulance	1,120,000.00	1,960,000.00	0.00	0.00	1,960,000.00	0.00 %
301-512-522-10-41-02	Non-Departmental - Misc Banking F...	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:		1,357,601.21	3,524,744.21	9,403.05	134,098.63	3,390,645.58	3.80%
Fund: 301 - Apparatus Fund Surplus (Deficit):		1,442,398.79	-724,744.21	701,577.48	1,414,967.14	2,139,711.35	-195.24%
Fund: 303 - Equipment Replacement							
Revenue							
303-331-97-00-00	Federal Direct Grants	0.00	0.00	0.00	0.00	0.00	0.00 %
303-361-10-00-00	Investment Interest	40,000.00	40,000.00	10,465.08	57,878.94	17,878.94	144.70 %
303-369-10-00-00	Sale of Surplus	0.00	0.00	0.00	0.00	0.00	0.00 %
303-369-90-00-00	Refunds and Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00 %
303-397-00-00-00	Interfund Transfers In	1,160,000.00	1,160,000.00	290,000.00	580,000.00	-580,000.00	50.00 %
Revenue Total:		1,200,000.00	1,200,000.00	300,465.08	637,878.94	-562,121.06	53.16%
Expense							
303-501-594-10-64-00	Commissioner - Tools and Equipme...	5,871.00	5,871.00	0.00	0.00	5,871.00	0.00 %
303-501-594-10-64-01	Commissioner - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00 %
303-502-522-10-35-00	Admin - Tools & Equipment	0.00	0.00	0.00	0.00	0.00	0.00 %
303-502-594-10-64-00	Admin - Capital Outlay	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
303-502-594-10-64-01	Admin - Computer Replacements	46,951.00	46,951.00	0.00	0.00	46,951.00	0.00 %
303-502-594-10-64-02	Admin - Monitor & Accessories	0.00	0.00	0.00	0.00	0.00	0.00 %
303-502-594-10-64-04	Admin - Misc. Equipment Allowance	30,747.00	30,747.00	0.00	0.00	30,747.00	0.00 %
303-502-594-10-64-05	Admin - Investigations Camera Equip	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00 %
303-504-594-22-70-00	Suppression - MDT Computers	65,364.00	65,364.00	0.00	3,576.92	61,787.08	5.47 %
303-504-594-20-64-00	Suppression - Hose & Hose Applian...	102,893.00	102,893.00	307.32	307.32	102,585.68	0.30 %
303-504-594-20-64-01	Suppression - Cylinders	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
303-504-594-20-64-04	Suppression - New Bunker Gear	240,000.00	240,000.00	2,484.80	144,679.45	95,320.55	60.28 %
303-504-594-20-64-14	Suppression - SCBAs	0.00	0.00	0.00	5,966.55	-5,966.55	0.00 %
303-505-594-30-64-01	Prevention - Knox Secure Devices	18,548.00	18,548.00	0.00	17,884.43	663.57	96.42 %
303-506-522-45-35-00	Training - Tools & Equip	4,153.00	4,153.00	0.00	0.00	4,153.00	0.00 %
303-507-522-50-35-02	Logistics - Other Equipment	2,762.00	2,762.00	0.00	0.00	2,762.00	0.00 %
303-507-594-50-64-00	Logistics - Station Capital Equipment	0.00	0.00	3,936.15	10,809.45	-10,809.45	0.00 %
303-507-594-50-64-01	Logistics - Station Mattresses and B...	20,259.00	39,928.00	0.00	5,257.32	34,670.68	13.17 %
303-507-594-50-64-02	Logistics - Station Recliners	13,048.00	13,048.00	0.00	0.00	13,048.00	0.00 %
303-509-591-22-70-00	EMS - MDT Computers	65,364.00	65,364.00	0.00	5,316.52	60,047.48	8.13 %
303-509-594-20-64-04	EMS - Capital Outlay Lucas CPR	20,299.00	20,299.00	0.00	0.00	20,299.00	0.00 %
303-509-594-20-64-09	EMS - Knox Med Vault	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
303-509-594-20-64-11	EMS - EPCR Computers	84,413.00	84,413.00	0.00	64,263.24	20,149.76	76.13 %
303-509-594-20-64-12	EMS - MSO Computers	3,791.00	3,791.00	0.00	0.00	3,791.00	0.00 %
303-509-594-20-64-13	EMS - AED's	16,883.00	16,883.00	0.00	0.00	16,883.00	0.00 %
303-510-594-20-64-00	Health & Safety - Fitness Equipment	39,726.00	39,726.00	0.00	0.00	39,726.00	0.00 %
Expense Total:		848,572.00	868,241.00	6,728.27	258,061.20	610,179.80	29.72%
Fund: 303 - Equipment Replacement Surplus (Deficit):		351,428.00	331,759.00	293,736.81	379,817.74	48,058.74	114.49%
Fund: 630 - Excise Tax							
Revenue							
630-389-30-00-00	Excise Tax	20,000.00	20,000.00	17.96	2,482.89	-17,517.11	12.41 %
Revenue Total:		20,000.00	20,000.00	17.96	2,482.89	-17,517.11	12.41%

Budget Report

For Fiscal: 2024 Period Ending: 06/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
Expense							
630-512-589-00-00-00	Excise Tax - Non - Expenditure	20,000.00	20,000.00	17.96	2,482.89	17,517.11	12.41 %
	Expense Total:	20,000.00	20,000.00	17.96	2,482.89	17,517.11	12.41%
Fund: 630 - Excise Tax	Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
	Report Surplus (Deficit):	1,261,559.62	-5,673,882.34	-4,182,522.40	8,079,674.89	13,753,557.23	-142.40%

Budget Report

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For Fiscal: 2024 Period Ending: 06/30/2024

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - General Fund						
Revenue	84,683,782.68	84,683,782.68	968,300.61	42,176,560.76	-42,507,221.92	49.80%
Expense	86,105,044.40	89,749,504.36	7,960,456.77	39,789,659.10	49,959,845.26	44.33%
Fund: 001 - General Fund Surplus (Deficit):	-1,421,261.72	-5,065,721.68	-6,992,156.16	2,386,901.66	7,452,623.34	-47.12%
Fund: 002 - Retirement Reserve						
Revenue	1,300,640.00	1,300,640.00	329,294.83	770,704.39	-529,935.61	59.26%
Expense	657,721.00	730,221.00	297,995.56	434,701.05	295,519.95	59.53%
Fund: 002 - Retirement Reserve Surplus (Deficit):	642,919.00	570,419.00	31,299.27	336,003.34	-234,415.66	58.90%
Fund: 003 - Emergency Reserve						
Revenue	415,000.00	415,000.00	101,581.30	339,171.33	-75,828.67	81.73%
Fund: 003 - Emergency Reserve Total:	415,000.00	415,000.00	101,581.30	339,171.33	-75,828.67	81.73%
Fund: 050 - Shop - Expense						
Revenue	2,841,980.00	2,841,980.00	210,787.01	1,041,087.20	-1,800,892.80	36.63%
Expense	2,972,610.00	2,972,610.00	309,315.36	1,184,757.87	1,787,852.13	39.86%
Fund: 050 - Shop - Expense Surplus (Deficit):	-130,630.00	-130,630.00	-98,528.35	-143,670.67	-13,040.67	109.98%
Fund: 051 - Shop - Reserve						
Revenue	52,600.00	52,600.00	13,418.07	30,209.32	-22,390.68	57.43%
Expense	30,300.00	30,300.00	0.00	0.00	30,300.00	0.00%
Fund: 051 - Shop - Reserve Surplus (Deficit):	22,300.00	22,300.00	13,418.07	30,209.32	7,909.32	135.47%
Fund: 052 - Shop - Capital						
Revenue	208,600.00	208,600.00	53,244.17	118,150.80	-90,449.20	56.64%
Expense	50,000.00	50,000.00	633.36	15,044.85	34,955.15	30.09%
Fund: 052 - Shop - Capital Surplus (Deficit):	158,600.00	158,600.00	52,610.81	103,105.95	-55,494.05	65.01%
Fund: 200 - Bond						
Revenue	520,817.00	520,817.00	130,559.54	262,866.67	-257,950.33	50.47%
Expense	519,017.20	519,017.20	74,006.10	74,006.10	445,011.10	14.26%
Fund: 200 - Bond Surplus (Deficit):	1,799.80	1,799.80	56,553.44	188,860.57	187,060.77	10,493.42%
Fund: 201 - Voted Bonds						
Revenue	200.00	200.00	49.73	282.84	82.84	141.42%
Expense	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 201 - Voted Bonds Surplus (Deficit):	200.00	200.00	49.73	282.84	82.84	141.42%
Fund: 300 - Construction						
Revenue	6,972,869.75	6,972,869.75	1,724,219.21	4,158,514.00	-2,814,355.75	59.64%
Expense	7,194,064.00	8,225,734.00	66,884.01	1,114,488.33	7,111,245.67	13.55%
Fund: 300 - Construction Surplus (Deficit):	-221,194.25	-1,252,864.25	1,657,335.20	3,044,025.67	4,296,889.92	-242.97%
Fund: 301 - Apparatus Fund						
Revenue	2,800,000.00	2,800,000.00	710,980.53	1,549,065.77	-1,250,934.23	55.32%
Expense	1,357,601.21	3,524,744.21	9,403.05	134,098.63	3,390,645.58	3.80%
Fund: 301 - Apparatus Fund Surplus (Deficit):	1,442,398.79	-724,744.21	701,577.48	1,414,967.14	2,139,711.35	-195.24%
Fund: 303 - Equipment Replacement						
Revenue	1,200,000.00	1,200,000.00	300,465.08	637,878.94	-562,121.06	53.16%
Expense	848,572.00	868,241.00	6,728.27	258,061.20	610,179.80	29.72%
Fund: 303 - Equipment Replacement Surplus (Deficit):	351,428.00	331,759.00	293,736.81	379,817.74	48,058.74	114.49%
Fund: 630 - Excise Tax						
Revenue	20,000.00	20,000.00	17.96	2,482.89	-17,517.11	12.41%
Expense	20,000.00	20,000.00	17.96	2,482.89	17,517.11	12.41%
Fund: 630 - Excise Tax Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	1,261,559.62	-5,673,882.34	-4,182,522.40	8,079,674.89	13,753,557.23	-142.40%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - General Fund	-1,421,261.72	-5,065,721.68	-6,992,156.16	2,386,901.66	7,452,623.34
002 - Retirement Reserve	642,919.00	570,419.00	31,299.27	336,003.34	-234,415.66
003 - Emergency Reserve	415,000.00	415,000.00	101,581.30	339,171.33	-75,828.67
050 - Shop - Expense	-130,630.00	-130,630.00	-98,528.35	-143,670.67	-13,040.67
051 - Shop - Reserve	22,300.00	22,300.00	13,418.07	30,209.32	7,909.32
052 - Shop - Capital	158,600.00	158,600.00	52,610.81	103,105.95	-55,494.05
200 - Bond	1,799.80	1,799.80	56,553.44	188,860.57	187,060.77
201 - Voted Bonds	200.00	200.00	49.73	282.84	82.84
300 - Construction	-221,194.25	-1,252,864.25	1,657,335.20	3,044,025.67	4,296,889.92
301 - Apparatus Fund	1,442,398.79	-724,744.21	701,577.48	1,414,967.14	2,139,711.35
303 - Equipment Replacement	351,428.00	331,759.00	293,736.81	379,817.74	48,058.74
630 - Excise Tax	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	1,261,559.62	-5,673,882.34	-4,182,522.40	8,079,674.89	13,753,557.23



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Draft Policy Approval #POL-2408		
Executive member responsible for guiding the initiative: DC McConnell			
Type of Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution		
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 	The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval. Draft Policy: <ul style="list-style-type: none"> • 213 Petty Cash Management • 216 District Finances • 617 Recording Response Video and Audio for Training • 706 Knox Box Access • 800 Records Management • 911 Vehicle Safety Belts • 1017 Personnel Records • 1021 Physical Fitness 		
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A		

	Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.
Legal Review:	<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.
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Petty Cash Management

213.1 PURPOSE AND SCOPE

Best Practice

This policy provides for the establishment and administration of a district petty cash fund.

213.2 POLICY

Best Practice

The District will establish, administer, and maintain the petty cash fund according to this policy.

213.2.1 DEFINITIONS

Best Practice MODIFIED

Custodian - The individual designated by the [Administrator] as having custody of and responsibility for maintaining the petty cash fund.

Petty cash fund - A checking account established to make small purchases when payment by through the regular voucher process is not practical.

213.3 RESPONSIBILITIES

Best Practice

213.3.1 ADMINISTRATOR RESPONSIBILITIES

Best Practice MODIFIED

The [Administrator] or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) The petty cash checks should be sequentially numbered and include the following information:
 - 1. The date of the disbursement
 - 2. The amount disbursed or reimbursed
 - 3. The budget expense account
 - 4. The vendor name
 - 5. The signature of the account custodian
- (d) A petty cash ledger may be maintained electronically or by hand and should require the following information for all transactions:
 - 1. The payee (name of the party receiving the petty cash payment)
 - 2. The amount disbursed
 - 3. The reason for the disbursement

Petty Cash Management

4. The amounts received to replenish the account
 5. Copies of purchase receipts for disbursements
- (e) A requirement that the custodian provides supporting documentation (eg. Receipts) of all fund transactions to the AP/AR Specialist, which should then be reviewed and approved according to the regular voucher procedure before authorizing replenishment of the petty cash fund.
 - (f) A requirement that the petty cash fund is reconciled by the [Administrator]'s authorized designee, who is not the same person as the petty cash custodian, at least quarterly.
 - (g) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
 - (h) Designation of a physical location for the petty cash checks. The checks should be secured in a securable room within a securable drawer, cabinet, or locker.

213.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

Best Practice **MODIFIED**

The custodian's responsibilities should include but are not limited to:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds through the voucher process for approval at regular Board meetings to bring the account to the authorized balance.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts.
- (d) Maintaining the petty cash ledger according to the policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash account, accounting for all petty cash checks and replenishments before transferring petty cash responsibilities to an alternate custodian.

District Finances

216.1 PURPOSE

Agency Content

This policy establishes the framework for the efficient and professional management of Snohomish Regional Fire & Rescue's finances, ensuring compliance with all applicable laws and utilizing cash-basis accounting practices.

216.2 REFERENCES

Agency Content

- [RCW Chapter 52.16 - Fire Protection District Finances](#)
- [RCW 43.09.200 - Local Government Accounting](#)
- [WA State Auditors BARS GAAP Manual](#)

216.2.1 DEFINITIONS

Agency Content

BARS - Budgeting, Accounting, and Reporting System

GAAP - Generally Accepted Accounting Principles

216.3 POLICY

Agency Content

It is the policy of Snohomish Regional Fire & Rescue to:

- Manage all funds collected and disbursed in its operation efficiently and professionally.
- Conduct all expenditure and revenue activities in accordance with applicable laws and cash-basis accounting principles.
- Ensure accurate and timely reporting of all financial activities.

216.4 RESPONSIBILITIES

Agency Content

The Fire Chief shall be responsible for the administration of the fire district finances. Primary responsibility, authority, and accountability for the expenditure of District funds from operating budget line items (according to the current adopted budget), the receipting of the District's revenues, and the management of its assets may be vested in the designated custodians by the Fire Chief.

216.4.1 FIRE CHIEF RESPONSIBILITIES

Agency Content

District Finances

Each year, the Fire Chief or designee(s) shall make written assignment of all operating line items in the new budget to the appropriate custodians. This will be done during budget preparations and will be adopted in the final budget document. The Fire Chief:

- Has overall responsibility for the administration of the fire district finances.
- Approves procedures for:
 - Purchase and procurement of supplies, goods, and services.
 - Cash receipting.
 - Management of district assets, including:
 - Establishing capital asset thresholds.
 - Tracking capital assets and small, attractive assets.
 - Assignment of operating line items in the new budget to custodians.
 - Providing the Board with a complete written account of the district finances at least quarterly or as requested.
- Ensures adequate internal controls are in place over the district's assets including but not limited to cash receipting, expenditures, capital assets, small and attractive assets, and inventory.

216.4.2 CUSTODIAN RESPONSIBILITIES

Agency Content

Custodians shall have full authority and charge over the operating line items assigned to him/her. All purchases from custodian's line items shall be made with his/her knowledge.

- May be vested with primary responsibility, authority, and accountability for:
 - Expenditure of district funds from assigned operating budget line items.
 - Receipting of district revenues.
 - Management of assigned assets.
- Have full authority and charge over their assigned operating line items.
- Ensure all purchases comply with established procedures and include necessary information.
- The custodians shall comply with all schedules and requirements of all purchasing procedures.
- He/she shall ensure that all forms, requests, bids, quotes, invoices, and orders are complete, correct, and contain all needed information.

216.5 TRAINING

Agency Content

The Fire Chief or designee shall provide training to all staff on financial policies and procedures, including custodians and other personnel responsible for financial activities.

Recording Response Video and Audio for Training

617.1 PURPOSE & SCOPE

Agency Content

Snohomish Regional Fire & Rescue is committed to continuous improvement in patient care. This policy establishes clear guidelines for the ethical and legal use of laryngoscope video recordings, ultrasound, and audio recordings from cardiac monitor devices during cardiac arrest responses. These recordings, along with patient care reports, will be used for post-incident analysis to identify response strengths and training opportunities, all while protecting patient privacy.

617.2 REFERENCES

Agency Content

[RCW 70.02 \(Medical Records\)](#)

[RCW 42.56 \(Public Records Act\)](#)

617.3 POLICY

Agency Content

Snohomish Regional Fire & Rescue will use audio and video recording devices during cardiac arrest responses for training purposes only. The recordings will not be used for any disciplinary action.

617.4 RESPONSIBILITY

Agency Content

Following the emergency response, recordings will be stored in a secure location and will only be accessible to personnel authorized by the Division Chief of EMS.

617.5 CONFIDENTIALITY

Agency Content

All recordings will be kept confidential under [RCW 70.02](#). The recordings will not be released to the public or any other agency without the consent of the patient or their family and in accordance with [RCW 70.02](#) and [RCW 42.56](#).

617.6 DISCIPLINE

Agency Content

The recordings will not be used for any disciplinary action. The recordings will only be used for training purposes.

Recording Response Video and Audio for Training

617.7 VIOLATIONS**Agency Content**

Violations of this policy will be subject to disciplinary action, up to and including termination. The following are considered violations of this policy:

- Using recordings for any purpose other than those outlined in this policy.
- Sharing recordings with unauthorized individuals.
- Willfully violating HIPAA laws related to the recordings.

Knox-Box Access

706.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Snohomish Regional Fire & Rescue jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders.

706.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by Snohomish Regional Fire & Rescue.

Knox master key - A mechanical key and/or electric key fob carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

706.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

706.3 KNOX KEY ACCOUNTABILITY

Best Practice MODIFIED

Knox-Box Access

Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

The daily inventory for each apparatus shall include ensuring the Knox key is in its proper location on the vehicle.

The Fire Marshal is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Marshal or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated.

All Knox key relocations shall be coordinated with the Fire Marshals Office prior to relocation. If the need for relocation is emergent, an email to firemarshal@srfr.org will be sent.

706.3.1 KNOX KEY RECIPROCITY

Agency Content

Snohomish Regional Fire & Rescue works closely with multiple Law Enforcement agencies that would benefit the public and the District to provide them Knox box access. The Fire Marshal may provide Local Law Enforcement partners with Knox master keys. The Fire Marshal will assign an agency sub-program coordinator within each agency partner to manage their Knox keys and report in accordance with this policy to the Fire Marshal or his/her designee. Sub-program coordinators will be provided this policy along with training on the Knox-Box Rapid Entry Systems and be held accountable to this policy. Sub-programs are subject to termination at anytime for any reason by the Fire Marshal.

Records Management

800.1 PURPOSE AND SCOPE

State MODIFIED

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

800.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 PUBLIC RECORDS OFFICER

State MODIFIED

The Fire Chief shall appoint a Public Records Officer, who will oversee the records management program, including the records retention schedule (RCW 42.56.580). The Public Records Officer or the authorized designee should:

- (a) Remain familiar with the Washington Public Records Act (RCW 42.56.001 et seq.).
- (b) Identify what records the District has, where the records are kept, the volume and how the records are used.
- (c) Maintain and make available for public inspection and copying an index of records maintained by the District as identified in RCW 42.56.070.
- (d) Maintain and update the district's records retention schedule, including:
 - (a) Identify the minimum length of time the District must keep records in a series.
 - (b) Identify the district section or division responsible for the original record.
- (e) Coordinate the placement of inactive records in storage, including:
 - 1. Maintaining a storage inventory.
 - 2. Providing an annual reminder to Deputy Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (f) Manage the destruction of district records, including:
 - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 - 2. Providing a list to Deputy Chiefs and section managers of records eligible to be destroyed.
 - 3. Obtaining any required approvals for the destruction of eligible records.

Records Management

4. Maintaining a list of records that have been destroyed.
- (g) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (h) Process subpoenas and requests for records as provided in the Subpoenas, the Release of Records and the Patient Medical Record Security and Privacy policies.
- (i) Manage the document imaging process for bulky or rarely accessed records with long retention periods.
- (j) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records, including:
 - (a) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 - (b) Maintaining a schedule of fees for public records as allowed by law (RCW 42.56.070; RCW 42.56.120; RCW 42.56.130).
 - (c) Prominently displaying and making available to the public the rules and procedures for public inspection and copying of records (RCW 42.56.040).
- (k) Ensure a current list containing every law that exempts or prohibits disclosure of specific information or records of the District is available to the public (RCW 42.56.070).
- (l) Ensure that the business hours for record inspection or copying are posted on the district website and made known by other means designed to provide the public with notice (RCW 42.56.090).
- (m) Ensure that the name and contact information of the Public Records Officer is visible to the public, including on the district website and in appropriate district publications (RCW 42.56.580).
- (n) Ensure that all records have an assigned date for staff review. External agency agreements shall be placed on a three-year review schedule and be reviewed by a member of senior or executive staff.

800.4 RECORDS MANAGEMENT PROGRAM

Agency Content

The records management program should include the following:

- District's records retention schedule
- Storage for inactive files
- A document imaging program to ensure records are archived appropriately
- A records destruction procedure to ensure eligible records are destroyed in a timely and appropriate manner
- Training as appropriate

Records Management

800.5 RECORD RETENTION SCHEDULE

Agency Content

The records retention schedule should include all records produced or maintained by the District. The records retention schedule details the district's authority to retain and dispose of official public records. It assists the District by documenting which records require office or temporary storage, which records have historic or research value and which records should be destroyed because they no longer have any administrative, fiscal or legal value.

[Local Government Common Records Retention Schedule 8/2021](#)

[Fire and Emergency Medical Records Retention Schedule - 8/ 2022](#)

800.5.1 AMENDING THE RECORDS RETENTION SCHEDULE

Agency Content

The records retention schedule should be amended as necessary, including:

- (a) When a new record series is created.
- (b) When the law creating the retention period or needs of the District for records in a series has changed.
- (c) When the district section or division responsible for an original record changes.

The Public Records Officer or authorized designee should ensure that any changes or amendments to the records retention schedule are consistent with the guidelines prescribed by the state archivist.

800.6 MAINTAINING CONFIDENTIAL RECORDS

Agency Content

Confidential records are generally exempt from disclosure under state or federal law and must be maintained in a manner to protect their confidentiality. These records must be kept in a location and in such a manner that will enable access only to authorized persons.

Confidential records include, but are not limited to the following (RCW 42.56.210; RCW 42.56.230; RCW 42.56.240; RCW 42.56.250):

- Patient Care Reports (PCRs)
- Personnel or similar files
- Records pertaining to pending litigation
- Legal opinions
- Arson investigations
- Disciplinary investigations based upon allegations that were not true
- Test questions, scoring keys and other examination data used to administer an examination for employment

Records Management

Records protected under the Health Insurance Portability and Accountability Act (HIPAA) and implementing Privacy Rule shall also be maintained as provided in the Patient Medical Record Security and Privacy Policy.

800.7 IMAGING RECORDS

Agency Content

Digital imaging should be used to store bulky records or those that are rarely accessed but have long retention periods. The Public Records Officer or the authorized designee should be responsible for imaging and storing district records and ensuring that it meets the minimum standards for archival records retention as specified by the state archivist (RCW 40.14.020).

Materials not required to be retained should be disposed of before a file is scanned. After scanning, a review of the scanning should be performed to ensure accuracy. This must be completed before proceeding with the destruction of original documents. In addition, a review of the index of the images and the labeling of the medium must be performed to ensure that the documents can be located and retrieved when needed.

Scanned records should be backed up and data should be migrated as necessary to upgraded media and software.

800.8 RESPONSIBILITIES

Best Practice MODIFIED

800.8.1 MEMBERS' RESPONSIBILITY

Best Practice MODIFIED

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

800.8.2 COMPANY OFFICERS' RESPONSIBILITY

Best Practice MODIFIED

Company officers at the fire stations are responsible for the management of records at the fire station level. The company officers shall ensure that all records at the fire stations are retained in accordance with this policy.

800.9 TRAINING

State MODIFIED

The Public Records Officer shall complete a training program consistent with the Attorney General's model rules within 90 days of assuming responsibilities for public records and complete refresher training as required (RCW 42.56.152).

Attachments

LEXIPOL local-government-common-records-retention-schedule-core-v.4.2-(august-2021).pdf



This schedule applies to: All Local Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources, and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state, and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on August 4, 2021.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Steve Excell



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 16, 2008	Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN GS50-09-14).
2.0	January 28, 2010	Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from <i>Local Government General Records Retention Schedule (LGRRS) Version 5.0</i> and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all <i>new and revised</i> records series. (Definitions can be found in the Glossary.) Revision numbers have been added to all Disposition Authority Numbers (DANs). A new section, Records with Minimal Retention Value, covers records previously covered by GS50-02 (which has been discontinued). Removed "Secondary Copy" and "Remarks" columns in all activities with <i>new and revised</i> records series. Also removed extraneous notes about revisions and corrections in all records series.
2.1	July 29, 2010	Records series in the Risk Management/Insurance and Legal sections (covering accidents/incidents, guardian permission for minors, and claims for damages) have been revised. The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added. GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc. Two new series covering agency strategic plans have been added. A new series covering Superior Court source records (which have been reproduced) has been added. An obsolete records series relating to public disclosure requests has been discontinued.
2.2	December 15, 2011	Critical updates based on user feedback/input. 36 pages removed. 77 records series discontinued, 34 revised, and 28 added. 31 existing series relating to financial transactions have been consolidated into 2 new series: Financial Transactions – General , and Financial Transactions – Bond, Grant and Levy Projects . 19 existing series relating to meetings and hearings have been consolidated into 2 existing and 4 new series. Added "Designations" column; removed "Item No.", "Secondary Record Copy", and "Remarks" columns. (Some remarks have been added to description as "Notes".) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.)
3.0	November 29, 2012	Complete revision of the Asset Management function. 34 new series; 7 series transferred in from LGRRS Version 5.2; 87 series revised; and 78 series discontinued. Multiple activities restructured and several new activities added including: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)
3.1	December 18, 2014	Added new series (GS2014-030) to urgently address the payment card Sensitive Authentication Data issue. Three additional series added (GS2014-029, GS2014-031, and GS2014-032); one discontinued (GS2010-085); and 11 revised/updated. Also, corrections made to 11 DAN <i>revision numbers</i> (e.g., "Rev. 0") (All changes are detailed in the Summary of Changes.)



Version	Date of Approval	Extent of Revision
3.2	August 20, 2015	One records series modified. GS2014-030 renamed Financial Transactions – Sensitive Cardholder Data and description modified to <u>include</u> primary account/credit card number (PAN) <i>as well as</i> all Sensitive Authentication Data (SAD). Exclusions on p.90 & 91 updated. (No Summary of Changes.)
3.3	October 27, 2016	Minor revisions to the “Agency Management – Meetings and Hearings” and “Records with Minimal Retention Value (Transitory Records)” sections.
4.0	May 18, 2017	Complete revision of Human Resource Management , Legal Affairs (Agency Management), and Payroll (Financial Management). IMPORTANT: Disposition authority for legal advice/opinions provided by the agency attorney (or outside counsel) is granted <i>with the DAN for the records to which the advice relates</i> , whether specified in each individual records series or not. EMPLOYEE refers to any individual who performs tasks or assumes responsibilities <i>for or on behalf of the agency</i> , whether paid or unpaid (e.g., appointed, volunteer, contract, temporary, etc.) This definition applies <u>only</u> in relation to legal disposition authority and does <u>not</u> refer to legal employment status. 16 records series added; 63 revised; and 98 discontinued. (All changes are listed in the Summary of Changes.)
4.1	August 5, 2020	Minor revisions to the “Asset Management – Security” section.
4.2	August 4, 2021	Minor revisions to the “Human Resource Management – Employee Health and Safety” section.

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

<http://www.sos.wa.gov/archives/>



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1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration. Also includes managing the agency's interaction with its community, and managing its legal matters.

1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-02 Rev. 0	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest. <i>Remarks: Contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</i>	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-01-36 Rev. 0	APPOINTMENT CALENDARS <i>Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</i>	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 3	<p>Communications – Governing/Executive/Advisory</p> <p>Internal and external communications to, from, and/or on behalf of the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, <u>and that are not covered by a more specific records series.</u></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency-initiated information/advice; • Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; • Requests for and provision of information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Non-executive communications covered by DAN GS2010-001; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 3	<p>Communications – Non-Executive</p> <p>Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Communications sent or received by support staff on behalf of the executive or governing/advisory member, which are covered elsewhere in <i>CORE</i> (such as GS50-01-12) and sector schedules; • Governing/Executive/Advisory communications covered by DAN GS50-01-12; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-03 Rev. 1	Informational Reports Compiled for Agency Use Reports created by agency staff <i>where not covered by a more specific records series in CORE or sector schedules.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-01-39 Rev. 1	Project Files (Miscellaneous) Records relating to agency projects <i>where not covered by a more specific records series in CORE or sector schedules.</i>	Retain for 6 years after completion of project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-01-32 Rev. 1	Research/Program Reports, Studies, Surveys, Models, and Analyses Research/program reports, studies, surveys, models, and analyses <i>where not covered by a more specific records series in CORE or sector schedules.</i> Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.2 AUTHORIZATION/CERTIFICATION

The activity of the local government agency seeking authorization/approval from regulating authorities relating to its general functions, mission, or operations, where regulated by federal, state or local law or court rule. Excludes the granting of approval by the local government agency acting in a regulatory capacity, which is covered in sector schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 2	<p><i>Authorizations/Certifications – Agency Management</i></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <i>acquired by the agency</i> in relation to its general functions and operations, <i>where not covered by a more specific records series</i>. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes applications, confirmations, correspondence, violations/corrections, reports, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport operating certificates (United States Federal Aviation Administration, <u>14 CFR § 139</u>); • Animal control registration (Board of Pharmacy, <u>RCW 69.50.310</u>); • Animal exhibitor/importer/rehabilitation licenses, registrations and permits (U.S. Department of Agriculture, Center for Disease Control, U.S. Dept. of Fish and Wildlife); • Drug Enforcement Agency (DEA) license to acquire/dispense drugs; • Transportation (trains, light rail, ferries, school buses, etc.) (U.S. Dept. of Transportation, <u>Title 49 CFR</u>); • Temporary permits and licenses (food and beverage, public gatherings, etc.); • Workers' Compensation Self-Insurance Certification (<u>WAC 296-15-021</u>). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Authorizations/Certifications - Hazardous Materials (DAN GS55-01M-04);</i> • <i>Capital Assets (Real Property) (DAN GS55-05A-06) (land division permits, etc.).</i> <p>IMPORTANT: <i>Excludes authorizations granted <u>by</u> the local government agency such as permits, certificates, licenses, etc. (which are covered in sector schedules).</i></p>	<p>Retain for 6 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-015 Rev. 0	<p>Agency Identity/Brand Records relating to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, badges, banners, etc. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Design of symbols, logos, emblems, etc.; • Determination of mottos, slogans, school colors, mascots, etc.; • Establishment of program names, etc.; • Public participation in the decision-making process. <p>Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032. Excludes intellectual property ownership records covered by GS2012-030.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-01-37 Rev. 1	<p>Census Records from the State Office of Financial Management <i>Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-05A-01 Rev. 1	<p>Charter and Bylaws – Adopted Official, adopted charter and/or bylaws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).</p>	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-07 Rev. 1	<i>Charter and Bylaws – Development</i> Records relating to the development of the agency's charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB). Excludes adopted charters and bylaws covered by GS50-05A-01.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-16-09 Rev. 1	<i>Jurisdictional Boundary – Official</i> Official documentation of the agency's legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency's jurisdiction. Records may include, but are not limited to: <ul style="list-style-type: none"> • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. Excludes records that are: <ul style="list-style-type: none"> • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031; • Covered in the <i>County Assessor, County Auditor, & Land Use Planning and Permitting</i> sector schedules. 	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting, and determining the local government agency's charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-03A-05 Rev. 1	<p><i>Jurisdictional Boundary – Development</i></p> <p>Records relating to the development and/or proposal of modifications/changes to the agency's jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc.</p> <p>Excludes records covered by GS50-05A-13, <i>Meetings – Governing/Executive</i>.</p> <p>Excludes official boundary documentation covered by GS50-16-09.</p>	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-18-38 Rev. 1	<p><i>Jurisdictional Reference – Maps, Drawings, Photographs</i></p> <p>Maps, drawings, and/or photographs that provide reference information on land use conditions and physical features within the agency's jurisdictional boundary, prepared or collected by the agency and used for staff reference and/or public information.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as records that are:</p> <ul style="list-style-type: none"> • Related to projects covered in the Land Use Planning sector schedule; • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031. 	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM</p>



1.4 COMMUNITY AND EXTERNAL RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 0	<i>Advertising and Promotion</i> Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS2011-166 Rev. 0	<i>Awards and Recognitions</i> Records documenting international, national, and other significant awards and recognition <u>received by</u> the agency in relation to its functions and assets. Includes, but is not limited to: <ul style="list-style-type: none"> • Awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archeological, geographical or topological), etc.; • Recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc. Excludes artifacts (plaques, trophies, etc.).	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2011-167 Rev. 0	<i>Charity Fundraising</i> Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions. Includes, but is not limited to: <ul style="list-style-type: none"> • Decision process for selecting charity campaigns to support; • Communication between the agency and charities; • Dissemination of charity information; • Arrangements and promotion of campaign events. Excludes authorizations of payroll deductions covered by GS50-03E-01.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.4 COMMUNITY AND EXTERNAL RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-09 Rev. 2	<p>Citizen Complaints/Requests Communications from citizens making a complaint or request, as well as the associated agency response. Includes community mediation/dispute resolution records relating to routine issues <i>where not covered by a more specific records series</i>.</p> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Claims for Damages (DAN GS50-01-10);</i> • <i>Code Enforcement (DAN GS2012-026);</i> • <i>Contracts and Agreements (General) (DAN GS50-01-11);</i> • <i>Public Disclosure/Records Requests (DAN GS2010-014);</i> • Social service files covered in the <i>Social Services Records Retention Schedule</i>. 	<p>Retain for 3 years after matter closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06F-07 Rev. 1	<p>Media Releases and Coverage Records relating to media coverage (television, radio, newspapers, internet, etc.) of the agency's activities and accomplishments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives; • Copies of guest editorials written by the head of the agency or senior executives; • Copies of news clippings/media coverage; • Interactions <i>with</i> the media (press/news releases issued by the agency, etc.). <p>Excludes information provided on the agency's own website or social media channels which is retained according to the information's <i>function</i> and <i>purpose</i>.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.4 COMMUNITY AND EXTERNAL RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-168 Rev. 0	Proclamations Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, where not included in the minutes or meeting packet of the agency's governing body.	Retain for 6 years after issued <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS2012-016 Rev. 0	Public Notice (Official) Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, where not covered by a more specific records series. Includes, but is not limited to: <ul style="list-style-type: none"> • Affidavit of mailing, posting or publishing; • Notices of agency elections, ordinances, auction, public meetings/hearings, etc. Excludes notices covered more specifically in <i>CORE</i> or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11.	Retain for 6 years after notice published <i>or</i> 6 years after published event completed, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-30 Rev. 0	PUBLIC OPINION POLLS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 2	<p>Contracts and Agreements – Capital Assets (Non-Real Property)</p> <p>Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, but do not establish, alter, or abolish real property ownership. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales agreements (non-real property only); • Bond, grant and levy project contracts/agreements (non-real property only); • Building construction and improvements; • Rights-of-way and/or easements <u>granted to (received by)</u> the agency; • Franchises <u>granted to (received by)</u> the agency. <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Capital Assets (Real Property)</i> (DAN GS55-05A-06) (for real property agreements, rights-of-way/easements granted by the agency, etc.); • <i>Financial Transactions - Bond, Grant and Levy Projects</i> (DAN GS2011-183); • <i>Franchise Requests – Granted by Agency</i> (DAN GS50-05A-10). <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p>	<p>Retain for 6 years after completion of transaction or 6 years after termination/expiration of instrument or 6 years after disposition of asset (if asset owned by agency), <i>whichever is later</i> then Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 4	<p>Contracts and Agreements – General</p> <p>Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that <u>do not</u> establish, alter, or abolish ownership of capital assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Memoranda of understanding (MOU); • Negotiations, final/initial agreements, change orders, amendments, addenda; • Compliance monitoring; • Legal interpretations, mediation, arbitration, etc. <p>Contracts/agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • Bonds (fidelity/surety coverage, performance/vendor, elected & appointed official, etc.); • Customer account authorizations (automatic payments, ongoing discounts, etc.); • Employee use of <i>personally-owned</i> items for work-related purposes (weapon, vehicle, ergonomic equipment, Personal Protective Equipment [PPE], cell phone, laptop, etc.); • Human resources (delegation of authority, employee/employment, etc.). Does <u>not</u> include retirement verification records covered by GS2017-009; • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Labor relations (collective bargaining, Public Employer Relations Commission (PERC) filings, etc.) Does <u>not</u> include employee grievances; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); 	<p>Retain for 6 years after completion of transaction or 6 years after termination/expiration of instrument/coverage <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
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1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 <i>Continued From Previous Page</i>	<p>Contracts/agreements include, but are not limited to: <i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Professional and client services; • Purchase and sales agreements (non-capital asset purchases only); • Retirement investment portfolios (for agencies operating their own pension systems); • Warranties. <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Financial Transactions - Bond, Grant, and Levy Projects (DAN GS2011-183).</i> <p><i>Note: Pursuant to RCW 4.16.040, the statute of limitations for the commencement of actions upon a contract "...or liability express or implied arising out of a written agreement..." is 6 years.</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
GS2012-017 Rev. 0	<p>Franchise Requests – Declined</p> <p>Records relating to franchise request proposals <u>submitted to</u> or <u>requested by</u> the local government agency where the request is not granted. Includes review, development, negotiations, and related communications.</p> <p>Excludes franchises granted <u>by</u> the agency, which are covered by GS50-05A-10.</p> <p>Excludes franchises granted <u>to</u> the agency, which are covered by GS2011-169.</p>	Retain for 6 years after request declined <i>then</i> Destroy .	NON-ARCHIVAL NON-ESSENTIAL OPR



1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-10 Rev. 1	<p>Franchise Requests – Granted by Agency</p> <p>Records relating to franchise agreements <u>granted by</u> the local government agency allowing the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground, for the provision of public services (such as utilities [gas, electricity, water, sewer, etc.], railroads, telecommunications, and other activities) in accordance with <u>RCW 35A.47.040</u> and/or <u>RCW 80.32.010</u>. Includes review, development, negotiations, final agreement, and related communications.</p> <p>Excludes franchises granted <u>to</u> the agency, which are covered by GS2011-169.</p>	<p>Retain for 6 years after termination or withdrawal of franchise agreement <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-018 Rev. 1	<p><i>Certification of Election – By Regulatory Agency</i></p> <p>Agency copy of election certification documentation issued by a regulatory agency in accordance with federal, state, or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc.</p> <p>Includes, but is not limited to, certifications of:</p> <ul style="list-style-type: none"> • Regular and special elections held in accordance with <u>Title 29 RCW</u> and certified by the County Auditor. (County Auditor certification records are designated “Archival – Permanent Retention” in the <i>County Auditor Records Retention Schedule</i>.) • Educational service district board and regional committee member elections held by the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.310.080). (OSPI’s certification records are designated “Archival” in its records retention schedule.) • Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with <u>RCW 89.08.110</u>. (WSCC’s certification records are designated “Archival” in its records retention schedule.) <p>Excludes:</p> <ul style="list-style-type: none"> • Election administration records covered by GS2012-020; • <i>Certification of elections certified by the local government agency</i>, which are covered by GS2012-019; • County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-019 Rev. 1	<p>Elections – Held and Certified by the Local Government Agency (Official Results)</p> <p>Core official documentation and certification of elections <u>held and certified</u> by the agency.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Sample ballots, voters' pamphlets; • Tabulated votes; • Certification of election. <p>Elections include, but are not limited to:</p> <ul style="list-style-type: none"> • Irrigation District elections held pursuant to RCW 87.03.075; • Associated Student Body (ASB) officer elections held pursuant to <u>RCW 28A.325.020</u>; • School Board President elections held pursuant to <u>RCW 28A.330.010</u>; • Executive Committee elections. <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>.</p> <p>Excludes agency-held elections administration records covered by GS2012-020.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS2012-020 Rev. 0	<p>Elections – Held by the Local Government Agency (Administration)</p> <p>Internal administration of elections <u>held</u> by the local government agency.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Voter eligibility and challenges to voter eligibility; • Voted ballots, tally sheets; • Working files. <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>.</p> <p>Excludes official election results documentation covered by GS2012-019.</p>	<p>Retain for 1 year after certification of election <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-021 Rev. 0	<p><i>Initiative, Referenda and Recall Measures</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Petitions signed by citizens; • Outreach, voter pamphlet input; • Planning files, legal opinions; • Related communications. <p>Includes, but is not limited to, initiative, referenda, and recall measures:</p> <ul style="list-style-type: none"> • Passed by voters; • Rejected by voters; • Where requisite number of signatures is not sufficient to place on ballot. <p>Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020.</p>	<p>Retain for 6 years after certification of election or determination of signature insufficiency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-05A-15 Rev. 1	<p><i>Oaths Of Office – Filed or Recorded with County Auditor</i></p> <p>Agency copy of official oaths of office taken by elected and appointed officials <i>which have been filed or recorded with the County Auditor.</i></p> <p>Excludes oaths of office covered by GS2012-023.</p> <p><i>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i></p>	<p>Retain for 6 years after end of term of office or appointment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-023 Rev. 1	<i>Oaths Of Office – Not Filed or Recorded with County Auditor</i> Official oaths of office taken by elected and appointed officials <i>which have <u>not</u> been filed or recorded with the County Auditor.</i>	Retain for 6 years after end of term of office or appointment <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-02 Rev. 1	<i>Backups for Disaster Preparedness/Recovery</i> Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS2012-024 Rev. 1	<i>Emergency/Disaster Preparedness – Contact Information</i> Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc. Includes, but is not limited to: <ul style="list-style-type: none"> • Medical information (provider name, blood type, allergies, ADA requirements, etc.); • Personal contact information (cell/home phone, email address, etc.); • Physical pick-up information (for students/minors, etc.). 	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS50-14-03 Rev. 2	<i>Emergency/Disaster Preparedness and Recovery Plans</i> Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets. <i>Also includes, but is not limited to:</i> <ul style="list-style-type: none"> • Employee emergency plans and fire prevention plans prepared in accordance with <u>WAC 296-24-567</u>; • Essential records lists. Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-29 Rev. 1	<p><i>Emergency/Disaster Response/Recovery – Uncommon or Major</i></p> <p>Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), <i>where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Emergency operations center activities and communications; • Invocation of mutual aid or interlocal agreements with adjoining local jurisdictions; • State of Emergency/disaster damage declaration; • Federal Emergency Management Agency (FEMA) claims; • Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community; • Protection, recovery, and repair of agency or community assets. <p>Excludes emergencies/disasters involving hazardous materials/dangerous waste covered by GS2011-177 or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-025 Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Routine or Minor</i></p> <p>Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) <i>where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</i></p> <p>Excludes emergencies/disasters covered by GS50-18-29, GS2011-177 or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 2	<p>Attorney General Opinions Formal opinions issued by the Washington Attorney General in response to requests by the county prosecuting attorney.</p> <p><i>Note: Opinions issued by the Office of the Attorney General are designated Archival in the Office of the Attorney General Records Retention Schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-171 Rev. 1	<p>Civil Rights – Compliance Records relating to the agency’s efforts to comply with federal, state and local statute governing employees’ and the general public’s civil rights.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agreements, surveys, reports; • Meeting and training materials; • Notifications and communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Civil Rights Compliance (Section 504 Accommodations) (DAN GS50-04C-01);</i> • <i>Civil Rights Violation Complaints (1985 and Earlier)(DAN GS50-04C-04);</i> • <i>Civil Rights Violation Complaints (1986 and Later) (DAN GS2017-002).</i> 	<p>Retain for 6 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-01 Rev. 2	<p>Civil Rights – Compliance (Section 504 Accommodations)</p> <p>Records relating to the agency’s compliance with Section 504 of the <i>Rehabilitation Act of 1973</i> which requires that qualified individuals with disabilities have equal opportunity to benefits and services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agreements, surveys, reports; • Meeting and training materials; • Notifications and communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04).</i> • <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002).</i> 	<p>Retain for 6 years after completion or denial of accommodation(s) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-04 Rev. 2	<p>Civil Rights – Violation Complaints (1985 and earlier)</p> <p>Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by agency employees or the general public in 1985 or earlier. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Findings, settlement agreements, post-finding materials; • Litigation case file (<i>if applicable</i>); • Notifications, communications, contact logs, notes. <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, bussing, race, color & national origin [Title VI], etc.); • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.). 	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-002 Rev. 0	<p>Civil Rights – Violation Complaints (1986 and later)</p> <p>Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by employees or the general public in 1986 or later, and where civil litigation has not commenced. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Findings, settlement agreements, post-finding materials; • Notifications, communications, contact logs, notes. <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Americans with Disabilities Act</i> (ADA), Title II, etc.; • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, race, color & national origin [Title VI], etc.); • <i>Federal Fair Housing Amendments Act of 1988</i>; • <i>Health Insurance Portability and Accountability Act</i> (HIPAA); • <i>Individuals with Disabilities Education Act</i> (IDEA); • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.). <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-10 Rev. 2	<p>Claims for Damages</p> <p>Records relating to claims for damages filed either <i>against the agency</i> by other parties, or by the agency against other parties</p> <p>Excludes workers’ compensation claims covered in the Human Resource Management - Employee Benefits section.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-026 Rev. 1	<p>Code Enforcement</p> <p>Records relating to the enforcement of the local government agency’s official code, <i>where not covered by the Law Enforcement Records Retention Schedule.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, mediation/dispute resolution, investigations, warnings, notices; • Inspections, assessments, citations, statements of required corrective action, resolution; • Related communications. <p>Code violations <u>may</u> include, but are not limited to:</p> <ul style="list-style-type: none"> • Animal control; • Building, development, land use, and fire; • Nuisance (accumulation of junk on private property, etc.); • Parking; • Personal license and business license. <p>Excludes records covered more specifically in CORE or sector schedules, such as <i>Appeals Hearings – Local Decision-Making Bodies (General)</i> (DAN GS2011-173).</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after matter resolved or closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 1	<p>Compulsory Process Served on the Agency (Not Party to Litigation)</p> <p>Records relating to court orders, subpoenas and other compulsory legal process served on the agency, where the agency is <u>not</u> a party to the litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel/staff summonses or notice of deposition; • Subpoenas or court orders for agency records. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-003 Rev. 0	<p>Discovery Materials Not Submitted to the Court</p> <p>Records gathered, received, or produced in relation to discovery requests or civil investigative demands which are not submitted to the court.</p> <p><i>Note: Discovery materials submitted to the court become part of the litigation case file.</i></p>	<p>Retain until resolution of case (including appeals) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 3	<p>Evictions, Liens, Foreclosures, Condemnations</p> <p>Records relating to disputes and attempts to collect funds <i>where real property ownership is involved and where litigation has <u>not</u> commenced</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, research, invoices/statements, notices, proof of mailing; • Copies of title reports, certificates of delinquency. • Damage and loss claims (purchasing); • Lien filings (and releases) and other actions; • Settlement documentation; • Warrants/checks returned due to non-sufficient funds (NSF). <p>Includes activities and actions relating to real property ownership (where litigation has not commenced), such as:</p> <ul style="list-style-type: none"> • Condemnation/eminent domain; • Debt forgiveness; • Evictions, vacation of premises, etc. • Property liens (and releases), foreclosure of deeds and mortgages, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Assets (Real Property) (DAN GS55-05A-06)</i> (encroachments); • <i>Financial Disputes and Collections – General (DAN GS50-03B-14)</i>; • The Prosecuting Attorney Records Retention Schedule. <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p> <p><i>Note: Pursuant to <u>RCW 4.16.020</u>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p>Retain for 10 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-07-03 Rev. 1	<i>Legal Advice, Analysis, and Opinions – Development</i> Records relating to the development of legal advice and analysis of the law. Includes, but is not limited to: <ul style="list-style-type: none"> • Preliminary drafts; • Comments on preliminary drafts; • Related correspondence/communications. 	Retain until issuance of advice/opinion <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS53-02-03 Rev. 2	<i>Legal Advice, Analysis, and Opinions – Official</i> Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, <i>where the advice/analysis/opinions are <u>not</u> retained and dispositioned with other agency records to which they relate.</i> Excludes records covered by <i>Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03)</i> .	Retain for 10 years after issuance of advice/opinion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS53-02-05 Rev. 1	<i>Legal Advice, Analysis, and Opinions – Secondary Copies</i> Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, <i>where the advice/analysis/opinions <u>are</u> retained and dispositioned with the agency records to which they relate.</i> Excludes records covered by <i>Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03)</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.8 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-04 Rev. 2	<p>Litigation Case Files</p> <p>Records relating to cases litigated on behalf of the local government agency (as plaintiff or defendant) before a local, state, or federal court or administrative forum.</p> <p>Excludes records covered by <i>Litigation Materials – Development</i> (DAN GS2017-004).</p> <p>NOTE: The provision of legal representation <i>on behalf of the cities, counties, or State of Washington</i> (relating to criminal, juvenile offender, or civil matters) in family law, juvenile, trial, and appellate courts and/or administrative forums, is covered in the Prosecuting Attorney Records Retention Schedule.</p>	<p>Retain for 10 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS2017-004 Rev. 0	<p>Litigation Materials – Development</p> <p>Records relating to the development of litigation materials (such as pleadings, memoranda, briefs, declarations, discovery materials, reports, etc.) concerning any matter in litigation <i>or reasonably anticipated to be in litigation</i> before any judicial or administrative forum.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of research materials; • Copies of records that are part of the official court record (pleadings, orders, decrees, etc.); • Preliminary drafts; • Comments on preliminary drafts; • Related correspondence (including procedural/scheduling communications, non-substantive transmittal letters, etc.). 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.9 LOCAL GOVERNMENT LEGISLATION

The activity of the local government agency's governing bodies establishing law, statutes, & regulations for themselves and for the people they represent.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-16 Rev. 1	<i>Ordinances and Resolutions – Approved</i> Laws, statutes, and/or regulations approved and enacted by the local government agency's governing body. <i>Note: Official and municipal codes are covered by Publications – Master Set, GS50-06F-04.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
GS50-01-25 Rev. 1	<i>Ordinances and Resolutions – Development</i> Documentation of the analysis and development of ordinances and/or resolutions intended for submission to the agency's governing council, commission, or board. Excludes approved ordinances and resolutions covered by GS50-05A-16.	Retain for 3 years after approval or decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 2	<p><i>Appeals Hearings – Local Decision-Making Bodies (General)</i> Records documenting the adjudicative proceedings of the local government agency's decision-making bodies. Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where <u>NO</u> land use decision is being appealed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Audio/visual recordings and transcripts of proceedings; • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony, exhibits, etc.; • Indexes and other finding aids. <p>Hearings and proceedings include, but are not limited to:</p> <ul style="list-style-type: none"> • Animal control dispute appeals; • Billing dispute appeals hearings (utilities, etc.); • Civil asset forfeiture hearings; • Civil Service Commission hearings and employee grievance appeals; • County Board of Equalization property tax valuation and/or exemption appeals. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Meetings – Advisory (DAN GS2012-027);</i> • <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i> • <i>Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174);</i> • <i>Meetings/Hearings – Arrangements (DAN GS2011-176).</i> 	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-174 Rev. 2	<p><i>Appeals Hearings – Local Decision-Making Bodies (Land Use)</i> Records documenting the adjudicative proceedings of the local government agency's decision-making bodies. Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding <i>where a land use decision is being appealed</i>. <u>Includes</u> land use administrative appeals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.; • Audio/visual recordings and transcripts of proceedings; • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony; exhibits, etc.; • Indexes and other finding aids. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Meetings – Advisory (DAN GS2012-027);</i> • <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i> • <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);</i> • <i>Meetings/Hearings – Arrangements (DAN GS2011-176).</i> 	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-007 Rev. 0	<p>Meeting Materials – Members’ Copies/Notes Individual members’ meeting materials from participating in advisory, governing/executive, internal/external committees (including national/external bodies), and staff meetings, <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of agendas, meeting packets, minutes, etc.; • Working notes/drafts, etc.; • Related correspondence/communications. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-027 Rev. 0	<p>Meetings – Advisory Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Meetings regulated by the <i>Open Public Meetings Act</i> (<u>chapter 42.30 RCW</u>), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by <u>RCW 42.30.110(2)</u>). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-13 Rev. 2	<p>Meetings – Governing/Executive</p> <p>Records documenting all meetings of the local government agency’s governing bodies and executive management.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 2	<p>Meetings – Inter-Agency Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, etc.; • Minutes, audio/visual recordings, transcripts, etc.; • Indexes and other finding aids. <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Meetings – Governing Bodies (DAN GS50-05A-13);</i> • <i>Meetings – Advisory (DAN GS2012-027);</i> • <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes). 	<p>Retain for 6 years after end of calendar year <i>or</i> 6 years after completion of project, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-43 Rev. 2	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of agency staff and those of internal committees, councils, commissions, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony, etc.; • Audio/visual recordings and transcripts of proceedings, etc.; • Minutes. <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Meetings – Governing Bodies (DAN GS50-05A-13);</i> • <i>Meetings – Advisory (DAN GS2012-027);</i> • <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes). 	<p>Retain for 2 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 1	<p>Meetings/Hearings – Arrangements</p> <p>Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agenda requests; • Arrangement of catering, facilities, and equipment. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Scheduling – Appointments/Meetings (DAN GS2016-011)</i>; • Financial records (facilities, catering, travel expense, etc.) covered by <i>Financial Transactions – General (DAN GS2011-184)</i>; • <i>Open Public Meeting Act</i> notices covered by <i>Public Notice (Official) (DAN GS2012-016)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.11 PLANNING

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-02 Rev. 1	<p><i>Establishment/Development History of Agency/Programs</i> Records documenting the planning, establishment and significant changes/developments of the agency and its programs, including agency mergers/splits, creation/combination of divisions, major changes of agency functions, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Biographical files (notable staff and other individuals related to the agency); • Organizational charts and other records documenting <u>significant</u> changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.); • Scrapbooks, news clippings, web pages/screen grabs, photographs, audio/visual recordings, etc., documenting the history of the agency/programs; • Summaries/histories; • Transitional documentation prepared for incoming officials/agency heads; • Year-end/annual listing of all agency officials/staff (employee directory, roster, etc.). 	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2010-079 Rev. 0	<p><i>Strategic Plans – Development</i> Records relating to the development of the agency's strategic plan.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-080 Rev. 0	<p><i>Strategic Plans – Final Version</i> Final version of agency-wide strategic, long-term plan used to align the agency's organizational and budget structure with its priorities, missions, and objectives.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>



1.11 PLANNING

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-38 Rev. 2	<p>Work Plans Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Strategic Plans – Final Version (DAN GS2010-080);</i> • <i>Workforce Planning (DAN GS2014-032).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.12 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
GS50-01-01 Rev. 0	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day to day operations. Includes work assignments to staff.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-24 Rev. 1	<i>Official Agency Policy and Procedure Directives, Regulations and Rules</i> Officially-adopted policies, procedures, or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



1.13 REPORTING

The activity of providing information as required by federal, state, or local statute, or by court order/rule. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-04 Rev. 1	Annual Reports – Adopted May also include annual messages of chief executive officer.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
GS2012-028 Rev. 1	Reporting/Filing (Mandatory) – Agency Management Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, where not covered by a more specific records series . Includes, but is not limited to: <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. Includes, but is not limited to: <ul style="list-style-type: none"> • Political campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters 42.17 and 42.17A RCW; • Special purpose district reports filed with the County or State Auditor in accordance with RCW 36.96.090; • <u>Annual and 5-Year Plans submitted by Public Housing Authorities to the U.S. Department of Housing and Urban Development (HUD) in accordance with Section 511 of the <i>Quality Housing and Work Responsibility Act (QHWRA)</i></u>; • Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to RCW 36.27.020. 	Retain for 6 years after report or document submitted <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 0	<p>Accidents/Incidents (Hazardous Materials) – Human Exposure</p> <p>Records documenting accidents, incidents, and any other occurrences within the agency's jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Personal exposure information, physical examination reports, etc.; • Analyses of medical or exposure records (<u>WAC 296-802-20015</u>); • Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>); • Personal exposure records as defined by American Nuclear Insurers (ANI); • Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI); • Other records as specified in <u>WAC 296-802-20010</u>. <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 100 years after individual's date of birth <i>or</i> 30 years after individual's date of death, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-03 Rev. 2	<p>Accidents/Incidents (Hazardous Materials) – No Human Exposure Records documenting accidents and incidents within the agency's jurisdiction involving hazardous materials where there was no human exposure.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>). <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>. <p>Excludes accidents/incidents involving human exposure covered by GS2011-177.</p>	<p>Retain for 50 years after date of accident/incident <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-06C-03 Rev. 4	<p>Accidents/Incidents – No Claim Filed (Under Age 18) Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations.</p> <p>Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with <u>RCW 41.24.210</u>.</p> <p>Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.</p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-081 Rev. 2	<i>Accidents/Incidents – No Claim Filed (Age 18 and Older)</i> Records relating to accidents/ incidents involving individuals age 18 and older, and where claims for damages are <u>not</u> filed. Includes, but is not limited to, reports and investigations. Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with <u>RCW 41.24.210</u> . Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.	Retain for 3 years after date of incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-15 Rev. 0	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-16 Rev. 1	<i>Insurance Policies Purchased</i> Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. <i>Note: The Local Records Committee suggests that policies which allow claims retroactive to their period of coverage should be retained permanently. Consult your risk manager.</i>	Retain for 6 years after termination or expiration of coverage <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS50-06C-04 Rev. 0	INSURANCE POLICY CERTIFICATES	PERMANENT	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 3	<p>Permission for Minors to Participate</p> <p>Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns and volunteers) to participate in agency-sponsored or agency-approved programs, events and activities. Includes travel away from agency facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation and all other arrangements. <p>Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-31 in the <i>Public Schools (K-12) Records Retention Schedule</i>.</p> <p>Excludes records covered by PR50-13C-19 in the Parks, Recreation and Culture Records Retention Schedule.</p> <p><i>Note: If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	<p>RISK DATA</p> <p>Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.</p>	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM



1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-178 Rev. 1	Agency-Provided Training – Curriculum and Materials Development Records relating to the development of training courses, seminars, and/or workshops. Includes research, materials development, etc. Excludes final curriculum and materials covered by GS2011-180. Excludes PreK-12 education covered in the <i>Public Schools (K-12) Records Retention Schedule</i> .	Retain until curriculum no longer provided by agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-179 Rev. 1	Agency-Provided Training – Arrangements Records relating to the administrative arrangements of agency-provided training courses, seminars, and workshops. Includes, but is not limited to: <ul style="list-style-type: none"> • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities, and equipment. Excludes financial records (facilities, catering, travel expense, etc.). Excludes PreK-12 education covered in the <i>Public Schools (K-12) Records Retention Schedule</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 1	<p>Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory</p> <p>Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or • Training is required by federal, state, or local statute, and/or by employer. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. <p><u>Agency-provided training</u> includes, but is not limited to:</p> <ul style="list-style-type: none"> • Continuing legal education (CLE) credits, etc.; • Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, first aid, lifeguard, childcare, etc.; • Recreational courses with marked levels of achievement (aquatics, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Hazardous materials training covered by GS2012-029 or UT2012-005; • In-service education programs (clock hours) covered by SD51-04G-01; • Hazardous materials trained personnel list covered by GS50-19-09; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in work history files. 	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-029 Rev. 0	<p>Agency-Provided Training – Hazardous Materials Handling</p> <p>Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, relating to non-radiological hazardous materials/waste handling or exposure (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or, • Training is required by federal, state, or local statute, and/or by employer. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Radiation protection training as defined by WAC 246-222-030 and American Nuclear Insurers (ANI) and covered in the <i>Utility Services Records Retention Schedule</i>. • Employee training certificates/history retained in the employee's work history file. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.15 TRAINING

The activity of the local government agency providing training to agency [employees](#), contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 1	<p>Agency-Provided Training – General</p> <p>Records documenting training courses, seminars and workshops provided <u>by</u> the local government agency <u>to</u> the public, customers, contractors, or agency employees where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state, or local statute or by employer. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Agency-provided training covered by GS2011-180 and GS2012-029; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in the employee's work history file. 	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2. ASSET MANAGEMENT

The function of managing the local government agency's assets, including physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Includes hazardous materials. Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-030 Rev. 0	<p>Capital Assets (Other) and Non-Capital Tracked Assets</p> <p>Records documenting acquisition/ownership of the agency's capitalized, non-real property assets and non-capital assets that are tagged or tracked (small and attractive assets, etc.).</p> <p>Non-real property capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Vehicles, machinery, computers, equipment, furniture; • Intellectual property (copyrights, patent rights, trademarks, etc.); • Works of art and historical treasures; • Easements, rights-of-way <i>received by</i> the agency; • Water and timber rights <i>received by</i> the agency. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appraisals (statement of value); • Purchase offers for agency assets which are declined by agency ; • Legal ownership documentation (includes copy of vehicle title if original is transferred to new owner). <p>Excludes contracts and agreements covered by GS2011-169 and GS2011-183.</p> <p>Excludes real property assets covered by GS55-05A-06.</p>	<p>Retain for 4 years after disposition of asset <i>or</i> until disposition of asset <i>and</i> completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-06 Rev. 1	<p><i>Capital Assets (Real Property)</i></p> <p>Records relating to the agency's capitalized, real property assets that document their acquisition, ownership, division, value, improvements, and sale (or other disposition).</p> <p>Real property capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Land, infrastructure; road establishment; improvements; • Land division (plat, short plat, binding site plans, etc.); • Buildings, leasehold improvements. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appraisals (statement of land/facility values); • Contracts and agreements (including bond/grant/levy-funded real property); includes negotiations, compliance monitoring, etc.; • Documentation of legal ownership (deeds, titles, title insurance, etc.); • Easements <u>granted by</u> the agency; • Encroachments (land disputes, water rights and obligations, etc.); • Environmental site assessments (including tests, abatement/enclosure summary, etc.); • Geological data and geotechnical reports; aerial survey photographs/images and maps; • Land information files (acquisition reference files, condemnation proceedings, title information such as location, size, value, etc.); • <i>National and State Environmental Policy Act (NEPA and SEPA)</i> applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; • Rights of way <u>vacated/relinquished</u> by the agency; • Purchase offers <u>for</u> agency assets (whether accepted or declined by agency); • Sale/auction/salvage/donation records (where not already included in records of the governing body covered by GS50-05A-13.) 	<p>Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
continued from previous page GS55-05A-06 Rev. 1	<p>Capital Assets (Real Property) <i>continued from previous page</i></p> <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • Records recorded/filed with the county engineer and covered by GS2012-031; • Rights-of-way and easements <u>received by</u> the agency and covered by GS2011-169; • Land survey field books and maps covered by GS50-18-16; • Lead Agency SEPA records covered in the <i>Land Use Planning sector schedule</i>; • Non-site-specific geological data/geotechnical reports. <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p> <p><i>Note: Per <u>RCW 4.16.020</u>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	continued from previous page	continued from previous page
GS2012-031 Rev. 0	<p>County Engineer Records</p> <p>Records retained by the county engineer in accordance with <u>RCW 36.80.040</u>. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county.</p> <p>Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers and reports.</p>	<p>Retain for the life of the agency <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-06B-24 Rev. 2	<p>Environmental Site Assessments – Asset Not Acquired</p> <p>Records relating to an analysis of environmental conditions (including hazardous materials and conditions) on real property being considered for acquisition, but not acquired by the agency. Includes appraisals completed by independent appraisers under contract to the agency as well as agency-generated appraisals.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-005 Rev. 0	<p>Lost and Found Property Records relating to personal property left behind in/at agency facilities/properties, vehicles and/or events, and the return or disposal of the item.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Records documenting discovery of item(s), attempts to locate the owner, return, retention, donation, or disposal of item(s); Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31);</i> <i>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32).</i> <p><i>Note: Pursuant to <u>RCW 4.16.080</u>, the statute of limitations for the commencement of actions for injury to personal property is 3 years.</i></p>	<p>Retain for 3 years after return/disposal of item <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-032 Rev. 0	<p>Naming (Assets) Records relating to the naming or renaming of roads, streets, parks, buildings, schools, stadiums, bridges, and other assets within the local government's jurisdiction where the naming process is not included in the development application.</p> <p>Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.</p> <p>Excludes records covered by GS50-05A-13, <i>Meetings – Governing/Executive.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). Excludes records documenting financial transactions which are covered in the Financial Management section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-21 Rev. 1	<p><i>Property Purchase Proposals Made by Agency – Unsuccessful</i></p> <p>Records relating to proposals made <u>by</u> the local government agency for the purchase of real property <i>where the offer is not accepted or is withdrawn by the agency.</i></p> <p>Includes, but is not limited to, negotiations, purchase offers, title reports, etc.</p> <p>Excludes successful purchase proposals made <u>by</u> the agency AND purchase offers made by other parties <u>for</u> the agency's real property, which are covered by GS55-05A-06.</p> <p>Excludes environmental site assessments covered by GS50-06B-24.</p>	<p>Retain for 3 years after offer declined or withdrawn <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-033 Rev. 0	<p>Authorizations/Certifications – Assets</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the local government agency in relation to its assets, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/filing & confirmation, violations/corrections, reports, related correspondence, etc. • Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, certificates of occupancy, tenant improvement, Federal Emergency Management Agency [FEMA] flood, etc.); • Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.); • Land use and environmental permits (utility, shoreline, conditional use, surface mining, zoning/land use exceptions/waivers, variances, forest practices, landscape, Army Corps of Engineers, National Pollutant Discharge Elimination System [NPDES], etc.); • Registrations (x-ray facilities and devices, etc.); • Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, buses, garbage/recycling trucks, armored transport, etc.; • Water permits (drinking, waste, surface, ground, and drainage, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Records filed/recorded with the county engineer and covered by GS2012-031; • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. <p>Excludes authorizations granted by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.</p>	<p>Retain for 6 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected/resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-034 Rev. 0	<p>Designations (Assets)</p> <p>Records relating to designations bestowed on assets owned or maintained by the local government agency. Includes applications, correspondence, notifications, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Heritage or landmark designation, placement on the National Historic Register, etc.; • Critical (Sensitive) Area designation. <p>Excludes electric utility designations made by federal regulators including NERC, CIP and TSA.</p> <p>Excludes the granting of designations, which is covered in sector schedules.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-035 Rev. 0	<p><i>As-Built Drawings – Appraised and <u>Not</u> Selected for Archival Preservation</i> Final set of drawings (as-builts) produced at the completion of the construction of the local government agency's <u>structures and infrastructure</u> <i>where Washington State Archives has appraised and <u>not</u> selected the records for preservation.</i> Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p>	<p>Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-18-06 Rev. 1	<p><i>As-Built Drawings – Appraised and Selected for Archival Preservation</i> Final set of drawings (as-builts) produced at the completion of the construction of the local government agency's <u>structures and infrastructure</u> <i>where Washington State Archives has appraised and selected the records for preservation.</i> Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p> <p><i>Note: Due to the significance of this record, Washington State Archives recommends that upon project completion, the agency create a working copy for its use and transfer the original to Washington State Archives.</i></p>	<p>Retain until completion of project <i>then</i> Transfer original to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-18-10 Rev. 1	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms	ARCHIVAL (Appraisal Required)



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
continued next page continued from previous page	<p>Records documenting the planning, design, and construction phases of the local government agency's structures and infrastructure. Includes redesigns, remodels, renovations, improvements, betterments, and increases in efficiency.</p> <p>Structures and infrastructure (above or below ground) include, but are not limited to:</p> <ul style="list-style-type: none"> • Buildings (offices, schools, plants, warehouses, etc.); • Roads, bridges, tunnels, dams, drainage systems, water and sewer systems; • Ferry terminals/docks, helipads, runways; transit stops/pads/shelters; park facilities; • Curbs, gutters, sidewalks, parking lots; park benches; fire hydrants; • Street lighting systems, traffic lights, signs, and signals; parking meters; art installations. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • As-designed drawings (provided that as-built drawings are retained in accordance with GS50-18-06); • Design and décor documentation for historical reference (paint colors, building material and fixture descriptions, etc.); • Public feedback (input, support, opposition, etc.); • Public meeting materials (handouts, comments, etc.); • Photographs, official dedication/opening, etc.; • Preliminary drawings and specifications; • Schedules, calendars, construction logs, quality control reports; • Related communications (with contractors, consultants, attorneys, regulatory agencies, municipalities, etc.). <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <p><i>continued next page</i> Construction Project Files <i>continued from previous page</i></p>	<p>of grant agreement, <i>whichever is later</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> <p><i>continued next page</i> <i>continued from previous page</i></p>	<p>NON-ESSENTIAL OPR</p> <p><i>continued next page</i> <i>continued from previous page</i></p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-10 Rev. 1	<p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035; • Records filed/recorded with the county engineer covered by GS2012-031; • Construction permits and inspections covered by GS2012-033; • Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.; • Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06. <p><i>Note: Per RCW 4.16.310, the statute of limitations for the commencement of actions or claims arising from construction, alteration, repair, design, planning, survey, engineering, etc., of improvements upon real property is 6 years after substantial completion of construction or termination of services.</i></p>		



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-22 Rev. 1	<p>Facility Systems/Equipment</p> <p>Documentation of systems and equipment installed in facilities owned, leased, or maintained by the local government agency. Includes only systems and equipment that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> • Audio/visual; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating and air conditioning (HVAC); • Information technology (IT) wiring; • Security. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions, specifications; • Warranties. 	<p>Retain for 6 years after the system or equipment is replaced or disposed of <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-03 Rev. 3	<p>IT Applications – Technical Design and Implementation</p> <p>Records documenting the technical design and implementation of the agency's computer software applications, databases, and websites (internet and intranet).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. 	<p>Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
GS2010-003 Rev. 1	<p>IT Audit Trail – Infrastructure</p> <p>Records documenting authorizations for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.).</p>	<p>Retain for 1 year after date of activity <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-006 Rev. 1	<p>IT Network – Design and Build</p> <p>Records documenting the design and construction of the agency's information technology network.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05G-04 Rev. 1	<i>Standards and Specifications Manuals</i> Design and development standards and specifications approved by the agency's governing body for the construction, operation, and maintenance of structures and infrastructure within the agency's jurisdiction.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM



2.4 DISPOSAL

The activity of disposing of the local government agency's assets through sale or otherwise. Excludes hazardous materials/dangerous waste.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-08 Rev. 1	<p>Disposal of Assets (Non-Real Property)</p> <p>Non-financial records relating to the process disposing of all agency <u>non</u>-real property capital assets. Includes sale, auction, salvage, donation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Selling equipment, vehicles, machinery, art, etc.; • Copy of vehicle/vessel report of sale, etc.; • Surplus property transfer. <p>Excludes:</p> <ul style="list-style-type: none"> • Ordinances and resolutions (and associated documents) authorizing the auction of surplus property covered by GS50-05A-16 and GS50-01-25; • Disposal of hazardous materials covered by GS50-19-02; • Disposal of real property assets covered by GS55-05A-06; • Purchase offers for agency assets <i>declined by the agency</i> covered by GS2012-030. 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	<p>Waste Materials Analysis</p> <p>Records relating to the analysis of the agency's waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste. Includes reports.</p>	<p>Retain for 6 years after analysis completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-01M-04 Rev. 1	<p><i>Authorizations/Certifications – Hazardous Materials</i></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, <i>where not covered by a more specific records series</i>. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Radioactive materials licenses and inspections pursuant to <u>chapter 246-220 through 254 WAC</u>. <p>Hazardous materials include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>; • Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) <u>Hazard Communication Standards</u>. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <u>then</u> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-15 Rev. 1	<p>Hazardous Materials/Dangerous Waste – Abatement and Remediation</p> <p>Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency's jurisdiction and completed by or on behalf of the agency.</p> <p>Projects include, but are not limited to:</p> <ul style="list-style-type: none"> • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (WAC 173-340-330); • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.) • Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; • (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.). 	<p>Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention <i>and</i> Retain records <u>not</u> selected for permanent preservation for 50 years pursuant to 42 USC § 9603 (d)(2).</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-02 Rev. 1	<p><i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</i></p> <p>Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency <i>where no accident or incident has occurred.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and forms required under the <i>Resource Conservation and Recovery Act (RCRA)</i>; • Dangerous Waste Annual Report filed with the Department of Ecology in accordance with <u>WAC 173-303-220</u>; • Materials Safety Data Sheet (MSDS)(<u>WAC 296-800-180</u>), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the Environmental Protection Agency <i>Emergency Planning & Community Right-to-Know Act</i>; • Toxic Release Inventory (TRI) reporting in accordance with <u>40 CFR § Part 372</u>. <p>Excludes:</p> <ul style="list-style-type: none"> • Abatement/remediation records covered by GS50-19-15; • Pesticide application covered by GS50-18-43; • Hazardous materials/dangerous waste plans covered by GS50-19-08. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-08 Rev. 1	<p>Hazardous Materials/Dangerous Waste – Plans</p> <p>Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Hazardous materials emergency response plans and procedures; • Employee Right to Know implementation plan; • Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with <u>RCW 70.105.220</u>; • Asbestos management plans prepared in accordance with the <u>Asbestos Hazard Emergency Response Act (AHERA)</u> and the <u>Asbestos School Hazard Abatement Reauthorization Act (ASHARA)</u> in accordance with <u>40 CFR § Part 763</u>. <p>Excludes hazardous materials reports and inventories covered by GS50-19-02 and abatement records covered by GS50-19-15.</p> <p><i>Note: Local hazardous waste plans (<u>RCW 70.105.220</u>) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology's records retention schedule.</i></p>	<p>Retain for 6 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-18-43 Rev. 1	<p>Pesticide Application</p> <p>Records documenting the local government agency's application of pesticides to agricultural land, roadsides, and/or landscapes as regulated by <u>RCW 17.21.100</u> and <u>WAC 16-228-1320</u>.</p>	<p>Retain for 7 years after date of pesticide application <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 1	<p>Inspections – Bridges</p> <p>Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to <u>23 CFR § 650(C)</u> and <u>23 USC 151</u>. Includes inspection diaries, field notes, etc.</p> <p>Excludes records held by the county engineer and covered by GS2012-031.</p> <p>Excludes reports covered by GS2012-044.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2012-037 Rev. 0	<p>Inspections/Monitoring – Non-Regulated</p> <p>Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, where not required by regulatory agencies. Includes inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.); • IT system health monitoring (benchmarks, real-time performance logs, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038; • Traffic/light monitoring covered by GS50-18-33 and GS50-18-34; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 2	<p><i>Inspections/Monitoring – Regulated (Environmental)</i> Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (<u>WAC 296-809-50006</u>). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Hazardous materials abatement/remediation (DAN GS50-19-15);</i> • <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42);</i> • <i>Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules.</i> <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.</i></p>	<p>Retain for 30 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 0	<p><i>Inspections/Monitoring – Regulated (Non-Environmental)</i> Records relating to non-environmental monitoring of assets owned by the agency <i>where required by regulatory agencies and where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (<u>14 CFR § 139.327</u>); • Underground storage tank (UST) inspections (<u>40 CFR § 280.45</u>); <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; • Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-34 Rev. 2	<p>Monitoring (Traffic) – Analysis</p> <p>Compilations, analyses and reports prepared by the agency (includes contractors) relating to traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, etc., on streets and roads within the agency's jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data analysis, summary reports and printouts, maps, etc. <p>Excludes records covered by <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i> (raw data).</p>	<p>Retain for 6 years after analysis or report completed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.7 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-18 Rev. 1	<p><i>Inventory – Capital, Expendable and Consumable Assets</i></p> <p>Records relating to the inventorying of the agency's capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale).</p> <p>Capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Land, improvements, infrastructure, easements, rights-of-way; • Buildings, leasehold improvements; • Vehicles, machinery, computers, equipment, furniture; • Works of art and historical treasures. <p>Expendable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Computers, smart phones, global positioning system (GPS) devices. <p>Consumable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Commodities (food, fuel, etc.); • Supplies (office, forms, printing, mailing, linens, etc.); • Forms, publications; • Parts (for vehicles, printers, machines, etc.); • School stores items (shirts, snacks, annuals, planners, yearbooks, etc.); • Concession supplies, maps, code books; • Grave markers. <p>Excludes:</p> <ul style="list-style-type: none"> • Hazardous materials inventories covered by GS50-19-02; • Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06). <p><i>Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor.</i></p>	<p>Retain for 4 fiscal years after date of inventory <i>or</i> until disposition of asset <i>and</i> completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.7 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-05 Rev. 1	<i>Inventory – Keys/Key Cards/Badges</i> Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources.	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS50-08C-06 Rev. 1	<i>Inventory – Surplus Property</i> Records relating to the inventorying of surplus capital and/or expendable (tagged or tracked) assets.	Retain for 6 years after inventory record obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-25 Rev. 1	<i>Inventory – Trees</i> Records relating to the inventorying of trees on agency-owned property completed in accordance with an agency-adopted policy regarding historical or ornamental trees. May include number, type, age, and estimated height.	Retain for 3 years after inventory record obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



2.8 MAINTENANCE

The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 0	<p><i>Maintenance – Major and/or Regulated</i> Records documenting all major maintenance AND all regulated maintenance (<u>required</u> by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/ vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which <i>may</i> also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i> • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.8 MAINTENANCE

The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-040 Rev. 0	<p>Maintenance – Minor Non-Regulated</p> <p>Records documenting maintenance performed on assets owned, used, or maintained by the agency that is minor in nature and NOT required by a regulatory agency. Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors.</p> <p>Minor non-regulated maintenance may include, but is not limited to:</p> <ul style="list-style-type: none"> • Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Service, repair and maintenance records (minor non-regulated); • Related correspondence/communications, work orders, lists/logs, and reports. <p>Excludes:</p> <ul style="list-style-type: none"> • Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-039 and GS2012-031; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i>; • Pesticide application covered by GS50-18-43; • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services <u>and</u> documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-041 Rev. 0	<p>Capital Construction Projects – Preliminary Plans (Project Not Completed)</p> <p>Records relating to the preliminary planning of the agency's capital construction projects where the project is not completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drawings and specifications; • Public meeting materials (handouts, comments, etc.); • Communications between contractors, consultants, public, etc. <p>Excludes project plans covered by records series in the Acquisition or Construction sections.</p>	<p>Retain for 6 years after decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-06A-01 Rev. 3	<p>IT Applications – Planning and Review</p> <p>Records documenting the planning and post-implementation review of the agency's computer software applications, databases, and websites (internet and intranet).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requirements and objectives documents/statements; • Feasibility studies; • Charter, cost/benefit analyses, investment plans; • Post-implementation reviews/evaluations/recommendations. <p>Excludes records covered by <i>IT Applications – Technical Design and Implementation (DAN GS50-06A-03)</i>.</p>	<p>Retain for 6 years after finalization of project <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-042 Rev. 0	<p>Long-Range Asset Plans (Development) Records relating to the development of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forecasting, needs assessment, feasibility studies, surveys and reports; • Goals and objectives, long-range vision; • Annual review. <p>Excludes:</p> <ul style="list-style-type: none"> • Final versions of long-range asset plans covered by GS51-07-15; • Preliminary plans for projects covered by GS2012-041 or GS50-18-10; <p>Excludes financial records relating to successful levy and bond proposals which are covered by <i>Financial Transactions – Bond, Grant, and Levy Projects</i> (GS2011-183).</p>	<p>Retain for 6 years after final version completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 1	<p>Long-Range Asset Plans (Final Version) Final version of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Capital facilities/improvement plans; • Comprehensive solid waste plans prepared in accordance with <u>RCW 70.95.080</u>; • Environmental and conservation plans; • Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with <u>RCW 35.77.010</u>, Transportation Improvement Plans (TIP) prepared in accordance with <u>RCW 36.81.121</u>, Annual Construction Program (ACP) prepared in accordance with <u>RCW 36.81.130</u>, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, <i>Meetings – Governing/Executive</i>; • Plans held by the county engineer and covered by GS2012-031; • Agency-wide strategic plans covered by GS2010-080; • Project plans covered in the Construction section. 	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-043 Rev. 0	<p>Short-Term/Routine Asset Plans Records relating to the routine, short-term planning and management of the agency's physical and intangible assets, where not covered by a more specific records series.</p> <p>Excludes project plans covered by records series in the Acquisition or Construction section.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



2.10 REPORTING

The activity of providing information as required by regulating authorities. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-044 Rev. 0	<p>Reporting/Filing (Mandatory) – Assets</p> <p>Records which are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, which are related to the agency's assets, and which are not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports/forms/certificates/lists; submission confirmation, correspondence, inquiries, etc.; • Relocation assistance/real property acquisition and displacement activities reports submitted to federal agencies in accordance with <u>49 CFR § 24.9</u> and <u>WAC 468-100-009</u>; • Bridge and road inspection/maintenance reports/plans required to be submitted or filed with a regulatory agency by federal and/or state statute. <p>Excludes records held by the county engineer and covered by GS2012-031.</p>	<p>Retain for 6 years after report or document submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 1	<p>Authorization – Employee Access</p> <p>Records documenting the <u>authorization</u> of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. <p>Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.</p>	<p>Retain for 6 years after termination of user's access or 6 years after system or asset no longer in use, <i>whichever is sooner</i> then Destroy</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-008 Rev. 1	<p><i>Security Incidents and Investigations</i></p> <p>Records documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p><u>Incident documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs; surveillance recordings; photographic evidence; • Weapons confiscation logs; vandalism reports; voicemail messages; • Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc. <p><u>Investigation documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> • Witness (and other) statements; • Reports (to law enforcement, agency management, regulating authority, etc.); • Corrective action taken; decision not to proceed with investigation; • Correspondence, notes, recorded information. <p>Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Employee Benefits sections.</p>	<p>Retain for 6 years after investigation completed or matter resolved, <i>whichever is later</i> then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-20 Rev. 1	<p>Security Monitoring – Employee and Public Access</p> <p>Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Staff and visitor access/entry logs, swipe card data, etc.; • Information system login records (audit logs), etc. <p>Excludes surveillance recordings covered by GS50-06B-18 and routine security monitoring covered by GS2010-009.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 3 years after date of report or last log entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2020-009 Rev. 0	<p>Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs)</p> <p>Records documenting COVID-19 related checks/logs of staff and visitors to agency facilities, such as:</p> <ul style="list-style-type: none"> • Wellness/temperature checks; • Contact details captured solely for tracing purposes; • Records relating to contact tracing by the agency. <p>Excludes records covered by <i>Security Monitoring – Employee and Public Access (DAN GS50-06B-20)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss, or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-009 Rev. 1	<p>Security Monitoring – Routine</p> <p>Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs, intrusion alarm reports, etc. • Security patrol logs. <p>Excludes records covered by GS50-06B-20 and GS50-06B-18.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain until determined that no security incident has occurred, <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-18 Rev. 1	<p>Security Monitoring – Oversight/Surveillance Recordings</p> <p>Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audio/visual recordings (digital or analog); • Data generated by navigational and/or tracking devices used to track and/or verify vehicle routes, locations, or actions, such as Global Positioning System (GPS) tracking data, automatic vehicle locator (AVL) data, etc. <p>Excludes surveillance recordings covered in sector schedules.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 30 days after last recording <i>or</i> until determined that no security incident has occurred, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 1	IT Automated/Scheduled Tasks Records relating to scheduled, computer-driven tasks including, but not limited to: <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Successful completion reports. 	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 1	IT Helpdesk Requests Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications. <i>Note: Maintenance and repair of IT hardware is covered by DAN GS2012-039 or GS2012-040.</i>	Retain for 1 year after finalization of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	IT Systems Usage Records relating to the usage of the agency's information technology and communication systems to ensure appropriate use. Includes, but is not limited to: <ul style="list-style-type: none"> • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <i>Note: The content of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).</i>	Retain for 1 year after activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 1	Operating Manuals Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series in CORE or sector schedules.	Retain until disposition of asset <i>then</i> Destroy <i>or</i> Transfer to new owner.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-029 Rev. 0	<p><i>Tenant Files (Residential Housing)</i> Records relating to residential tenants in buildings/units owned, used or maintained by <i>agencies where public housing/low-income housing subsidies are <u>NOT</u> provided pursuant to Title 24 CFR.</i></p> <p>Residential housing may include, but is not limited to:</p> <ul style="list-style-type: none"> • Unsubsidized housing; • HCFP Rural Rental Housing, Farm Labor Housing, <u>Rural Rental Assistance</u>, or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to <u>7 CFR § XXXV</u>; • <u>Rural Housing Stability Assistance Program</u> regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act (<u>42 USC § 11408</u>). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application, background check, etc.; • Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.); • Executed lease/agreement; • Inspections. <p>Excludes:</p> <ul style="list-style-type: none"> • Tenant files for housing programs provided pursuant to <u>Title 24 CFR</u>, which are covered in the <u>Housing Authorities Records Retention Schedule</u>. • Damage claims and collections covered by <i>CORE</i> series GS50-01-10 and GS50-03B-14. <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after termination of lease/agreement <i>or</i> 6 years after conditions of grant satisfied (if applicable), <i>whichever is later then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-045 Rev. 0	<p><i>Usage and Dispersal (Assets)</i></p> <p>Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Energy usage measurements; • Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports; • Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; • Materials disbursement, supplies drawn from central stores, stores reports, etc.; • Pit and quarry material control files. <p>Excludes services (public utilities, transit, housing, etc.) covered in sector schedules.</p> <p>Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules.</p> <p><i>Note: Contracts, agreements and permits authorizing the use of the agency's assets are covered in the Contracts and Agreements section.</i></p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations, and monetary infrastructure.

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-02-01 Rev. 0	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.	1 month	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-10 Rev. 0	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-046 Rev. 0	Billing Stubs Records accompanying payments submitted by customers to the agency noting the amounts, methods, and/or details of the payments (billing stubs, remittance advices, payment stubs, etc.). <i>Note: Billing stubs bundled or filed with records requiring longer minimum retention periods (such as GS2011-184 or GS2011-183) must be retained for the longer retention period(s).</i>	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-182 Rev. 0	<p>Capital Asset Record</p> <p>Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with <u>RCW 43.09.200</u>.</p> <p>Includes information summarizing:</p> <ul style="list-style-type: none"> • Acquisition (when & how purchased or constructed, purchase price); • Improvements; • Depreciation; • Deductions; • Disposal (when & how disposed of, expenses related to the sale, etc.). 	<p>Retain for 4 years after disposition of asset <i>or</i> disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-047 Rev. 0	<p>Collection Agency Reports</p> <p>Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency.</p>	<p>Retain for 4 fiscal years <i>or</i> completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-10 Rev. 0	DISTRIBUTION OF EXPENDITURES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 3	<p><i>Financial Disputes and Collections – General</i></p> <p>Records relating to financial disputes and attempts to collect funds, <i>where not related to real property ownership, and where litigation has <u>not</u> commenced.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts receivable and payable; • Correspondence, research, invoices/statements, notices, proof of mailing, account closure; • Damage and loss claims (purchasing); • Lien filings (and releases) and other actions; • Settlement documentation; • Warrants/checks returned due to non-sufficient funds (NSF). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);</i> • <i>Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09).</i> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 2	<p>Financial Transactions – Bond, Grant, and Levy Projects</p> <p>Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects. Also includes authorized debt financing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Cancelled (and voided) checks, credit card slips, project cost record, etc., for capital assets constructed by the local government agency; Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; Documents supporting purchase/acquisition/construction and disposition/sales prices; Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds <u>awarded or received</u> by the local government agency; Project cost/expenditure tracking record (staff time, etc.); Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); Revenue bonds and coupons, registers, etc.; Trust indenture, loan agreement, etc. <p>Excludes:</p> <ul style="list-style-type: none"> Sensitive Cardholder Data covered by GS2014-030; Contracts and agreements involving <u>the agency's</u> capital assets which are covered by GS55-05A-06 and GS2011-169; General and subsidiary ledgers covered by GS50-03A-15; Unsuccessful grant/scholarship applications covered by GS50-03C-07. 	<p>Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 3	<p><i>Financial Transactions – General</i> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); donations; • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Documentation of non-monetary gifts/donations (<i>other than</i> capital or tracked assets); • Petty cash. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Annual Financial Reports (DAN GS50-03D-02);</i> • <i>Capital Assets (Other) and Non-Capital Tracked Assets (DAN GS2012-030);</i> • <i>Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183);</i> • <i>Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030);</i> • <i>General and Subsidiary Ledgers (DAN GS50-03A-15);</i> • Utility meter readings covered in the Utility Services Records Retention Schedule. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-030 Rev. 1	<p><i>Financial Transactions – Sensitive Cardholder Data</i></p> <p>Specific Sensitive Cardholder Data elements obtained during electronic financial transactions <i>where the agency stores, processes, or transmits cardholder data received via point of sale</i> systems, phone, email, internet, paper, etc.</p> <p>Sensitive Cardholder Data elements include:</p> <ul style="list-style-type: none"> • Primary Account Number (PAN) and credit card number, <i>if different</i>; • Sensitive Authentication Data (SAD) <i>as defined by the <u>Payment Card Industry Data Security Standard (PCI DSS)</u></i>. Includes full track data, PIN/PIN blocks, and 3- or 4-digit customer identification (CID) number printed on the front or back of payment card such as Card Identification Number (CIN), Card Verification Value (CVV), or Card Validation Code (CVC). <p>Excludes data elements <i>other than</i> PAN and SAD that are <u>received by</u> the agency (such as transaction number, date, amount, etc.), which must be retained pursuant to GS2011-183, GS2011-184, or other applicable DAN.</p> <p><i>Note: For additional information, please see Washington State Archives' Records Management Advice, Sensitive Cardholder Data Obtained During Payment Card Transactions.</i></p>	<p>Retain until completion of transaction <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-15 Rev. 1	<p>General and Subsidiary Ledgers</p> <p>General and subsidiary ledgers documenting the agency's assets, liabilities, revenues, expenditures, gains and losses.</p> <p><i>Note: If your agency has ledgers from the 1800's, please contact Washington State Archives before destroying.</i></p>	<p>Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-03C-07 Rev. 1	<p>Grant/Scholarship Applications – Not Approved</p> <p>Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.</p>	<p>Retain for 1 year after notification of denial received or sent <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-33 Rev. 1	<p>Investment Monitoring (Mandatory)</p> <p>Records relating to the monitoring of funds held and/or invested by the agency where required by regulatory agencies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports reflecting the monitoring and review of fund(s); • Performance and reports, asset review, etc.; • Related correspondence/communications. <p>Funds include, but are not limited to:</p> <ul style="list-style-type: none"> • Self-insured retirement system investment portfolios (domestic and international equities, domestic fixed income, real estate, venture and cash equivalents, etc.); • Health care, industrial insurance, unemployment, group term life, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Banking – Accounts and Transactions (GS2011-185).</i> • <i>Contracts and Agreements – General (GS50-01-11)</i> (broker and banking contracts, etc.). 	<p>Retain for 6 years after end of fiscal year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-09 Rev. 0	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03A-28 Rev. 0	TRIAL BALANCES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05B-32 Rev. 1	<p>Unclaimed Property – Funds Held by Agency</p> <p>Records relating to the return of unclaimed property to its legal owner in accordance with the <i>Uniform Unclaimed Property Act</i>, chapter 63.29 RCW, where the funds are not submitted to the Department of Revenue (DOR) in accordance with RCW 63.29.190.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research and investigative records; • Correspondence, registered mail receipts, last known address, etc.; • Transmittal of abandoned intangible property to the agency's general fund pursuant to RCW 63.29.135. <p>Excludes records covered by <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31)</i>.</p> <p><i>Note: Retention based on the requirement that "... the local government shall remain liable to pay the intangible property to a person or entity subsequently establishing its ownership of this intangible property" (RCW 63.29.135).</i></p>	<p>Retain for 6 years after property claimed then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05B-31 Rev. 1	<p>Unclaimed Property – Funds Remitted to Department of Revenue</p> <p>Records relating to unclaimed property where the funds are submitted to the Department of Revenue (DOR) in accordance with the <i>Uniform Unclaimed Property Act</i>, chapter 63.29 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research and investigative records; • Correspondence, registered mail receipts, last known address, etc.; • Remittance of funds to Department of Revenue (RCW 63.29.190). <p>Excludes records covered by <i>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32)</i>.</p>	<p>Retain for 6 years after report filed and funds remitted to DOR then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 AUDITING

The activity of verifying the accuracy of the local government agency's financial accounts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-01 Rev. 0	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-02 Rev. 0	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings	6 years	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03A-26 Rev. 1	STATE AUDITOR'S EXAMINATION REPORT <i>Note: This record is retained permanently by the Office of the State Auditor in accordance with its records retention schedule.</i>	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-03 Rev. 0	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



3.3 BANKING

The activity of transacting monetary exchanges with a financial institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	<p>Banking – Accounts and Transactions Records relating to the agency's banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Checks and warrants <u>issued</u> by the agency (<i>if returned by bank</i>); • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Records documenting the status of and adjustments to accounts; • Statements (bank, dividend, investment, etc.) and reconciliations; • Stop payment reports/requests (and supporting documentation). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Banking – Deposited Items (GS2011-186)</i>; • <i>Contracts and Agreements – General (GS50-01-11)</i> (master depository contract, etc.). • <i>Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183)</i> (cancelled and voided checks for capital assets constructed by the agency, etc.). 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-186 Rev. 0	<p>Banking – Deposited Items Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • Images of checks/warrants created in lieu of depositing the original item (such as imaged cash letter (ICL)). <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 BUDGET

The activity of determining estimates of the local government agency's future revenue and expenditures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-01 Rev. 0	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-03 Rev. 0	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-04 Rev. 0	BUDGET FORECAST REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-05 Rev. 0	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03D-06 Rev. 0	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-07 Rev. 0	DEPARTMENTAL BUDGET REQUESTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-08 Rev. 0	FINAL BUDGET	Clerk of governing council, commission or board - PERMANENT	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-03D-10 Rev. 0	PRELIMINARY BUDGETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-01 Rev. 1	<p>Employee Pay – Authorizations and Deductions Records relating to <u>authorizations for</u> and <u>reductions to</u> individual employee salary/wages where authorized by the employee or required by court order.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Court orders (for garnishment or other liens/attachments, child support, etc.); • Direct deposit (authorization, removal, change of banks, etc.); • Voluntary deductions (charitable donations, parking, etc.); • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Internal Revenue Service (IRS) – Employee Forms (DAN GS2017-006);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order <i>and</i> no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-15 Rev. 1	<p>Employee Pay – History Records relating to the pay history of individual employees.</p> <p>IMPORTANT: Some of these records may be needed for retirement verification purposes. Do not destroy before consulting with your agency’s retirement benefits manager.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of employee pay status; • Payroll deductions (taxes, insurance, retirement, miscellaneous); • Time cards and time sheets. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 4 years after end of fiscal year <i>and</i> no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2017-006 Rev. 0	<p>Employee Pay – Internal Revenue Service (IRS) Forms Records relating to the Internal Revenue Service forms that are held by the agency and used to request/authorize employee tax withholding/exemptions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • W-4 (W-4P, W-4S, W-4V) – Employee/recipient income tax Withholding Allowance Certificates; • W-9 – Request for Taxpayer ID Number and Certification. <p>Excludes records covered by <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></p>	<p>Retain for 4 years after obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-02 Rev. 1	<p>Payroll Processing, Distribution and Reporting</p> <p>Records relating to the processing of payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Detail reports, year-to-date costs and cumulative summary expense reports; • Listings of payroll deductions; • Status of and adjustments to accounts; • Payroll distribution, warrant distribution log/sheet, etc. • Reports <u>and transmittal of funds</u> to state agencies (such as Departments of Retirement Systems (DRS), Labor & Industries (L&I), Employment Security (ESD), etc.). <p>Excludes records covered:</p> <ul style="list-style-type: none"> • <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i> • <i>Employee Pay – History (DAN GS50-03E-15);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 3 years after end of fiscal year <i>and</i> completion of State Auditor’s examination report, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-22 Rev. 1	<p>Payroll Register</p> <p>Official record of the agency’s payroll.</p> <p>IMPORTANT: This record may be needed for retirement verification purposes. <u>Do not destroy before consulting with your agency’s retirement benefits manager.</u></p> <p>Excludes records covered by <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i></p>	<p>Retain for 6 years after end of fiscal year <i>and</i> no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



3.6 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-048 Rev. 0	<p>Impact Fees – Rate Setting</p> <p>Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc.</p> <p>Includes, but is not limited to, fees calculated for collection pursuant to:</p> <ul style="list-style-type: none"> • <u>RCW 36.73.120</u>, Transportation improvements; • <u>RCW 39.92.050</u>, Transportation Impact Fee; • <u>RCW 82.02.050</u>, Impact fees – Intent – Limitations; • <u>RCW 36.70A.350</u>, <i>Growth Management Act</i>; • <u>RCW 43.21C.060</u>, <i>State Environmental Policy Act</i>; • <u>RCW 58.17.110(2)(b)</u>, <i>State Subdivision Act</i>. <p>Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in <i>CORE</i>.</p>	<p>Retain for 6 years after rates superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-187 Rev. 0	<p>Internal Service Fund – Rate Setting</p> <p>Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cost-allocation basis; • Actual costs separated from estimated costs. 	<p>Retain for 4 years after rates superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-06 Rev. 1	<p>Levy and Bond Planning – Successful</p> <p>Records relating to the financial planning of successful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; • Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents; • Communications and documentation related to the issuance of bonds to finance any capital or other project. <p>Excludes:</p> <ul style="list-style-type: none"> • Receipt and expenditure of levy and bond funds covered by GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>; • Long-range facilities plans covered by GS51-07-15; • Asset-specific records covered in the Acquisition/Ownership and Construction sections (for LID and RID projects, etc.). • Design and construction records for LID and RID projects covered by GS2012-031, GS55-05A-06, GS50-18-10, or sector schedules. 	<p>Retain for 6 years after final bond payment or completion of levy project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2011-188 Rev. 1	<p>Levy and Bond Planning – Unsuccessful</p> <p>Records relating to the financial planning of unsuccessful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to, preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.</p>	<p>Retain for 6 years after levy failure or decision to not proceed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.7 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 1	<p><i>Bids and Proposals – Successful</i></p> <p>Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <u>are</u> accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes contracts and agreements covered in the Contracts/Agreements section.</p> <p>Excludes unsuccessful bid proposals covered by GS50-08A-11.</p>	<p>Retain for 6 years after completion of purchase or fulfillment of contract <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-11 Rev. 1	<p><i>Bids and Proposals – Unsuccessful</i></p> <p>Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which <u>are not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.</p> <p>If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). <p>Excludes successful bids and proposals covered by GS50-08A-01.</p> <p>Excludes executed contracts and agreements covered in the Contracts/Agreements section.</p>	<p>Retain for 4 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3.7 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-05 Rev. 0	DELIVERY RECEIPT-INTERNAL PURCHASING	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-14 Rev. 0	EMERGENCY PURCHASE AUTHORIZATION AND EXCEPTION REQUEST Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.	Date approved plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-21 Rev. 0	EQUIPMENT/VEHICLE PARTS ORDERS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-05 Rev. 0	MATERIALS ORDERS/REQUISITIONS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-06 Rev. 0	MATERIALS RECEIPTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-07 Rev. 0	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-08 Rev. 0	PACKING SLIPS	Until confirmation of materials received	NON-ARCHIVAL NON-ESSENTIAL OFM



3.7 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-06 Rev. 0	PRICE CHECKS AND INFORMAL QUOTATIONS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-07 Rev. 0	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-09 Rev. 0	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-10 Rev. 0	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-12 Rev. 0	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-13 Rev. 0	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



3.8 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	Annual Financial Report of Chief Fiscal Officer to Commissioners/Council Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	Continuing Grants – Annual Financial Status Reports Annual report submitted for <u>continuing</u> grants containing summaries and breakdowns of expenditures for the past year. Excludes non-continuing grant reports covered by GS50-03C-02.	Retain for 4 years after submission of report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	Bond, Grant, and Levy Project Reports Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to: <ul style="list-style-type: none"> • Progress statements; • Expenditure of funds; • Periodic, annual, special, and final reports. Excludes continuing grant reports covered by GS50-03C-01.	Retain for 4 years after submission of final report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



3.8 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-189 Rev. 1	<p>Reporting/Filing (Mandatory) – Financial Management Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, 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/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Report of known or suspected loss of public funds or assets or other illegal activity filed with the Office of the State Auditor in accordance with RCW 43.09.185. 	<p>Retain for 4 years after submitted to regulatory agency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-03A-17 Rev. 1	<p>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) Records relating to Internal Revenue Service forms and reports that are submitted to the Internal Revenue Service (IRS) as required by law. Includes records documenting the transmittal of funds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • W-2 – Wage and Tax Statement; • W-3 – Transmittal of Wage and Tax Statements; • 940 – Employer’s Annual Federal Unemployment Tax Return (FUTA); • 941 – Employer’s Quarterly Federal Tax Return (social security, Medicare, etc.); • 1099 – Payments made to non-employees or unincorporated businesses, etc. <p><i>Note: The Department of Revenue requires 5 years of tax records pursuant to RCW 82.32.070. The Internal Revenue Service requires all records of employment taxes for at least four years after filing the 4th quarter for the year.</i></p>	<p>Retain for 5 years after date form/report submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.9 TAXES

The activity of paying or collecting taxes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-01 Rev. 0	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-02 Rev. 0	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-03 Rev. 0	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-05 Rev. 0	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-07 Rev. 0	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-08 Rev. 0	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-04 Rev. 0	STATE AND LOCAL TAX RETURNS Returns and reports submitted for taxes paid to state and/or local government agencies. Includes but is not limited to: Sales Tax, Use Tax, Regional Transit Authority Tax, Food and Beverage Tax, Litter Tax, Lodging Tax, State Public Utility Tax, Tobacco Products Tax, Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax, Syrup Tax, and Enhanced 911 Tax. <i>Note: Reference <u>RCW 82.32.070</u>.</i>	Retain for 5 years after date of filing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce. Throughout this section, "**employee**" refers to any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status, and includes paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

4.1 AUTHORIZATION/CERTIFICATION

The activity of agency employees receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (Excludes the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 2	<p><i>Authorizations/Certifications – Employees (General)</i></p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations <u>acquired by agency employees</u> that are either required by regulating authorities (such as local, state or federal agencies and/or court order/rule) or required by the agency as a condition of employment where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/confirmation, recertification; • Violations/corrections; • Related correspondence/communications, reports, etc. <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Conflict of interest, outside employment, etc.; • Continuing professional education credits/hours; • Drivers' licenses (individual or commercial); • Required professional certification (flagger, language interpreter, pesticide applicator, notary, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42);</i> • <i>Authorizations/Certifications – Employees (Hazardous Materials) (DAN GS50-19-09);</i> • <i>Authorizations/Certifications – Employees (Health Care/Services) (DAN GS2011-191).</i> 	<p>Retain for 6 years after authorization/certification superseded or terminated or 6 years after separation from agency, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.1 AUTHORIZATION/CERTIFICATION

The activity of agency employees receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (**Excludes** the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-09 Rev. 2	<p>Authorizations/Certifications – Employees (Hazardous Materials Handling)</p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations <u>acquired by employees</u> that relate to the handling of hazardous materials and that are either <i>required by or received from</i> regulating authorities (local, state, or federal agencies and/or courts). Includes trained personnel lists.</p> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization/certification superseded or terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2011-191 Rev. 2	<p>Authorizations/Certifications – Employees (Health Care/Services)</p> <p>Records relating to mandatory licenses, certifications, and authorizations received <u>from</u> Washington State Departments of Health or Licensing <u>by employees</u> for the provision of health care or related services.</p> <p>As specified in <u>RCW 4.16.350</u>, providers include (but are not limited to) physicians, nurses, psychologists, physical therapists, physician's assistants, pharmacists, etc. <u>and employees or agents of licensed individuals</u> (paramedics, EMTs, etc.).</p>	<p>Retain for 8 years after authorization superseded or terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-007 Rev. 0	<p>Benefit Programs – Administration</p> <p>Records relating to the general administration of benefit programs, plans and opportunities made available to employees by the agency. Does not include individual <u>employee</u> participant files and claims.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Benefit studies, surveys and questionnaires (planning, selection, use, improvement, etc.); • Reports, statements, lists and logs used for internal purposes (such as participant, claims costs/logs, quarterly/annual summaries, calculations to determine benefit rates, cumulative leave record, etc.); • Related correspondence/communications. <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> • Insurance (medical, dental, vision, industrial/worker's compensation, unemployment, life, long-term care, disability, <i>Consolidated Omnibus Budget Reconciliation Act</i> (COBRA), etc.); • Retirement (pension, deferred compensation, 401K, etc.); • Educational (tuition reimbursement, etc.); • Transportation (commute trip reduction, car pool, bus pass, etc.); • Wellness (employee assistance program [EAP]; health and fitness rewards or memberships, smoking cessation, weight loss; event discounts, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Benefits – Enrollment and Participation</i> (DAN GS50-04D-03); • <i>Contracts and Agreements – General</i> (DAN GS50-01-11); • <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009); • <i>Reporting/Filing (Mandatory) – Human Resources</i> (DAN GS50-04C-05). 	<p>Retain for 3 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04D-03 Rev. 1	<p>Employee Benefits – Enrollment and Participation</p> <p>Records relating to individual <u>employee</u> enrollment and participation in benefit programs and plans made available by the agency. Does <u>not</u> include retirement/pension verification records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notification/determination of eligibility; • Applications for enrollment/participation/elections/extensions; • Contracts and agreements; • Name, address, status and dependent modifications/changes; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements (General)</i> (DAN GS50-01-11); • <i>Employee Benefits – Claims and Appeals</i> (DAN GS2017-008); • <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009). 	<p>Retain for <u>6 years after termination</u> of contract/lapse of coverage or withdrawal from participation or separation from agency, whichever is sooner and</p> <p>6 years after expiration of appeal period for any/all claims filed</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2017-008 Rev. 0	<p>Employee Benefits – Claims and Appeals</p> <p>Records relating to individual <u>employee</u> benefit program claims and appeals. Does <u>not</u> include retirement/pension plans.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Claims (approved and denied); • Appeals; • Related correspondence/communications. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules.</p>	<p>Retain for 6 years after benefit/beneficiary payment completed or denied</p> <p><i>and</i></p> <p>6 years after expiration of appeal period</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-009 Rev. 0	<p>Employee Retirement/Pension Verification</p> <p>Records relating to individual employee enrollment and participation in retirement/pension plans made available by the agency (including agencies operating their own pension systems). Includes <i>eligibility</i> and <i>entitlement</i> verification documentation.</p> <p>IMPORTANT: Because of the variety of unique records generated by each agency (<i>and each agency's filing/electronic information systems</i>), this records series cannot provide definitive descriptions of which records at <i>any particular agency</i> will provide the necessary details.</p> <p>Please contact your agency's retirement benefits manager to confirm which specific records <u>your</u> agency must retain for verification purposes.</p> <p>Washington State Department of Retirement Systems (DRS) requires documentation of <u>all</u> of the following <i>elements</i> as retirement benefit eligibility and entitlement verification:</p> <ul style="list-style-type: none"> • Employee name (first, middle, last), date of birth, and Social Security number; • Service and break in service dates (hire, termination, leave, etc.). Includes type of leave taken (<u>and</u>) <i>whether compensated or not</i>; • Hours worked per month; • Compensation earned <i>per month</i>. Also includes lump-sum payments such as retroactive cost-of-living adjustment (COLA), contract settlement, missed earnings, etc. (including begin & end dates and type of payment); • Rate of pay specific to employee (salary, hourly, etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application for enrollment/participation/elections/extensions; • Determination and notification of eligibility/entitlement or ineligibility; <p>continued next page</p>	<p>Retain for 60 years after separation from agency or 100 years after employee's date of birth or 6 years after benefit/beneficiary payment completed, <i>whichever is sooner</i> then Destroy.</p> <p>continued next page</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p> <p>continued next page</p>



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-009 Rev. 0 continued from previous page	<p>Employee Retirement/Pension Verification continued from previous page</p> <p>Includes, but is not limited to (continued):</p> <ul style="list-style-type: none"> • Contract/agreement, policy/plan between employee and benefit provider; • Name, address, status and dependent modifications/changes; • Withdrawal from plan/system. <p>Types of documentation that commonly verify some of the required elements include:</p> <ul style="list-style-type: none"> • Appointment letters; salary and employment dates; • Application forms, enrollment records, authorizations, position eligibility worksheets, retirement status forms/reviews, beneficiary information, qualified domestic relations orders (QDRO), etc.; • Calendars/work schedules; • Individual payroll registers/summaries/databases; • Time cards/time sheets. <p>Each agency should develop policies that define which <i>specific</i> records it needs to retain in order to provide all elements necessary to validate or refute retirement benefit eligibility.</p>	continued from previous page	continued from previous page



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-010 Rev. 0	<p>Leave/Overtime – Non-Routine</p> <p>Records relating to the authorization of leave or overtime and the management of individual employee status <i>where leave is mandated by federal, state, or local statute or where agency policy/procedure requires more than direct supervisory approval.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests, eligibility determination, approvals; • Returned/unused leave, etc. <p>Types of leave include, but are not limited to:</p> <ul style="list-style-type: none"> • Leave regulated by <i>The Family Medical Leave Act of 1993 (FMLA)</i> (29 CFR § 825) and/or the <i>Washington State Family Leave Act of 2006</i> (chapter 49.78 RCW); • Shared/donated leave requests and donations; • Military leave; • Extended leave without pay/leave of absence. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Health Records (Routine)</i> (DAN GS2017-015) (FMLA medical records, etc.); • <i>Employee Medical and Exposure Records</i> (DAN GS50-04B-30); • <i>Employee Retirement/Pension Verification</i> (DAN GS2017-009). 	<p>Retain for 6 years <i>after</i> expiration of leave period or denial of request <i>and</i> no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-09 Rev. 2	<p>Leave/Overtime – Routine Records relating to employee requests for <u>and</u> approval or denial of routine leave or overtime.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Health Records (Routine) (DAN GS2017-015;</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Leave/Overtime – Non-Routine (DAN GS2017-010).</i> 	<p>Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-082 Rev. 0	<p>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with <u>chapter 41.26 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical, dental, vision, long-term care records; • Claim and insurance payment information. <p>Excludes records covered by <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i> (Local Disability Board).</p> <p><i>Note: LEOFF Plan 2 injury/disability claims are covered by other records series in this section.</i></p>	<p>Retain for 6 years after death of individual then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-083 Rev. 0	Volunteer Fire Fighters' and Reserve Officers' Relief Claims Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with chapter 41.24 RCW . <i>Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained for 50 years in accordance with the SBVFRO's records retention schedule.</i>	Retain for 6 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries Records relating to workers' compensation claims for injuries to eyes filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC . Includes, but is not limited to, report of occupational injury. <i>Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i>	Retain for 10 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-02 Rev. 1	Workers' Compensation Claims (Department of Labor and Industries) – General Records relating to workers' compensation claims filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC . Includes, but is not limited to, report of occupational injury or disease. Excludes claims for eye injuries covered by GS2010-084. <i>Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.</i>	Retain for 7 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-27 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Compensable</p> <p>Records relating to compensable workers' compensation claims filed by employees of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 75 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 75 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-31 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Non-Compensable</p> <p>Records relating to non-compensable workers' compensation claims filed by employees of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 40 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 40 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-34 Rev. 1	<p>Apprenticeship – Program Administration</p> <p>Records relating to the administration of apprentice training programs implemented by the agency in accordance with the <i>Washington State Apprenticeship and Training Act</i> pursuant to <u>chapter 49.04 RCW</u>, <u>chapter 296-05 WAC</u>, and <u>Title 29 CFR Part 30</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Program operations documentation (<u>29 CFR § 30.8</u>); • Affirmative action plans (<u>29 CFR § 30.4</u>); • Evidence of qualification standards validation (<u>29 CFR § 30.5</u>); • Related correspondence/communications. <p>Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i>.</p>	<p>Retain for 6 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 1	<p>Award/Recognition Programs</p> <p>Records relating to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. Includes recommendations, nominations, and additional related information.</p> <p>Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i>.</p>	<p>Retain for 3 years after date of award/recognition <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-031 Rev. 1	<p><i>Disclosure of Former Employee Information to Prospective Employers</i></p> <p>Records relating to the disclosure of information about <u>former</u> employees to prospective employers or employment agencies pursuant to <u>RCW 4.24.730</u>. Includes hiring recommendations, employment/income verifications, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written logs, disclosure releases/statements, etc.; • Copies of information provided, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Work History (DAN GS50-04B-06)</i> (disclosure of <u>current</u> employee information); • <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>. <p><i>Note: Pursuant to <u>RCW 4.16.080</u>, the statute of limitations for the commencement of actions for personal injury is 3 years.</i></p>	<p>Retain for 3 years after disclosure of information <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04E-03 Rev. 2	<p>Employee Complaints and Grievances</p> <p>Records relating to complaints and grievances about workplace issues filed with the local government agency by or <i>on behalf of</i> its employee(s). Complaints include health and safety, whistleblower, retaliation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Filed complaints and grievances; • Supporting documentation; • Agency response and decisions; • Legal actions, arbitration or mediation efforts; • Determinations and appeals. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Civil Rights Violation Complaints (DAN GS50-04C-04);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11)</i> (grievances filed by a union <u>on its own behalf</u>, etc.); • <i>Misconduct investigations – Founded (DAN GS50-04B-46);</i> • <i>Misconduct Investigations – Unfounded (DAN GS50-04B-47).</i> 	<p>Retain for 6 years after matter resolved/final determination of case and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-06 Rev. 4	<p>Employee Work History Records relating to an individual's employment history with the agency.</p> <p>IMPORTANT: Some of these records may be needed for retirement verification purposes. Do not destroy before consulting with your agency's retirement benefits manager.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Recruitment records for each position held by employee (position description, application, resume, eligibility certifications, transcripts, letters of recommendation); • Final results of background checks/investigations, medical, polygraph testing, etc. (such as "No Record Found", positive/negative, pass/fail, etc.); • Non-disclosure agreements <i>signed as a condition of employment</i>; • Copies of oaths of office and/or bonds of officials (elected and appointed); • Commendations, recommendations, awards; • Disclosure of information (to prospective employers [RCW 4.24.730(2)], etc.); home address and telephone disclosures, etc.; • Employee Assistance Program (EAP) referral and completion documentation; • Training/staff development history; • Letters/notices of personnel action or employment status changes (hiring/appointment, promotion, transfer, salary history [increases, decreases, exceptions], etc.); • Letters/notices of disciplinary action (demotion, termination, suspension, etc.); • Departure status and eligibility (disability, retirement, death, etc.), exit interview, etc. <p>Excludes records covered more specifically in CORE or sector schedules, including:</p> <ul style="list-style-type: none"> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i> 	<p>Retain for 6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-011 Rev. 0	<p>Employees – Routine Administrative Transactions</p> <p>Records relating to the agency's human resources that document routine transactions or tasks but do not affect employment history, payroll, performance, or retirement status/eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • <i>Certain</i> employee directories/rosters and organizational charts (see exclusion, below); • Location codes; • Miscellaneous tracking forms; • Name/address/status/contact change documentation. <p>Excludes records covered by <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> (annual organizational charts and employee directories/lists).</p>	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2017-012 Rev. 0	<p>Employment Eligibility Verification – Labor Condition Application (LCA) Public Access File</p> <p>Records that relate to Labor Condition Applications filed with the U.S. Department of Labor by the local government agency on behalf of non-immigrant workers in accordance with <u>20 CFR § 655.760</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • ETA forms and cover pages; • Wage rate documentation; • Union/employee notification, etc. 	Retain for 1 year after last date any nonimmigrant is employed under the LCA <i>or</i> 1 year after date LCA expires/is withdrawn, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating employee potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-26 Rev. 2	<p>Employment Eligibility Verification – U.S. Citizenship and Immigration Services (USCIS)</p> <p>Documents used to verify identity and employment authorization of individuals hired for employment in the United States in accordance with <u>8 CFR § 274a.2</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • USCIS form I-9; • Copies of other documents (such as passport, permanent resident card, etc.). 	<p>Retain for 3 years after date of hire or 1 year after separation from agency, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-46 Rev. 3	<p>Misconduct Investigation Files – Founded</p> <p>Documentation compiled in official investigations of <u>employee</u> misconduct that result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint initiating the investigation; • Investigative reports, statements, recordings (audio/video); • Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); • Legal advice/opinions. <p>Excludes certain employees covered in the:</p> <ul style="list-style-type: none"> • <i>Public Schools (K-12) Records Retention Schedule</i>; and, • <i>Law Enforcement Records Retention Schedule</i>. <p>NOTE: <u>RCW 40.14.070</u> vests the authority to determine the retention period for public records in the <u>Local Records Committee</u>, and not in the parties to a collective bargaining agreement.</p>	<p>Retain for 6 years after case closed/matter resolved and no longer needed for agency business <i>and</i> 6 years after corrective action completed, <i>if imposed then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-47 Rev. 3	<p>Misconduct Investigation Files – Unfounded</p> <p>Documentation compiled in official investigations of employee misconduct that <u>do not</u> result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint initiating the investigation; • Investigative reports, statements, recordings (audio/video); • Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); • Legal advice/opinions. <p>Excludes certain employees covered in the:</p> <ul style="list-style-type: none"> • <i>Public Schools (K-12) Records Retention Schedule</i>; and, • <i>Law Enforcement Records Retention Schedule</i>. <p>NOTE: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</p> 	<p>Retain for 3 years after case closed and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-08 Rev. 2	<p>Performance Evaluation (Employee)</p> <p>Records relating to regularly scheduled employee performance evaluations.</p> <p>Records include, but are not limited to, completed/signed evaluations and expectations.</p> <p>NOTE: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</p>	<p>Retain for 3 years after next evaluation and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY

The activity of cultivating [employee](#) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-31 Rev. 1	<p><i>Performance Evaluation (Supervisor Preparation)</i></p> <p>Records gathered by an employee's supervisor in preparation for regularly scheduled performance evaluations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes of performance, training and development; • Job assignments; • Other related documentation. 	<p>Retain until completion of evaluation and resolution of any ongoing performance issues then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-013 Rev. 0	<p><i>Alcohol Misuse and Controlled Substances Use Prevention Program – Administration</i> Records relating to administration of the agency’s Alcohol Misuse and Controlled Substances Use Prevention Program for <i>drivers of commercial motor vehicles</i> in accordance with <u>49 CFR § 382.401</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • <u>Administration</u> of the alcohol and controlled substances testing programs; • Calibration documentation; • Annual calendar year summary required by <u>49 CFR § 382.403</u>; • Program summary report. 	<p>Retain for 6 years after end of calendar year and no longer needed for agency business then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-014 Rev. 0	<p><i>Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process</i> Records related to the alcohol and controlled substances collection process pursuant to <u>49 CFR § 382.401(b)(2)</u>.</p> <p>Excludes records covered by Employee Health Records (Routine) (DAN GS2017-015).</p>	<p>Retain for 3 years after end of calendar year then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-33 Rev. 1	<p><i>Alcohol Misuse/Controlled Substances Use Prevention Program – Test Results (Negative, Not Positive, Cancelled)</i> Records relating to drug and alcohol testing <i>where the results are negative, do not meet the threshold for “positive”, or where test is cancelled</i>, pursuant to <u>49 CFR § 382.401(b)(3)</u>.</p> <p>Excludes records covered by <i>Employee Health Record (Routine)</i> (DAN GS2017-015) (including positive results, refusals, treatment, etc.).</p>	<p>Retain for 1 year after negative results posted or test cancelled then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2021-010 Rev. 0	<p>COVID-19 Vaccination Status Verification Records</p> <p>Records documenting the agency's compliance with its process for verifying the COVID-19 vaccination status of its employees in accordance with Department of Labor and Industries' Division of Occupational Safety and Health (DOSH) Directives 1.70 and 11.80.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Attestations relating to vaccination status; • Lists/logs of employees documenting the verification of their vaccination status; • Evidence of COVID-19 vaccinations (only if captured/retained by agency). <p>Excludes records covered by <i>Administrative Procedures and Instructions (DAN GS50-01-01)</i>.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-015 Rev. 0	<p>Employee Health Records (Routine) Records relating to the health status of employees <i>where <u>not</u> related to occupational illness or injury.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation relating to off-duty injuries and extended illnesses; • Drug/alcohol testing (positive results, refusals, corrective action, treatment, compliance, etc.) and all other <i>employee-specific</i> records listed in <u>49 CFR § 382.401(c)(2) & (4)</u>; • Employee Assistance Program (EAP) documentation (alcohol, drug abuse, or personal counseling programs); • Employee exposure to <i>certain</i> toxic substances <i>that were used in same manner and frequency that a consumer would use them</i> (pursuant to <u>WAC 296-802-20010</u>); • <u>Family and Medical Leave Act</u> (FMLA) (including medical histories, certifications provided by health care professionals such as fitness-for-duty, Family Leave certifications issued pursuant to <u>RCW 49.78.270</u>), etc.); • First aid treatment <i>made on-site by a non-physician</i> (<u>WAC 296-802-900</u>); • “Fitness for duty” releases and physical exams, etc., provided by health care professionals <i>where <u>not</u> related to occupational exposure</i>; • Information concerning a disabling condition (records relating to medical issues, reasonable accommodation, <u>adjustments to leave policy, etc.</u>). <p>Excludes records covered by <i>Employee Medical and Exposure Records</i> (DAN GS50-04B-30).</p>	<p>Retain for 6 years after created or received and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-30 Rev. 2	<p><i>Employee Medical and Exposure Records</i></p> <p>Records relating to the health status of employees who in the course of employment are routinely exposed to toxic substances or harmful physical agents as regulated by 29 CFR § 1910.1020 and chapter 296-802 WAC. Includes medical records, exposure records, analyses, and other records as specified in WAC 296-802-900.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical and employment questionnaires or histories (including job description and occupational exposures); • Medical examinations and diagnostic results (pre-employment, pre-assignment, periodic, episodic, etc.); • Medical opinions, diagnoses, progress notes and recommendations; • Medical evaluations (including respirator use [WAC 296-842-14005], audiometric [WAC 296-817-400], etc.); • Descriptions of treatment and prescriptions; • Employee medical complaints; • First aid records; • “Fitness-for-duty” releases provided by health care professionals <i>where related to toxic substances/harmful physical agents</i>. • Immunization records <i>where required or recommended for job performance</i> (including Human Immunodeficiency Virus (HIV), rabies, Hepatitis B Virus [HBV], etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Employee Health Records (Routine) (DAN GS2017-015).</i> 	<p>Retain for 30 years after separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-192 Rev. 1	<p>Employee Medical and Exposure Records – Employed Less Than One Year Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year <i>and where the medical records are provided to the employee</i> in accordance with <u>29 CFR § 1910.1020(d)(1)(i)(C)</u> and <u>WAC 296-802-20005</u>.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177).</i> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30).</i> <p><i>Note: The Local Records Committee recommends that agencies retain copies of any medical/exposure records returned to these employees under Employee Medical and Exposure Records (DAN GS50-04B-30). Please consult your agency's risk management advisor.</i></p>	<p>Retain until separation from agency <i>then</i> Provide to employee upon departure.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-21 Rev. 1	<p>Occupational Health and Safety – Injuries and Illnesses Records documenting work-related injuries and illnesses as required by the Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) pursuant to chapter 296-27 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Log of Work-Related Injuries and Illnesses (and privacy case list); • Annual Summary; • Injury and Illness Incident Report(s); • Surveys required by regulatory agencies (Occupational Safety Health Administration [OSHA], Bureau of Labor Statistics [BLS], etc.). <p><i>Note: Workers' compensation claims are covered in the Employee Benefits section.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-016 Rev. 0	<p><i>Occupational Health and Safety Program – Administration</i></p> <p>Records relating to the administration of programs implemented by the agency to ensure a safe and healthful workplace for workers. Includes records that document assessments, inspections (including self-issued permits), training, violation citations, analyses, actions, steps followed, measures taken, etc.</p> <p><u>Programs</u> include, but are not limited to:</p> <ul style="list-style-type: none"> • Accident Prevention/Total Safety and Health Plan (<u>WAC 296-800-140</u>); • Confined Space Program (<u>WAC 296-809</u>); • Drug-Free Workplace; • Emergency drills (fire, earthquake, etc.); • Ergonomic furniture and equipment (excluding Section 504 accommodations); • Exposure Control; • Globally Harmonized System for Hazard Communication (<u>WAC 296-901-14010</u>); • Hearing Loss Prevention; • Personal Protective Equipment (PPE) (<u>WAC 296-800-160</u>); • Respiratory Protection (<u>chapter 296-842 WAC</u>); • Safety Committee (including meeting records); • <i>Washington Industrial Safety and Health Act of 1973</i> (WISHA) inspections and citations issued in accordance with <u>WAC 296-900-13005</u>). <p>Excludes records covered more specifically elsewhere, such as:</p> <ul style="list-style-type: none"> • <i>Alcohol Misuse and Controlled Substances Use Prevention Program</i> (DAN GS2017-013); • <i>Employee Health Records (Routine)</i> (DAN GS50-04B-30); • <i>Employee Medical and Exposure Records</i> (DAN GS50-04B-30); • <i>Occupational Health and Safety (Work-Related Injuries and Illness)</i> (DAN GS50-06C-21); • <i>Reporting/Filing (Mandatory) – (Human Resources)</i> (DAN GS50-04C-05); • <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents</i> (DAN GS50-06C-33). 	<p>Retain for 3 years after end of calendar year and no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.4 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-07 Rev. 1	<i>Respirator Fit Tests</i> Records relating to employee respirator fit tests conducted pursuant to WAC 296-842-12010 . Excludes respiratory protection program records covered by <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> .	Retain until next fit test administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-33 Rev. 1	<i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents</i> Records relating to monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace in accordance with 29 CFR § 1910 – Occupational Safety and Health Standards . Includes the identification of any toxic substance used in the workplace, including where and when the substance was used in accordance with WAC 296-802-20010 . <i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i>	Retain for 50 years after date of monitoring/measuring <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-017 Rev. 0	<i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (Background Data)</i> <u>Background data</u> compiled while monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace <i>where a summary of the data is prepared and retained</i> pursuant to WAC 296-802-20010 . Excludes Summary of Data and other records covered by <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33)</i> .	Retain for 1 year after date of monitoring/measuring <u>and</u> creation of data summary <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.5 RECRUITMENT/HIRING

The activity of screening, selecting and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-05 Rev. 1	<p>Employment Inquiries</p> <p>Records relating to persons seeking employment/ job opportunities with the agency where not associated with an official agency recruitment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Unsolicited applications, resumes, letters of inquiry; • Requests for announcement information (position, test, etc.). <p>Excludes records covered by <i>Recruitment (DAN GS50-04B-22)</i>.</p>	<p>Retain for 1 year after received or responded to <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-35 Rev. 2	<p>Civil Service System – Program Administration</p> <p>Records relating to the administration of the Civil Service System in accordance with chapters <u>41.08</u>, <u>41.12</u>, and <u>41.14 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Civil Service Commission (CSC) administrative support and communications; • Investigation and other background files; • Cases that are <u>not</u> heard by the CSC (resolved, referred, ineligible, withdrawn, etc.); • Appointment of outside attorneys. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i>; • <i>Employee Work History (DAN GS50-04B-06)</i>; • <i>Recruitment (DAN GS50-04B-22)</i>. 	<p>Retain for 6 years after end of calendar year <i>and</i> 6 years after matter resolved/case closed (if applicable) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.5 RECRUITMENT/HIRING

The activity of screening, selecting and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-22 Rev. 1	<p>Recruitment</p> <p>Records relating to the process of recruiting, interviewing, selecting and hiring of employees. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employment requisitions (position specifications, needs analyses and authorizations, requests to fill, desired qualifications, etc.); • Personnel Action Request/notice (PAR) <i>development</i>; • Job announcements and postings; • Applications, resumes, test results and background checks of unsuccessful applicants (including applicants screened but not interviewed); • Applicant lists, eligibility lists, applicant profile data (<u>including</u> Civil Service); • Interview questions and tests; • Screening, scoring, ranking and selection criteria; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Apprenticeship - Program Administration (DAN GS50-04B-34);</i> • <i>Employee Work History (DAN GS50-04B-06).</i> <p><i>Note: Pursuant to <u>RCW 4.16.080</u>, the statute of limitations for the commencement of actions for personal injury is 3 years.</i></p>	<p>Retain for 3 years after position filled/recruitment effort terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



4.6 REPORTING/FILING

The activity of providing information to or about agency employees as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-05 Rev. 3	<p>Reporting/Filing (Mandatory) – Human Resources</p> <p>Records relating to human resources and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Logs, lists, summaries, surveys, forms, reports, statements; • Confirmations of submission, inquiries, related correspondence/communications, etc. <p>Examples of regulatory reporting include:</p> <ul style="list-style-type: none"> • Commute trip reduction plans and annual progress reports (<u>RCW 70.94.527</u>); • Equal Employment Opportunity Commission (EEOC) reports (such as EEO-2-5, etc.); • Federal Contract Compliance Programs (OFCCP) (EEO-1, VETS-4212, etc.); • Health coverage programs/enrollment required by the <i>Affordable Care Act (ACA)</i>; • New Hire Reports relating to the child support registry filed with the Department of Social and Health Services (DSHS) in accordance with <u>RCW 26.23.040</u>. 	<p>Retain for 6 years after prepared/submitted to regulatory agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.7 WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT

The activity of structuring and organizing human resources to meet the current and future needs of the agency. Includes paid and unpaid staff (permanent full- or part-time, short-term/term-limited, contract staff, temporary, hourly, volunteers, interns, work-study students, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 1	<i>Position Description and Classification</i> Records relating to the description and classification of agency jobs and positions. May include duties and responsibilities, time percentage breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position.	Retain for 6 years after obsolete or superseded and no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-17 Rev. 1	<i>Staff Planning/Staffing</i> Records relating to requests for workforce changes that require formal approval and that result in the beginning of recruitment processes <u>or</u> changes to the employment or payroll status of existing <u>employees</u> . Excludes records covered by <i>Employee Work History (DAN GS50-04B-06)</i> .	Retain for 3 years after request approved or denied <i>and</i> 3 years after conclusion of any pending action (<i>if applicable</i>) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2014-032 Rev. 1	<i>Workforce Planning</i> Records relating to planning activities to develop the agency's workforce, such as skills inventories/assessments, diversity and affirmative action planning, succession planning, recruitment and retention planning, etc. Includes, but is not limited to: <ul style="list-style-type: none"> • Final plans; • Records relating to the development of plans (studies, reports, etc.); • Related correspondence/communications. Excludes records covered by <i>Establishment/Development History of Agency/Programs (DAN GS60-06F-02)</i> .	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic information systems, forms and publications, mail services, library services, records management, and public disclosure.

5.1 FORMS AND PUBLICATIONS

The activity of drafting, producing, and managing the local government agency's forms and publications.

See Financial Management – Accounting for financial records relating to forms and publications.

See Asset Management – Inventory for forms and publications inventories.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 0	Forms – Accountable Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	Retain for 3 fiscal years <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 0	Forms – Master Set Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.). Excludes web-based forms covered by DAN GS50-06A-03.	Retain until use of form ceases <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 0	Forms and Publications – Creation Records relating to the design, creation, and revision of agency-created forms and publications. Includes, but is not limited to: <ul style="list-style-type: none"> • Job descriptions/specifications/design records; • Sample job products/proofs/samples. Excludes web-based forms covered by DAN GS50-06A-03.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.1 FORMS AND PUBLICATIONS

The activity of drafting, producing, and managing the local government agency's forms and publications.

See Financial Management – Accounting for financial records relating to forms and publications.

See Asset Management – Inventory for forms and publications inventories.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 4	<p><i>Publications – Master Set</i></p> <p>Master set of all publications created by the agency and intended for distribution to the agency's customers, clients, community, or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> • Reports, manuals, brochures; • Newsletters, magazines, journals; • Official/municipal code; • Maps, plans, charts; • Audio/video recordings and films/presentations. <p>Excludes annual reports covered by GS50-05A-04.</p>	<p>Retain until no longer needed for agency business <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



5.2 LIBRARY SERVICES

*The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.
See Financial Management – Accounting for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-03 Rev. 1	Annual Report of Trustees Records relating to the annual reporting of statistics to the library's legislative body and the State Librarian in accordance with <u>RCW 27.12.260</u> . <i>Note: Reports received by the Washington State Library are designated Archival in accordance with the Office of the Secretary of State's records retention schedule.</i>	Retain for 3 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12A-01 Rev. 1	Catalog Records describing the library information sources owned by the agency.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS50-12A-02 Rev. 1	Circulation Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). Excludes interlibrary loans covered by DAN GS50-12A-08.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

*The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.
See Financial Management – Accounting for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-08 Rev. 1	<p>Collection Control – General Records documenting the physical control of the library's collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p>Excludes special collections covered by GS2010-023.</p> <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2010-023 Rev. 0	<p>Collection Control – Special Collections Records documenting the physical control of the library's special collections (archival, manuscript, rare books, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain until special collection items no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS2010-024 Rev. 0	<p>Special Collections Items in the library's special collections, including, but not limited to:</p> <ul style="list-style-type: none"> • Archival collections; • Manuscripts; • Rare books. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



5.3 MAIL SERVICES

*The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.
See Financial Management – Accounting for financial records relating to mail services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 1	<p>Mail Delivery and Receipt Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts; • Postage meter logs/reports; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts; • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.4 PUBLIC DISCLOSURE

The activity of responding to requests for access to the public records of the local government agency in accordance with chapter 42.56 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-014 Rev. 3	<p>Public Disclosure/Records Requests</p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with <u>chapter 42.56 RCW</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Legal advice/opinions; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request; • Tracking logs. <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p>	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-015 Rev. 0	<p>Conversion Process – Archival Records</p> <p>Records documenting the <u>process</u> of converting the agency's Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. <p><i>Note: The source records are covered by GS2010-017 or GS2010-018.</i></p>	<p>Retain until the converted Archival records are transferred to Washington State Archives</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-016 Rev. 0	<p>Conversion Process – Non-Archival Records</p> <p>Records documenting the <u>process</u> of converting the agency's Non-Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. <p><i>Note: The source records are covered by GS50-09-14 or GS2010-018.</i></p>	<p>Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 2	<p>Source Records – Imaged (Archival)</p> <p>Archival source records which have been imaged using one of the following processes, and <i>provided that</i> the converted records are retained in accordance with a current approved records retention schedule:</p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u>, following all recommendations specific to “long-term records”; • Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (<i>Electronic Imaging System</i> (EIS) or <i>Early Destruction After Digitization</i> (DAD) ; or, • Microfilmed in accordance with <u>Washington State Standards for the Production and Use of Microfilm</u>. <p>Excludes records covered in the <u>County Clerks and Superior Court Records Retention Schedule</u>.</p>	<p>Retain until verification of successful conversion <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to [WAC 434-662-040](#), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-14 Rev. 3	<p>Source Records – Imaged (Non-Archival)</p> <p>Non-Archival source records which have been imaged using one of the following processes and <i>provided that</i> the converted records are retained in accordance with a current approved records retention schedule: Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u></p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with a valid approval by Washington State Archives' legacy processes (Electronic Imaging System (EIS) or Early Destruction After Digitization (DAD); or, • Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm. <p>Excludes records covered in the <u>County Clerks and Superior Court Records Retention Schedule</u>.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-018 Rev. 0	<p>Source Records – Migrated</p> <p>Non-paper-based source records which have been migrated to another non-paper-based format such as:</p> <ul style="list-style-type: none"> • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-019 Rev. 0	Conservation (Archival) Conservation treatment records documenting repair to public records designated as Archival.	Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2010-020 Rev. 0	Conservation (Non-Archival) Conservation treatment records documenting repair to public records designated as Non-Archival.	Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-06 Rev. 1	Destruction of Public Records Records relating to the destruction of the agency's public records. Includes, but is not limited to: <ul style="list-style-type: none"> • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction. 	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 0	<p>Online Content Management</p> <p>Records documenting the <u>publishing</u> of the agency's online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual <u>records</u> which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-02 Rev. 2	<p>Records Control</p> <p>Records relating to the physical and intellectual control of the agency's records, including, but not limited to:</p> <ul style="list-style-type: none"> • Files classification schemes/guidelines; • Inventories; • Records center transmittals/retrievals; • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival. <p><i>Note: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-01 Rev. 1	<p><i>Retention and Disposition Authorization</i></p> <p>Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW, including, but not limited to:</p> <ul style="list-style-type: none"> • Internal working guides from approved records retention schedules; • Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, <i>provided that</i> the original is retained by the Washington State Archives; • Agency's copies of records retention schedules approved by the Local Records Committee in accordance with <u>RCW 40.14.070</u>. <p><i>Note: Records Retention Schedules approved by the Local Records Committee are designated Archival – Permanent in the Secretary of State's Records Retention Schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-021 Rev. 0	<p><i>Transfer of Legal Custody</i></p> <p>Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances:</p> <ul style="list-style-type: none"> • Transfer of Archival records to Washington State Archives; • Lawful transfer to another government entity (state agency, other local government agency, etc.); • Donation of public records (to a public library, historical or genealogical society, etc.), with the approval of the State Archivist in accordance with <u>RCW 40.14.070(3)</u>. 	<p>Retain for the life of the agency.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



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
GS50-02-02 Rev. 1	<p>Agency-Generated Forms and Publications – Copies 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 not 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 GS2010-011);</i> • <i>Forms – Master Set (DAN GS2010-012);</i> • <i>Publications – Master Set (DAN GS50-06F-04).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-002 Rev. 0	<p>Brainstorming and Collaborating Records generated as part of informal exchanges of ideas/brainstorming/collaboration processes, where not covered by a more specific records series.</p> <p>Includes, but is not limited to, notes, mind maps, etc., developed as part of brainstorming/collaboration sessions using electronic/virtual collaboration tools (such as OneNote, Popplet, Lync, etc.), as well as those written on whiteboards, flipcharts, large/oversize paper sheets, Post-it/sticky notes, etc.</p> <p>Excludes records generated during open public meeting brainstorming sessions covered by:</p> <ul style="list-style-type: none"> • <i>Meetings – Advisory (DAN GS2012-027);</i> • <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Drafting and Editing (DAN GS2016-004);</i> • <i>Records Documented as Part of More Formalized Records (DAN GS2016-009).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



Local Government Common Records Retention Schedule (CORE)
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-003 Rev. 0	<p>Contact Information 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); • Validation/verification/quality assurance checks of contact lists/collections; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024)</i>; • Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-004 Rev. 0	<p>Drafting and Editing Records relating to the drafting/editing of correspondence, documents, and publications.</p> <p>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>Retain until no longer needed for agency business <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
GS2016-005 Rev. 0	<p><i>Electronic Documents Used to Create Signed Paper Records</i></p> <p>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.</p> <p>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
GS50-02-03 Rev. 0	<p><i>General Information – External</i></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



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-05 Rev. 2	<p>Informational Notifications/Communications 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 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>Leave/Overtime – Routine (DAN GS50-04B-09)</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>Leave/Overtime – Routine (DAN GS50-04B-09)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-006 Rev. 0	<p>Internet Browsing 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>IT Systems Usage (DAN GS50-06A-05)</i>.</p>	<p>Retain until no longer needed for agency business <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
GS2016-008 Rev. 0	<p>Organizing/Monitoring Work in Progress Records relating to the assigning, prioritizing, tracking/monitoring and status of work/tasks/projects in progress, where not covered by a more specific records series.</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; • Working/rough notes; • Workflow notifications/escalations. 	<p>Retain until no longer needed for agency business <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
GS2016-009 Rev. 0	<p><i>Records Documented as Part of More Formalized Records</i></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) <u>provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction;</u> • 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"> • Audio/visual recordings of meetings covered by <i>Meetings – Advisory (DAN GS2012-027)</i>, <i>Meetings – Governing/Executive (DAN GS50-05A-13)</i>, <i>Meetings – Inter-Agency (DAN GS2011-175)</i> or <i>Meetings – Staff (DAN GS50-01-43)</i>; • Electronic records (such as emails) that have been printed to paper. <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 <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
GS2016-010 Rev. 0	<p>Reference Materials 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"> • Individual participants' copies of internal and external training materials (such as proceedings, handouts, notes taken, etc.) from conferences/seminars/trainings; • Copies of published articles, reports, etc.; • Internet browser favorites/bookmarks; • Listserv/RSS feeds. <p>Excludes records covered by <i>Secondary (Duplicate) Copies (DAN GS50-02-04)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-01 Rev. 1	<p>Requests for Basic/Routine Agency Information 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 <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-011 Rev. 0	<p>Scheduling – Appointments/Meetings 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 <i>Appointment Calendars (DAN GS50-01-36)</i>.</p> <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



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 2	<p><i>Secondary (Duplicate) Copies</i> 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
GS2016-012 Rev. 0	<p><i>Unsolicited Additional Materials</i> 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 entered through online applications, e-forms, etc., but <u>not</u> completed and <u>not</u> submitted to the agency. 	<p><i>Upon receipt,</i> Return to sender <i>or</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival – See ***Archival (Appraisal Required)*** and ***Archival (Permanent Retention)***.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.



Employee

Any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status.

Includes the agency's paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. This definition applies only in relation to legal disposition authority and does not refer to legal employment status.

Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.

Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

Non-Archival

Public records which do not possess sufficient historic value to be designated as "Archival". Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.



Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Permanent – See **Archival (Permanent Retention)** and **Non-Archival**.

Potentially Archival or **Potential archival value** – See **Archival (Appraisal Required)**.

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.



Public Records

RCW 40.14.010 – Definition and classification of public records.

"... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.



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***Local Government Common Records Retention Schedule (CORE)
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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

fire-and-emergency-medical-records- retention-schedule-v.2.1-(august-2022).pdf



This schedule applies to: Fire and Emergency Medical Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all fire protection districts and departments and emergency medical service districts and departments relating to functions including the prevention and suppression of fires, the provision of emergency medical services, and the protection of life and property. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on August 3, 2022.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Heather Hirotaka



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "FM" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	December 2, 2020	Major revision of schedule.
2.1	August 3, 2022	Minor revisions to Planning and Permitting and Medical Records sections.

For assistance and advice in applying this records retention schedule,
please contact your agency's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. ASSET MANAGEMENT

The function of managing the agency's assets where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-012 Rev. 0	<p><i>Pharmaceutical Inventory Accountability</i></p> <p>Records documenting the agency's acquisition, transfer, administration, return, and/or destruction of pharmaceuticals, including controlled substances, in accordance with the Drug Supply Chain Security Act (Title II of the Drug Quality and Security Act, Public Law 113-54).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official transaction reports from wholesale suppliers or distributors; • Transaction statements from wholesale suppliers or distributors; • Records tracking the administration and restocking of pharmaceuticals by the agency; • Records documenting destruction or return to distributor of unused pharmaceuticals. 	<p>Retain for 6 years after date of administration, destruction, or return to distributor</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.2 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing actions on assets with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-18 Rev. 1	<p><i>Inspection/Testing of Firefighting Apparatus and Equipment</i></p> <p>Records documenting inspections and tests performed in accordance with chapter 296-305 WAC on agency equipment (including apparatus, or mobile equipment) used for fire suppression, personal protection, and rescue.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fire apparatus, such as pumpers, tenders, ladder rigs, brush rigs, etc.; • Personal protective equipment (PPE); • Protective clothing; • Fire suppression and supply hose; • Safety nets, ropes, and harnesses. <p>Excludes:</p> <ul style="list-style-type: none"> • Records documenting maintenance and repairs made to apparatus/equipment, covered by <i>Maintenance – Major and/or Regulated (DAN GS2012-039)</i>; • Equipment inventories covered by <i>Inventory – Capital, Expendable, and Consumable Assets (DAN GS50-03A-18)</i>. 	<p>Retain for life of apparatus/equipment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The functions of prevention and suppression of fires, provision of emergency medical services, and protection of life and property.

2.1 COMMUNITY INVOLVEMENT

The activity of the agency's interaction and involvement with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-011 Rev. 0	<p>Juvenile Fire Setter Assessments/Interventions</p> <p>Records documenting services provided by the agency at parent/guardian request to identify, educate, and evaluate the progress of individual juveniles who may be prone to fire setting behavior.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Interviews and screenings of children, their parents/guardians, and their families; Educational services provided; Referrals to community mental health, social services. <p><i>Note: Retention based on requirements for juvenile justice records.</i></p>	<p>Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-014 Rev. 0	<p>Ride-Along Program</p> <p>Records relating to public participation in agency Ride-Along programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Parent/legal guardian permissions for individuals under age 18. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after participant's ride-along <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.2 EMERGENCY RESPONSE

The activity of preventing and suppressing fires.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-14 Rev. 1	<i>Fire Incident Reports</i> Records documenting basic information about each fire incident.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-23 Rev. 1	<i>Radio Logs</i> Records documenting incoming and/or outgoing emergency radio communications.	Retain for 90 days after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-15 Rev. 1	<p>Fire Investigations – Closed Investigations</p> <p>Records relating to investigations of all incidents that <u>do not</u> result in loss of human life and which are resolved as accidents or result in arson convictions.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> 	<p>Retain for 6 years after conviction <i>or</i> 6 years after accident determination <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-17 Rev. 1	<p>Fire Investigations – Incidents That Result in Loss of Human Life</p> <p>Records relating to investigations of all incidents that result in loss of human life, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p><i>Note: RCW 9A.04.080 provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p>	<p>Retain for 6 years after conviction and exhaustion of appeals process <i>or</i> 10 years after decision not to proceed with investigation <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-16 Rev. 1	<p>Fire Investigations – Open Investigations of Incidents That Do Not Result in Loss of Human Life</p> <p>Records relating to investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> <p><i>Note: Retention based on 10-year statute of limitations for filing criminal charges for an arson that does not result in the loss of human life (RCW 9A.04.080).</i></p>	<p>Retain for 10 years after decision not to proceed with investigation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-013 Rev. 0	<p>Post-Incident Analysis</p> <p>Records relating to formal or informal analysis of a given emergency response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Incident overview; • Identified strengths; • Areas of improvement; • Recommendations. 	<p>Retain for 6 years after completion of analysis <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 MEDICAL RECORDS

The activities associated with providing emergency medical services (including the management of resulting records).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-015 Rev. 0	<p>Health Insurance Portability and Accountability Act (HIPAA) – Accountings of Disclosure</p> <p>Records relating to disclosures of protected health information (including accountings of disclosures) performed by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests to inspect or obtain copies of any protected health information; • Documentation of clients taking exception to information in their records with which they disagree, and/or requesting corrections; • Disclosures of individuals' protected health information made by the agency or its business associates. <p><i>Note: Retention based on an individual's right to receive an accounting of disclosures of protected health information made by the agency during the previous six years (45 CFR § 164.528(a)).</i></p>	<p>Retain for 6 years after date of disclosure <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-20 Rev. 2	<p>Medical Incident Reports</p> <p>Records documenting emergency medical services provided to individuals at the scene of a medical emergency or while transporting a patient to an appropriate medical facility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Patient assessment; • Patient medical history; • Refusal of treatment forms; • Treatment provided on scene and during transport. <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p>	<p>Retain for 8 years after provision/refusal of services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 PLANNING AND PERMITTING

*The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by **Code Enforcement (DAN GS2012-026)** in the Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-04 Rev. 2	<p>Building Information – Pre-Incident Planning</p> <p>Records created and compiled on specific facilities and structures within the agency's jurisdiction to facilitate planning of emergency response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Floor/site plans; • Building features; • Type and location of existing fire and life safety systems; • Hazardous chemical inventory reports received, including Safety Data Sheets (SDS) and annual Tier Two reports; • Potential hazards and problem areas; • Need for specialized equipment or suppression methods. <p>Excludes copies of SDS and Tier Two reports submitted with a facility's hazardous materials/operations permit application, covered by <i>Hazardous Materials/Operations Permits (DAN FM2022-014)</i>.</p>	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
FM53-04-06 Rev. 1	<p>Burning Permits – Issued/Enforced by Agency</p> <p>Records relating to the issuance/enforcement of temporary, site-specific burning permits by the fire protection agency by authority of delegation from the Department of Ecology or Air Pollution Control Authority in accordance with RCW 70.94.6530.</p> <p>Excludes records covered by <i>Burning Permits – Received for Reference (DAN FM2020-010)</i>.</p>	<p>Retain for 6 years after expiration/revocation/denial of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.5 PLANNING AND PERMITTING

*The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by **Code Enforcement (DAN GS2012-026)** in the Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-010 Rev. 0	<i>Burning Permits – Received for Reference</i> Copies of temporary, site-specific burning permits issued by another agency and received by the fire protection agency for information/reference purposes.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
FM2022-012 Rev. 0	<i>Fire and Life Safety Systems Permits (Approved)</i> Records documenting the agency's review and approval of the construction, installation, replacement, and/or repair of fire and life safety systems for structures within the agency's jurisdiction, such as fire detection/alarm systems, fire sprinkler/suppression systems, standpipe systems, and fire pumps. Includes, but is not limited to: <ul style="list-style-type: none"> • Permit application; • Plans and specifications, including location of panels and shutoffs; • Project inspection records. 	Retain for 6 years after life of system/issuance of subsequent permits changing the system <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



2.5 PLANNING AND PERMITTING

*The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by **Code Enforcement (DAN GS2012-026)** in the Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-013 Rev. 0	<p>Fire and Life Safety Systems Permits (Denied/Abandoned/Withdrawn)</p> <p>Records documenting the agency's review and denial or approval of the construction, installation, replacement, and/or repair of fire and life safety systems for structures within the agency's jurisdiction, where the permit was either denied, approved but later deemed abandoned due to lack of progress and/or communication regarding the project, or withdrawn.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit application; • Plans and specifications, including location of panels and shutoffs; • Project inspection records. 	<p>Retain until application/permit considered abandoned or withdrawn</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.5 PLANNING AND PERMITTING

*The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by **Code Enforcement (DAN GS2012-026)** in the Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-014 Rev. 0	<p>Hazardous Materials/Operations Permits</p> <p>Records relating to the review and authorization of hazardous operations and/or the storage and use of hazardous materials at facilities within the agency's jurisdiction. Hazardous operations requiring a permit include activities such as "hot work" involving electric or gas welding, cutting, grinding, brazing, or similar flame- or spark-producing operations; dry cleaning using flammable solvents; spray finishing; and marine ship repair or construction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit application; • Site plan; • Project inspection records; • Copies of Safety Data Sheets and/or Tier Two reports, if relevant; • Permit conditions, if any. 	<p>Retain for 6 years after expiration/revocation/denial of permit</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OPR</p>



3. HUMAN RESOURCE MANAGEMENT

The function of managing the agency's workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 EMPLOYEE BENEFITS

The activity of compensating employees by means other than direct financial compensation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM50-03A-37 Rev. 1	<p><i>Remittances to Volunteer Firefighters' and Reserve Officers' Relief and Pension Fund</i></p> <p>Records documenting pension and disability fees paid by fire departments/districts and emergency medical service districts to the Volunteer Firefighters' and Reserve Officers' Relief and Pension Principal Fund, in accordance with chapter 41.24 RCW.</p> <p><i>Note: The State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) retains remittance records submitted by local agencies for 75 years in accordance with its records retention schedule.</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as "Archival." Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision ([WAC 296-305-04503](#); [49 CFR 571.209](#); [49 CFR 571.210](#)).

911.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty, except those members engaged in the effective provision of emergency medical care. Members providing necessary emergency medical care shall be restrained to the extent consistent with the level of care provided. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained as described above ([WAC 296-305-04503](#)).

911.3 INOPERABLE SAFETY BELTS

Best Practice

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Personnel Records

1017.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the maintenance, retention of, and access to personnel files in accordance with established law.

1017.1.1 PERSONNEL RECORDS DEFINED

Best Practice

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1017.1.2 EMPLOYEE RECORD LOCATIONS

Best Practice

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Human Resources as a permanent record of a member's employment with the District.

Section file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

Personnel Records

1017.2 POLICY

Best Practice

It is the policy of the District to maintain the confidentiality of its members' personnel information.

1017.3 REQUESTS FOR DISCLOSURE

State MODIFIED

All records kept by Washington State public agencies are considered public unless they are covered by specific disclosure statutes ([RCW 42.56.070](#)).

Private personnel records that are exempt from public disclosure include but are not limited to:

- (a) Applications for public employment.
- (b) Residential addresses, personal electronic mail addresses, and telephone numbers.
- (c) Performance evaluations which do not discuss specific instances of misconduct.
- (d) Medical information ([RCW 70.02.005](#) et seq.).
- (e) Industrial insurance (workers' compensation), claim files and records ([RCW 51.28.070](#)).
- (f) Employee identification numbers.
- (g) Taxpayer information, such as tax withholding data ([RCW 42.56.230](#)).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated district official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated district official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Board of Commissioners, Fire District Attorney, or attorneys or representatives of the District in connection with official business.

1017.3.1 NOTICE TO MEMBER

State MODIFIED

Personnel Records

Upon receipt of a request for information located exclusively in a member's personnel records, the Public Records Officer is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes the following information ([RCW 42.56.250](#)):

- (a) The date of the request
- (b) The nature of the requested record relating to the member
- (c) That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made
- (d) That the member may seek to enjoin release of the records under [RCW 42.56.540](#) (court protection of public records)

1017.4 RELEASE OF CONFIDENTIAL INFORMATION

Best Practice

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

1017.5 MEMBER ACCESS TO OWN FILE

State MODIFIED

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files ([RCW 49.12.240](#); [RCW 49.12.250](#)).

A member may annually request that all information contained in his/her personnel file subject to disclosure be reviewed by the District for any irrelevant or erroneous information. Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed. If the member disagrees with the explanation, the member may submit a written statement containing a rebuttal or the correction and have it placed in his/her personnel file ([RCW 49.12.250\(2\)](#)).

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Personnel Records

- Records of an employee relating to the investigation of a possible criminal offense ([RCW 49.12.260](#)).
- Records of an employee compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts ([RCW 49.12.260](#)).

Physical Fitness

1021.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1021.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- (a) Meet the physical demands required on emergency responses.
- (b) Reduce the risk of member injury or illness.
- (c) Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1021.3 PHYSICAL FITNESS GUIDELINES

Best Practice MODIFIED

Physical fitness and conditioning activities should be designed to maintain or improve stability, flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
 - 1. Stretching.
 - 2. Running, jogging, walking or rowing.
 - 3. Weight training (with spotter present).
 - 4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
 - 5. Core strengthening.

Physical Fitness

6. Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the district's Wellness and Fitness Program Policy and/or qualified peer fitness trainers (PFTs).
- (d) Acceptable use of district-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.
- (i) Overseeing maintenance of existing fitness equipment and purchase of new equipment.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the district HSO and be consistent with the district's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

1021.4 INJURY PREVENTION

Best Practice

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
 1. Insufficient warm-up.
 2. Poor core stabilization.
 3. Exceeding physical capabilities.
 4. Improper equipment use.
 5. Defective equipment.
 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 3. Maintain realistic goals and limits for physical fitness routines.

Physical Fitness

4. Develop an understanding of how to use fitness equipment properly and safely.
5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it if necessary.
6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

1021.5 PEER FITNESS TRAINERS (PFTS)

Best Practice

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the District. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Resolution 2024-6 Surplus Equipment List		
Executive member responsible for guiding the initiative: DC Ron Rasmussen			
Type of Action:	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Resolution		
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		<p>From time to time the District gathers surplus equipment that is no longer able to be utilized by the district. The district may, pursuant to RCW 39.33.010 sell transfer, exchange or otherwise dispose of any property. The district intends to surplus the property listed in Appendix A of Resolution 2024-6</p> <p>The goal is to follow State law and established district policies and to be prudent with taxpayer dollars.</p>	
Financial Impact:			
Expense:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A	
Revenue:		<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A	
Total amount of initiative (attach amount breakdown if applicable): \$			
Initial amount: \$ TBD			
Long-term annual amounts(s): \$ None			
Currently Budgeted:		<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A	
Budget Amendment Needed:		<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A	
• If yes: Fund(s)/line item(s) to be amended:			
Risk Assessment:			
Risk if approved: N/A			
Risk if not approved: N/A			

Legal Review:	
<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): Policy 55: Disposal of Surplus Property <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	
Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>	
RAB Executive: Confirmed email sent to Board by Fire Chief	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

SNOHOMISH REGIONAL FIRE AND RESCUE**RESOLUTION #2024-6****A RESOLUTION TO SURPLUS EQUIPMENT**

WHEREAS, Snohomish Regional Fire and Rescue presently owns the Vehicles and equipment listed on the attached Exhibit A "Equipment."

WHEREAS, The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Equipment is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Equipment using commercially reasonable methods established by the Fire Chief or designee.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS ____ DAY OF _____ 2024.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST:

District Secretary

EXHIBIT "A" EQUIPMENT

SRFR Asset ID	SFD7 Asset ID	LSF	Make	Model	Serial number	description
70001832	NA	NA	Lenovo Thinkcentre	10N0001GUS	MJ06VMCE	2018 PC
NA	6911	NA	Lenovo Thinkcentre	10MV000KUS	1S10MV000KU8MJ05ksp1	2017 PC
NA	6688	NA	Lenovo Thinkcentre	10AB004GUS	MJ0FQ0B	2015 PC
NA	6840	NA	Lenovo Thinkcentre	10AB004GUS	MJ02FQ0F	2015 PC
NA	6690	NA	Lenovo Thinkcentre	10AB004GUS	MJ02FQ0E	2015 PC
NA	6687	NA	Lenovo Thinkcentre	10AB004GUS	MJ02GQ0D	2015 PC
NA	7020	NA	Dell	OptiPlex 7050	7GDPMN2	Old PC not in system
70000462	NA	NA	Dell Latitude	P45G	JZ9SNY1	Old PC not in system
70000466	NA	NA	Dell Latitude	P45G	4OBSNY1	Old PC not in system
70000467	NA	NA	Dell Latitude	P45G	BZ9SNY1	Old PC not in system
70000469	NA	NA	Dell Latitude	P45G	8Z9SNY1	Old PC not in system
70000456	NA	NA	Dell Latitude	P45G	GK2VNY1	Old PC not in system
NA	SDFD7813	NA	Dell XPS	XPS	86WLM02	2014 PC
NA	NA	NA	GM	2022	None	Center Jump Seats x 5
NA	NA	NA	HP	OfficeJet Pro 8710	CN81ABW07M	Old scanner / printer
70000348	NA	NA	Vidar	KF67E	KF67E83012A	Wide format scanner
70000493	NA	NA	Robinair	Cooltech34288	301773	AC/Recovery
70002039	NA	NA	SPX	Minuteman Plus	None	Battery Tester
NA	NA	NA	Autometer	Unknown	18179	Charging system analyzer
NA	NA	NA	HP	SDGOB	MY61QJTJ80NZ	Inkjet printer 7210
70002031	NA	NA	Norco	72500D	J1001558	Transmission Jack
NA	NA	NA	Edwards	150'	None	Electrical Cord Reel
NA	NA	NA	Unknown	110V	Unknown	LED Spotlight w/ tripod stand
NA	NA	NA	Kwik Raze	110V	Unknown	LED Spotlight w/ tripod stand
70002173	NA	NA	Chicago Electric	68221	37051130	Electric chain saw sharpener
NA	NA	NA	Havis	110V	Unknown	Spotlight
NA	NA	31D08- 100783	Honda	4HP	Unknown	Water Pump
70000661	NA	NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000688	NA	NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000684	NA	NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000672	NA	NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
NA	NA	31D08- 100389	Unifire	Unifire Gas	Unknown	Gas PPV Fan
NA	NA	NA	Unifire	Unifire Gas	G002-7215766	Gas PPV Fan
NA	NA	NA	Klimawent	Unknown	13173667	Exhaust removal

NA	DIST3 00429	NA	Associated	Unknown	Unknown	Battery charger
70002043	NA	NA	Associated	6044	1447631936	Battery system tester
NA	NA	NA	Aire Assit	JASJ-225	454222J	Air assist bottle jack
NA	NA	NA	Licolln	93657	Unknown	4 ton floor jack
NA	NA	31D08- 100100	Balcrank	870	275150	Air grease gun
NA	1109	NA	Unknown	2 ton	Unknown	Dual Tire Lift
NA	NA	31D08- 101854	Unknown	10-50lbs	Unknown	10-50lb dumbbell set with rack
NA	NA	NA	SPRI	Unknown	Unknown	medicine balls & rack
NA	NA	NA	Unknown	Unknown	None	22 metal lockers 12x15x72
NA	NA	31D08- 100130	Honda	5000 Watt	None	Generator
NA	NA	NA	Whirlpool	W11245509	TR82671303	Microwave
NA	5277	NA	Precor	Efx544	Unknown	Elipitical Exercise Machine

SRFR Asset SFD7 Assc LSF	Make	Model	Serial number	description
70001832 NA NA	Lenovo Thinkce	10N0001GUS	MJ06VMCE	2018 PC
NA 6911 NA	Lenovo Thinkce	10MV000KUS	1S10MV000KU8M	2017 PC
NA 6688 NA	Lenovo Thinkce	10AB004GUS	MJ0FQ0B	2015 PC
NA 6840 NA	Lenovo Thinkce	10AB004GUS	MJ02FQ0F	2015 PC
NA 6690 NA	Lenovo Thinkce	10AB004GUS	MJ02FQ0E	2015 PC
NA 6687 NA	Lenovo Thinkce	10AB004GUS	MJ02GQ0D	2015 PC
NA 7020 NA	Dell	OptiPlex 7050	7GDPMN2	Old PC not in system
70000462 NA NA	Dell Latitude	P45G	JZ9SNY1	Old PC not in system
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NA NA NA	Havis	110V	Unknown	Spotlight
NA NA 31D08-1	Honda	4HP	Unknown	Water Pump
70000661 NA NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000688 NA NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000684 NA NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
70000672 NA NA	Unifire	Unifire Gas	Unknown	Gas PPV Fan
NA NA 31D08-1	Unifire	Unifire Gas	Unknown	Gas PPV Fan
NA NA NA	Unifire	Unifire Gas	G002-7215766	Gas PPV Fan



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Storm Water Cost Sharing Agreement: North Cove LLC, SRFR, and the City of Lake Stevens		
Executive member responsible for guiding the initiative:		DC Ron Rasmussen	
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		SRFR, City of Lake Stevens, and LandPro Group (North Cove LLC) have construction projects in the immediate vicinity of Station 81 and require storm water retention. The plan is to build one facility on SRFR property and share the design and construction costs of the facility based on a proportionate share that is based on percentage of usage. Working together will save taxpayers money by building one regional facility. North Cove LLC and the City of Lake Stevens will compensate SRFR for easement rights. Compensation will be based on the assessed value. The City will be responsible for designing and construction of the storm water detention vault that meets the needs of all three parties. We are recommending the Board of Commissioners to approve the Chief or Designee to enter into the cost sharing agreement with the City of Lake Stevens and North Cove LLC for a shared storm water facility. As a note, Lake Stevens City Council approved the cost sharing ILA at their last meeting.	
Financial Impact: <p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ TBD</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 23,756,689</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 			
Risk Assessment:		<p>Risk if approved: Appearance of working with private for-profit partners.</p> <p>Risk if not approved: Increased construction costs and delays.</p>	

Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Capital Facilities on July 23 rd , 2024 Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

COST-SHARING AGREEMENT FOR STORMWATER DETENTION SYSTEM

This COST-SHARING AGREEMENT (this “**Agreement**”) is made and entered into this ____ day of _____, 2024 by and between Snohomish Regional Fire and Rescue, a Washington municipal corporation (“**SRFR**”), North Cove, LLC., a Washington limited liability corporation (“**North Cove**”), the City of Lake Stevens, a Washington municipal corporation (“**City**”), (individually a “**Party**” and collectively the “**Parties**”) for the purposes set forth below.

Recitals

A. SRFR owns and operates Station 81, on real property which is comprised of tax parcel numbers 00562200000801, 00562200000802 and 00562200000706, located in the City of Lake Stevens, Snohomish County, Washington and is depicted on the map attached hereto as Exhibit A (“**SRFR Map**”). SRFR intends to design and construct a new, enlarged Station 81 in 2025 (“**SRFR Project**”). The SRFR Project will require the construction of stormwater detention facilities.

B. The City owns tax parcel number 00562200000708, located in the City of Lake Stevens, Snohomish County, Washington, adjacent to the SRFR Station 81 site, as depicted on the attached map as Exhibit B (“**City Map**”). The City intends to make roadway improvements to nearby Main Street (“**City Project**”) in the year 2025. The City Project will require facilities for collecting stormwater runoff from the roadway.

C. North Cove, LLC has an option to purchase tax parcel numbers 00562200000704, 00562200000605, 00562200000606, 00562200000603, and 00562200000604 in the immediate vicinity to the SRFR and City properties and is planning to develop the property with an apartment residential development as depicted on Exhibit C (Areas of Responsibility Map). Such development approval will require stormwater detention facilities.

D. SRFR, the City and North Cove have agreed to share in the construction and maintenance costs for the stormwater detention system to be located on SRFR parcels 00562200000801 and/or 00562200000706, and/or City parcel 00562200000708; all parties will directly benefit from the stormwater detention system, subject to the terms and conditions herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, their successors in interest, agents, employees, subcontractors and assigns covenant and agree as follows:

Agreement

1. Allocation of Design and Construction Responsibility, Costs and Methodology.

A. The City shall be responsible for contracting for the design and construction of the stormwater detention facility (“Facility”), meeting the needs of the SRFR, City and North Cove Projects and all DOE and other regulatory standards and requirements. Each of the Parties shall be solely responsible for the costs incurred to connect their Project’s stormwater flow to the Facility. As reasonably possible, construction of the Facility shall be concurrent with the SRFR Project, City Project and North Cove Project. The City shall select the vendors and contractors to design and construct the Facility and be responsible for all necessary engineering design work, government approvals and permits, and administrating the construction project. The Facility shall be designed to meet the regulatory conditions and requirements for stormwater detention associated with each of the Parties’ development projects, including the City’s Main Street Roundabout project, private development by North Cove under the Development Agreement with the City, and redevelopment of Station 81 by SRFR. SRFR and North Cove shall work cooperatively with the City in providing the City with the information necessary for design of the Facility to meet their needs and provide the City with their written approval of the City approved design, construction plans, and engineer’s cost estimate prior to the City’s call for bids on the construction of the Facility.

B. Prior to the City’s contract award for design services, SRFR and North Cove will be provided an opportunity to review the consultant fee proposal and scope of work along with an engineer’s estimate for construction costs. Within five (5) business days of receiving the consultant fee proposal and scope of work from the City via email, SRFR and North Cove shall notify the city of their approval or denial of the award of the professional services contract. If either SRFR or North Cove deny the award of the professional services contract, the City may not award the contract and the Parties shall meet within five business days of such denial to discuss options for renegotiating or re-advertising. If denial of an award of the professional services contract is not received by the City from SRFR or North Cove within five business days of receiving the consultant fee proposal and scope of work via email, the city may award the professional services contract without delay.

C. Prior to the City’s contract award for construction services, SRFR and North Cove will be provided an opportunity to review the bids received by the City. Within five (5) business days of receiving the bid tabulation from the City via email, SRFR and North Cove shall notify the City of their approval or denial of an award of the contract to the lowest responsible bidder determined by the City. If approval or denial of a contract award is not received by the City from SRFR or North Cove within five business days of receiving the bid tabulation via email, the city may award the contract without delay. If either SRFR or North Cove deny the award of the contract, the City may not award the contract, and the Parties shall meet within five business days of such denial to discuss options for rebidding. The City may also proceed with contract award despite a denial from either SRFR or North Cove, after the five-day period for a meeting has expired, if the lowest responsible bid is within 120% of the engineer’s pre-bid estimate or either SRFR or North Cove notifies the City of their approval of the bid award.

D. The actual design and construction costs for the Detention System shall be allocated between SRFR, the City and North Cove as follows: 59.6% to North Cove, 24.2% to SRFR and 16.2% to the City, as depicted in Exhibit C (“Areas of Responsibility Map”) and Exhibit D (“Detention Facility Feasibility Map”). This cost allocation is based upon the contribution of new

or replaced impervious surfaces that are tributary to the Detention System associated with each development project, including the Main Street Roundabout by the City, private development by North Cove and redevelopment of Station 81 by SRFR. Each of the Parties acknowledges and agrees that the benefits arising to them from this Agreement, both individually and collectively, adequately compensate them for their individual contributions.

2. Facility Location, Access, and Easement Rights. SRFR shall designate to City and North Cove as soon as reasonably practical in the exercise of good faith the location on its property for the construction of the Facility and necessary appurtenances to facilitate the planning of their projects and responsibilities under this Agreement. SRFR by this Agreement, conveys to the City and North Cove such easement and access rights to the real property on which the Facility and its appurtenances are designated to accommodate the design and construction of the Facility, its maintenance and repair, the connection of each Project to the Facility, as well as reasonably necessary to fulfill their rights and obligations hereunder. Compensation by the City and North Cove to SRFR for easement rights will be based on the appraised property value of affected property and proportionate share (59.6% to North Cove, 24.2% to SRFR and 16.2% to the City) of facility surface area once the design of the facility is complete. The City will complete the appraisal and recover costs from SRFR and North Cove for appraisal in accordance with the proportionate share of the facility. When the specific location of the Facility is designated, written easement agreements from SRFR conveying easements to North Cove and the City consistent with this Agreement shall be entered into by the Parties and recorded with Snohomish County. The compensation due SRFR from North Cove and the City for the easements shall be due within thirty (30) days of the recording of the easements.

3. Timing. All Parties intend to begin construction of their individual projects in the year 2025. The Parties agree to use due diligence and in good faith to do all actions necessary to time the construction of their projects concurrently with one another so as not to interfere with or delay the construction of the Facility or their respective projects.

4. Allocation of Maintenance Responsibility, Costs and Methodology. The City shall be responsible for maintaining the Facility in good working order. The actual maintenance costs for the Detention System shall be allocated between SRFR, the City and North Cove as follows: 59.6% to North Cove, 24.2% to SRFR and 16.2% to the City. This cost allocation is the contribution of new or replaced impervious surfaces that are tributary to the Detention System associated with each development project, including the Main Street Roundabout by the City, private development by North Cove and redevelopment of Station 81 by SRFR.

5. Payment. The City shall provide monthly itemized invoices to SRFR and North Cove for actual design and construction costs, including itemized administrative costs not to exceed 10% of actual costs, as they occur during the design and construction of the Facility. Post construction, the City shall provide an annual itemized invoice to SRFR and North Cove for

maintenance costs, including administrative costs (not to exceed 10% of the actual costs). In the event of any unanticipated emergency maintenance, repair or reconstruction costs the City may submit invoices when actual costs are known. The City will provide SRFR and North Cove with estimated annual maintenance costs each year to aid in their budgeting. The City and North Cove agree to pay the City within thirty (30) days of receipt of an invoice.

6. Events of Default; Remedies. Any breach by SRFR, North Cove or the City of its obligations hereunder shall constitute an event of default under this Agreement. Upon the occurrence of an event of default, the dispute shall be submitted to arbitration for resolution in accordance with the procedures described in Section 10. If any invoice is not paid within thirty (30) days after the due date, then the invoice shall accrue interest at a rate of ten percent (10%) per annum or the maximum legally permitted rate, whichever is less, from the date due until paid.

7. Notices. Any demand, request or notice made hereunder shall be in writing and shall be deemed given when personally delivered, delivered by private courier service (such as Federal Express), or three days after being deposited in the United States Mail in registered or certified form, return receipt requested, and addressed as follows:

To SRFR: Snohomish Regional Fire and Rescue
163 Village Court
Monroe, WA 98272
Attn: _____

To City: The City of Lake Stevens
1812 Main Street
Lake Stevens, WA 98258
Attn: Aaron Halverson, Public Works
Director

To North Cove: North Cove, LLC

Lake Stevens, WA 98258
Attn: _____

or to such other single address and person as any party may communicate to all others by like written notice.

8. Attorneys' Fees. In the event of litigation between the Parties, declaratory or otherwise, in connection with this Agreement, the substantially prevailing party shall recover its costs and reasonable attorneys' fees, including for appeals, which shall be determined and fixed by the court as part of the judgment.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

10. Dispute Resolution. All disputes arising hereunder or in connection herewith that the parties are unable to resolve through good faith discussion and settlement efforts and any other mutually agreed dispute resolution process, including mediation and binding arbitration, may be resolved through a judicial determination by commencing the civil action in the appropriate court in Snohomish County, Washington.

11. Amendments. This Agreement is binding on the Parties and their successors and assigns and may not be amended or modified without a written amendment signed by the Parties.

12. Counterparts. This Agreement may be signed in any number of counterparts, all of which together shall be deemed to be a single instrument.

13. Term. Due to the subject matter of this Agreement the term of this Agreement is perpetual and the Parties successors in interest, agents, employees, subcontractors, and assigns shall be subject to rights and obligations of each party set forth herein.

14. Legal Responsibilities. Each of Parties to this Agreement shall be solely responsible for compliance with any law or regulatory requirement affecting their Project contributing stormwater to the Facility, connection of their Project to the Facility, and the discharge of stormwater from their property to the Facility. The Parties shall be jointly responsible for meeting all regulatory requirements applicable to the Facility in its design, construction and maintenance and operation subject to the provisions of this Agreement.

[Remainder of Page Left Blank; Signatures on the following page]

Dated as of the date first above written.

FIRE DISTRICT:

Snohomish Regional Fire and Rescue, a Washington
Municipal Corporation

By: _____
Name: _____
Its: _____

ASSOCIATION:

North Cove, LLC, a
Washington Limited Liability Corporation

By: _____
Name: _____
Its: _____

CITY:

City of Lake Stevens, a Washington
Municipal Corporation

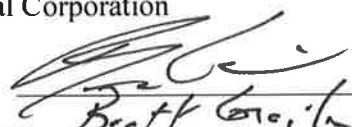
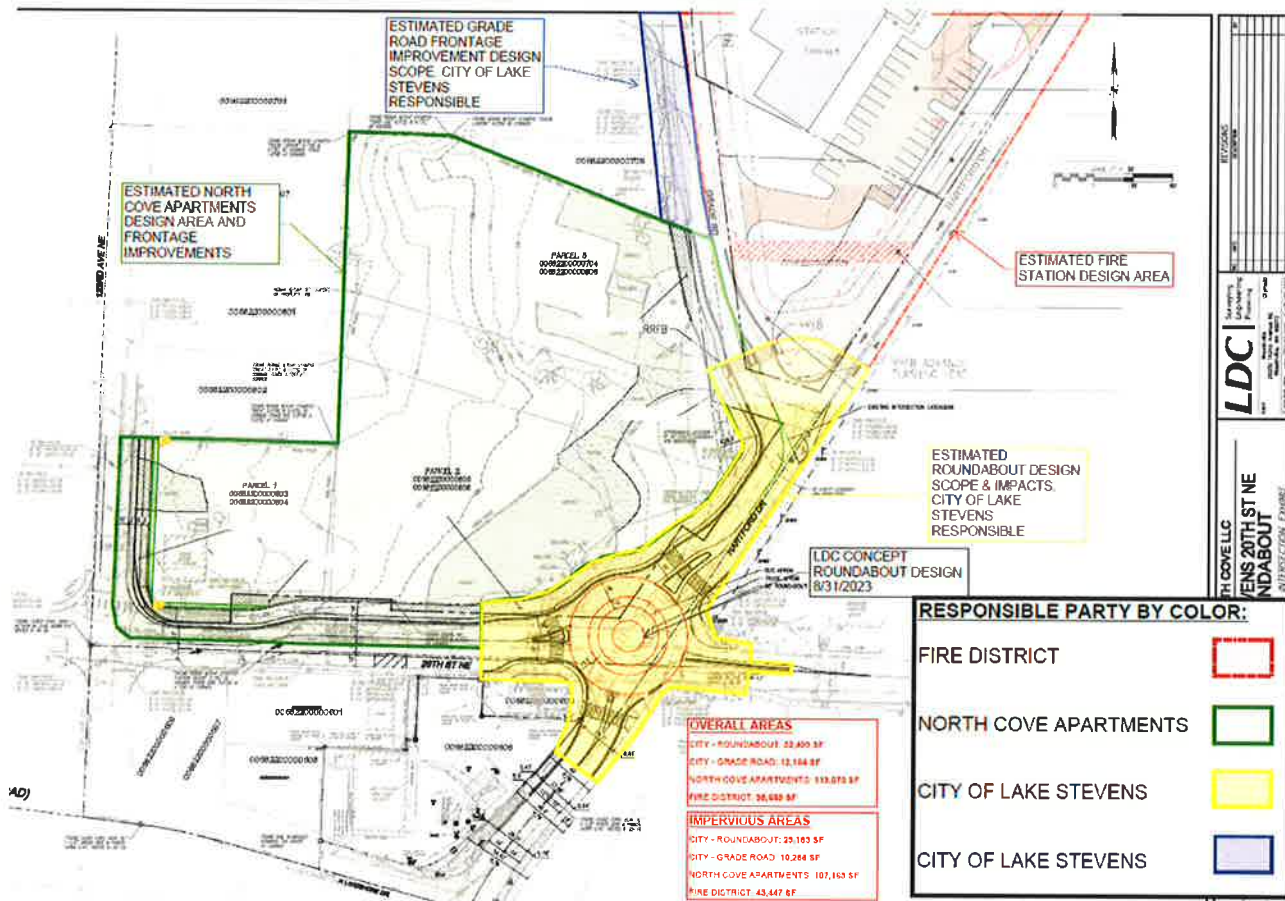
By:  _____
Name: Brett Greily
Its: Mayor

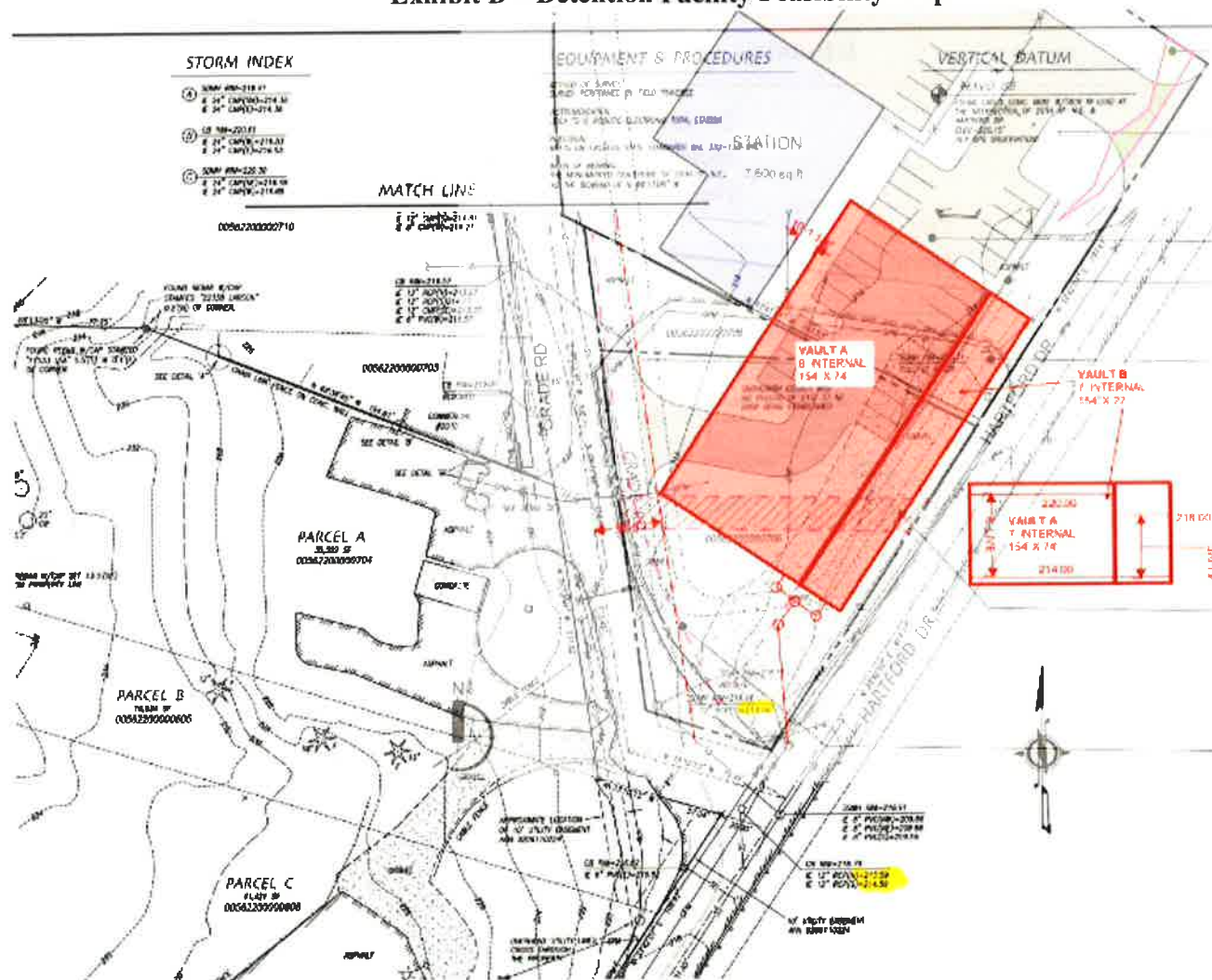




Exhibit C – Areas of Responsibility

	Contributing Impervious Surface (Square Feet)	Percent Contribution
City	29,183	16.2%
North Cove	107,163	59.6%
SRFR	43,447	24.2%
Total	179,793	100%







NEW BUSINESS

ACTION





EXECUTIVE SESSION

