



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

AUGUST 22, 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 22, 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	Yes
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	No

COMMITTEE MEETING MINUTES

Policy Committee – August 8, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02126 to 24-02135 (\$734,233.27)

AP Vouchers: 24-02031 to 24-02124; (\$157,734.71)

Approval of Payroll

August 15, 2024 (\$2,082,385.01)

Approval of Minutes

Approve Regular Board Meeting Minutes August 8, 2024



SNOHOMISH REGIONAL FIRE & RESCUE

OLD BUSINESS

Discussion

Continuous Improvement: Social Media Program

Action

MOU: Medical Contract: Entry-Level Health Testing

Dell Tablets: ePCR RAB

HRA-VEBA Self Insured Benefit IRS Testing Resolution 2024-7

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

NEW BUSINESS

Discussion

Budget Amendment #2

BN Builders Contract

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting September 12, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

RCW 42.30.140(4)(a): Labor Negotiations

RCW 42.30.110(1)(i): To Discuss Agency Litigation or Potential Pending Litigation with Legal Counsel

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Commissioner Policy Committee Meeting Minutes

August 8th, 2024 16:30

Members Present: Commissioner Schaub, Commissioner Fay, Commissioner Elmore (online)

Staff Present: Acting DFM Dahl, AC Messer

Meeting called to order: @ 16:30 Committee Chair Commissioner Schaub called the meeting to order.

Approval of Minutes: Commissioner Policy Committee meeting minutes 7/11/2024 were approved electronically, unanimously. Minutes were approved in the 7/25/2024 Board packet.

Discussion: Staff provided an update on the policies in the process. Staff provided an update on policies 1033, 1035, and 1036. Other policies took precedent over the work needing to be done on those three so they have been postponed. Policy 220 Meals, Lodging, Travel and Incidentals was transferred and re-worked into Lexipol, the committee reviewed it and gave notes prior to it starting the review process.

Reviewed Policies:

- 615 Firefighter Health, Safety and Survival
 - Approved
- 707 Communications Operations
 - Approved – Discussed one of the references may have an updated version to add in.
- 803 Patient Medical Record Security and Privacy
 - Approved

Closing comments and discussion: The committee had some follow up discussion on the 1035 and 1036 policies, they are anticipated to be in the September committee packet. Had some follow up clarification discussion on the intent behind certain sections of Policy 220 and came up with a solution to provide better guidance in the language.

Next Meeting set for September 12th @ 16:30.

Meet adjournment @ 17:00



CONSENT AGENDA



Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/22/2024

Page 1 of 1

Fund: Shop - Expense #050

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
24-02126	DEPARTMENT OF RETIREMENT SYSTEMS		31,474.97
24-02127	DIMARTINO & ASSOCIATES		23,246.26
24-02128	FIRE 7 FOUNDATION		562.50
24-02129	HRA VEBA TRUST		62,095.13
24-02130	LEOFF TRUST		440,181.82
24-02131	MATRIX TRUST COMPANY		21,737.65
24-02132	TD AMERITRADE INSTITUTIONAL		388.50
24-02133	TRUSTEED PLANS SERVICE CORP		34,042.72
24-02134	VOYA INSTITUTIONAL TRUST CO		120,049.72
24-02135	WASHINGTON STATE SUPPORT REGISTRY		454.00

Page Total

734,233.27

Cumulative Total

734,233.27



Snohomish Regional Fire & Rescue, WA

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Docket of Claims Register

APPKT01656 - 08.22.2024 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
									Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-02031							2,902.49
	14MV-6HM3-4XX1	NFPA 1582 TextBook, Power Cord 2pk	Invoice	07/30/2024	2 Pack 3 Prong Power Cord 6Ft - DC Fe	001-507-522-50-35-00			14.51
					NFPA 1582 TextBook Compr. Occupatic	001-506-522-45-34-00			177.82
	16ML-6YT6-14DK	Kuerig Duo Single Serve Coffee Machin	Invoice	07/31/2024	Kuerig Duo Single Serve Coffee Machir	001-507-522-50-35-00			182.14
	16XW-QKJV-4QDY	Shop Supplies	Invoice	08/13/2024	Shop Supplies	050-511-522-60-31-05			100.62
	17NL-TCWY-7KKK	Night Stand Charging Station (Commor	Invoice	07/31/2024	Night Stand Charging Station (Commor	001-507-522-50-35-00			281.96
	19YV-PLYP-3LV6	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01			73.54
	1CT3-C3XQ-FGLT	Shop Tools	Invoice	08/02/2024	Shop Tools	050-511-522-60-35-00			450.41
	1DJ1-R1NG-7RDX	Coffee Mugs 16oz 6set (x2) - DC Fetch	Invoice	08/01/2024	Coffee Mugs 16oz 6set (x2) - DC Fetch	001-507-522-50-35-00			65.40
	1GFQ-D1FD-CXM4	Toilet Brush and Holder (x2) - ST72	Invoice	07/26/2024	Toilet Brush and Holder (x2) - ST72	001-507-522-50-31-00			17.46
	1GHQ-MQJV-LGPL	Shop Parts	Invoice	06/27/2024	Shop Parts	050-511-522-60-34-01			142.37
	1H3M-3L6Y-41YY	Carhartt Men's Fleece Jacket (x2) - Trai	Invoice	08/07/2024	Carhartt Men's Fleece Jacket (x2) - Trai	001-506-522-45-31-03			172.62
	1HHK-LJLW-3QV7	Carhartt Men's Fleece Jacket - Trainin	Invoice	07/26/2024	Carhartt Men's Fleece Jacket - Trainin	001-506-522-45-31-03			86.31
	1HWW-TYNC-3PVF	Shop Tools	Invoice	08/12/2024	Shop Tools	050-511-522-60-35-00			48.13
	1JR3-X1GL-GVPV	Toy Cars,Smoke Detector, Scissors,Batt	Invoice	07/27/2024	Toy Cars,Smoke Detector, Scissors,Batt	001-515-522-30-31-01			389.17
	1JWW-CQQP-4GY3	Compressor Hose Replacement - ST31	Invoice	07/29/2024	Compressor Hose Replacement - ST31	001-507-522-50-35-00			15.10
	1K4R--TV4P-6YVG	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01			97.36
	1MW3-FCMV-3JLY	NICOR Lighting 6Inch (Replaced) Bay D	Invoice	07/31/2024	NICOR Lighting 6Inch (Replaced) Bay D	001-507-522-50-31-00			16.58
	1NC7-GTJ-3KG4	Kitchen Steak Knife Set 8pc - ST72	Invoice	07/26/2024	Kitchen Steak Knife Set 8pc - ST72	001-507-522-50-35-00			23.98
	1QNP-RK9K-7HPC	Shop Tools	Invoice	08/14/2024	Shop Tools	050-511-522-60-35-00			165.18
	1VPR-3R93-3GLG	Shop Parts	Invoice	07/24/2024	Shop Parts	050-511-522-60-34-01			31.72
	1W99-6647-1JJH	Paracord 100ft, Renfrew Orange Tape :	Invoice	07/31/2024	Paracord 100ft, Renfrew Orange Tape :	001-504-522-20-31-01			34.24
	1WQ9-L7GX-6NQ7	Twin XL Frames (x3) - ST 83	Invoice	07/31/2024	Twin XL Frames (x3) - ST 83	001-507-522-50-35-00			226.23
	1WQM-R94V-7111	Elastic Clinch Straps (Anit-Slip) 8pk - ST	Invoice	07/30/2024	Elastic Clinch Straps (Anit-Slip) 8pk - ST	001-507-522-50-35-00			10.92
	1XYC-LL9H-PGPC	Shop Parts	Invoice	08/04/2024	Shop Parts	050-511-522-60-34-01			78.72
1669	ARI PHOENIX INC	24-02032							253.41
	0088461-IN	Shop Repair & Maint.	Invoice	08/12/2024	Shop Repair & Maint.	050-511-522-60-48-01			253.41

Docket of Claims Register

APPKT01656 - 08.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0058	BICKFORD MOTORS INC.	24-02033					8,586.52
	1277236	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	9,369.76
	1277859	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	138.76
	1278136	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	762.30
	1278223	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	102.46
	1278298	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	344.24
	1278330	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	169.20
	CM1277236	Shop Parts	Credit Memo	08/01/2024	Shop Parts	050-511-522-60-34-01	-1,969.20
	CM1277236A	Shop Parts	Credit Memo	08/01/2024	Shop Parts	050-511-522-60-34-01	-112.20
	CM1278136	Shop Parts	Credit Memo	08/12/2024	Shop Parts	050-511-522-60-34-01	-218.80
0065	BOUND TREE MEDICAL, LLC	24-02034					3,741.66
	85419765	Medical Small Tools/Minor Equipment	Invoice	07/18/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,704.25
	85421249	Medications/Medical Supplies/Medica	Invoice	07/19/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	197.98
					Medications & Medical Supplies	001-509-522-30-31-01	1,839.43
0070	BRAKE & CLUTCH SUPPLY INC	24-02035					28.49
	131345	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	28.49
0071	BRANDON GARDNER	24-02036					192.00
	INV11939	Per Diem Lower ColumbiaPre-Position	Invoice	07/15/2024	Per Diem Lower ColumbiaPre-Position	001-514-522-20-43-01	192.00
0073	BRAUN NORTHWEST INC	24-02037					505.75
	39077	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01	156.33
	39078	Placard-Acrylic wi/Red (x10) - Logistics	Invoice	07/30/2024	Placard-Acrylic wi/Red (x10) - Logistics	001-507-522-50-35-00	349.42
1816	BRIAN KEES	24-02038					474.76
	INV11943	Wildland Boots Reimbursement	Invoice	08/05/2024	Wildland Boots Reimbursement	001-504-522-20-31-07	474.76
2352	CAMERON MAIN	24-02039					318.64
	INV11951	EVT & ASE Reimbursement (A6/T4/F1:	Invoice	08/20/2024	EVT & ASE Reimbursement (A6/T4/F1:	050-511-522-45-49-01	318.64
1845	CARTER WELCH	24-02040					192.00
	INV11940	Per Diem Lower ColumbiaPre-Position	Invoice	07/15/2024	Per Diem Lower ColumbiaPre-Position	001-514-522-20-43-01	192.00
0090	CARY CRONIN	24-02041					474.92
	INV11946	Per Diem Reimb. (2024 Firemanship Cr	Invoice	07/29/2024	Per Diem Reimb. (2024 Firemanship Cr	001-506-522-45-43-00	474.92
0096	CENTRAL WELDING SUPPLY	24-02042					305.78
	0002127960	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	07/29/2024	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	305.78
1773	CHRIS STABLEIN	24-02043					308.50
	INV11950	Per Diem Reimb. (2024 Firemanship Cr	Invoice	07/28/2024	Per Diem Reimb. (2024 Firemanship Cr	001-506-522-45-43-00	308.50
0531	CHRISTENSEN, INC	24-02044					9,863.26
	0586976-IN	Shop Parts	Invoice	06/27/2024	Shop Parts	050-511-522-60-34-01	5,631.62
	0586978-IN	Shop Parts	Invoice	07/10/2024	Shop Parts	050-511-522-60-34-01	307.34
	0600274-IN	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	3,309.60
	0600297-IN	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	614.70

Docket of Claims Register

APPKT01656 - 08.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0110	CITY OF MONROE	24-02045					747.74
	ADMIN-JUL24	Water, Stormwater & Sewer - Admin B	Invoice	08/02/2024	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02	381.35
						300-507-522-50-47-00	366.39
0110	CITY OF MONROE	24-02046					37.28
	ST31IRR-JUL24	Water (Irrigation Meter) - ST 31	Invoice	08/02/2024	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28
0110	CITY OF MONROE	24-02047					156.03
	ST32-JUL24	Water & Stormwater - ST 32	Invoice	08/02/2024	Water & Stormwater - ST 32	001-507-522-50-47-02	156.03
0110	CITY OF MONROE	24-02048					872.44
	ST31-JUL24	Water, Stormwater & Sewer - ST 31	Invoice	08/02/2024	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	872.44
0112	CLEARFLY COMMUNICATIONS	24-02049					767.81
	INV619384	Phone/Fax Services - Admin Bldg, ST 3	Invoice	07/01/2024	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	767.81
0112	CLEARFLY COMMUNICATIONS	24-02050					767.92
	INV627761	Phone/Fax Services - Admin Bldg, ST 3	Invoice	08/01/2024	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	767.92
0126	COMCAST	24-02051					309.98
	ST73-AUGSEP24	Internet Services - ST 73	Invoice	08/04/2024	Internet Services - ST 73	001-513-522-50-42-01	309.98
0126	COMCAST	24-02052					739.26
	ADMIN-AUGSEP24	Internet/Phone/TV Services - Admin B	Invoice	08/07/2024	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	739.26
2118	CPS HR CONSULTING	24-02053					694.50
	TR-INV004663	Emplymnt Test Materials (New Hires)	Invoice	08/01/2024	Emplymnt Test Materials (New Hires)	001-503-522-10-49-06	764.50
	TR-RTN003621	Employment Testing Material (New Hir	Credit Memo	08/01/2024	Employment Testing Material (New Hir	001-503-522-10-49-06	-70.00
0138	CRESSY DOOR COMPANY, INC	24-02054					2,134.67
	198689	Exterior Gym Door (Repaired/Replaced	Invoice	07/31/2024	Exterior Gym Door (Repaired/Replaced	001-507-522-50-48-00	778.11
	199042	Bay Door Service Call (Maintenance) -	Invoice	08/13/2024	Bay Door Service Call (Maintenance) -	001-507-522-50-48-00	1,356.56
1956	DICK'S TOWING, INC.	24-02055					482.88
	18285726	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	482.88
1600	DIRECTV, LLC	24-02056					127.23
	050747001X240802	Cable/TV Services - ST 33	Invoice	08/21/2024	Cable/TV Services - ST 33	001-513-522-50-42-01	127.23
2412	EISENHOWER CARLSON PLLC	24-02057					1,612.00
	115574	Legal Services Conference (HRA/VEBA)	Invoice	08/08/2024	Legal Services Conference (HRA/VEBA)	001-512-522-10-41-03	1,612.00
1875	ELECTRONIC BUSINESS MACHINE	24-02058					74.60
	AR282323	Copier Machine Usage - ST71	Invoice	07/18/2024	Copier Machine Usage - ST71	001-502-522-10-31-00	74.60
0183	EMPLOYMENT SECURITY DEPAR	24-02059					4,205.30
	2024 UNEMPLOYMENT - Q2 FEI	Unemployment Billing/Dues: 2024 QTI	Invoice	08/06/2024	Unemployment Billing: 2024 QTR2 (60	001-512-522-20-20-14	4,188.32
					Unemployment Credit: 2024 Q1 (600-	001-512-522-20-20-14	-17.21
					Unemployment Penalty/Intere: 2024 C	001-512-522-20-20-14	34.19
2343	EMSCONNECT, LLC	24-02060					1,441.50
	11325	EMS Subscription Monthly Dues (EMS	Invoice	08/01/2024	EMS Subscription Monthly Dues	001-509-522-20-49-02	1,441.50

Docket of Claims Register

APPKT01656 - 08.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2296	FASTFIELDFORMS	24-02061					1,026.61
	14990	Mobile Forms Software Monthly Subsc	Invoice	08/07/2024	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	1,026.61
2192	FIRE SERVICE REPAIR LLC	24-02062					841.01
	6483	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	841.01
2334	FIRST CLASS BUILDING SUPPLY A	24-02063					2,687.00
	4063	Janitorial Monthly Services - DCYF/ADP	Invoice	08/03/2024	Janitorial Monthly Services - DCYF/ADP	001-507-522-50-41-00	1,370.37
						300-507-522-50-41-00	1,316.63
0212	FIRSTWATCH	24-02064					635.00
	FW111711	FirstPass & FOAM Modules Monthly St	Invoice	08/31/2024	FirstPass & FOAM Modules Monthly St	001-509-522-20-49-02	635.00
2103	FOWLER FIRE LLC	24-02065					810.00
	6876	IFSAC Training Online Sept.17-20th 20	Invoice	08/07/2024	Fire Service Instructor Class (9/17-20/	001-506-522-45-49-02	405.00
	6878	IFSAC Training Online Sept.17-20th 20	Invoice	08/10/2024	IFSAC Training Online Sept.17-20th 20	001-506-522-45-49-02	405.00
0222	FREIGHTLINER NORTHWEST	24-02066					318.77
	PC304024831;01	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	189.82
	PC304024870;01	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	128.95
0226	GALLS, LLC	24-02067					1,014.22
	028579495	Class A Alterations	Invoice	07/24/2024	Class A Alteration	001-504-522-20-31-07	142.14
	028589710	Duty Boots	Invoice	07/25/2024	Duty Boots	001-504-522-20-31-07	157.94
	028589775	Duty Boots, Leather Belt	Invoice	07/25/2024	Duty Boots, Leather Belt	001-504-522-20-31-07	183.95
	028601013	Duty Boots	Invoice	07/26/2024	Duty Boots	001-504-522-20-31-07	196.71
	028601088	Industrial Pants (x2)	Invoice	07/26/2024	Industrial Pants (x2)	001-504-522-20-31-07	282.25
	028601122	Leather Belt	Invoice	07/26/2024	Leather Belt	001-504-522-20-31-07	25.22
	028618572	Leather Belt	Invoice	07/29/2024	Leather Belt	001-504-522-20-31-07	26.01
0260	HUGHES FIRE EQUIPMENT, INC	24-02068					60.02
	609435	Shop Parts	Invoice	07/18/2024	Shop Parts	050-511-522-60-34-01	60.02
1878	IMS ALLIANCE	24-02069					20.55
	24-2042	Passport Locker Tag (x2)	Invoice	07/29/2024	Passport Locker Tag (x2)	001-504-522-20-31-01	20.55
0276	IRON MOUNTAIN INC	24-02070					806.04
	202897887	OffSite Server Data Storage Services (N	Invoice	07/31/2024	OffSite Server Data Storage Services (N	001-513-522-10-41-04	806.04
0277	ISOUTSOURCE	24-02071					14,578.07
	CW299175	IT Services	Invoice	07/31/2024	IT Services	001-513-522-10-41-04	165.00
	CW299498	IT Services	Invoice	07/31/2024	IT Services	001-513-522-10-41-04	14,413.07
0313	KENT D. BRUCE CO., LLC	24-02072					213.05
	16329	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	213.05
1723	KIRK DUNHAM	24-02073					417.72
	INV11947	Per Diem Reimb. (2024 Firemanship Cr	Invoice	07/28/2024	Per Diem Reimb. (2024 Firemanship Cr	001-506-522-45-43-00	417.72
0326	KNOX COMPANY	24-02074					3,706.48
	INV-KA-316130	Retrofit Kit, PCBA, Main Board MedVai	Invoice	07/29/2024	Retrofit Kit, PCBA, Main Board MedVai	303-509-594-20-64-09	566.69
	INV-KA-316730	Station Vault Mechanical Override - ST	Invoice	07/30/2024	Station Vault Mechanical Override - ST	001-505-522-30-35-00	3,139.79

Docket of Claims Register

APPKT01656 - 08.22.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2233	KRISTOPHER CHRISTENSEN INV11945	24-02075 Per Diem Reimb. (2024 Firemanship C	Invoice	07/28/2024	Per Diem Reimb. (2024 Firemanship C	001-506-522-45-43-00	308.50 308.50
0349	L.N. CURTIS & SONS INV849459	24-02076 Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	948.29 948.29
2398	LIGHTHOUSE UNIFORMS, INC. A-319975	24-02077 Hat Bands (Silver/Gold) x20	Invoice	04/16/2024	Hat Bands (Silver/Gold) x20	001-504-522-20-31-07	295.81 295.81
0352	LOWE'S 977704-NCFYUW 979113-NDRSBR 979215-NDRSBS 980126-NBIPAN 983122-NJDEAX 987392-NCREFO 99087-NIHNRK 996990-NMADBL	24-02078 Industrial Plug, Coupler, 50ft Hose- ST7 Hemlock Fir Dried Lumber (x3) Repair 12pk Caulk, Currugated Pipe (x2) - ST7 Propane Tank Exchange (x7), Mag Tape Premium Furring Strip (x16) - Training 100ft Coiled Hose - ST31 GE Window A/C 6000BTU - ST 31 Digital Meter, Washer 6mm/5mm (Re	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	05/29/2024 06/07/2024 06/07/2024 05/22/2024 07/16/2024 06/01/2024 07/10/2024 08/05/2024	Industrial Plug, Coupler, 50ft Hose- ST7 Hemlock Fir Dried Lumber (x3) Repair 12pk Caulk, Currugated Pipe (x2) - ST7 Mag Tape - Logistics Propane Tank Exchange (x7) - Logistics Premium Furring Strip (x16) - Training 100ft Coiled Hose - ST31 GE Window A/C 6000BTU - ST 31 Digital Meter, Washer 6mm/5mm (Re	001-507-522-50-35-00 001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-31-00 001-507-522-50-47-03 001-506-522-45-31-03 001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-48-00	801.96 56.37 65.85 43.05 21.80 168.33 44.64 83.12 248.39 70.41
2348	MATTHEW J. BEECROFT SEP2024	24-02079 EMS Servcs Contract: Medcial Supervis	Invoice	09/01/2024	EMS Servcs Contract: Medcial Supervis	001-509-522-20-41-02	4,000.00 4,000.00
1772	MITCH SHRAUNER INV11949	24-02080 Per Diem Reimb. (2024 Firemanship C	Invoice	07/29/2024	Per Diem Reimb. (2024 Firemanship C	001-506-522-45-43-00	428.58 428.58
0424	NORTHWEST SAFETY CLEAN 24-46204	24-02081 Bunker Gear Cleaning, Repairs & Alter	Invoice	08/05/2024	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	2,921.72 2,921.72
2252	ODP BUSINESS SOLUTIONS, LLC 371393105001 373673158001 374395263001 374549437001 374549450001 374549451001	24-02082 Toner, Paper (x2 Cases) - Admin Paper x2 CA,Labels,Pens, Blk Mrkr, Pos Folders1pk, Tape24pk, Lamnt Pouch & All Purpose Sorter - Front Desk Admin Laminating Pouches 100 sheets - Front Large Expanding Dish Rack (White) - AI	Invoice Invoice Invoice Invoice Invoice Invoice	07/25/2024 07/25/2024 07/24/2024 07/24/2024 07/24/2024 07/24/2024	Toner, Paper (x2 Cases) - Admin Paper x2 CA,Labels,Pens, Blk Mrkr, Pos Folders1pk, Tape24pk, Lamnt Pouch & All Purpose Sorter - Front Desk Admin Laminating Pouches 100 sheets - Front Large Expanding Dish Rack (White) - AI	001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-507-522-50-35-00	511.28 226.33 144.56 69.82 15.08 17.21 38.28
0185	OPERATIVE IQ 62703	24-02083 Operative IQ License/Maintenance Fee	Invoice	08/01/2024	Fleet Mgmnt Licenses/Sandbox Maint Operative IQ Inventory/Asset Mngmnt RFID Data Service License Fee	001-513-522-10-49-04 001-509-522-20-49-02 001-513-522-10-49-04	3,470.06 880.47 2,481.69 107.90
2367	PACIFICA LAW GROUP LLP 92071	24-02084 Progressive Design Build Poject(Rende	Invoice	08/12/2024	Progressive Design Build Poject(Rende	001-512-522-10-41-03	427.50 427.50
0466	PETROCARD, INC. C530006	24-02085 OnSite Mobile Fueling Service - ST 71,	Invoice	08/05/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,014.78 507.39 507.39

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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
0483	PUGET SOUND ENERGY	24-02086					95.82
	ST71-JULAUG24	Natural Gas - ST 71	Invoice	08/14/2024	Natural Gas - ST 71	001-507-522-50-47-03	95.82
0483	PUGET SOUND ENERGY	24-02087					100.05
	ST33-JULAUG24	Electricity - ST 33	Invoice	08/13/2024	Electricity - ST 33	001-507-522-50-47-01	100.05
0483	PUGET SOUND ENERGY	24-02088					99.24
	ST81-JULAUG24	Natural Gas - ST 81	Invoice	08/07/2024	Natural Gas - ST 81	001-507-522-50-47-03	99.24
0483	PUGET SOUND ENERGY	24-02089					141.75
	ADMIN-JULAUG24	Natural Gas - Admin Bldg	Invoice	08/08/2024	Natural Gas - Admin Bldg	001-507-522-50-47-03	72.29
						300-507-522-50-47-00	69.46
0483	PUGET SOUND ENERGY	24-02090					124.09
	ST82-JULAUG24	Natural Gas - ST 82	Invoice	08/07/2024	Natural Gas - ST 82	001-507-522-50-47-03	124.09
1937	RAIRDON'S OF MONROE	24-02091					268.73
	23119	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	258.18
	23144	Shop Parts	Invoice	08/02/2024	Shop Parts	050-511-522-60-34-01	10.55
2345	RESCH PRINTING	24-02092					3,963.60
	1085	Shop Parts	Invoice	07/25/2024	Shop Parts	050-511-522-60-34-01	888.07
	1087	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	3,075.53
0501	RICOH USA, INC.	24-02093					50.91
	108504645	Copier Machine Lease - ST 74/Logistics	Invoice	08/07/2024	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
1662	RIDGID PLUMBING AND DRAIN S	24-02094					5,157.31
	5606	Snaked Men's Bathrm, replaced PupUp	Invoice	04/24/2024	Snaked Men's Bathroom, replaced Pup	001-507-522-50-48-00	2,236.14
	5607	Snaked 2nd Floor Drain & Secured Pipe	Invoice	05/13/2024	Snaked 2nd Floor Drain & Secured Pipe	001-507-522-50-48-00	419.73
	5608	Replaced Old Toilet & Parts In Men's B	Invoice	05/08/2024	Replaced Old Toilet & Parts In Men's B	001-507-522-50-48-00	1,750.44
	5615	Replaced Sink Filter (Repair/Parts) - ST	Invoice	07/31/2024	Replaced Sink Filter (Repair/Parts) - ST	001-507-522-50-48-00	751.00
0505	ROBERT LOWE	24-02095					1,528.00
	INV11942	Tuition/Fees Reimbursement (ENG13C	Invoice	07/29/2024	Tuition/Fees Reimbursement (ENG13C	001-506-522-45-49-10	1,528.00
2431	RWC GROUP	24-02096					865.28
	XA115001085;01	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	865.28
1728	RYAN ENGLUND	24-02097					192.00
	INV11941	Per Diem Lower ColumbiaPre-Position	Invoice	07/15/2024	Per Diem Lower ColumbiaPre-Position	001-514-522-20-43-01	192.00
2196	RYAN MURSTIG	24-02098					308.50
	INV11948	Per Diem Reimb. (2024 Firemanship Cr	Invoice	07/28/2024	Per Diem Reimb. (2024 Firemanship Cr	001-506-522-45-43-00	308.50
1550	SNOHOMISH COUNTY PLANNING	24-02099					337.50
	I000653640	ILA Fire Investigation Services (Case 20	Invoice	08/12/2024	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	337.50
0565	SNOHOMISH COUNTY PUD	24-02100					377.64
	132665942	Electricity - ST 72	Invoice	08/12/2024	Electricity - ST 72	001-507-522-50-47-01	377.64
0565	SNOHOMISH COUNTY PUD	24-02101					266.20
	129355160	Electricity - ST 77	Invoice	08/13/2024	Electricity - ST 77	001-507-522-50-47-01	266.20

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	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD 106290027	24-02102 Electricity & Water - ST 82	Invoice	08/13/2024	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,609.91 976.23 633.68
0565	SNOHOMISH COUNTY PUD 139168635	24-02103 Electricity - ST 73	Invoice	08/12/2024	Electricity - ST 73	001-507-522-50-47-01	300.26 300.26
0565	SNOHOMISH COUNTY PUD 116156003	24-02104 Electricity - ST 83	Invoice	08/01/2024	Electricity - ST 83	001-507-522-50-47-01	96.06 96.06
0565	SNOHOMISH COUNTY PUD 132668784	24-02105 Electricity & Water - ST 81	Invoice	08/14/2024	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	675.87 535.43 140.44
0565	SNOHOMISH COUNTY PUD 129355233	24-02106 Electricity - ST 82 Garage/Storage Bldg	Invoice	08/13/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	27.52 27.52
1536	SNOHOMISH REGIONAL FIRE & R FIRE-08/09/2024	24-02107 Apparatus Fleet Maintenance Services	Invoice	08/09/2024	Apparatus Fleet Maintenance - EMS U	001-509-522-20-48-01	1,635.31 1,635.31
1536	SNOHOMISH REGIONAL FIRE & R 24-1029-4	24-02108 Fire Inspection Operational Permit Fee	Invoice	03/21/2024	Fire Inspection Operational Permit Fee	050-511-522-60-49-04	87.00 87.00
0567	SNURE LAW OFFICE, PSC AUG2024	24-02109 Monthly Attorney Services (August 202	Invoice	08/01/2024	Monthly Attorney Services (August 202	001-512-522-10-41-03	2,608.00 2,608.00
2057	SPRAGUE PEST SOLUTIONS	24-02110					1,582.77
	5432620	Monthly Pest Control Services - ST 31	Invoice	05/27/2024	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	109.21
	5462487	Pest Control Perimeter Services (Triannr	Invoice	07/31/2024	Pest Control Perimeter Svcs (Triannual	001-507-522-50-41-00	132.25
	5494095	Monthly Pest Control Services - Admin	Invoice	07/30/2024	Monthly Pest Control Services - Admin	001-507-522-50-41-00	109.21
	5494096	Monthly Pest Control Servcs - ST 74/Lc	Invoice	07/31/2024	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5494101	Monthly Pest Control Services - ST 77	Invoice	07/31/2024	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	109.11
	5494102	Monthly Pest Control Services - ST 72	Invoice	07/27/2024	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	118.04
	5494103	Monthly Pest Control Services - ST 71	Invoice	07/31/2024	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	109.11
	5494104	Monthly Pest Control Services - ST 33	Invoice	07/31/2024	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	130.97
	5494105	Monthly Pest Control Services - ST 32	Invoice	07/31/2024	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	109.21
	5494106	Monthly Pest Control Services - ST 31	Invoice	07/30/2024	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	109.21
	5525746	Monthly Pest Control Services - ST 73	Invoice	08/02/2024	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	110.01
	5525747	Monthly Pest Control Services - ST 82	Invoice	08/08/2024	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	109.11
	5525748	Monthly Pest Control Services - ST 83	Invoice	08/08/2024	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	109.11
	5525749	Monthly Pest Control Services - ST 81	Invoice	08/06/2024	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	109.11
2415	SUPERIOR SEPTIC SERVICE, LLC	24-02111					4,715.24
	19443678	Septic Tank Maint.(Pumped 1000gl/Ta	Invoice	08/02/2024	Septic Tank Maint.(Pumped 1000gl/Ta	001-507-522-50-48-00	950.68
	19495531	Septic Tank Maint. (Repaired Risers) - S	Invoice	08/01/2024	Septic Tank Maint. (Repaired Risers) - S	001-507-522-50-48-00	2,961.98
	19552863	Septic Tank Maint. (Pumped 900gl) - S	Invoice	08/09/2024	Septic Tank Maint. (Pumped 900gl) - S	001-507-522-50-48-00	802.58

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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
0610	TRUE NORTH EMERGENCY EQUIP		24-02112					1,659.89
	A108083	Shop Parts	Invoice	06/19/2024	Shop Parts	050-511-522-60-34-01		194.54
	A18463	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01		39.21
	A18466	Shop Parts	Invoice	07/30/2024	Shop Parts	050-511-522-60-34-01		208.66
	A18531	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01		971.46
	A18536	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01		180.58
	A18563	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01		65.44
0622	UNITED PARCEL SERVICE		24-02113					45.01
	000042W7X8334	Freight Charges (Shop)	Invoice	08/17/2024	Freight Charges (Shop)	050-511-522-60-34-01		45.01
2306	UNITED RENTALS (NORTH AMER		24-02114					176.88
	225472804-012	Cap. Facilities Planning (Container Ren	Invoice	08/07/2024	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83		176.88

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0624	US BANK	24-02115					29,179.75
	USBANK-JUL24	District Credit Card Charges - July 2024	Invoice	07/25/2024	Garden Hose - ST 73	001-507-522-50-35-00	26.23
					100pk Screws Triple Grip - Logistics Sup	001-507-522-50-31-00	14.97
					2024 Fall Fire Mechanics Conference	050-511-522-45-49-01	895.00
					2024 NEGOV Registration - P. Holtgeer	001-503-522-45-49-02	1,125.00
					24ct 12packs Gatorade - West Batt	001-504-522-20-31-01	271.78
					40ct 48 Cases of Water (Pallet) - WB	001-504-522-20-31-01	474.75
					40Ct 48Case Pallet of Water - ST31	001-504-522-20-31-01	481.35
					62qt Cooler x2 - Trainning Operations	001-504-522-20-35-00	107.88
					Ace Hardware WD40 (x2) - E77 - ST77	001-504-522-20-31-01	15.28
					Airfare (Operative IQ Conf. 2024) - Ree	001-507-522-50-43-00	416.20
					Airport Parking (Engine Inspect.) 7/14-	001-504-522-20-49-04	148.00
					Amazon Clocks (DC Interview Process I	001-503-522-10-49-06	44.25
					BlueBeam Revu Start to Complete Upg	001-505-522-30-49-04	390.56
					Cabin Air Filter	001-504-522-20-31-01	93.78
					Cable Ties, Cable Tie Tube - Logistics O	001-507-522-50-31-00	17.58
					CalendarWiz Software Monthly Subscr	001-513-522-10-49-04	29.00
					Car Rental (Truck Committe Conferenc	001-506-522-45-43-00	517.18
					Car Rental (Truck Committe Conferenc	001-506-522-45-43-00	643.70
					CE Solutions Training Registration - S.N	001-509-522-45-49-02	414.92
					Coffee Ops Meeting w/ Training Divisic	001-504-522-20-49-04	23.58
					Costco - 3 AC Units - ST71	001-507-522-50-35-00	1,311.57
					Costco Checks 6/25 - Jenkins	001-502-522-10-49-06	161.79
					Crucial 32GB Kit (x2) (Refund)	001-513-522-10-35-00	-240.66
					DarkHorse Training WorkShop Lunch 7	001-516-522-30-31-00	40.06
					DC 3rd Interview Panel (Food/Snacks/I	001-503-522-10-49-06	366.53
					DC 3rd Interview Supp (Binder/Paper/'	001-503-522-10-49-06	414.56
					Decon Kits - Training	001-510-522-20-31-01	976.24
					Decon Kits Mystery Bar - Training	001-510-522-20-31-01	2.99
					DEF Fluid (Trucks)	001-504-522-20-32-00	76.57
					DJI TB55 Batteries 200*210 (Drones) -	001-504-522-20-31-01	-43.16
					DJI TB55 Batteries 200*210 (Drones) -	001-504-522-20-31-01	43.16
					DOL (American LaFrance Engine E9801	001-502-522-10-49-06	13.65
					DOL Title Registration (E9801)	001-502-522-10-49-06	13.65
					Dollar Tree - Snacks (DC Interview Proc	001-503-522-10-49-06	22.02
					Donuts Ops Meeting w/ Training Divisi	001-504-522-20-49-04	28.95
					Drone Batteries for Matrice - Training	001-504-522-20-31-01	414.28
					Dry Erase Board (Water Safety Camp)	001-515-522-30-35-00	22.96
					DSLR Drone Batteries - Training	001-504-522-20-31-01	126.24
					EZ-Flo PVC Clear Vinyl Tubing - EMS Sn	001-509-522-20-35-00	44.06
					Glacier West Storage Unit	001-507-522-50-45-00	146.00
					GoDaddy Domain Renewal - 1 Year	001-513-522-10-49-04	25.35
					H & S (Anchor Bolt w/Nut 8pk), Concre	001-507-522-50-35-00	58.90

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-JUL24	District Credit Card Charges - July 2024	Invoice	07/25/2024	Harrah's Hotel Deposit (NEOGOV Conf.	001-503-522-10-43-00	180.27
					Harrah's Hotel Deposit (NEOGOV Conf.	001-503-522-10-43-00	180.27
					Harrahs Hotel Deposit (NEOGOV Conf.	001-503-522-10-43-00	180.27
					Henry's Donuts - Snacks (DC Interview	001-503-522-10-49-06	63.96
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Comfort Inn Firemanship Conf -	001-506-522-45-43-00	890.53
					Hotel Dep. Comfort Inn Firemanship C	001-506-522-45-43-00	300.00
					Hotel Deposit Comfort Inn Firemanshi	001-506-522-45-43-00	-300.00
					IAFF Registration (Peer Support) - Bose	001-506-522-45-49-02	230.00
					IFSTA Books x8 (Essens./Hazardous)- R	001-506-522-45-34-00	740.20
					IFSTA Material - Recruit Class	001-506-522-45-34-00	185.05
					IFSTA Text Books (Training) - Boswell	001-506-522-45-34-00	1,650.88
					Jerry's Auto Supply (OE Truck Part) - Re	001-513-522-20-48-01	8.12
					Lake Stevens Best Storage (Unit C60/C	001-507-522-50-45-00	150.00
					Lock & Roll - Shop Parts	050-511-522-60-34-01	175.04
					Lunch - Chaplain Meeting - 7/17 (x4)	001-508-522-20-49-00	118.01
					Lunch (Confid. Supp Interview) (x4)	001-503-522-10-49-06	82.27
					Lunch (Safety Water Camp) 7/9 (x11)	001-515-522-30-49-06	231.07
					Lunch Mtg (ST32 Agenda,Election,Age	001-502-522-10-49-06	40.16
					Lunch Mtg (ST77/13,Training Div. Mer	001-502-522-10-49-06	44.60
					Mastering Firegrnd Comm Book for Cl	001-506-522-45-34-00	86.35
					Mastering Firegrnd Comm Book for Cl	001-506-522-45-34-00	86.43
					Matress x3 Protectors - ST 81	001-507-522-50-31-00	93.88
					Medical Equip. Replacement Supplies -	001-509-522-30-31-01	134.24
					Metal SM - Shop Parts	050-511-522-60-34-01	-60.10
					Metal SM - Shop Parts	050-511-522-60-34-01	60.10
					Metal SM - Shop Parts	050-511-522-60-34-01	833.01
					Metal SM - Shop Parts	050-511-522-60-34-01	220.90
					Microsoft 'Office 365 E'1 License Mnth	001-513-522-10-49-04	15.32
					Monday Wrk Mangmnt Platform Annu	001-515-522-30-49-04	748.30
					Monroe Equity Events Booth (Belongin	001-515-522-30-31-01	50.00
					NEOGOV Advertising - HR	001-502-522-10-44-00	249.00
					NEOGOV Advertising - HR	001-502-522-10-44-00	350.00
					OSB Lumber (Sno County Truck Acader	001-506-522-45-31-03	1,252.40
					OtterBox Defender iPad x5	001-505-522-30-35-00	492.03
					OtterBox x5 iPad & Phone x5	001-505-522-30-35-00	639.50
					Oversized Quad Chair 2pk (x3) - Opera	001-504-522-20-35-00	258.93
					Parking Fees (Olegs Traing Graduation	001-509-522-20-49-04	13.76
					Rental Car Firemanship Conference 20	001-506-522-45-43-00	216.90

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	USBANK-JUL24	District Credit Card Charges - July 2024	Invoice	07/25/2024	Royal Equip. - Shop Parts	050-511-522-60-34-01	308.93	
					Safety Stand - Tools - Logistics	001-507-522-50-35-00	98.45	
					Safety Stand Socket Holder - Tools - Logistics	001-507-522-50-35-00	117.04	
					Safeway - Snacks (DC Interview Process)	001-503-522-10-49-06	7.06	
					Safeway - Snacks (DC Interview Process)	001-503-522-10-49-06	13.11	
					Samsung 65" Class - ST71	001-507-522-50-35-00	546.49	
					SGM - Shop Parts	050-511-522-60-34-01	666.58	
					Smokey Bear Beanie 40ct 12x (Water Safety)	001-515-522-30-31-01	109.73	
					Snacks - ALS Run Review Refreshments	001-509-522-20-49-04	40.85	
					Snacks (Safety Water Camp) 7/8 (x11)	001-515-522-30-49-06	60.71	
					Snacks (Water Safety Camp 2024)	001-515-522-30-49-06	44.30	
					Snacks (Water Safety Camp 2024)	001-515-522-30-49-06	26.59	
					Snacks (Water Safety Camp) Supplies	001-515-522-30-49-06	28.43	
					Snacks/Coffee BC Meeting 6/25 (x15)	001-504-522-20-31-01	55.18	
					Snacks/Lunch (Safety Water Camp) 7/1	001-515-522-30-49-06	254.54	
					Snacks/Lunch (Support Squad Wrkshp)	001-502-522-10-49-06	178.31	
					Spiral Screw Extractor 5pc - SCFTA Reir	001-506-522-45-49-23	19.66	
					Sprout Social - Annual Renewal (7/19 - 7/24)	001-515-522-30-49-04	2,093.00	
					Staples - Sign Holders 5x7	001-515-522-30-31-01	100.98	
					Totes (x4), Gorilla Grip Trax (x16) - Recycled	001-506-522-45-31-03	177.87	
					T-Shirts (Water Safety Camp 2024) (x5)	001-515-522-30-31-01	558.79	
					T-Shirts (Water Safety Camp 2024) (x5)	001-515-522-30-31-01	558.79	
					T-Shirts (Water Safety Camp 2024) (x5)	001-515-522-30-31-01	-558.79	
					Tulalip Hotel Deposit (WAPELRA Conf.)	001-502-522-10-43-00	151.39	
					Tuscano's Lunch (DC Interview Process)	001-503-522-10-49-06	1,009.32	
					Ultrasound Apple iPad Charger - EMS	001-509-522-20-35-00	54.63	
					Water Delivery & Dispenser Rental (Sh)	050-511-522-60-31-04	76.81	
					Will-Burt Co. - Shop Parts	050-511-522-60-34-01	-3,195.00	
					WSP Background Check	001-503-522-10-49-06	11.00	
					WSP Background Checks (x4)	001-503-522-10-49-06	44.00	
0631	VERATHON MEDICAL	24-02116					2,437.11	
	80940531	Medical Supplies	Invoice	07/29/2024	Medical Supplies	001-509-522-30-31-01	962.72	
	80941420	Medical Supplies	Invoice	07/30/2024	Medical Supplies	001-509-522-30-31-01	962.72	
	80942219	Medical Supplies	Invoice	07/31/2024	Medical Supplies	001-509-522-30-31-01	511.67	
0040	VESTIS	24-02117					166.34	
	6560425520	Shop Supplies/Uniform Rental/Laundry	Invoice	08/08/2024	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	69.90	
	6560428363	Maint. Srvc Towels, Floor Mat & Mop	Invoice	08/15/2024	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40	
	6560428364	Shop Supplies/Uniform Rental/Laundry	Invoice	08/15/2024	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	80.04	
0646	WASHINGTON FIRE CHIEFS	24-02118					1,844.00	
	2461	2024 Fire Mechanics Event Registration	Invoice	07/24/2024	2024 Fire Mechanics Event Registration	050-511-522-45-49-01	949.00	
	2463	2024 Fire Mechanics Event Registration	Invoice	07/29/2024	2024 Fire Mechanics Event Registration	050-511-522-45-49-01	895.00	

Docket of Claims Register

APPKT01656 - 08.22.2024 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 NORTHVA	24-02119					243.26
	0750556-2677-4	Recycling - ST 72	Invoice	06/01/2024	Recycling - ST 72	001-507-522-50-47-04	243.26
0651	WAVE	24-02120					900.80
	129266301-0010964	Fiber Optic Connection - ST 72	Invoice	08/01/2024	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651	WAVE	24-02121					7,499.81
	132631801-0010964	Fiber Optic Connection - County (Rock	Invoice	08/01/2024	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	7,499.81
0665	WHELEN ENGINEERING COMPAN	24-02122					263.39
	538933	Shop Parts	Invoice	07/29/2024	Shop Parts	050-511-522-60-34-01	83.39
	540572	Shop Parts	Invoice	07/31/2024	Shop Parts	050-511-522-60-34-01	48.97
	541292	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	41.69
	542085	Shop Parts	Invoice	08/02/2024	Shop Parts	050-511-522-60-34-01	89.34
2011	ZIPLY FIBER	24-02123					205.22
	ADMIN-JULAUG24	Fire Alarm Phone Lines/Connection - A	Invoice	07/28/2024	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	205.22
2011	ZIPLY FIBER	24-02124					316.35
	ST73-AUGSEP24	Fax & Alarm Connection Services - ST 7	Invoice	08/10/2024	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	316.35
Total Claims: 94						Total Payment Amount:	157,734.71

Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/21/2024

Page 1 of 4

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
24-02031	AMAZON CAPITAL SERVICES, INC		2,902.49
24-02032	ARI PHOENIX INC		253.41
24-02033	BICKFORD MOTORS INC.		8,586.52
24-02034	BOUND TREE MEDICAL, LLC		3,741.66
24-02035	BRAKE & CLUTCH SUPPLY INC		28.49
24-02036	BRANDON GARDNER		192.00
24-02037	BRAUN NORTHWEST INC		505.75
24-02038	BRIAN KEES		474.76
24-02039	CAMERON MAIN		318.64
24-02040	CARTER WELCH		192.00
24-02041	CARY CRONIN		474.92
24-02042	CENTRAL WELDING SUPPLY		305.78
24-02043	CHRIS STABLEIN		308.50
24-02044	CHRISTENSEN, INC		9,863.26
24-02045	CITY OF MONROE		747.74
24-02046	CITY OF MONROE		37.28
24-02047	CITY OF MONROE		156.03
24-02048	CITY OF MONROE		872.44
24-02049	CLEARFLY COMMUNICATIONS		767.81
24-02050	CLEARFLY COMMUNICATIONS		767.92
24-02051	COMCAST		309.98
24-02052	COMCAST		739.26
24-02053	CPS HR CONSULTING		694.50
24-02054	CRESSY DOOR COMPANY, INC		2,134.67
24-02055	DICK'S TOWING, INC.		482.88
24-02056	DIRECTV, LLC		127.23
24-02057	EISENHOWER CARLSON PLLC		1,612.00
24-02058	ELECTRONIC BUSINESS MACHINES		74.60
24-02059	EMPLOYMENT SECURITY DEPARTMENT		4,205.30
24-02060	EMSCONNECT, LLC		1,441.50
24-02061	FASTFIELDFORMS		1,026.61
Page Total			44,345.93
Cumulative Total			44,345.93

Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/21/2024

Page 2 of 4

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
24-02062	FIRE SERVICE REPAIR LLC		841.01
24-02063	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
24-02064	FIRSTWATCH		635.00
24-02065	FOWLER FIRE LLC		810.00
24-02066	FREIGHTLINER NORTHWEST		318.77
24-02067	GALLS, LLC		1,014.22
24-02068	HUGHES FIRE EQUIPMENT, INC		60.02
24-02069	IMS ALLIANCE		20.55
24-02070	IRON MOUNTAIN INC		806.04
24-02071	ISOUTSOURCE		14,578.07
24-02072	KENT D. BRUCE CO., LLC		213.05
24-02073	KIRK DUNHAM		417.72
24-02074	KNOX COMPANY		3,706.48
24-02075	KRISTOPHER CHRISTENSEN		308.50
24-02076	L.N. CURTIS & SONS		948.29
24-02077	LIGHTHOUSE UNIFORMS, INC.		295.81
24-02078	LOWE'S		801.96
24-02079	MATTHEW J. BEECROFT		4,000.00
24-02080	MITCH SHRAUNER		428.58
24-02081	NORTHWEST SAFETY CLEAN		2,921.72
24-02082	ODP BUSINESS SOLUTIONS, LLC		511.28
24-02083	OPERATIVE IQ		3,470.06
24-02084	PACIFICA LAW GROUP LLP		427.50
24-02085	PETROCARD, INC.		1,014.78
24-02086	PUGET SOUND ENERGY		95.82
24-02087	PUGET SOUND ENERGY		100.05
24-02088	PUGET SOUND ENERGY		99.24
24-02089	PUGET SOUND ENERGY		141.75
24-02090	PUGET SOUND ENERGY		124.09
24-02091	RAIRDON'S OF MONROE		268.73
24-02092	RESCH PRINTING		3,963.60
Page Total			46,029.69
Cumulative Total			90,375.62

Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/21/2024

Page 3 of 4

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
24-02093	RICOH USA, INC.		50.91
24-02094	RIDGID PLUMBING AND DRAIN SERVICES LLC		5,157.31
24-02095	ROBERT LOWE		1,528.00
24-02096	RWC GROUP		865.28
24-02097	RYAN ENGLUND		192.00
24-02098	RYAN MURSTIG		308.50
24-02099	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVICE		337.50
24-02100	SNOHOMISH COUNTY PUD		377.64
24-02101	SNOHOMISH COUNTY PUD		266.20
24-02102	SNOHOMISH COUNTY PUD		1,609.91
24-02103	SNOHOMISH COUNTY PUD		300.26
24-02104	SNOHOMISH COUNTY PUD		96.06
24-02105	SNOHOMISH COUNTY PUD		675.87
24-02106	SNOHOMISH COUNTY PUD		27.52
24-02107	SNOHOMISH REGIONAL FIRE & RESCUE		1,635.31
24-02108	SNOHOMISH REGIONAL FIRE & RESCUE		87.00
24-02109	SNURE LAW OFFICE, PSC		2,608.00
24-02110	SPRAGUE PEST SOLUTIONS		1,582.77
24-02111	SUPERIOR SEPTIC SERVICE, LLC		4,715.24
24-02112	TRUE NORTH EMERGENCY EQUIPMENT INC		1,659.89
24-02113	UNITED PARCEL SERVICE		45.01
24-02114	UNITED RENTALS (NORTH AMERICA), INC.		176.88
24-02115	US BANK		29,179.75
24-02116	VERATHON MEDICAL		2,437.11
24-02117	VESTIS		166.34
24-02118	WASHINGTON FIRE CHIEFS		1,844.00
24-02119	WASTE MANAGEMENT NORTHWEST		243.26
24-02120	WAVE		900.80
24-02121	WAVE		7,499.81
24-02122	WHELEN ENGINEERING COMPANY		263.39
24-02123	ZIPLY FIBER		205.22

Page Total

67,042.74

Cumulative Total

157,418.36

Snohomish Regional Fire and Rescue

Claims Voucher Summary

08/21/2024

Page 4 of 4

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
24-02124	ZIPLY FIBER		316.35

Page Total

316.35

Cumulative Total

157,734.71



Payroll Summary and Authorization Form for the:

8/15/2024 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: \$1,510,247.87

Paper Checks: \$0.00

Taxes: \$572,137.14

Allowed in the sum of: \$2,082,385.01

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

August 8, 2024, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Messer commented that it has been a busy couple of weeks with public events. We've had Aquafest in Lake Stevens, then we had National Night Out with three locations, and additionally we've had teams deployed with several wildfires. Thank you to Community Relations and Operations for keeping all this going.

COMMISSIONER REPORTS

Policy Committee - Commissioner Schaub commented that we have several policies in the packet this evening for review. Today the committee met and reviewed Policies 615, 707, 803, and 220.

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)



SNOHOMISH REGIONAL FIRE & RESCUE

Approval of Minutes

Approve Regular Board Meeting Minutes July 25, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Continuous Improvement: Fire 7 Foundation: Pancake Breakfast

Battalion Chief Shevlin thanked Firefighters Gilbert and Timm for their leadership with the Firefighters' Pancake Breakfast this year. After expenses this year's breakfast raised approximately \$5,000 for the Fire 7 Foundation. We are currently working on a binder for reference with future breakfasts.

The Fire 7 Foundation is a 501c3 nonprofit organization and separate from the fire department. Board members include Shevlin, Basta, Chester, Bloomquist, and Nelson. The mission of the Fire 7 Foundation is to support the community and fire service family in times of need.

Branches of Disbursement include:

- Supporting families after a fire incident and units B31, B71, B81, MSO71 carry cash to provide support after a residential fire
- College scholarships to local high school students within SRFR jurisdiction
- Christmas Giving
- Community needs
- LODD and firefighter police injuries

Funding sources include:

- Monthly contributions by SRFR employees
- Lake Stevens Aquafest Pancake Breakfasts
- Fire 7 Foundation Golf Tournaments

Battalion Chief Shevlin asked members to please let them know if they see a need.

Action

Station 82 Asphalt Project

Deputy Chief Rasmussen commented that this is our second look at this project, and he asked if there were any questions. There was no further comment.

Motion to accept the bid from A-1 Asphalt as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.



NEW BUSINESS

Discussion

MOU: Medical Contract: Entry-Level Health Testing

Assistant Chief Lundquist commented that by utilizing the service contract with Dr. Walters for new hires, it 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.

Dell Tablets: ePCR RAB

Deputy Chief Read commented that we are requesting the purchase of 15 Dell tablets used by our crews to complete ePCR's in the field. This is an essential piece of equipment necessary to facilitate proper documentation and timely report completion. This additional purchase will assist our IT team in keeping functioning tablets with our crews.

Assistant Chief Lundquist commented that right now in the budget we have the ability to purchase 6, and we are asking for funding for an additional 9 Dell tablets. This would be a total of 15 Dell tablets.

HRA-VEBA Self Insured Benefit IRS Testing Resolution

Business Administrator Schoof commented that after an internal audit to ensure that SRFR is in compliance with IRS Treasury regulations and a review by our attorney, it was noted that we meet the plan requirements however it was suggested that we adopt language to further clarify the differentiations.

Second Quarter Finance Report

Business Administrative Schoof thanked CFO Tabor for her hard work. Please reach out to Finance if there are any questions.

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

No additional comment.

Surplus Resolution 2024-6

Deputy Chief Rasmussen commented that these items are no longer utilized by the District and we are requesting permission to surplus these items through Resolution 2024-6.



SNOHOMISH REGIONAL FIRE & RESCUE

Stormwater Cost-Sharing Agreement RAB

Vice Chairman Fay asked the Board if they might want to take action on this item this evening.

Assistant Chief Messer commented that we are the last one to sign the agreement with North Cove Ilc and the City of Lake Stevens. We've been working on this for 6-8 months, and this greatly benefits all three parties. SRFR has the land. The agreement has gone through legal and has been signed off by all three. It was just recently approved by the Lake Stevens City Council.

Deputy Chief Rasmussen thanked our legal counsel Brian Snure for his assistance, and the breakdown of stormwater usage: North Cove 59.6%, SRFR 24.2%, and the City of Lake Stevens 16.2%. The District will be given an opportunity to review and comment on the designer fees, construction bids, and design. Additionally, the District will be compensated for its easement rights granted to the other parties to the agreement. This will be very beneficial for our taxpayers.

Motion to move to move the topic of Stormwater Cost-Sharing Agreement to New Business Action.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Motion to approve the cost sharing agreement for stormwater project as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Action

Deputy Chief Contract

Human Resources Director Holtgeerts distributed copies of the Deputy Chief contract and Business Administrator Schoof commented that this is consistent with all our other Deputy Chief contracts.

Motion to approve the Deputy Chief Contract as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

GOOD OF THE ORDER

Commissioner Steinruck commented that both the Pancake Breakfast and National Night Out were so well done. Thank you for all the work that went into these events.

Chairman Elmore thanked Vice Chairman Fay for leading the meeting this evening.

ATTENDANCE CHECK

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



SNOHOMISH REGIONAL FIRE & RESCUE

EXECUTIVE SESSION

N/A

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1812 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:	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.
-------------------	---

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



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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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
Contract Code	C000001119005		MONROE, WA 98272
Customer Agreement #	23026 / 05820		
Deal ID	25633031		

Message from your Sales Rep

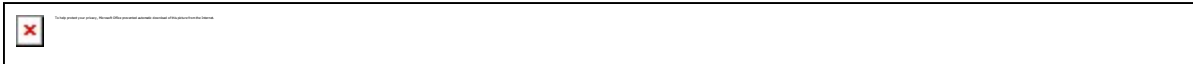
Hi! Please find the requested quote attached and let me know if you have any questions or if you see any necessary revisions.

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	-

Unit Price	Quantity	Subtotal
\$58.49	15	\$877.35

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
		\$380.24	15	\$5,703.60

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
		\$39.98	15	\$599.70

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.



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 2024-7**

**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 2024-7 at the Board of Commissioners meeting on August 22, 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 22ND DAY OF
AUGUST, 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:

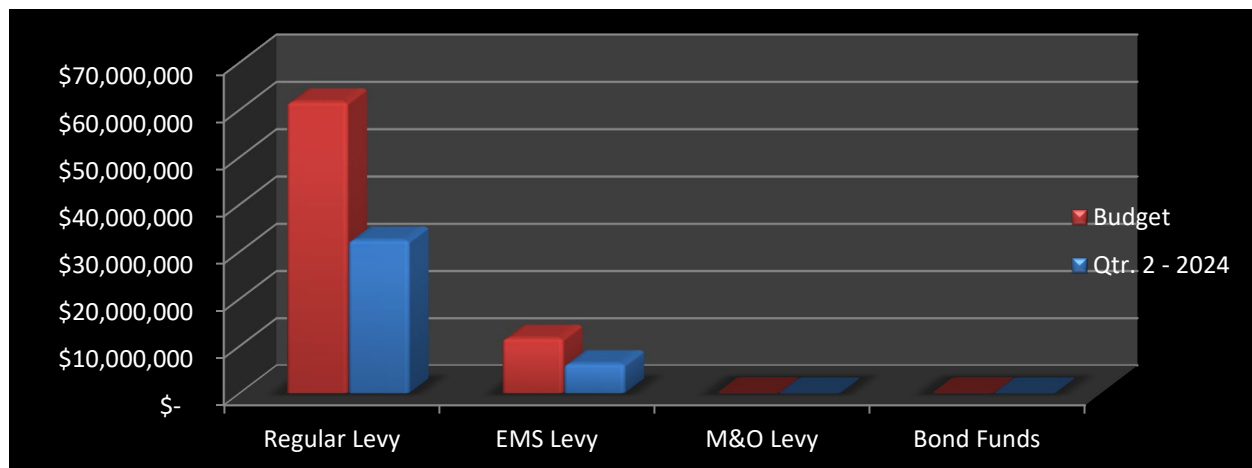
The district's 2024 budgeted general fund revenues, excluding inter-fund transfers-in of \$99,910, are \$84,683,783. Quarter 2 actual revenues are \$42,176,561: 50% of the budgeted amount. In 2023, the district had collected 60% of the amount budgeted, and in 2022 the district had collected 61% of total 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.

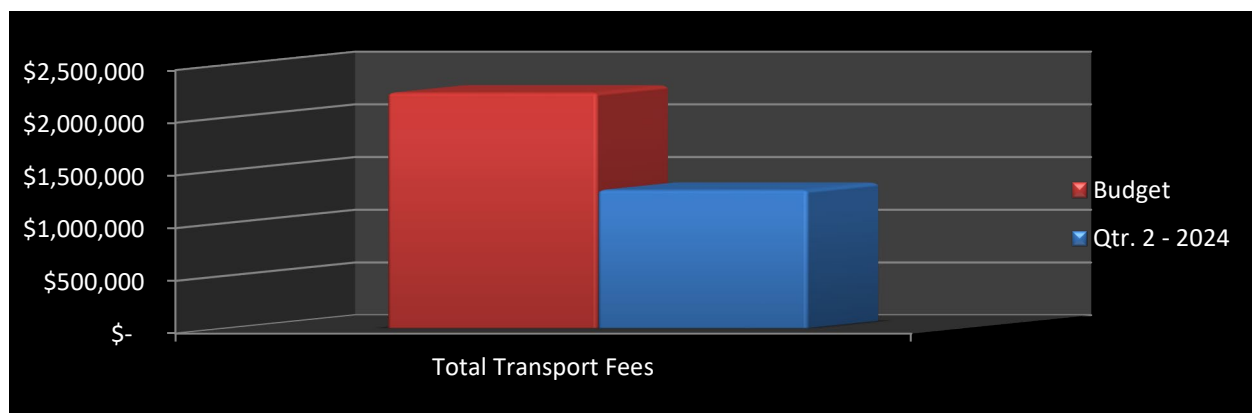
Property Tax Revenues	Budget	Qtr. 2 - 2024
Regular Levy	\$ 61,659,031	\$ 32,448,168
EMS Levy	\$ 11,661,618	\$ 6,241,108
M&O Levy	\$ -	\$ 704
Bond Funds	\$ -	\$ 232
TOTAL	\$ 73,320,648	\$ 38,690,213



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.

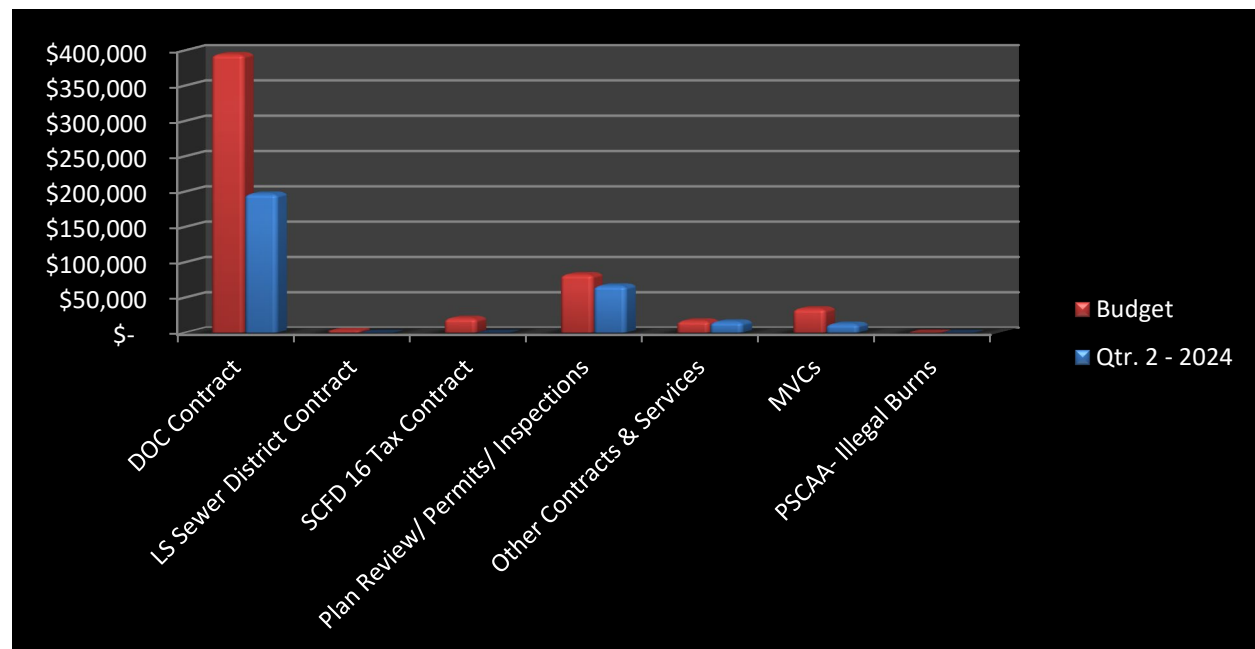
So far this year, we have been mobilized for three fires, with no revenue yet received for this year's fires. However, collections have been received from last year's mobilizations totaling \$66,194. We have budgeted \$0 for this in 2024.

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:

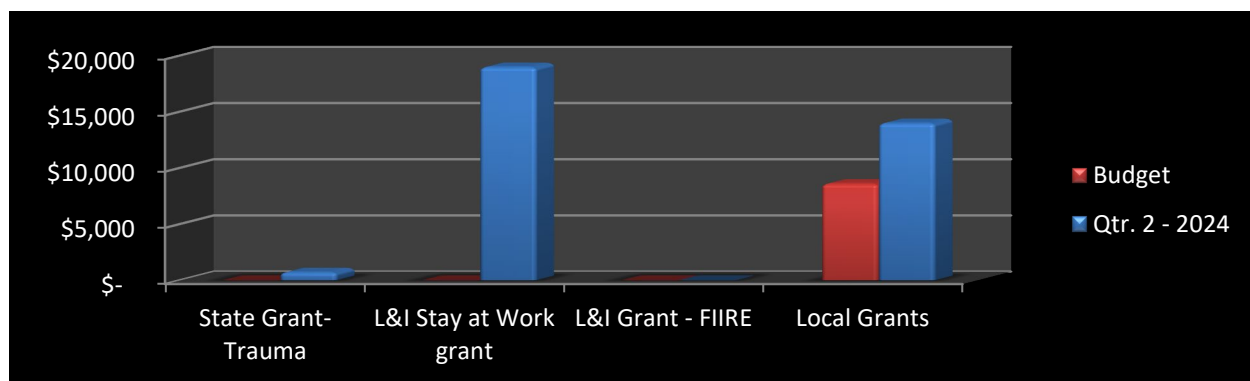
General Fund grants in 2024 total \$33,835. Which is derived mostly from local grants.

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.

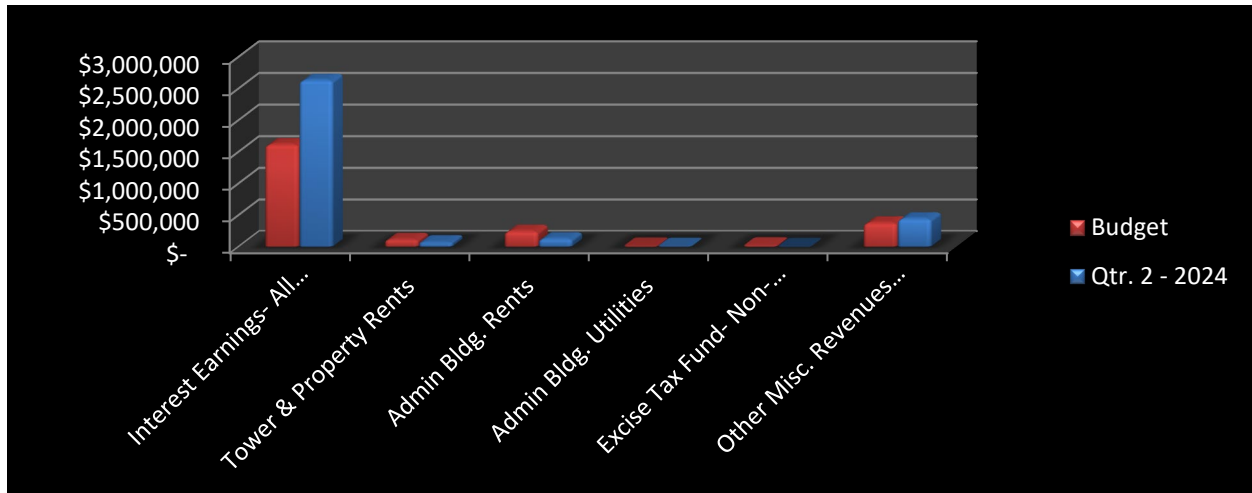
Admin Building rents in the Construction Fund totaling \$120,975 are 50% of the amount budgeted. This is consistent with expectations.

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.

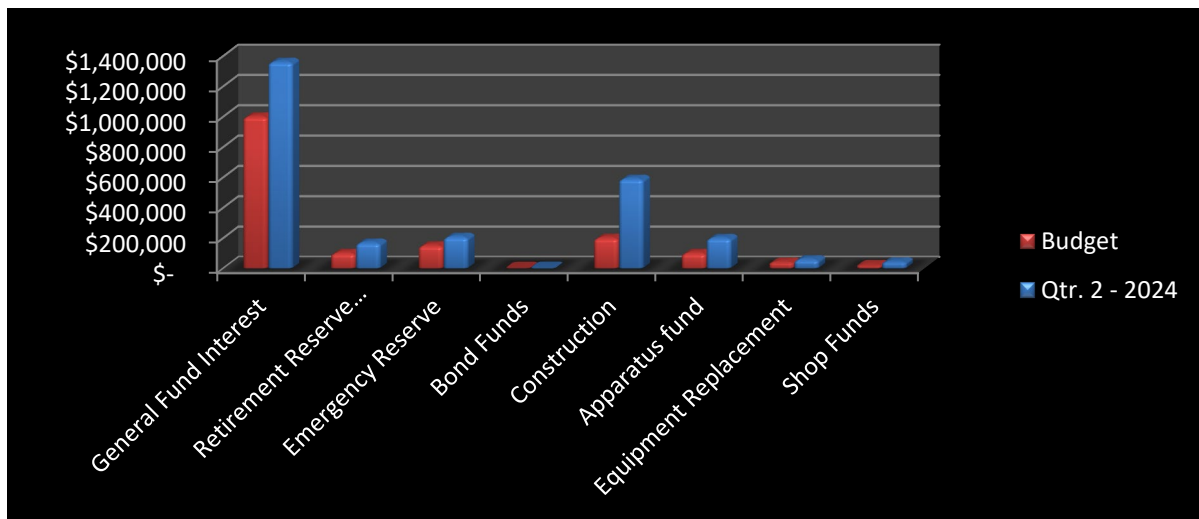
The excise tax fund is for state owed amounts and is not District revenue.

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.

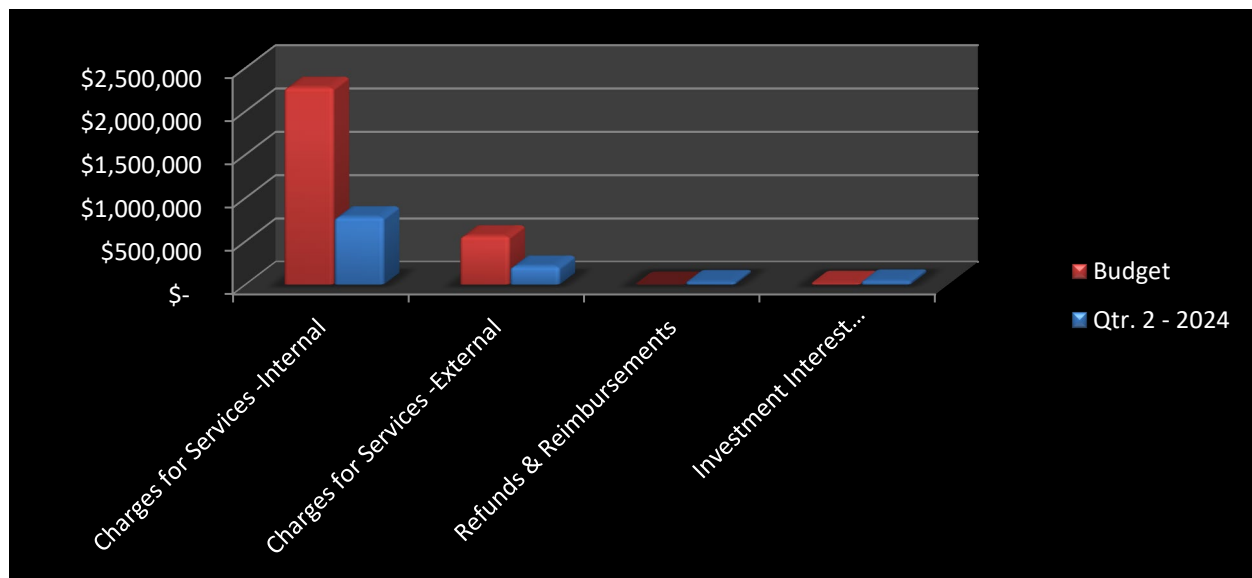
INTEREST EARNINGS BY FUND	Budget	Qtr. 2 - 2024
General Fund Interest	\$ 1,000,000	\$ 1,360,521
Retirement Reserve Interest	\$ 100,000	\$ 168,353
Emergency Reserve	\$ 150,000	\$ 206,671
Bond Funds	\$ 2,000	\$ 3,412
Construction	\$ 200,000	\$ 589,458
Apparatus fund	\$ 100,000	\$ 199,066
Equipment Replacement	\$ 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:

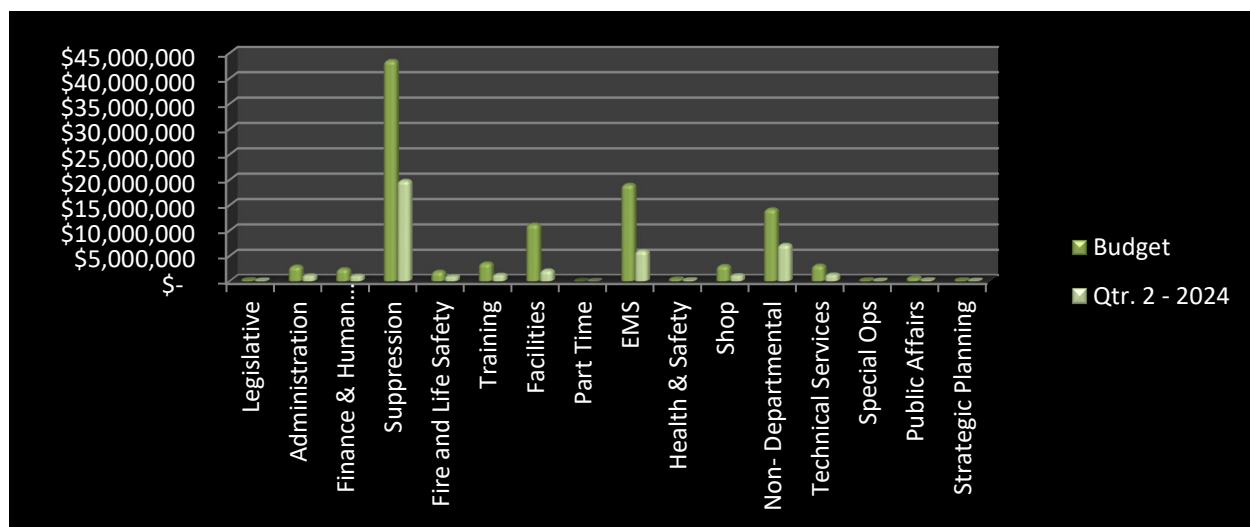
For all of the district's funds combined, the 2024 second quarter expenditures, including inter-fund transfers were \$43,007,300; 40% of the total budgeted expenditures of \$106,690,372. This includes the first budget amendment passed on 3/28/2024. At this time in 2023, these amounts were \$36,402,919;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

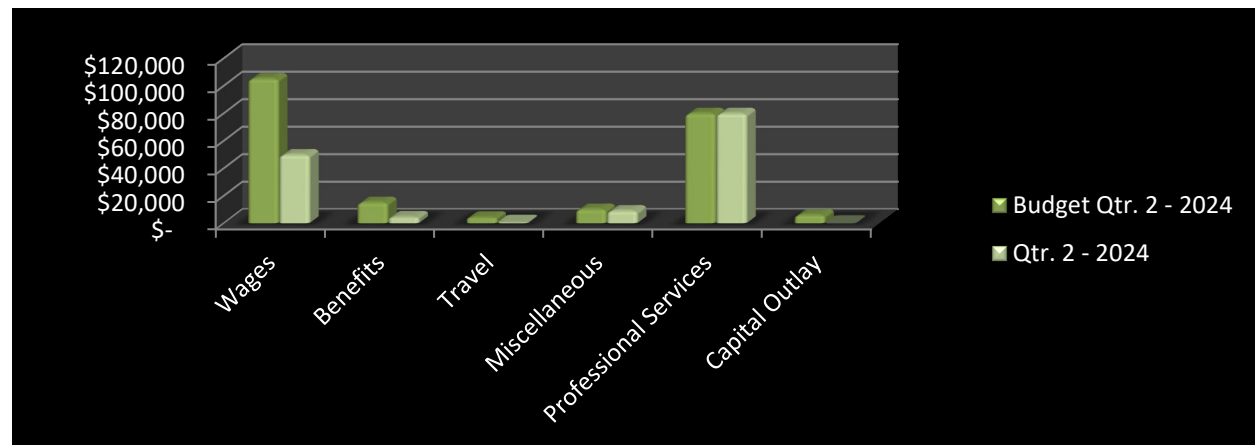
Program	Budget	Qtr. 2 - 2024
Legislative	\$ 220,039	\$ 143,740
Administration	\$ 2,941,188	\$ 1,152,381
Finance & Human Resources	\$ 2,413,932	\$ 1,101,606
Suppression	\$ 43,483,980	\$ 19,825,110
Fire and Life Safety	\$ 1,931,412	\$ 993,612
Training	\$ 3,564,374	\$ 1,283,096
Facilities	\$ 11,205,401	\$ 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:

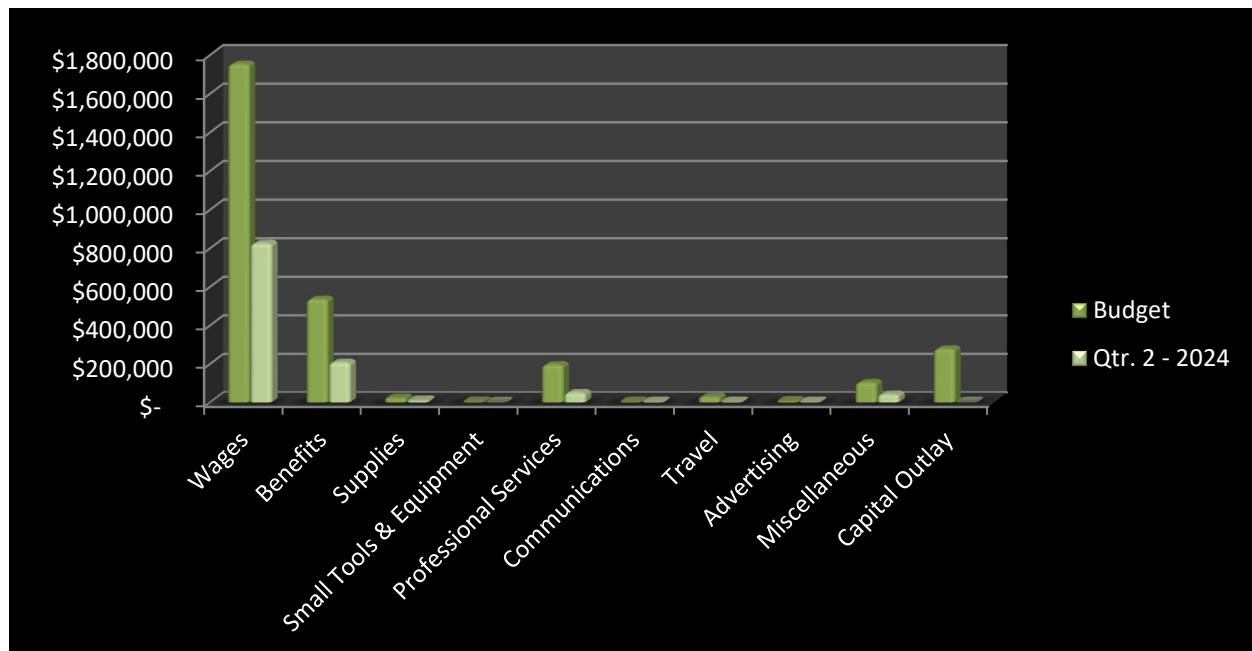
2024 spending in the Administration program budget is \$1,152,381 with 39% of budgeted expenditures used. Although there are a few line items exceeding the 50% threshold, there is only the Other Miscellaneous line item seems significant. The Other Miscellaneous line item is 80% spent mostly because of 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



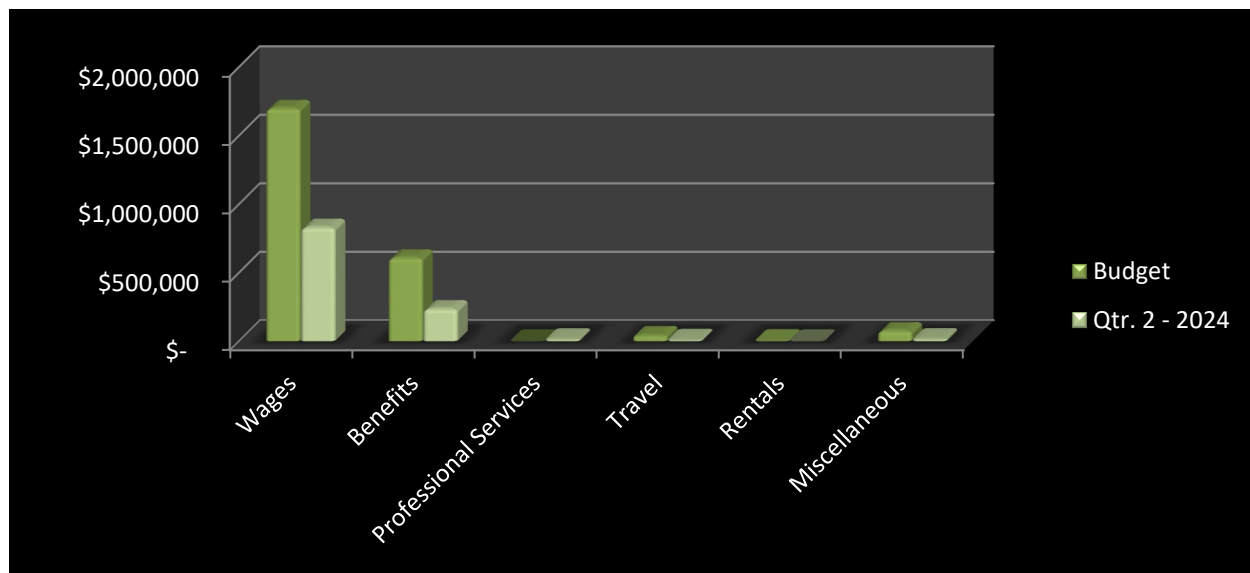
FINANCE & HUMAN RESOURCES:

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.

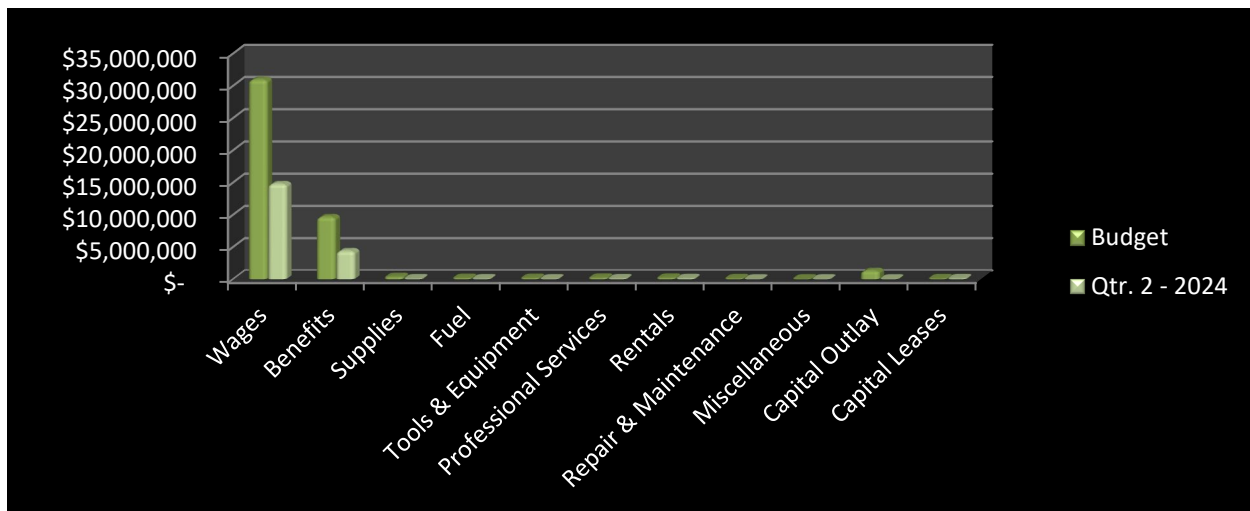
Some significant costs that are below 50% spent include comp time sold, which is 0% spent, overtime, which is 40% spent, and leave sell back which is only 25% spent.

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.

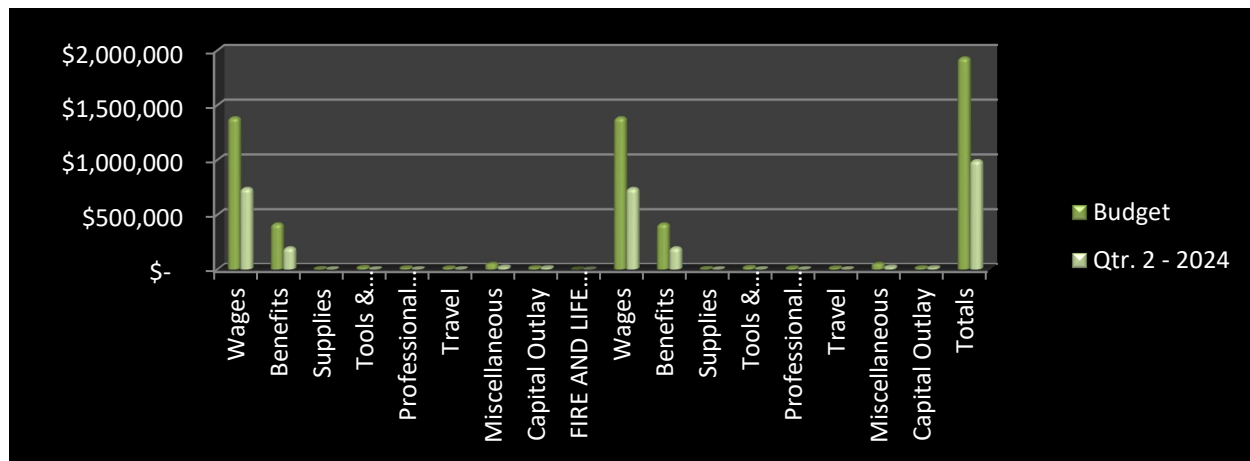
The capital outlay for Knox secure devices is likely to remain the same for the rest of the year. We do not expect this line item to exceed budgeted appropriations.

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.

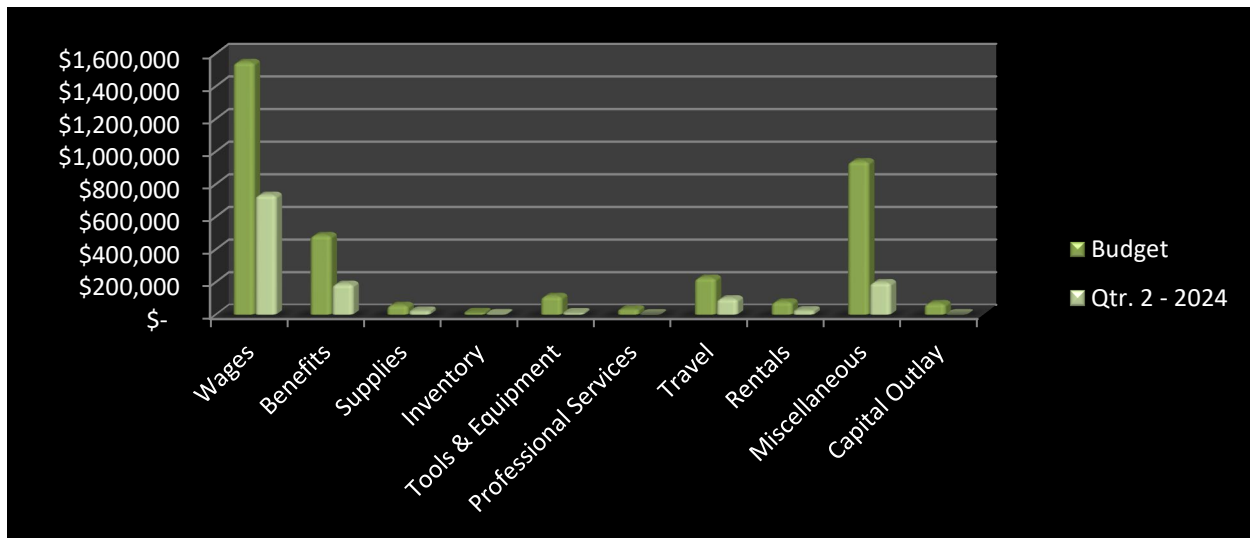
Regular wages are below the 50% threshold, with 47% spent partly because the new DC of training has not yet been hired. This is offset by the 2023 back pay for wages having been booked all in the first half of the year. Also, there have been some changes in personnel working in this division since the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

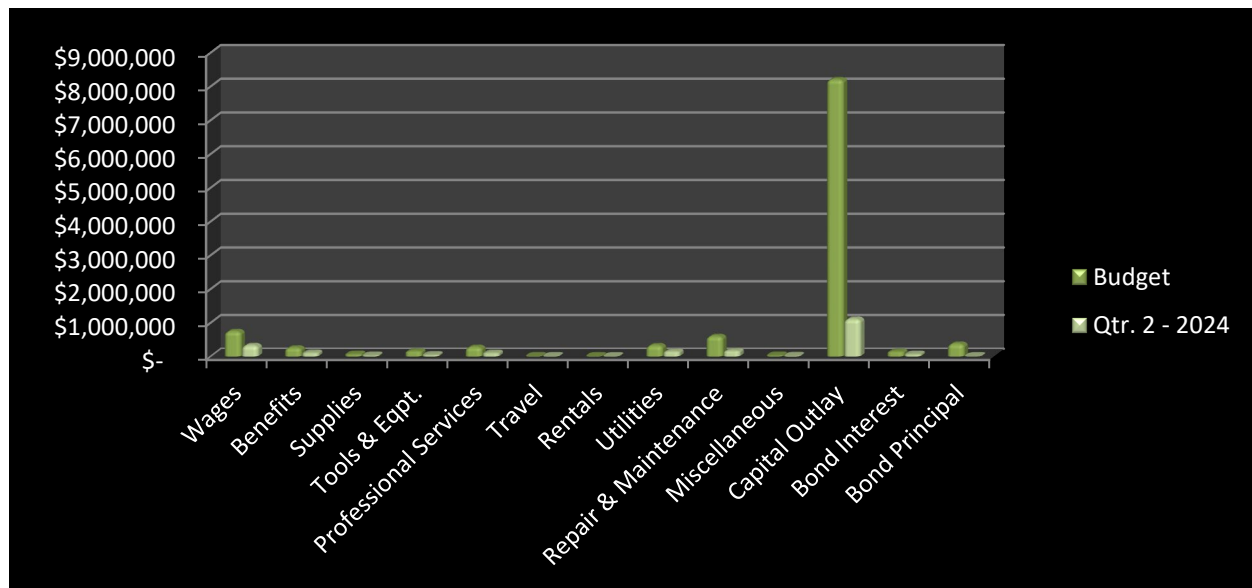
Wages and benefits are below the 50% threshold because there was a new position budgeted in this program which was not hired until March of this year.

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

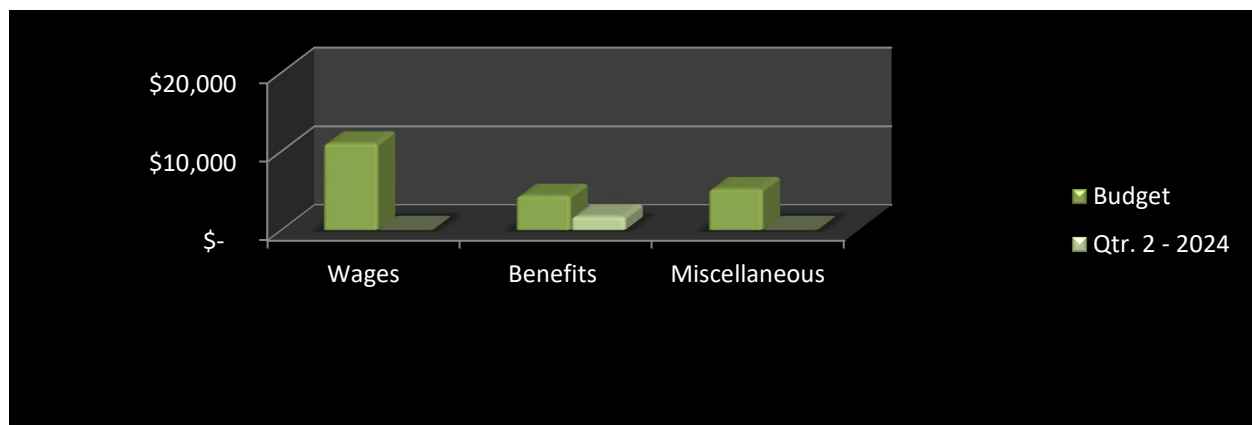


PART TIME:

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.

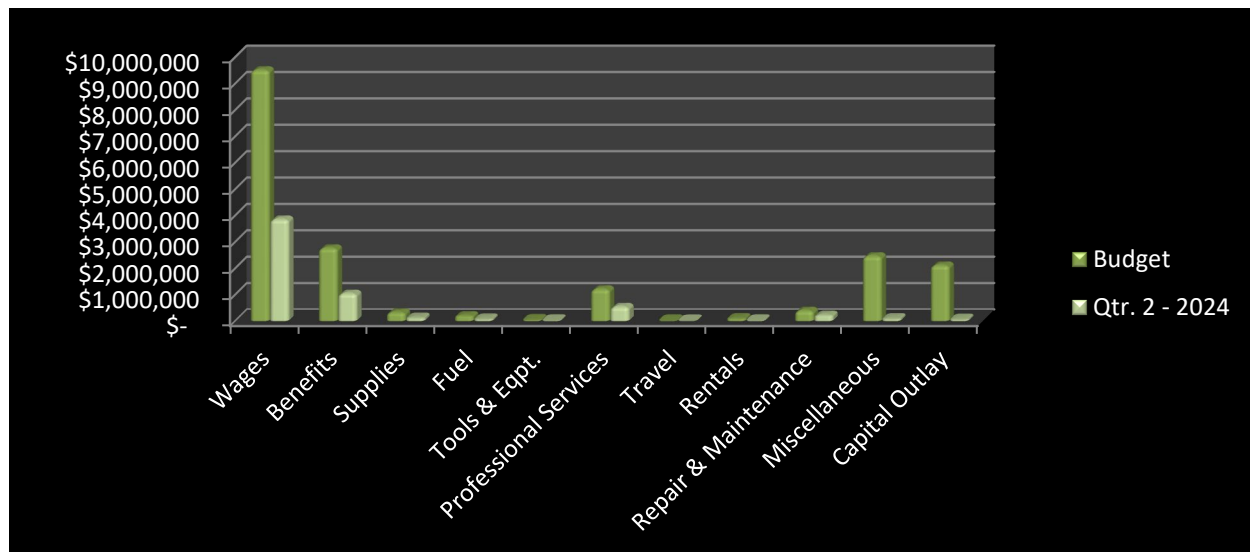
Spending on capital outlay is only 3% spent at this time. We have budgeted \$1,960,000 for a total of 7 ambulances including encumbrances from last year of \$840,000 which are still in

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



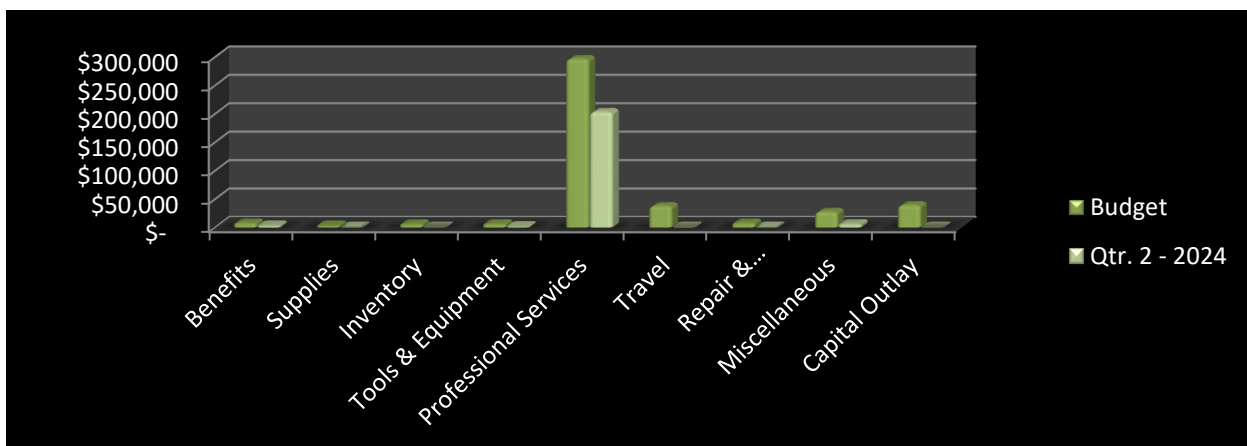
HEALTH AND SAFETY

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.

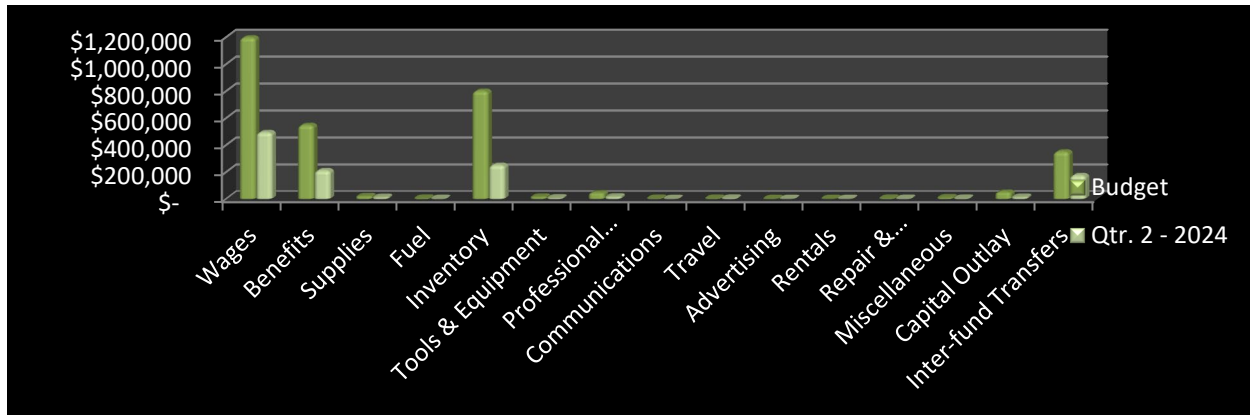
Wages and benefits are underspent because we budgeted for a total of 11 positions in the shop, with only 9 of these positions filled as of the end of the first quarter, and the 10th and 11th employees having been hired in April and June.

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.

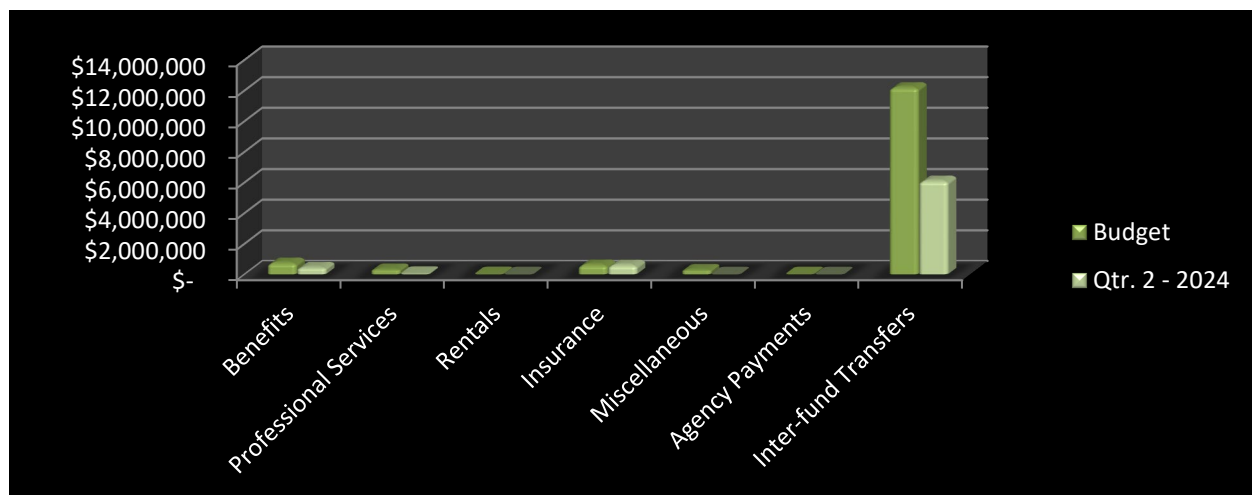
A few areas of significance that are below budgeted expectations include rebranding, and labor attorney costs, which are both 0% spent. Retirement medical and VEBA costs in the retirement reserve fund are also below budgeted expectations with 38% and 2% of these line items having been spent.

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.

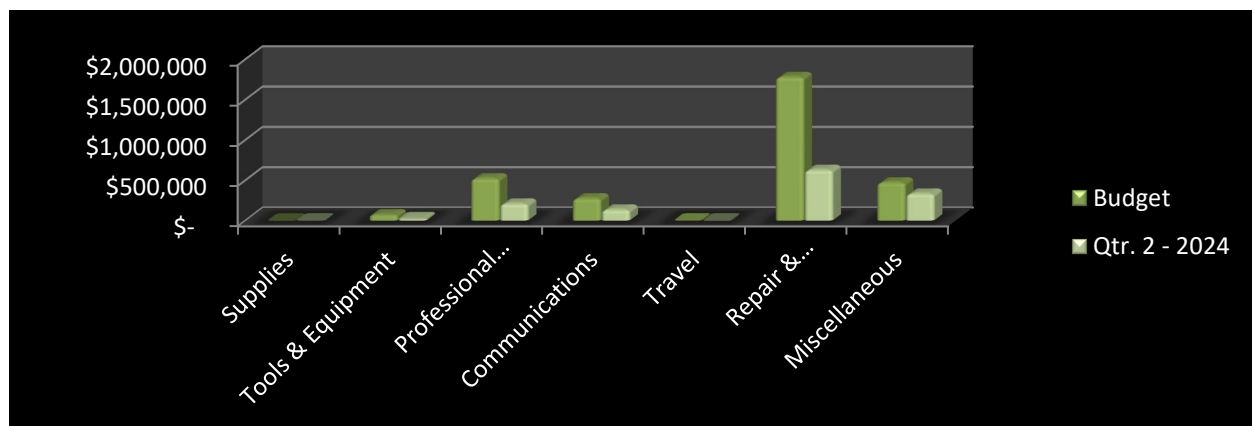
To date, it looks as though both apparatus repair and maintenance costs and IT services will be below budget for the year based on year-to-date spending and a comparison of what was spent in the prior year at this time.

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



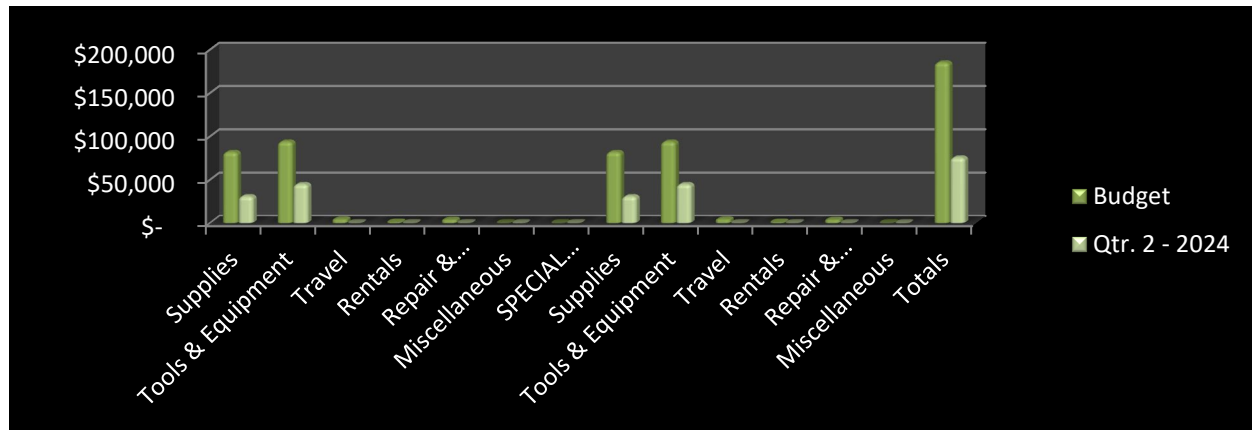
SPECIAL OPERATIONS

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

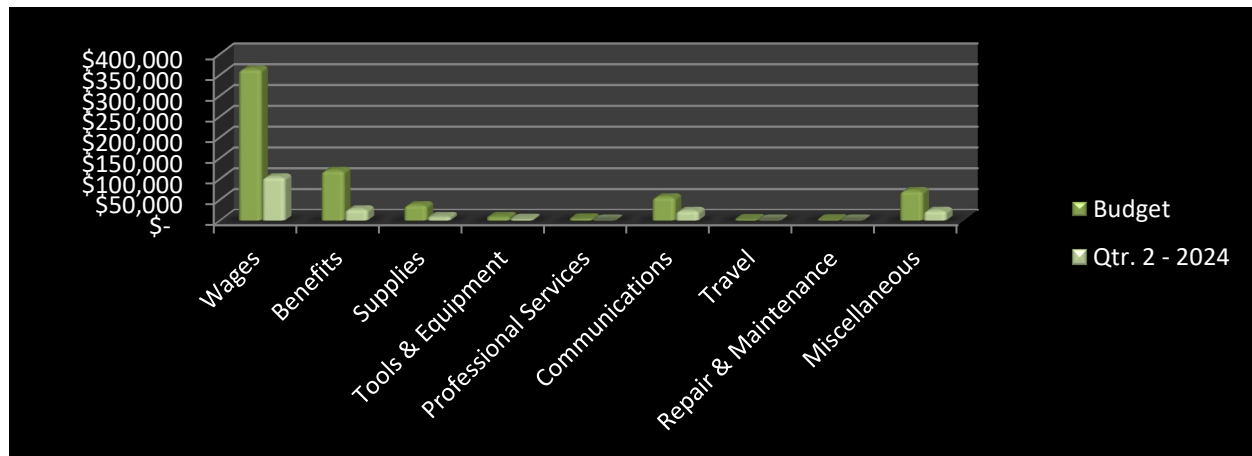
This program budget is 29% spent with \$193,693 in expenditures. All line items within the public affairs program are less than 50% spent.

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



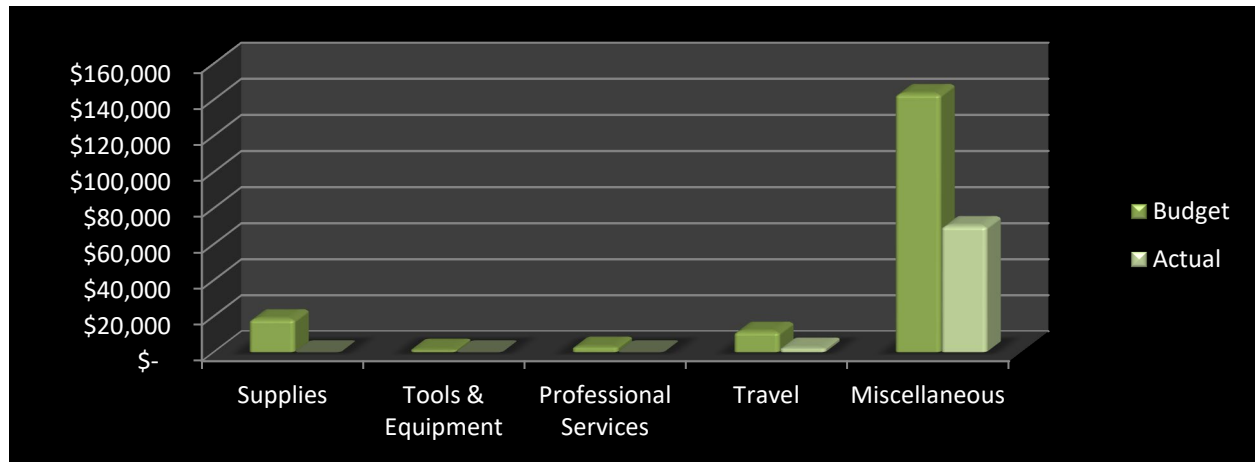
STRATEGIC PLANNING

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

Budget Report

Account Summary

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

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent 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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		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 %

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		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 %

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
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 %

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
001-516-522-30-49-02	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%

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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 Distirct	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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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent 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 Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent 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

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 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	<p>Charter and Bylaws – Development</p> <p>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).</p> <p>Excludes adopted charters and bylaws covered by GS50-05A-01.</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>
GS50-16-09 Rev. 1	<p>Jurisdictional Boundary – Official</p> <p>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.</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 that are:</p> <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. 	<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) 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
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><i>Citizen Complaints/Requests</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-07 Rev. 1	<p><i>Media Releases and Coverage</i> 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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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	<i>Proclamations</i> Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, <i>where not included in the minutes or meeting packet of the agency's governing body.</i>	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	<i>Public Notice (Official)</i> 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, <i>where not covered by a more specific records series.</i> 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.

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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>Appeals Hearings – Local Decision-Making Bodies (General)</p> <p>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> (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 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 <i>significant</i> 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	Accidents/Incidents – No Claim Filed (Age 18 and Older) 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	Insurance Policies Purchased 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 Records documenting acquisition/ownership of the agency's capitalized, <u>non</u>-real property assets and non-capital assets that are tagged or tracked (small and attractive assets, etc.). 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. 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>Property Purchase Proposals Made by Agency – Unsuccessful</p> <p>Records relating to proposals made <u>by</u> the local government agency for the purchase of real property where the offer is not accepted or is withdrawn by the agency.</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><i>Designations (Assets)</i></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	<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. <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>	Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS50-18-06 Rev. 1	<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. <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> <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>	Retain until completion of project <i>then</i> Transfer original to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
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 and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule then 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 then 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 then 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</p> <p><u>and</u></p> <p>conditions of authorization satisfied</p> <p><u>and</u></p> <p>violations (if any) corrected</p> <p><u>then</u></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL 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
GS50-19-15 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></p> <p>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.</p> <p>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 <u>RCW 43.09.200</u>, 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 (required 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) 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 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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 or until completion of State Auditor's examination report, whichever is sooner 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><i>Financial Transactions – Bond, Grant, and Levy Projects</i></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., <i>for capital assets constructed by the local government agency;</i> 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></p> <p>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) 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 <i>then</i> 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 <i>then</i> 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 RCW 82.32.070.</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 then 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 then 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</i> (DAN GS50-04B-06).</p>	<p>Retain for 6 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>
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</i> (DAN GS50-04B-06).</p>	<p>Retain for 3 years after date of award/recognition <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL 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
GS2014-031 Rev. 1	<p>Disclosure of Former Employee Information to Prospective Employers</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. <u>Do not destroy before consulting with your agency's retirement benefits manager.</u></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>Performance Evaluation (Supervisor Preparation)</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><i>Employee Health Records (Routine)</i> Records relating to the health status of employees <i>where <u>not</u> related to occupational illness or injury.</i> 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 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 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	<i>Annual Report of Trustees</i> 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	<i>Catalog</i> 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	<i>Circulation</i> 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</p> <p>Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>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>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</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
GS2010-015 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</p> <p>Blank forms and duplicate copies of publications, <u>provided</u> the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are 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</p> <p>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



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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><i>Informational Notifications/Communications</i> 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><i>Internet Browsing</i> 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>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



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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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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 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) 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:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input 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 amounts(s): \$ None</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: N/A</p> <p>Risk if not approved: N/A</p>		

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 22ND DAY OF AUGUST, 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	Licln	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	Asset 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
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 8	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	MY61QTJ80NZ	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	31D08-1	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

[illegible]



NEW BUSINESS

DISCUSSION



Budget Amendment #2

GENERAL FUND:					
EXPENDITURE CHANGES:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change	
SUPPRESSION					
Regular Wages	BC contract settled	\$ 23,203,112	\$ 22,497,000.00	\$	706,112
OT	with increases more than budgeted	\$ 4,257,510	\$ 4,139,770.00	\$	117,740
Medicare	BC contract settled	\$ 428,595	\$ 416,100.00	\$	12,495
retirement	BC contract settled	\$ 1,569,280	\$ 1,526,400.00	\$	42,880
deferred comp	with increases more than budgeted	\$ 1,330,555	\$ 1,292,700.00	\$	37,855
Regular Wages	degree Pay for New hires	\$ 84,308	see above	\$	84,308.00
FIRE & LIFE SAFETY (FIRE MARSHAL)					
Regular Wages	back pay for 2023 & 2024 additional 5% stipen	\$ 1,193,077	\$ 1,140,577	\$	52,500
Medicare	back pay for 2023 & 2024 additional 5% stipen	\$ 21,025	\$ 20,264	\$	761
retirement	back pay for 2023 & 2024 additional 5% stipen	\$ 88,966	\$ 86,173	\$	2,793
deferred comp	back pay for 2023 & 2024 additional 5% stipen	\$ 54,956	\$ 52,331	\$	2,625
PFML	back pay for 2023 & 2024 additional 5% stipen	\$ 2,592	\$ 2,500	\$	92
EMS:				\$	-
GEMT repayment ot the state		\$ 2,301,269	\$ 2,200,000	\$	101,269
				\$	1,161,430
Net increase (decrease) in fund balance				\$	(1,161,430)

RETIREMENT RESERVE FUND:					
EXPENDITURE ITEMS:		reasons	new expenditure amt.	original budgeted	\$ change
Non-Departmental (Retirees):					
Leave Buy-Out		Non-scheduled retirements	\$ 343,721	\$ 243,721	\$ 100,000
Total Expenditure Increases (Decreases)					\$ 100,000
Net increase (decrease) in fund balance					\$ (100,000)

EQUIPMENT FUND:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Suppression				
Ballistic Armor	new approved budget item see RAB	\$ 132,100	\$ -	\$ 132,100
EMS				
EPCR Computers	need additional new ones they are worn out	\$ 112,671	\$ 84,413	\$ 28,258
Total Expenditure Increases (Decreases)				\$ 160,358
Net increase (decrease) in fund balance				\$ (160,358)

DATE: 9/5/2024

Motion to approve budget amendment #2 as presented above :

 Troy Elmore, Chairman

 Rick Edwards

 Randy Fay

 Paul Gagnon

 Jeff Schaub

 Jim Steinruck

 Roy Waugh

 attest to: Secretary to the Board



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:	Design Build Contract with BN Builders Station 81 & 32		
Executive member responsible for guiding the initiative:		Deputy Chief 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>Included for board review is the contract for the progressive design build (PDB) team that will be performing the work for Fire Stations 32 and 81. This document is the full contract for the Design-Build team, but only releases them to perform Phase 1a scope of work. This is the validation phase of the project and includes programming, predesign, site planning, and cost validation (target value design) efforts of the Design-Builder.</p> <p>Additional phases for these projects will be executed as amendments to this initial contract.</p> <p>This will be the first review with approval at the September 12th meeting. Diana Brown with OAC will be in person at our board meeting on August 22nd to present and answer any questions the Board may have.</p>	
Financial Impact: <p>Expense: <input checked="" 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 type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: Phase IA = \$413,671</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: None</p> <p>Risk if not approved: Unable to proceed with current design-build team.</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 type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input 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 (<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 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

Progressive Design-Build Contract

This **Contract** is made and entered into as of September 12, 2024, by and between the following parties, for services in connection with the Project identified below:

OWNER:

**Snohomish Regional Fire and Rescue
163 Village Court
Monroe, WA 98272**

DESIGN-BUILDER:

**BNBuilders, Inc.
2601 Fourth Avenue, Suite 350
Seattle, Washington 98121**

PROJECT:

Fire Stations 32 and 81 Projects

In consideration of the mutual covenants and obligations contained herein, Owner and Design-Builder agree as set forth herein.

Article 1

General

- 1.1 Authorization.** This Design-Build Contract (the "Contract") is authorized by and entered in accordance with the Design-Build requirements of RCW 39.10. This Contract shall be interpreted to be consistent with the requirements of those statutory provisions.
- 1.2 Duty to Cooperate.** Owner and Design-Builder always commit to cooperate fully with each other and proceed on the basis of trust and good faith to permit each party to realize the benefits afforded under this Contract.
- 1.3 Definitions.** Terms, words, and phrases used in this Contract shall have the meanings given them in the *General Conditions of Contract Between Owner and Design-Builder* ("General Conditions").
- 1.4 Design Services.** Design-Builder shall, consistent with applicable state licensing laws, provide design services, including architectural, engineering, and other design professional services required by this Contract. Such design services shall be provided through qualified, licensed design professionals who are either (i) employed by Design-Builder, or (ii) procured by Design-Builder from independent sources. Nothing in this Contract is intended to create any legal or contractual relationship between Owner and any independent design professional.

Article 2

Scope of Work

Design-Builder shall perform all design and construction services, and provide all material, equipment, tools, and labor necessary to complete the Work (including both Phase 1 and Phase 2 Services) described in and reasonably inferable from the Contract Documents. The Design-Builder is fully responsible to design and to build the Project, as described in the Project Criteria, as may be revised in accordance with Section 2.1.2 hereof.

2.1 General Services.

2.1.1 Owner has provided Design-Builder with access to the reference documents listed in **Exhibit A**. Owner provides such Reference Documents to Design-Builder for information only, and subject to the conditions and qualifications identified in Section 3.2.1 of the General Conditions.

2.1.2 Design-Builder shall assist Owner in developing Owner's Project Criteria, which shall be memorialized in and attached as **Exhibit B** to the Contract.

2.2 Phased Services.

2.2.1 Phase 1 Preconstruction and Design Services. Design-Builder shall perform the services of design, pricing, and other services for the Project as set forth in **Exhibit C**, Scope of Services. The Parties intend that the Phase 1 Scope of Services will ultimately include completion of the 100 percent design. Owner intends to authorize performance of the Phase 1 Work in phases, and the parties may amend **Exhibit C** to reflect the additional authorized Phase 1 Work to be included in the Phase 1 Scope of Services. Owner and Design-Builder may reach agreement on the GMP Amendment for Phase 2 at any point following Design-Builder's completion of the 60 percent design, including incorporation of any Owner comments thereon. As a result, Phase 1 may overlap with Phase 2. The Contract Price and GMP for Phase 2 shall be developed during Phase 1 on an open-book basis. Design-Builder's Compensation for Phase 1 Services is set forth in Article 7 hereof.

2.2.2 Phase 2 Services. Design-Builder's Phase 2 services shall consist of the procurement of all materials and equipment for the Project, the performance of construction services for the Project, development of various documents associated with Phase 2, training of Owner's operations staff, and the provision of warranty services, all as may be described in the Phase 2 Proposal and GMP Amendment.

2.2.3 Initial Works Packages. Owner may negotiate one or more initial works packages with Design-Builder prior to the GMP Amendment. Scope of work, bonding (consistent with the requirements of Article 11), insurance (consistent with the requirements of Article 11), pricing, and other terms for any early works shall be negotiated and memorialized in a written executed agreement prior to issuance of a notice to proceed. Pricing shall be substantially similar to the pricing structure for Phase 2 set forth in Article 7 hereof and any General Conditions Costs shall be pro-rated to the scope of General Conditions Work included in the initial works package.

2.3 Phase 2 Proposal. Design-Builder may develop a Phase 2 Proposal at any point following completion of the 30 percent design and any other Basis of Design Documents upon which the parties may agree. Design-Builder shall submit a proposal to Owner (the "Phase 2 Proposal") for the construction for the Project, and associated work, and for the Contract Price. The Contract Price in the Phase 2 Proposal shall be based on the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof, presented on an open-book basis, all subject to a Guaranteed Maximum Price (GMP).

2.3.1 The Phase 2 Proposal shall include the following unless the parties mutually agree otherwise:

2.3.1.1 The Contract Price, subject to a GMP, shall be the sum of:

- i. Construction General Conditions Costs as defined in Section 7.3 hereof;
- ii. Design-Builder's Fee as defined in Section 7.4 hereof;
- iii. The Cost of the Phase 2 Work as defined in Section 7.5 hereof, inclusive of any Design-Builder's Contingency as defined in Section 7.6.2 hereof;
- iv. Pass Through Costs as defined in Section 7.5.3 hereof.

2.3.1.2 The Basis of Design Documents, which may include, by way of example, Owner's Project Criteria (**Exhibit B**), which are set forth in detail and are attached to the Phase 2 Proposal;

2.3.1.3 A list of the assumptions and clarifications made by Design-Builder in the preparation of the Proposal, which list is intended to supplement the information contained in the drawings and specifications and is specifically included as part of the Basis of Design Documents;

2.3.1.4 The Scheduled Substantial Completion Date upon which the Phase 2 Proposal is based, to the extent said date has not already been established under Section 6.2.1 hereof, and a schedule upon which the Scheduled Substantial Completion Date is based and a Project Schedule for the Work;

2.3.1.5 If applicable, a list of Allowance Items, Allowance Values, and a statement of their basis;

2.3.1.6 If applicable, a schedule of alternate prices;

2.3.1.7 If applicable, a schedule of unit prices;

2.3.1.8 If applicable, a statement of Additional Services which may be performed but which are not included in the Phase 2 Proposal, and which, if performed, shall be the basis for an increase in the GMP and/or Contract Time(s);

2.3.1.9 An expiration date for the Phase 2 Proposal provided that Design-Builder shall not make the Phase 2 Proposal subject to expiration or withdrawal for at least ninety (90) days after submission and Owner shall provide its initial review and comment on the Phase 2 Proposal within thirty (30) days of submission;

2.3.1.10 A Permits and Approvals list detailing the permits and governmental approvals not otherwise addressed in the Contract Documents that Owner and Design-Builder will need and assigning responsibility for each;

2.3.1.11 A preliminary training plan;

2.3.1.12 A construction safety plan; and

2.3.1.13 A construction quality plan.

2.3.1.14 A plan for inclusion of underutilized firms as subcontractors and suppliers in accordance with the provisions of Chapter 39.10 RCW and the requirements of the Office of Minority and Women's Business Enterprises ("OMWBE").

2.3.1.15 Design-Builder's Owned Equipment Rate Schedule, which shall be incorporated herein as Exhibit F and shall include adequate identifying information such as use, manufacturer, make, model, dimensions/length, blade size, capacity, fuel usage, horse power, voltage/amperage, weight, etc., such that accurate identification can be determined. These descriptors shall match Contractor's owned equipment rental log. Exhibit F shall include replacement values and approved rates for each item.

2.3.2 Review and Adjustment to Phase 2 Proposal.

2.3.2.1 After submission of the Phase 2 Proposal, Design-Builder will discuss and review it with Owner. Owner may require modifications to the Phase 2 Proposal that Design-Builder shall in good faith attempt to accommodate. Owner must approve the Phase 2 Proposal, as originally submitted or as modified, and enter into a GMP Amendment incorporating the agreed Phase 2 Proposal in order for the Design-Builder to proceed to Phase 2.

2.3.2.2 Acceptance of Phase 2 Proposal. If Owner accepts the Phase 2 Proposal, as may be modified, the Contract Price and its basis shall be set forth in an amendment to this Contract (GMP Amendment). Once the parties have agreed upon the GMP Amendment and Owner has issued a Notice to Proceed with Phase 2, Design-Builder shall perform the Phase 2 Services, all as described in the GMP Amendment. Design-Builder acknowledges and agrees that Owner's acceptance and execution of the GMP Amendment is subject to approval by the Owner's Board of Directors. Design-Builder further acknowledges and agrees that its execution of the GMP Amendment constitutes certification that there are no claims, obligations, or liens outstanding or unsatisfied for labor, services, material, equipment, taxes, or other items performed, furnished, or incurred for or in connection with the Phase 1 Services through the date of the GMP Amendment that will in any way affect Owner's interests.

2.3.2.3 Failure to Accept Phase 2 Proposal. If Owner rejects the Proposal, or fails to notify Design-Builder in writing on or within ninety (90) day after submission that it accepts the Phase 2 Proposal, the Phase 2 Proposal shall be deemed withdrawn and of no effect.

In such event, Owner and Design-Builder shall meet and confer as to how the Project will proceed, with Owner having the following options:

- i. Terminate this Contract and pay Design-Builder for all Work performed through the date of termination;
- ii. Terminate this Contract, pay Design-Builder for all Work performed through the date of termination and contract directly with the Design Consultant and Design Sub-Consultants, if any, for completion of the Phase 1 Scope of Services for the agreed upon Contract Price for Phase 1 Services set forth at Section 7.1 minus payments for all Work performed through the date of termination;
- iii. Require Design-Builder to proceed with remaining Phase 1 Scope of Services for the agreed upon Contract Price for Phase 1 Services set forth at Section 7.1 minus payments for all Work performed through the date of termination;
- iv. Require Design-Builder to perform any specific portion of the Work under this Contract based on the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof without a GMP Amendment, in which case all references in this Contract to the GMP Amendment shall not be applicable; or
- v. Require Design-Builder to continue to proceed with the Work, until further notice (reserving the right to terminate this Contract pursuant to Section 2.3.2.3.i.) on the basis of the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof without a GMP Amendment, in which case all references in this Contract to the GMP Amendment shall not be applicable.

2.3.2.4 If Owner fails to exercise any of the options set forth in Section 2.3.2.3, Design-Builder shall continue the Work as if Owner had elected to proceed in accordance with Item 2.3.2.3.v above, and be paid by Owner accordingly, unless and until Owner notifies Design-Builder in writing to stop the Work.

Article 3

Contract Documents

The Contract Documents are comprised of the following, which are incorporated herein by this reference. In the event of a conflict or discrepancy among or in the Contract Documents that cannot be resolved by interpreting the Contract Documents as a single, integrated document and giving effect to each provision therein, interpretation shall be governed in the following priority:

- 3.1** All written and fully executed modifications, amendments, minor changes, and Change Orders to this Contract issued in accordance with the General Conditions;
- 3.2** The GMP Amendment including the Basis of Design Documents;
- 3.3** This Contract, including all exhibits and attachments but excluding the Reference Documents identified in **Exhibit A**. The Reference Documents are not Contract Documents, and are provided for information only;

3.4 The General Conditions;

3.5 Construction Documents prepared and approved in accordance with Section 2.4 of the General Conditions;

3.6 Owner's Request for Qualifications, its Request for Proposals, and its Request for Best and Final Proposals, and Addenda thereto, if any; and

3.7 Design-Builder's Statement of Qualifications, Proposal, Best and Final Proposal, and Addenda thereto.

Article 4

Interpretation and Intent

4.1 Design-Builder and Owner, at the time of acceptance of the Phase 2 Proposal by Owner in full, shall carefully review all the Contract Documents, including the various documents comprising the Basis of Design Documents for any conflicts or ambiguities. Design-Builder and Owner will discuss and resolve any identified conflicts or ambiguities prior to execution of the GMP Amendment.

4.2 The Contract Documents are intended to permit the parties to complete the Work and all obligations required by the Contract Documents within the Contract Time(s) for the Contract Price. The Contract Documents are intended to be complementary and interpreted in harmony to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event inconsistencies, conflicts, or ambiguities between or among the Contract Documents discovered after Owner's acceptance of the Proposal, Design-Builder and Owner shall attempt to resolve any ambiguity, conflict, or inconsistency informally, recognizing that the Contract Documents shall take precedence in the order in which they are listed in Article 3 herein.

4.3 Terms, words, and phrases used in the Contract Documents, including this Contract, shall have the meanings given them in the General Conditions.

4.4 Design-Builder may propose modifications to and expansion of the Owner's Project Criteria. Prior to presenting its Phase 2 Proposal, the Design-Builder shall identify any items in the Owner's Project Criteria that conflict with or in any way impede Design-Builder's ability to meet any Performance Standards set forth in the Owner's Project Criteria.

4.5 The Contract Documents form the entire agreement between Owner and Design-Builder and by incorporation herein are as fully binding on the parties as if repeated herein. No oral representations or other agreements have been made by the parties except as specifically stated in the Contract Documents.

4.6 In the event of an ambiguity in the Contract Documents, the parties shall be deemed to have jointly authored them, and as such, nothing shall be construed against or in favor of one party based on its being deemed the sole author.

4.7 Changes in the Legal Requirements. The Owner and Design-Builder acknowledge that numerous aspects of the Project are governed by federal, state, and local laws, rules, and regulations and that the intent is to complete all Work in compliance with the Legal Requirements. Design-Builder is required to account for applicable changes in the Legal Requirements that occur during Phase 1 in its Phase 2 Proposal, the GMP Amendment, and the Phase 2 schedule. Changes in the Legal Requirements that become effective prior to execution of the GMP Amendment shall in no event form the basis for an adjustment of Design-Builder's compensation and/or time of performance for Phase 1 Services. Changes in the Legal Requirements that become effective after execution of the GMP Amendment may form the basis for an adjustment to Contract Time and Price, in accordance with the requirements and conditions of Section 9.1.3 of the General Conditions.

Article 5

Ownership of Work Product

5.1 Work Product. All drawings, specifications and other documents and electronic data, including such documents identified in the General Conditions, furnished by Design-Builder to Owner under this Contract ("Work Product") are deemed to be instruments of service and Design-Builder shall retain the ownership and property interests therein, including but not limited to any intellectual property rights, copyrights, and/or patents, subject to the provisions set forth in Sections 5.2 through 5.5 below.

5.2 Owner's License upon Project Completion and Payment in Full to Design-Builder. Upon Owner's payment in full for all Work performed under the Contract Documents, Design-Builder shall grant Owner a perpetual license to use the Work Product in connection with Owner's occupancy and maintenance of the Project, conditioned on (a) Owner's express understanding that its material alteration of the Work Product without the involvement of Design-Builder is, to the extent of such alteration, at Owner's sole risk and without liability or legal exposure to Design-Builder or anyone working by or through Design-Builder, including Design Consultants of any tier (collectively the "Indemnified Parties"), and (b) the Owner's obligation to provide the indemnity set forth in Section 5.5 herein.

5.3 Owner's License upon Owner's Termination for Convenience or Design-Builder's Election to Terminate. If Owner terminates this Contract for its convenience as set forth in Article 9 hereof, or if Design-Builder elects to terminate this Contract in accordance with Section 11.4 of the General Conditions, Design-Builder shall, upon Owner's payment in full of the amounts due Design-Builder under the Contract Documents, grant Owner a perpetual license to use the Work Product to complete the Project and subsequently occupy and maintain the Project, and Owner shall thereafter have the same rights as set forth in Section 5.2 above, conditioned on the following: (a) Any modification, completion or derivation of the Work Product undertaken by Owner after the effective date of the termination is to the extent of such alteration at Owner's sole risk and without liability or legal exposure to any Indemnified Party and (b) the Owner's obligation to provide the indemnity set forth in Section 5.5 herein..

5.4 Owner's License upon Design-Builder's Default. If this Contract is terminated due to Design-Builder's default pursuant to Section 11.2 of the General Conditions, then Design-Builder grants Owner a perpetual license to use the Work Product to complete the Project and subsequently occupy and maintain the Project, and Owner shall thereafter have the same rights and obligations as set forth in Section 5.2 above. Notwithstanding the preceding sentence, if it is ultimately determined that Design-Builder was not in default, Owner shall be deemed to have terminated the Contract for convenience, and Design-Builder shall be entitled to the rights and remedies set forth in Section 5.3 above.

5.5 Owner's Indemnification for Use of Work Product. If Owner is required to indemnify any Indemnified Parties based on the use or alteration of the Work Product under any of the circumstances identified in this Article 5, Owner shall defend, indemnify, and hold harmless the Indemnified Parties from and against all claims, damages, liabilities, losses, and expenses, including attorneys' fees, arising out of or resulting from the use or alteration of the Work Product.

Article 6

Contract Time

6.1 Date of Commencement. The Phase 1 Services shall commence within five (5) days of Design-Builder's receipt of Owner's Notice to Proceed unless the parties mutually agree otherwise in writing. The Work shall commence within five (5) days of Design-Builder's receipt of Owner's Notice to Proceed for Phase 2 Services ("Date of Commencement") if the Proposal is accepted and the Contract Price Amendment is amended to this Contract unless the parties mutually agree otherwise in writing.

6.2 Phase 1 Substantial Completion.

6.2.1 Substantial Completion of the Phase 1a Work identified in Exhibit C hereto shall be achieved no later than 84 days after the Date of Commencement ("Scheduled Substantial Completion Date").

6.2.2 Final Completion of the Work or identified portions of the Work shall be achieved as expeditiously as reasonably practicable. Final Completion is the date when all Work is complete pursuant to the definition of Final Completion set forth in Section 1.2.7 of the General Conditions.

6.2.3 Completion dates for subsequent phases of the Phase 1 Work shall be agreed upon and memorialized in **Exhibit C** to this agreement, as it may be amended to reflect additional Phase 1 Work scope. Completion dates for Phase 2 Work, if any, shall be agreed upon and memorialized in the GMP Amendment, or in interim agreements memorializing Initial Works Packages, as appropriate.

6.2.4 All of the dates set forth in this Article 6 ("Contract Time(s)") shall be subject to adjustment in accordance with the General Conditions.

6.3 Time is of the Essence. Owner and Design-Builder mutually agree that time is of the essence with respect to the dates and times set forth in the Contract Documents.

6.4 Liquidated Damages. Liquidated damages, if any, shall be established in the GMP Amendment.

Article 7

Price

7.1 Phase 1 Price. For completion of the Phase 1 Scope of Services (**Exhibit C**), Owner shall pay Design-Builder in accordance with Article 8 of this Contract and Article 6 of the General Conditions a sum not to exceed four hundred thirteen thousand six hundred and seventy one Dollars (\$413,671). Phase 1 Services shall be billed at the all-inclusive billing rates and labor categories set forth in **Exhibit E** which rates shall not be subject to increase for any Phase 1 services.

7.2 Phase 2 Price. For Phase 2 Services, Owner shall pay Design-Builder in accordance with Article 8 of this Contract and Article 6 of the General Conditions a contract price ("Contract Price") set forth in the GMP Amendment which shall be equal to the Pass-Through Costs (as defined in Section 7.5.3 hereof), plus Design-Build Fee as defined in Section 7.4, plus the Cost of the Phase 2 Work (as defined in Section 7.5.1 hereof), plus the Construction General Conditions Costs (as defined in Section 7.3 hereof). The Contract Price shall be subject to and shall not exceed the GMP established in the GMP Amendment and governed by Section 7.6 hereof, subject to any adjustments made in accordance with the General Conditions.

7.3 Construction General Conditions Costs. Owner shall reimburse Design-Builder for the actual and reasonable costs ("Construction General Conditions Costs") incurred in performing the Construction General Conditions Work as defined in the General Conditions and as set forth in **Exhibit D**. Such actual Construction General Conditions Costs shall be presented on an open book basis, and shall be submitted paid, and administered in accordance with the requirements of Article 8 herein. Design-Builder's General Conditions Costs shall be established in the GMP Amendment (the "General Conditions Cap"). The Construction General Conditions Costs shall cover all Construction General Conditions Work, regardless of whether the work is completed by the Design-Builder, a Key Firm, or Subcontractor.

7.4 Design-Build Fee.

7.4.1 Design-Build Fee shall be four point one eight percent (4.18%) of the Cost of the Phase 2 Work.

7.4.2 The Design-Build Fee for any changes in the Work as set forth in a Change Order and in accordance with the requirements of Article 9 of the General Conditions shall be the same percentage established in Section 7.4.1.

7.4.3 The Design-Build Fee is intended to compensate Design-Builder for **all** costs and expenses not specifically included in the Pass-Through Costs (as defined in Section 7.5.3 hereof), the Cost of the Phase 2 Work (as defined in Section 7.5.1 hereof) and the Construction General Conditions Costs (as defined in Section 7.3 hereof). The Design-Build Fee shall compensate Design-Builder for all other costs, including but not limited to the following:

7.4.3.1 Contractor's profit on all self-performed work with the exception of subcontractor packages that are competitively and publicly bid.

7.4.3.2 Profit Margins or similar mark-ups on cost for work performed by related parties or entities of the design builder.

7.4.3.3 Costs associated with support staff normally stationed in the Design builder's home office, such as corporate HR, accounting IT etc. unless specifically approved in advance by the Owner or the position is identified in Design-Builder's estimate.

7.4.3.4 Cost of centralized and generally shared information technology, equipment, enterprise software and data processing.

7.4.3.5 Cost associated with bonuses or profit sharing. All such costs shall be capped as follows: _____.

7.4.3.6 Discretionary costs, such as clothing, awards or similar expenses.

7.4.3.7 Business and Occupancy (B&O) Taxes.

7.5 Cost of the Phase 2 Work.

7.5.1 Cost of the Phase 2 Work includes only those items expressly defined in this Section 7.5.1 that are reasonably incurred by Design-Builder in the proper performance of the Phase 2 Work. The Cost of the Phase 2 Work shall not include any Pass-Through Costs (as defined in Section 7.5.3 hereof), Construction General Conditions Work (as defined in Section 7.3 hereof), or costs intended to be covered by the Design-Build Fee (as defined in Section 7.4 hereof). For the avoidance of doubt, any confusion about the categorization of cost items between the Cost of the Phase 2 Work and Pass-Through Costs shall be resolved in favor of Pass-Through-Costs. Further, any confusion about the categorization of cost items between the Cost of the Phase 2 Work and Construction General Conditions Costs or Design-Build Fee shall be resolved in favor of Construction General Conditions Costs and Design-Build Fee, respectively. The Cost of the Phase 2 Work shall include only the following:

7.5.1.1 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages of direct employees of Design-Builder performing the Work at the Site or, with Owner's agreement, at locations off the Site.

7.5.1.2 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages or salaries of Design-Builder's personnel engaged in the performance of the Work and who are located at the Site or working off-Site to assist in the production or transportation of material and equipment necessary for the Work.

7.5.1.3 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages or salaries of Design-Builder's personnel stationed at Design-Builder's principal or branch offices, but only to the extent such personnel perform tasks directly associated with the Project and are approved in advance by the Owner.

7.5.1.4 Actual costs paid and incurred by Design-Builder for employee benefits, premiums, taxes, insurance, contributions and assessments required by law, collective bargaining agreements, or which are customarily paid by Design-Builder, to the extent such costs are based on actual base wages and salaries paid to employees of Design-Builder covered under Sections 7.5.1.1 through 7.5.1.3 hereof. For employees not covered by collective bargaining agreements vacation, sick leave and other paid time off, including holidays are to be calculated as the individual employee's actual benefit. For those not full-time on the project a pro-rata share may be charged based on hours directly associated with the project.

Worker's compensation shall be reimbursed at the contractor's specific Washington State L&I rate, net of employee deductions with the contractor's specific EMF applied. For self-insured companies, the actual state classification rate net of employee deduction with a .5 EMF applied.

7.5.1.5 Payments properly made by Design-Builder to Subcontractors and Design Consultants for performance of portions of the Work.

7.5.1.6 Costs, including acquisition, transportation, inspection, testing, storage, and handling of materials, furnishings, equipment, and supplies incorporated or reasonably used in completing the Work.

- .1 Small tools purchased by the project are to be inventoried, tracked and residual value credited to the project at completion. Small tools are defined as those items with \$500 value.
- .2 Rental charges and the costs of transportation, installation, minor repairs and replacements, dismantling and removal of temporary facilities, machinery, equipment and hand tools not customarily owned by the workers, which are provided by Design-Builder at the Site, whether rented from Design-Builder or others, and incurred in the performance of the Work. All equipment and items greater than \$500 are to be rented to the project from the lowest available source, whether 3rd Party or from the Design-Builder's own equipment yard.

Design-Builder's Owned Equipment Rate Schedule (**Exhibit F**) shall include adequate identifying information such as use, manufacturer, make, model, dimensions/length, blade size, capacity, fuel usage, horse power, voltage/ampereage, weight, etc., such that accurate identification can be determined. These descriptors shall match Design-Builder's owned equipment rental log. **Exhibit F** shall include replacement values and approved rates for each item.

The rental equipment rates for equipment owned by Design-Builder shall be charged at the lower of eighty percent (80%) the current AED Green Books or the current Contractor's rates as listed in the equipment rental Exhibit ("Equipment Rate Schedule.") Recovery periods should reflect useful life for each category of equipment.

Design-Builder owned equipment rental rates shall be based on monthly rates but prorated on a daily basis (30.4 days). Days used to prorate monthly rates to daily should be consistent with the calculation of days to charge each piece of rental equipment.

All rental equipment owned by Design-Builder that has been used to construct the Project and has accumulated rental charges equal to eighty percent (80%) of the Design-Builder's current replacement value shall be provided for the remainder of the Project at no additional rental cost and shall remain as property of the Design-Builder. Replacement value on piece of equipment may not be modified during the term of the Agreement.

The Design-Builder's owned equipment rental log shall include a unique equipment identification number, a definitive equipment description exactly matching **Exhibit F** date on site, date off site, replacement cost, monthly rate prorated to daily, days billing per month, this month billing calculation and cumulative billing to date, maximum rental allowed for each rented item. The Design-Builder's owned equipment rental log shall be available in excel format if requested by Owner.

7.5.1.7 Costs of removal of debris and waste from the Site.

7.5.1.8 All fuel and utility costs incurred in the performance of the Work.

7.5.1.9 The cost of defending suits or claims for infringement of patent rights arising from the use of a particular design, process, or product required by Owner, paying legal judgments against Design-Builder resulting from such suits or claims, and paying settlements made with Owner's consent.

7.5.1.10 Deposits which are lost, except to the extent caused by Design-Builder's negligence.

7.5.1.11 Costs incurred in preventing damage, injury, or loss in case of an emergency affecting the safety of persons and property except to the extent caused by Design-Builder's negligence.

7.5.1.12 Other costs reasonably and properly incurred in the performance of the Work to the extent approved in writing by Owner.

7.5.1.13 Site security, temporary fencing, signage and similar security and safety measures for active construction areas.

7.5.1.14 Costs for agreed-upon Allowance Items as described and defined in Section 7.7 herein.

7.5.1.13 Costs for company-owned equipment assigned to project personnel.

7.5.2 Non-Reimbursable Costs. The following shall be excluded from the Cost of the Phase 2 Work:

7.5.2.1 Compensation for Design-Builder's personnel stationed at Design-Builder's principal or branch offices, except as provided for in connection with Sections 7.5.1.1, 7.5.1.2, and 7.5.1.3, costs associated with Construction General Conditions Work, items intended to be covered by the Design-Build Fee, and Pass-Through Costs.

7.5.2.2 General expenses not specifically provided for herein.

7.5.2.3 The cost of Design-Builder's capital used in the performance of the Work.

7.5.2.4 If the parties have agreed on a GMP, costs that would cause the GMP, as adjusted in accordance with the Contract Documents, to be exceeded.

7.5.3 Pass-Through Costs. The following costs shall be passed through and paid without mark-up or any added Design-Build Fee:

7.5.3.1 Premiums for insurance and bonds required by this Contract or the performance of the Work.

7.5.3.2 Sales, use, or similar taxes, tariffs, or duties incurred in the performance of the Work.

7.5.3.3 Costs for permits, royalties, licenses, tests, and inspections.

7.5.3.4 Costs for the work of any personnel charged at all-inclusive, market-based billing rates as set forth in **Exhibit E**.

7.6 The Guaranteed Maximum Price (GMP).

7.6.1 Design-Builder guarantees that it will not exceed any GMP that may be established in the GMP Amendment. Documents used as basis for the GMP shall be identified in the GMP Amendment. Design-Builder does not guarantee any specific line item provided as part of the GMP, provided, however, that it does guarantee its general project management and general conditions costs ("General Conditions Cap"). Design-Builder agrees that it will be responsible for paying the applicable general conditions costs more than the General Conditions Cap, as well as be responsible for all costs of completing the Work which exceed the GMP, as said general conditions line item(s) and the GMP may be adjusted in accordance with the Contract Documents.

7.6.2 The GMP shall include the Design-Builder's construction contingency (not including design, estimating and escalation contingencies), and amount that shall be no less than two point five percent (2.5%) and no more than five percent (5%) of the estimated Cost of the Work, which will be negotiated between the Design-Builder and the Owner as a part of the GMP negotiations. The parties shall otherwise agree on the design, estimating and escalation contingencies. The percentage of all contingencies shall depend upon the level of completion of the Design-Build Documents and certainty of subcontractor pricing at that time and depending upon any other risk factors agreed upon between the Construction Manager and the Owner.

The final amount of the contingency shall be stated in the GMP Amendment and included in the GMP amount. The contingency is a sum established for the Design-Builder's sole use to cover the Design-Builder's costs that are properly reimbursable as a Cost of the Work but not the basis for a Change Order, such as, for example, design errors and omissions, buy-out or estimating error, post-GMP unanticipated market conditions, scope gaps, coordination between trades, overtime and acceleration (except to the extent that such overtime or acceleration forms the basis for a Change Order), failure of a Subcontractor of any tier, or expediting costs for critical materials.

The Design-Builder shall use the contingency only with the Owner's prior written consent, which shall not be unreasonably withheld or delayed. Design-Builder shall provide Owner notice of all anticipated charges against the Contingency and shall provide Owner as part of the monthly status report required by Section 2.1.2 of the General Conditions an accounting of the Contingency, including all reasonably foreseen uses or potential uses of the Contingency in the upcoming three (3) months.

Design-Builder agrees that with respect to any expenditure from the Contingency relating to a Subcontractor default or an event for which insurance or bond may provide reimbursement, Design-Builder will in good faith exercise reasonable steps to obtain performance from the Subcontractor and/or recovery from any surety or insurance company. Design-Builder agrees that if Design-

Builder is subsequently reimbursed for said costs, then said recovery will be credited back to the Contingency.

7.6.3 Savings. If the sum of the actual Design-Build Fee (as defined in 7.4 hereof), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof is less than the GMP, as such GMP may have been adjusted over the course of the Project, the difference ("Savings") shall accrue 75% to the Owner and 25% to the Design-Builder.

7.7 Allowance Items and Allowance Values.

7.7.1 Any and all Allowance Items, as well as their corresponding Allowance Values, shall be set forth in the GMP Amendment.

7.7.2 Design-Builder and Owner will work together to review the Allowance Items and Allowance Values based on design information then-available to determine that the Allowance Values constitute reasonable estimates for the Allowance Items. Design-Builder and Owner will continue working closely together during the preparation of the design to develop Construction Documents consistent with the Allowance Values. Nothing herein is intended in any way to constitute a guarantee by Design-Builder that the Allowance Item in question can be performed for the Allowance Value.

7.7.3 No Work shall be performed on any Allowance Item without Design-Builder first obtaining in writing advanced authorization to proceed from Owner. Owner agrees that if Design-Builder is not provided written authorization to proceed by the date set forth in the Project Schedule approved with the GMP Amendment, due to no fault of Design-Builder, Design-Builder may be entitled to an adjustment of the Contract Time(s) and Contract Price.

7.7.4 The Allowance Value includes the direct cost of labor, materials, equipment, transportation, taxes, and insurance associated with the applicable Allowance Item.

7.7.5 Whenever the actual cost for an Allowance Item is more than or less than the stated Allowance Value, the Design-Builder shall report such difference to Owner so that Owner can maintain a running tally of Allowance Item costs against Allowance Values. Prior to final payment, the Contract Price shall be adjusted accordingly by Change Order, subject to Section 7.7.4. The amount of the Change Order shall reflect the difference between actual costs incurred by Design-Builder for all Allowance Items and the total Allowance Value plus markup.

Article 8

Procedure for Payment

8.1 Phase 1 Payments. Phase 1 Services shall be paid by Owner based on the not-to-exceed Phase 1 price and the all-inclusive billing rates and labor categories both set forth in **Exhibit E** (Supporting Pricing Information). No additional markups beyond those included in **Exhibit E** shall be added to billings from any subconsultants or subcontractors for Phase 1 services. All-inclusive billing rates and labor categories shall not be subject to any overtime pay obligations, except subcontractors and vendors, incurred by Design-Builder nor any rate increases during Phase 1.

8.2 Phase 2 Payments.

8.2.1 Progress payments will be made monthly for work duly certified, approved, and performed during the calendar month preceding the Application in accordance with the following procedure:

8.2.1.1 Draft Application. Design-Builder shall submit to Owner a report on the current progress of the Work as compared to Design-Builder's Construction Schedule, and

a draft, itemized application for payment for work performed during the current calendar month on a form supplied or approved by Owner. This shall not constitute a payment request. Design-Builder and Owner shall confer regarding the current progress of the Work and the amount of payment to which Design-Builder is entitled. Owner may on occasion request Design-Builder to provide data substantiating Design-Builder's right to payment, such as copies of requisitions from Subcontractors of any tier, and reflecting retainage as provided elsewhere in the Contract Documents.

8.2.1.2 Payment Request. After Design-Builder and Owner have met and conferred regarding the updated draft application, and Design-Builder has furnished all progress information required and all data requested by Owner under 8.2.1.1 above, Design-Builder shall submit Design-Builder's Application for Payment for Work completed during the previous month in accordance with Article 6 of the General Conditions on a form supplied or approved by Owner. Among other things, the Application shall state that prevailing wages have been paid in accordance with the pre-filed statements of intent to pay prevailing wages on file with Owner and that all payments due Subcontractors of any tier from Owner's payment the prior month have been made.

8.2.1.3 Disputed Amounts. If Design-Builder believes it is entitled to payment for Work performed during the prior calendar month in addition to the agreed-upon amount, Design-Builder may, also by the tenth day of the month, submit to Owner along with the approved payment request a separate written payment request specifying the exact additional amount due, the category in the Schedule of Values in which the payment is due, the specific Work for which the additional amount is due, and why the additional payment is due. Furthermore, Design-Builder and all Subcontractors shall file with Owner by the tenth day of the month certified copies of all payroll records relating to the additional amount due.

8.2.1.4 Validity of Payment Requests. A payment request shall not be valid unless it complies with the requirements of the Contract Documents.

8.2.2 Owner shall make payment within 30 days after Owner's receipt of each properly submitted and accurate Application for Payment, but in each case less the total of payments previously made, less retainage, and less amounts properly withheld under Section 6.3 of the General Conditions.

8.3 Retainage on Phase 2 Progress Payments.

8.3.1 Pursuant to Chapter RCW 60.28, the Owner will retain five percent of each approved Application for Payment to be retained as a trust fund for the protection and payment of the claims of any person arising under the contract and the state with respect to taxes imposed pursuant to Titles 50, 51, and 82 RCW which may be due from Design-Builder. The moneys reserved may, at the option of Design-Builder, be retained in accordance with the provisions of Chapter 60.28 RCW.

8.3.2 Sixty days after Final Acceptance of the entire Work, which is an action by the Board of Directors, Owner shall release to Design-Builder all retained amounts in accordance with chapter RCW 39.12 and chapter RCW 60.28, provided that Design-Builder has submitted: (1) pursuant to RCW 39.12.040, an "Affidavit of Wages Paid" from Design-Builder and from each Subcontractor of any tier certified by the Industrial Statistician of the Department of Labor and Industries, with the fees paid by Design-Builder or Subcontractor of any tier, (2) pursuant to RCW 60.28.021, certificates from the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries. If there are either unpaid taxes or unsatisfied claims of lien against the retained percentage, disbursement of retainage funds will be made in accordance with state law.

8.4 Final Payment. Design-Builder shall submit its Final Application for Payment to Owner in accordance with Section 6.7 of the General Conditions. Owner shall make payment on Design-Builder's properly submitted and accurate Final Application for Payment within 30 days after Owner's receipt of the

Final Application for Payment, provided that (a) Design-Builder has satisfied the requirements for final payment set forth in Section 6.7.2 of the General Conditions and (b) Owner shall have the right to withhold all amounts to which Owner is entitled to withhold pursuant to Section 6.3 of the General Conditions.

8.5 Interest. Payments due and unpaid by Owner to Design-Builder, whether progress payments or final payments, shall bear interest as specified by RCW 39.76.

8.6 Record Keeping and Finance Controls. Design-Builder acknowledges that this Contract is to be administered on an open-book arrangement relative to the Cost of the Work. Design-Builder shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management, and using accounting and control systems in accordance with generally accepted accounting principles and as may be provided in the Contract Documents.

During the performance of the Work and for a period of six (6) years after Final Payment, Owner and Owner's accountants shall be afforded access to, and the right to audit from time to time, upon reasonable notice, Design-Builder's records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda, and other data relating to the Work, all of which Design-Builder shall preserve for a period of six (6) years after Final Payment.

Such inspection shall take place at Design-Builder's offices during normal business hours unless another location and time is agreed to by the parties. Any multipliers or markups agreed to by the Owner and Design-Builder as part of this Contract are only subject to audit to confirm that such multiplier or markup has been charged in accordance with this Contract, but the composition of such multiplier or markup is not subject to audit.

Design-Builder shall incorporate Design-Builder's obligations (including the obligations to keep and maintain records and provide opportunity to Owner to inspect such records) under this Section 8.6 in each of its agreements with its Subcontractors.

Article 9

Termination for Convenience

9.1 In addition to Owner's other termination rights in the General Conditions to Contract, Owner may terminate the Contract for convenience. Upon ten (10) days' written notice to Design-Builder, Owner may, for its convenience and without cause, elect to terminate this Contract or any portion of this Contract. In such event, Owner shall (subject to the limitation set forth in Section 8.3 above) pay Design-Builder for that portion of the Contract Price that corresponds to the percentage of completion of Work in accordance with the Contract Documents, plus the reasonable administrative costs of and fee on completed work prior to the termination, but shall not be entitled to any other costs or damages whatsoever (including without limitation fee or profit on terminated Work).

9.2 The total sum to be paid to Design-Builder under this Article 9 shall not exceed the Contract Price as reduced by the amount of payments otherwise made, the price of Work not terminated, and as otherwise permitted by this Contract. The amounts payable to Design-Builder shall exclude the fair value of property not under Owner's control which is destroyed, lost, stolen or damaged to become undeliverable to Owner.

9.3 Any claim, request for equitable adjustment or other demand for extra compensation or time extension by Design-Builder arising from or related to acts, events, occurrences, or omissions prior to the effective date of the convenience termination shall continue to be subject to and resolved in accordance with the rules (contractual or legal, express or implied) in effect prior to the termination. The convenience termination will not convert this Contract into a cost reimbursement contract.

Article 10

Representatives of the Parties

10.1 Owner's Representatives.

10.1.1 Owner designates the individual listed below as its Senior Representative ("Owner's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.7.2 of the General Conditions to the extent permitted by the Legal Requirements:

Kevin O'Brien, Fire Chief, Snohomish Regional Fire and Rescue

10.1.2 Owner designates the individual listed below as its Owner's Representative, which individual has the authority and responsibility set forth in Section 3.3 of the General Conditions to the extent permitted by the Legal Requirements:

Andy Bailey, Senior Project Manager, OAC Services, Inc

10.2 Design-Builder's Representatives.

10.2.1 Design-Builder designates the individual listed in the table in Section 10.3 below as its Senior Representative ("Design-Builder's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.7.2 of the General Conditions.

10.2.2 Design-Builder designates the individual listed in the table in Section 10.3 below as its Design-Builder's Representative, which individual has the authority and responsibility set forth in Section 2.1.1 of the General Conditions.

10.3 Key Personnel. Design-Builder has been selected for this Project based on not only its qualifications as a corporate entity, but also upon the basis of the qualifications of the key personnel it intends to employ to perform the Work. Design-Builder agrees to provide all professional personnel necessary, at adequate staffing levels, to perform the required services under this Contract, including the key personnel identified below:

Position Title	Name of Individual
Design-Builder Senior Representative	Geri Urbas
Design-Builder Representative (Project Manager)	Noah Foster
Design-Builder Chief Estimator	Steve Watkins
Design-Builder Architect of Record	Sian Roberts
Design-Builder Design Principal	Scott Wolff
Design-Building Architect Project Manager	Zubin Rao
Design-Builder Program Principal	
Design-Builder Sr. Superintendent	Jason Steinbacher
Design-Builder Sr. Design Manger	Noah Toomey
Design-Builder Design Manger	Aaron Helmers

These key personnel, all of whom were named in Design-Builder's proposal submitted in response to the Owner's Request for Qualifications and Proposals for the Project, will be assigned to the Project. Except in the event of the death of the employee or their termination of employment with Design-Builder, these key personnel shall remain assigned for the duration of the Project unless otherwise agreed to in writing by the Owner in its sole discretion.

In the event Design-Builder **proposes to substitute** any of the key personnel due to death or employment termination, the individual(s) proposed must demonstrate the qualifications indicated in the Request for Proposals for their respective role(s), and experience as required to successfully perform such duties. Owner shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the Project. Design-Builder will remove from the Project any personnel assigned to the Project if, after the matter has been thoroughly considered by Owner and Design-Builder, Owner considers such removal necessary and in the best interest of the Project, and Owner so notifies Design-Builder in writing and allows a reasonable period for the transition to different personnel.

10.4 Key Firms. Design-Builder has been selected for this Project on the basis of not only its qualifications as a corporate entity, but also upon the basis of the qualifications of the key firms it intends to engage to perform the Work. Design-Builder agrees to engage such firms to perform the required services under this Contract, including the key firms identified below:

Firm	Role
The Miller Hull Partnership	Design

These key firms, all of whom were named in Design-Builder proposal submitted in response to the Owner's Request for Qualifications and Proposals for the Project, will be engaged on the Project. These key firms shall be engaged for the complete scope identified in the Design-Builder's proposal. In the event Design-Builder proposes to substitute any of the key firms, Design-Builder shall demonstrate that the replacement firm possesses sufficient qualifications to perform the Work in question. Owner shall have the sole right to determine whether key firm proposed as substitutes is qualified to work on the Project.

Article 11

Bonds and Insurance

11.1 Design-Builder's Insurance. Unless a longer period of coverage is specified elsewhere in this Article 11, Design-Builder shall obtain and keep in force the following insurance coverages for a period of 365 days from Substantial Completion of all Work with insurance companies approved by the State Insurance Commissioner pursuant to Title 48 RCW.

All policies will name the Owner, its officers, board members, employees, and agents as additional insureds, with the exception of the Design-Builder's Professional Liability and workers' compensation policies. Prior to Design-Builder commencing any work, Design-Builder shall provide the Owner with copies of insurance certificates and additional insured endorsements, all in a form acceptable to the Owner. The insurance provided must be with an insurance company with a rating of A-: VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). Owner reserves the right to approve the security of the insurance provided, the company, terms and coverage, the certificates of insurance, and endorsements and reserves the right to obtain copies of all redacted policies from Design-Builder upon request.

11.1.1 Coverages and Limits. The insurance shall provide the minimum coverages and limits set forth below. Owner shall be provided 30 days written notice of cancellation. Owner does not warrant or represent that such coverages and limits are appropriate or adequate to protect Design-Builder. Neither Owner's specification or approval of the insurance in this Contract, nor of its amount, nor providing coverage in these stated minimum limits shall be construed to relieve Design-Builder from liability more than such limits. Coverages are the minimum to be provided and are not limitations of liability under the Contract, indemnification, or applicable law provisions. Design-Builder may, at its expense, purchase larger coverage amounts.

The cost of any claim payments falling within the deductible shall be the sole responsibility of Design-Builder. Design-Builder's insurance shall be primary and non-contributory as respects the Owner, and any self-insurance or any other insurance maintained by the Owner shall be excess and not contributing insurance with the Design-Builder's insurance. Design-Builder shall submit upon execution of this Contract Certificates of Insurance acceptable to Owner as evidence of all insurance required herein:

11.1.1.1 Commercial General Liability Insurance. A policy of Commercial General Liability Insurance on an industry standard insurance occurrence form: (CG 00 01) or equivalent, with limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate, including all coverage known as:

Per Project Aggregate endorsement (CG2503)

Premises/Operations Liability

Products/Completed Operations—for a period of six years following Substantial Completion

Personal/Advertising Injury

Contractual Liability

Independent Contractors Liability

Stop Gap or Employers Contingent Liability

11.1.1.2 Employers Liability:

- (1) \$1,000,000 Each Accident
- (2) \$1,000,000 Disease - Policy Limit
- (3) \$1,000,000 Disease - Each Employee

11.1.1.3 Automobile. Commercial Automobile Liability with a combined single limit of not less than \$1,000,000 for each accident. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

11.1.1.4 Excess or Umbrella Liability. \$10 million per occurrence and aggregate during construction and with Product/Completed Operations coverage for a period of six years following Substantial Completion.

11.1.1.5 Contractors Pollution Liability. A policy providing coverage for claims involving remediation, disposal, or other handling of pollutants arising out of Design-Builder's operations; from the transportation of hazardous materials; or involving remediation, abatement, repair, maintenance or other work with lead-based paint or materials containing asbestos. Such Pollution Liability policy shall provide at least \$2,000,000 per occurrence coverage for Bodily Injury and Property Damage.

11.1.1.6 Design-Builder's Professional Liability. The Design-Builder, the Design-Builder's Engineer, other design consultants, and any design-build Subcontractors of any tier will maintain for at least six (6) years after Substantial Completion Professional Liability/Errors and Omissions Liability insurance in an amount of not less than \$2,000,000 per claim and annual aggregate (deductible of up to \$500,000 permitted). The Design-Builder, the Design-Builder's Engineer, other design consultants, and any design-build Subcontractors of any tier will promptly notify the Owner of any material changes to, interruption of, or termination of this insurance, and will immediately procure replacement coverage. The Design-Builder, the Design Builder's Engineer, other design consultants, and any design-build Subcontractor of any tier will either maintain active policy coverage, or an extended reporting period, providing coverage for claims first made and reported to the insurance company within six (6) years of Substantial Completion or termination of the Work under this Contract, whichever occurs first. The Owner may modify these insurance requirements for certain entities, on a case-by-case basis, by providing written agreement of such modifications.

11.1.1.7 Worker's Compensation. Worker's Compensation coverage, as required by RCW Title 51. If Design-Builder is qualified as a self-insurer in accordance with RCW 51.14, Design-Builder shall so certify by letter signed by a corporate officer indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees.

11.1.1.8 Builder's Risk Insurance. The Design-Builder shall procure and maintain during the life of the Contract, or until acceptance of the project by Owner, whichever is longer, "All Risk" Builders Risk or Installation Floater Insurance at least as broad as ISO form number CP0020 (Builders Risk Coverage Form) with ISO form number CP0030 (Causes of Loss – Special Form) including coverage for fire, explosion, vandalism, malicious mischief, Earth Movement, flood, water damage, windstorm, collapse, theft, off-site storage and property in transit. The coverage shall insure for direct physical loss to property of the full value of the Project, for 100% of the replacement value thereof and include earthquake. The policy shall be endorsed to cover the interests, as they may appear, of the Owner, Design-Builder and subcontractors of all tiers with the Owner and sub-contractors listed as a Named Insured. In the event of a loss to any or all of the work and/or materials therein and/or to be provided at any time prior to Substantial Completion or acceptance of the Project by the Owner, the Design-Builder shall promptly reconstruct, repair, replace or restore all work and/or materials so destroyed. Nothing herein provided for shall in any way excuse the Design-Builder or its surety from the obligation of furnishing all the required materials and completing the work in full compliance with the terms of the Contract.

11.1.1.8.1 Unless the parties agree otherwise, upon Substantial Completion, Owner shall replace the insurance policy required under Section 11.1.1.8 with property insurance written for the total value of the Project and shall remain in effect until expiration of the period for correction of the work.

11.1.1.8.2 Owner shall be responsible for payment of deductibles or self-insured retentions, however, Contractor shall be responsible for all deductibles for damage caused by Contractor's or their Subcontractor's negligence.

11.1.1.8.3 Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required.

11.1.1.8.4 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section 11.1.1.8 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing. In the event Owner fails to obtain any necessary insurer consent to occupy prior to Substantial Completion, and such failure results in a loss or reduction of insurance coverage, Owner shall bear all risk of loss and waives all its rights of action against Contractor, Subcontractor, and Sub-subcontractors for such loss.

11.1.1.8.5 Loss of Use, Business Interruption, and Delay in Completion Insurance. The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, other "soft costs", or the inability to conduct normal operations, due to fire or other causes of loss. "Soft costs" coverage shall include perils of loss of rents due to delay, increase in interest on construction loans, architect's, engineer's, or surveyor's expense, legal expense, accounting expense, advertising expenses, realtor expense, or other similar insurable costs that the Owner may determine necessary. Deductibles shall be paid by the Owner. The Owner releases and waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, including consequential damages and "soft costs", due to fire or other hazards however caused. If Owner elects not to purchase such optional insurance, Owner shall bear the risk of loss and waives all rights of action against Contractor for such uninsured loss.

11.1.2 Self-Insurance. At its sole option and in its sole discretion, Owner may accept Design-Builder's self-insurance for liability coverage in lieu of insurance from a commercial insurer. Design-Builder must provide a letter from its Corporate Risk Manager or appropriate Finance Officer representing and warranting the following minimum information: whether the self-insurance program is actuarially funded; the fund limits; any excess declaration pages to meet the contract requirements; a description of how Design-Builder would protect and defend Owner as an Additional Insured in their Self-Insured layer; and claims-handling directions in the event of a claim. Any amounts due to, sought by, or paid to third party claimants shall be the sole responsibility of Design-Builder, irrespective of whether such amount falls wholly within the level or amount of Design-Builder's self-insured retention.

11.1.3 Waiver of Subrogation. Design-Builder and the Owner waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent of proceeds paid by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Design-Builder or Owner, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from all Design Consultants, Design Sub-Consultants, Subcontractors, Sub-Subcontractors and Owner's separate contractors, if any. The policies shall provide such waivers by endorsement or otherwise. This waiver of subrogation shall be effective as to a person or entity (1) even though the person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property..

11.1.4 Design-Build Exclusions. Design-Builder is responsible for procuring and maintaining the insurance for the coverage amounts all as set forth in this Contract. Design-Builder's liability insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build nature of the Project. Any professional liability insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build nature of the Project.

11.1.5 Subcontractors. Except as otherwise agreed by the Owner in writing: the Design-Builder shall furnish separate evidence of insurance as stated above for each Subcontractor; and all coverage for Subcontractors shall be subject to all requirements stated herein (including specifically that the Owner be named as an additional insured on such insurance), except that Subcontractors shall not be required to provide Builder's Risk Insurance.. The amount of coverage required for each Subcontractor shall be identified in Exhibit G (Insurance Matrix).

1.1.6 Insurance for Existing Structures. If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, or cause the true owner of the existing structure to purchase and maintain, until the expiration of the period for correction of Work as set forth in Contract Documents, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure and its contents against direct physical loss or damage from the causes of loss identified in Section 11.1.1.8, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties. Owner waives all claims against Contractor, including subrogation, for direct physical loss or damage from the causes of loss identified in Section 11.1.1.8, and shall defend, indemnify, and hold harmless Contractor from and against such claims brought by any third party, including the true owner of the existing structure.

11.2 Performance and Payment Bond. Design-Builder shall secure from a surety company acceptable to Owner, admitted and licensed in the State of Washington, and shall pay for performance and payment bonds covering the faithful performance of the Contract and payment of obligations arising under the Contract Documents, each in the full amount of the GMP plus sales tax, pursuant to RCW 39.08, "Contractor's Bond." The bond shall be on a form provided by Owner. The bond must be executed by a duly licensed surety company that is listed in the latest Circular 570 of the United States Treasury Department as being acceptable as surety on federal bonds. No surety's liability on the bond shall exceed the underwriting limitations for the respective surety specified in Circular 570. The scope of the bond or the form thereof prescribed in these Contract Documents shall in no way affect or alter the liabilities of Design-Builder to Owner as set forth herein. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond. The bond shall cover all Change Orders without further consent from the surety.

Article 12

Other Provisions

12.1 Contract Exhibits. The Exhibits to this Contract, incorporated herein by reference, are as follows:

Exhibit A, List of Reference Documents;

Exhibit B, Owner's Project Criteria (to be developed as part of Phase 1 Work);

Exhibit C, Phase 1 Scope of Services (to be amended to reflect agreement on additional Phase 1 Work)

Exhibit D, Work included in Construction General Conditions;

Exhibit E, Supporting Pricing Information (from Design-Builder's Proposal);

Exhibit F, Design-Builder's Owned Equipment Rate Schedule

Exhibit G, insurance Matrix

12.2 CPARB Reporting. Design-Builder shall provide the Owner and the Capital Projects Advisory Review Board ("CPARB") any project information required to be submitted by the Design-Builder in accordance with the provisions of Chapter 39.10 RCW and the requirements of CPARB.

12.3 OMWBE Reporting. Design-Builder shall track and provide the Owner and the Office of Minority and Women's Business Enterprises ("OMWBE") any project information required to be submitted by the Design-Builder in accordance with the provisions of Chapter 39.10 RCW and the requirements of OMWBE.

12.4 Notices. All notices, requests, demands, and other communications (collectively, "Notices") hereunder shall be in writing and delivered to the party hereto as specified below, or at such other address as the parties hereto may designate pursuant to this Section.

To Owner:

By electronic mail to: Ron Rasmussen (Ron.Rasmussen@srfr.org); *and*

By mail to:

Snohomish Regional Fire and Rescue

163 Village Court

Monroe, WA 98272

Attn: Ron Rasmussen

To Design-Builder:

By electronic mail to: Geri Urbas, Geri.Urbas@bnbuilders.com; and
 By mail to:
 BNBuilders, Inc.
 2601 Fourth Avenue, Suite 350
 Seattle, Washington 98121
 Attn: Geri Urbas

Either party may, by like notice, designate further or different addresses to which subsequent notices shall be sent. Any notice hereunder signed on behalf of the notifying party by a duly authorized attorney at law shall be valid and effective to the same extent as if signed on behalf of such party by a duly authorized officer or employee. Notices and communications given by mail hereunder shall be deemed to have been given seventy-two (72) hours after the date of dispatch: all other notices shall be deemed to have been given upon receipt.

In executing this Contract, Design-Builder declares under penalty of perjury under the law of Washington and in accordance with RCW 39.04.350(2) that within the three-year period immediately preceding the date of the Request for Qualifications issued in this matter, it has not been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

OWNER:

DESIGN-BUILDER:

 (Signature)

 (Name of Design-Builder)

 (Signature)

 (Printed Name)

 (Title)

Date: _____

Date: _____

Snohomish Regional Fire and Rescue

**General Conditions of Progressive Design-Build
Contract Between Owner and Design-Builder**

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Article 1

General

1.1 Mutual Obligations

1.1.1 *Owner and Design-Builder* commit at all times to cooperate fully with each other and proceed on the basis of trust and good faith, to permit each party to realize the benefits afforded under the Contract Documents.

1.2 Basic Definitions

1.2.1 *Additional Services* refers to those services defined or described in Section 2.3.1.8 of the Contract.

1.2.2 *Allowance Items* are specific portions of the Phase 2 Work set forth in the GMP Amendment with the cost for such Work estimated in an assigned dollar amount.

1.2.3 *Allowance Values* are the dollar amounts assigned to Allowance Items.

1.2.4 *Application for Payment* is the Design-Builder's request for payment prepared and submitted in compliance with Article 8 of the Contract and Article 6 of these General Conditions of Contract.

1.2.5 *Basis of Design Documents* are those documents specifically identified in the Phase 2 Proposal and GMP Amendment as being the "Basis of Design Documents" and shall include, but not be limited to, agreed upon modifications to the Owner's Project Criteria.

1.2.6 *Change Order* is defined or described in Section 9.1 of these General Conditions of Contract.

1.2.7 *Claim* is a demand or assertion by Design-Builder for itself or for the benefit of any Subcontractor or supplier of any tier seeking an adjustment of GMP or Contract Time, or both, or any other relief with respect to the terms of the Contract Documents.

1.2.8 *Construction Documents* are the documents, consisting of drawings and specifications, to be prepared or assembled by the Design-Builder consistent with the Basis of Design Documents unless a deviation from the Basis of Design Documents is specifically set forth in a Change Order executed by both the Owner and Design-Builder, as part of the design review process contemplated by Section 2.4 of these General Conditions of Contract.

1.2.9 *Construction General Conditions Costs* are defined or described in Section 7.3 of the Contract.

1.2.10 *Construction General Conditions Work* includes all work set forth in **Exhibit D** to the Contract.

1.2.11 *Contract* refers to the Progressive Design-Build Agreement between Owner and Design-Builder dated September 12, 2024, DBIA Document No. 544 (2019 Edition), as modified.

1.2.12 *Contract Documents* are as defined in Article 3 of the Contract.

1.2.13 *Contract Price* is defined or described in Section 2.3.1.1 of the Contract.

1.2.14 *Contract Time(s)* are the dates for Substantial Completion, Acceptance and Final Completion set forth in, or calculable from, Article 6 of the Contract.

1.2.15 *Cost of the Phase 2 Work* is defined or described in Section 7.5 of the Contract.

1.2.16 *Day or Days* shall mean calendar days unless otherwise specifically noted in the Contract Documents.

1.2.17 *Design-Build Team* is comprised of the Design-Builder, the Design Consultant (Engineer of Record), and Key Subcontractors (Key Firms) identified by the Design-Builder in its proposal in response to the Owner's Request for Proposals. The Key Firms are identified in Section 10.4 of the Contract.

1.2.18 *Design-Builder* is BN Builders.

1.2.19 *Design-Builder's Contingency* is defined or described in Section 7.6.2 of the Contract.

1.2.20 *Design-Build Fee* is defined or described in Section 7.4 of the Contract.

1.2.21 *Design Builder's Representative* is defined or described in Section 10.2.2 of the Contract.

1.2.22 *Design Builder's Senior Representative* is defined or described in Section 10.2.1 of the Contract.

1.2.23 *Design Consultant or Engineer of Record* is a qualified, licensed design professional or employed or retained to furnish design services required under the Contract Documents. A Design Sub-Consultant is a qualified, licensed design professional who is not an employee of the Design Consultant, but is retained by the Design Consultant or employed or retained by anyone under contract to Design Consultant, to furnish design services required under the Contract Documents. The Engineer of Record shall be a professional engineer licensed in the state of Washington.

1.2.24 *Differing Site Conditions* are defined or described in Section 4.2.1 of these General Conditions of Contract.

1.2.25 *Electronic Data* is defined or described in Section 12.1.1 of these General Conditions of Contract.

1.2.26 *Final Application for Payment* is defined or described in Section 6.7 of these General Conditions of Contract and 8.4 of the Contract.

1.2.27 *Final Completion* is the date on which all Work, except for warranties, is complete in accordance with the Contract Documents, including but not limited to, any items identified in the punch list and the submission of all documents set forth in Section 6.7.2 of these General Conditions of Contract.

1.2.28 *Force Majeure Events* are those unanticipated events that are beyond the control of both Design-Builder and Owner, including the events of war, floods, labor disputes (but not labor disputes involving Design-Builder), earthquakes, pandemics, epidemics, adverse weather conditions not reasonably anticipated, and other acts of God. Force Majeure Events shall not include known events or conditions (and associated Legal Requirements) in existence at the time of execution of the GMP Amendment.

1.2.29 *General Conditions of Contract* refer to this Document.

1.2.30 *GMP or Guaranteed Maximum Price* is defined or described in Section 7.6 of the Contract

1.2.31 *GMP Amendment* is an amendment to the Contract contingent upon Owner's approval of the Phase 2 Proposal as defined or described in Section 2.3.2.3 of the Contract.

1.2.32 *Hazardous Conditions* are any materials, wastes, substances and chemicals deemed to be hazardous under applicable Legal Requirements, or the handling, storage, remediation, or disposal of which are regulated by applicable Legal Requirements.

1.2.33 *Legal Requirements* are all applicable federal, state, and local laws, codes, ordinances, rules, regulations, orders and decrees of any government or quasi-government entity having jurisdiction over the Project or Site, the practices involved in the Project or Site, or any Work.

1.2.34 *Notice to Proceed* is a formal written notice from Owner to Design-Builder instructing it to commence with all or some portion of the Work.

1.2.35 *Open-Book* means that all costs and expenses of any kind chargeable to Owner shall be open and transparent to Owner. Owner has the right, directly or through agents or representatives of its choosing, to access and audit all information used or obtained by Design-Builder in formulating the price in Article 7 of the Contract. Any adjustment to price throughout the Project shall be made on an Open-Book basis as well. Open-Book pricing and payment procedures will not apply to a Lump Sum payment structure.

1.2.36 *Owner* is Snohomish Regional Fire and Rescue.

1.2.37 *Owner's Project Criteria* are developed by or for Owner to describe Owner's program requirements and objectives for the Project, including use, space, price, time, site and expandability requirements, as well as submittal requirements and other requirements governing Design-Builder's performance of the Work. Owner's Project Criteria may include conceptual documents, design criteria, design performance specifications, design specifications, and LEED® or other sustainable design criteria and other Project-specific technical materials and requirements. The Owner's Project Criteria are set forth in **Exhibit B** to the Contract

1.2.38 *Owner's Representative* is defined or described in Section 10.1.2 of the Contract.

1.2.39 *Owner's Senior Representative* is defined or described in Section 10.1.1 of the Contract.

1.2.40 *Pass-Through Costs* is defined or described in Section 7.5.3 of the Contract.

1.2.41 *Phase 1 Work* is that portion of the Work defined and described in the Phase 1 Scope of Services and includes but is not limited to completion of design through 100 percent.

1.2.42 *Phase 1 Scope of Services* is the document attached to the Contract as **Exhibit C**.

1.2.43 *Phase 2 Work* is that portion of the Work defined and described in the GMP Amendment.

1.2.44 *Phase 2 Proposal* is defined and described in Section 2.3 of the Contract.

1.2.45 *Project* is the Fire Stations 32 and 81 Projects and all Work associated herewith.

1.2.46 *Reference Documents* are those documents itemized in **Exhibit A**.

1.2.47 *Safety Representative* is defined and described in Section 2.8.1 of these General Conditions of Contract.

1.2.48 *Scheduled Substantial Completion Date* is the date set forth in the Contract at Section 6.2.1 and is subject to adjustment in accordance with these General Conditions of Contract.

1.2.49 *Site* is the land or premises on which the Project is located.

1.2.50 *Subcontractor* is any person or entity retained by Design-Builder as an independent contractor to perform a portion of the Work and shall include materialmen and suppliers.

1.2.51 *Sub-Subcontractor* is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include materialmen and suppliers.

1.2.52 *Substantial Completion* or *Substantially Complete* means the Work, except for agreed punch list items, is sufficiently complete in accordance with the Contract Documents such that Owner can occupy and use the Project or a portion thereof for its intended purposes, and Design-Builder has provided all documentation and other information as is required by Section 6.6 of these General Conditions.

1.2.53 *Work* is comprised of all Design-Builder's design, construction and other services required by the Contract Documents, including procuring, and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

1.2.54 *Work Change Directive* is defined and described in Section 9.2 of these General Conditions of Contract.

1.2.55 *Work Product* is defined and described in Section 5.1 of the Contract.

Article 2

Design-Builder's Services and Responsibilities

2.1 General Services.

2.1.1 Design-Builder's Representative shall be reasonably available to Owner and Owner's Representative and shall have the necessary expertise and experience required to supervise the Work. Design-Builder's Representative shall communicate regularly with Owner and shall be vested with the authority to act on behalf of Design-Builder. Design-Builder's Representative may be replaced only with the mutual agreement of Owner and Design-Builder. Design-Builder shall be lawfully licensed, bonded, and insured in the jurisdiction where the Project is located. The Design-Builder shall be and operate as an independent contractor in the performance of the Work and shall have complete control over and responsibility for all personnel performing the Work. The Design-Builder is not authorized to enter into any agreements or undertakings for or on behalf of the Owner or to act as or be an agent or employee of the Owner.

2.1.2 Design-Builder shall provide Owner Owner's Representative and with a monthly status report detailing the progress of the Work, including (i) whether the Work is proceeding according to schedule, (ii) whether discrepancies, conflicts, or ambiguities exist in the Contract Documents that require resolution, (iii) whether health and safety issues exist in connection with the Work; (iv) status of the contingency account to the extent provided for in the Contract; and (v) other items that require resolution so as not to jeopardize Design-Builder's ability to complete the Work, within the GMP, for the Contract Price and within the Contract Time(s).

2.1.3 Pursuant to Section 2.3.1.4 of the Contract, Design-Builder shall prepare and submit a schedule for the execution of the Phase 2 Work for Owner's review and response (Project Schedule). The Project Schedule shall indicate the dates for the start and completion of the various stages of Work, including the dates when Owner information and approvals are required

to enable Design-Builder to achieve the Contract Time(s). The Project Schedule shall be revised as required by conditions and progress of the Work, but such revisions shall not relieve Design-Builder of its obligations to complete the Work within the Contract Time(s), as such dates may be adjusted in accordance with the Contract Documents. Owner's review of, and response to, the Project Schedule shall not be construed as relieving Design-Builder of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

2.1.4 The parties will meet within seven (7) days after execution of the Contract to discuss issues affecting the administration of the Work and to implement the necessary procedures, including those relating to submittals and payment, to facilitate the ability of the parties to perform their obligations under the Contract Documents.

2.2 Design Professional Services.

2.2.1 Design-Builder shall, consistent with applicable state licensing laws, provide through qualified, licensed design professionals employed by Design-Builder, or procured from qualified, independent licensed Design Consultants, the necessary design services, including architectural, engineering and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the Work consistent with the Contract Documents. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Design Consultant.

2.3 Standard of Care for Design Professional Services.

2.3.1 The standard of care for all design professional services performed to execute the Work shall be the (i) the care and skill necessary to comply with the requirements of this Contract and (ii) care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality of the Project, whichever is greater.

2.4 Design Development Services.

2.4.1 Design-Builder and Owner shall, consistent with any applicable provision of the Contract Documents, agree upon any interim design submissions that Owner may wish to review, which interim design submissions may include design criteria, drawings, diagrams and specifications setting forth the Project requirements. Interim design submissions shall be consistent with the Basis of Design Documents, as the Basis of Design Documents may have been changed through the design process set forth in this Section 2.4.1 hereof and Section 2.1.1 of the Contract. On or about the time of the scheduled submissions, Design-Builder and Owner shall meet and confer about the submissions, with Design-Builder identifying during such meetings, among other things, the evolution of the design and any changes to the Basis of Design Documents, or, if applicable, previously submitted design submissions. Changes to the Basis of Design Documents, including those that are deemed minor changes under Section 9.3 hereof, shall be processed in accordance with Article 9. Minutes of the meetings, including a full listing of all changes, will be maintained by Design-Builder and provided to all attendees for review. Following the design review meeting, Owner shall review and approve the interim design submissions and meeting minutes in a time that is consistent with the turnaround times set forth in Design-Builder's schedule.

2.4.2 Design-Builder shall submit to Owner Construction Documents setting forth in detail drawings and specifications describing the requirements for construction of the Work. The Construction Documents shall be consistent with the latest set of interim design submissions, as such submissions may have been modified in a design review meeting and recorded in the meetings minutes. The parties shall have a design review meeting to discuss, and Owner shall review and approve, the Construction Documents in accordance with the procedures set forth in Section 2.4.1 above. Design-Builder shall proceed with construction in accordance with the

approved Construction Documents and shall submit one set of approved Construction Documents to Owner prior to commencement of construction.

2.4.3 Owner's review and approval of interim design submissions, meeting minutes, and the Construction Documents is for the purpose of mutually establishing a conformed set of Construction Documents compatible with the requirements of the Work. Neither Owner's review nor approval of any interim design submissions, meeting minutes, and Construction Documents shall be deemed to transfer any design liability from Design-Builder to Owner.

2.4.4 To the extent not prohibited by the Contract Documents or Legal Requirements, Design-Builder may prepare interim design submissions and Construction Documents for a portion of the Work to permit construction to proceed on that portion of the Work prior to completion of the Construction Documents for the entire Work.

2.5 Legal Requirements.

2.5.1 Design-Builder shall perform the Work in accordance with all Legal Requirements and shall provide all notices applicable to the Work as required by the Legal Requirements.

2.6 Government Approvals and Permits.

2.6.1 Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees required for the prosecution of the Work by any government or quasi-government entity having jurisdiction over the Project.

2.7 Design-Builder's Construction Phase Services.

2.7.1 Unless otherwise provided in the Contract Documents to be the responsibility of Owner or a separate contractor, Design-Builder shall provide through itself or Subcontractors the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

2.7.2 Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

2.7.3 Design-Builder shall employ only Subcontractors who are duly licensed in the state of Washington and qualified to perform the Work consistent with the Contract Documents. Owner approves Subcontractors identified in Section 10.3 of the Contract as Key Firms and Key Personnel. Owner may reasonably object to Design-Builder's selection of any Subcontractor, provided that the Contract Price and/or Contract Time(s) shall be adjusted to the extent that Owner's decision impacts Design-Builder's cost and/or time of performance.

2.7.3.1 The Design-Builder shall include the language of this sub-paragraph in each of its first tier subcontracts, and shall require each of its Subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of Owner, Design-Builder shall promptly provide documentation to Owner demonstrating that the Subcontractor meets the subcontractor responsibility criteria below. The requirements of this subsection apply to all subcontractors regardless of tier. At the time of subcontract execution, Design-Builder shall verify that each of its first tier Subcontractors meets the following bidder responsibility criteria:

- a) Have a current certificate of registration as a contractor in compliance with Chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
- b) Have a current Washington Unified Business Identifier (UBI) number;
- c) If applicable, have:
 - i. Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - ii. A Washington Employment Security Department number, as required in Title 50 RCW;
 - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
 - v. An elevator contractor license, if required by Chapter 70.87 RCW.
 - vi. Receipt of training on the requirements related to public works and prevailing wages under Chapters 39.04 and 39.12 RCW to a person or persons designate by Bidder. This training must be provided by the Department of Labor and Industries (L&I) or by a training provider whose curriculum is approved by L&I. L&I, in consultation with the prevailing wage advisory committee, will determine the length of this training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from the training requirement stated in this subparagraph.
 - vii. Within the three-year period immediately preceding the date of the Request for Qualifications issued in this matter, not been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
- d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

2.7.4 Design-Builder assumes responsibility to Owner for the proper performance of the Work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

2.7.5 Design-Builder shall coordinate the activities of all Subcontractors. If Owner performs other work on the Project or at the Site with separate contractors under Owner's control, Design-Builder agrees to reasonably cooperate and coordinate its activities with those of such separate contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

2.7.6 Design-Builder shall keep the Site reasonably free from debris, trash and construction wastes to permit Design-Builder to perform its construction services efficiently, safely and without interfering with the use of adjacent land areas. Upon Substantial Completion of the Work, or a portion of the Work, Design-Builder shall remove all debris, trash, construction wastes, materials, equipment, machinery and tools arising from the Work or applicable portions thereof to permit Owner to occupy the Project or a portion of the Project for its intended use.

2.7.7 The Design-Builder and each Subcontractor engaged in the Work shall pay all workers, laborers, or mechanics employed in the performance of any part of the Work an amount not less than the prevailing rate of wages established for each trade or occupation as established by the Washington Department of Labor and Industries. It is the Design-Builder's responsibility to determine the appropriate classifications and verify the applicable prevailing wage rates in effect at the time the proposal submittal is due. A worker, laborer, or mechanic whose type of work is not covered by any of the prevailing wage classifications and rates established by the Department of Labor and Industries shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work to be performed, or as determined by the Industrial Statistician of the Washington Department of Labor and Industries.

The hourly minimum rates for wages and fringe benefits can be obtained at the following URL:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

Printed copies of the current prevailing wage rates are available for viewing at the Owner's offices. Owner will mail a hard copy of the prevailing wage rates upon written request received within seven days of the Proposal Submittal Date.

2.7.7.1 State wages: In accordance with RCW 39.12.020, the Design-Builder shall post on the Project site a copy of the approved Statements of Intent to Pay Prevailing Wages for the Design-Builder and every subcontractor of any tier. In addition, the Design-Builder shall post contact information for the Department of Labor and Industries regarding where a complaint about prevailing wages may be filed.

2.7.7.2 Owner does not guarantee that labor can be procured for the minimum wages provided for in the applicable prevailing wages. The prevailing rates of wages listed are a minimum only, below which Design-Builder cannot pay, and they do not constitute a representation that labor can be procured for the minimum listed. Design-Builder shall ascertain the wages above the minimum set forth that may have to be paid.

2.7.7.3 Before commencing the Work, Design-Builder and all Subcontractors, regardless of tier, shall file with the Owner a "Statement of Intent to Pay Prevailing Wages" approved by the Washington State Department of Labor and Industries certifying the rate of hourly wage to be paid each classification of worker, laborer, or mechanic to be employed upon the Work by the Design-Builder and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate. Before any payment is made by the Owner of any sums due under this contract, the Owner must receive from the Design-Builder and any Subcontractor, regardless of tier, a copy of the approved "Statement of Intent to Pay Prevailing Wages." Also following the Final Acceptance of the project, the Owner must receive from the Design-Builder and each Subcontractor, regardless of tier, a copy of the "Affidavit of Wages Paid" approved by the State Department of Labor and Industries. The Design-Builder and each Subcontractor shall pay all fees associated with and make

all applications directly to the Department of Labor and Industries. Forms may be obtained from the Department of Labor and Industries. These affidavits will be required before any funds retained, according to the provisions of RCW 60.28.011, are released to the Design-Builder.

2.7.7.4 Disputes regarding prevailing wage rates shall be referred for arbitration to the Director of the Department of Labor and Industries. The arbitration decision shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060.

2.8 Design-Builder's Responsibility for Project Safety.

2.8.1 Design-Builder recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the performance of the Work. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Work. Unless otherwise required by the Contract Documents, Design-Builder's Safety Representative shall be an individual stationed at the Site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the Site and shall hold weekly safety meetings with Design-Builder's personnel, Subcontractors and others as applicable.

2.8.2 Design-Builder and Subcontractors shall comply with all Legal Requirements relating to safety, as well as any Owner-specific safety requirements set forth in the Contract Documents, provided that such Owner-specific requirements do not violate any applicable Legal Requirement. Design-Builder will immediately report in writing any safety-related injury, loss, damage or accident arising from the Work to Owner's Representative and, to the extent mandated by Legal Requirements, to all government or quasi-government authorities having jurisdiction over safety-related matters involving the Project or the Work.

2.8.3 Design-Builder's responsibility for safety under this Section 2.8 is not intended in any way to relieve Subcontractors and Sub-Subcontractors of their own contractual and legal obligations and responsibility for (i) complying with all Legal Requirements, including those related to health and safety matters, and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injuries, losses, damages or accidents resulting from their performance of the Work.

2.8.4 The Design-Builder shall enforce strict discipline and good order among the Design-Builder's employees and other persons carrying out the Work, including observance of drug testing and all smoking, tobacco, drug, alcohol, parking, safety, weapons, background checks, sexual harassment, and other rules governing the conduct of personnel at the Owner's property and at the Project Site. No change to the GMP or Contract Time, the Design-Builder shall remove from the Work and Work Site any employee or other person pursuant to this Section 2.8.4. Failure to comply with these requirements is grounds for immediate termination of the Contract for Cause.

2.8.5 The Design-Builder shall comply with the pertinent provisions of RCW 49.17, "Washington Industrial Safety and Health Act," and Ch. 296-155 WAC, "Safety Standards for Construction Work."

2.8.6 Pursuant to RCW 49.70, "Worker and Community Right to Know Act," and WAC 296-307-560 et seq., the Design-Builder shall provide the Owner copies of and have available at the

Project Site a workplace survey and material safety data sheets for all “hazardous” chemicals under the control or use of Design-Builder or any Subcontractor of any tier at the Project Site.

2.8.7 A Site-specific Covid-19 safety plan is required. The Design-Builder shall prepare and implement a Site-specific Covid-19 safety plan, which complies with applicable construction job site requirements as established by the state of Washington’s Phased Business Activity Guidelines. The Covid-19 safety plan must be available at the job site and readily available upon request for inspection by state and local authorities. The Design-Builder shall designate a supervisor in its Site-specific Covid-19 safety plan. The Design-Builder shall fully implement the safety plan and provide regular status updates relative to compliance at each progress meeting.

2.9 Warranties and Guaranty.

2.9.1 Design-Builder warrants to Owner that the construction, including all materials and equipment furnished as part of the construction, shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Work, materials, or equipment not conforming to these requirements, including substitutions not properly approved and authorized, are considered defective. Design-Builder’s warranty obligation excludes defects caused by abuse, alterations, or failure to maintain the Work in a commercially reasonable manner. Nothing in this warranty is intended to limit any manufacturer’s warranty which provides Owner with greater warranty rights than set forth in this Section 2.9 or the Contract Documents. Design-Builder will provide Owner with all manufacturers’ warranties upon Substantial Completion.

2.10 Correction of Defective Work.

2.10.1 Design-Builder agrees to correct any Work that is found to not be in conformance with the Contract Documents, including that part of the Work subject to Section 2.9 hereof, within a period of one year from the date of Substantial Completion or within such longer period to the extent required by any specific warranty included in the Contract Documents.

2.10.2 Design-Builder shall, within seven (7) days of receipt of written notice from Owner that the Work is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming Work, including the correction, removal or replacement of the nonconforming Work and any damage caused to other parts of the Work affected by the nonconforming Work. If Design-Builder fails to commence the necessary steps within such seven (7) day period, Owner, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that Owner will commence correction of such nonconforming Work with its own or other contracted forces. If Owner does perform such corrective Work, Design-Builder shall be responsible for all reasonable costs incurred by Owner in performing such correction. If the nonconforming Work creates an emergency requiring an immediate response, the seven (7) day period identified herein shall be deemed inapplicable.

2.10.3 The one-year period referenced in Section 2.10.1 above applies only to Design-Builder’s obligation to correct nonconforming Work and is not intended to constitute a period of limitations for any other rights or remedies Owner may have regarding Design-Builder’s other obligations under the Contract Documents.

2.11 Non-Discrimination.

2.11.1 Design-Builder shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of Subcontractors, including procurement of materials and leases of equipment. Design-Builder shall not participate either directly or indirectly in such discrimination, including discrimination in employment practices. In the event of Design-Builder’s noncompliance with the nondiscrimination provisions of the Contract Documents, Owner shall impose such

sanctions as it, or the Owner's funding agencies, may determine to be appropriate, including, but not limited to: (a) withholding of payments to Design-Builder until Design-Builder complies, and (b) termination or suspension of the Contract, in whole or in part.

2.11.2 Design-Builder shall actively and in good faith provide opportunities for underutilized firms (Underutilized Firms) as Subcontractors and suppliers in the performance of the Phase 2 Services. Design-Builder shall consider granting contracts to Underutilized Firms on the basis of substantially equal proposals in the light most favorable to the Underutilized Firm. Design-Builder shall implement an Outreach Plan, reviewed and approved by the Owner prior to the execution of this Contract, that outlines the proactive strategies, resource commitments, and specific steps Design-Builder will take to effectively reach out to Underutilized Firms for the performance of the Phase 2 Services. As requested by Owner, Design-Builder shall furnish evidence of its compliance with these requirements. As used in this section, Underutilized Firms shall include veteran business enterprises (VBEs), minority business enterprises (MBEs), women business enterprises (WBEs), minority women business enterprises (MWBEs), combination Business enterprises (CBEs) and Socially and Economically Disadvantaged Business Enterprises (SEDBEs). The term "VBE" means a business at least 51% of which is veteran-owned. The terms MBE, WBE, MWBE, CBE and SEDBE are any such business that have been so certified by the State of Washington.

Article 3

Owner's Services and Responsibilities

3.1 Duty to Cooperate.

3.1.1 Owner shall, throughout the performance of the Work, cooperate with Design-Builder and perform its responsibilities, obligations, and services in a timely manner to facilitate Design-Builder's timely and efficient performance of the Work and so as not to delay or interfere with Design-Builder's performance of its obligations under the Contract Documents.

3.1.2 Owner shall provide timely reviews and approvals of interim design submissions and Construction Documents consistent with the turnaround times set forth in the Project Schedule.

3.1.3 Owner shall give Design-Builder timely notice of any Work that Owner notices to be defective or not in compliance with the Contract Documents.

3.2 Furnishing of Services and Information.

3.2.1. Reference Documents. Owner has provided Design-Builder with access to the reference documents (the "Reference Documents") listed in **Exhibit A** to the Contract. Owner provides such Reference Documents to Design-Builder for information only. Design-Builder understands and agrees that Owner shall not be responsible or liable in any respect for any loss, damage, injury, liability, cost or cause of action whatsoever suffered by Design-Builder by reason of any use of any information contained in the Reference Documents or any action or forbearance in reliance thereon. Design-Builder further acknowledges and agrees that (a) if and to the extent Design-Builder or anyone on Design-Builder's behalf uses any of the information in the Reference Documents in any way, such use is made on the basis that Design-Builder, not Owner, has approved and is responsible for such information, and (b) Design-Builder is capable of conducting and obligated hereunder to conduct any and all studies, analyses and investigations as it deems advisable to verify or supplement such information, and that any use of such information is entirely at Design Builder's own risk and at its own discretion.

3.2.2 Except as otherwise provided in the Contract Documents, Owner is responsible for securing and executing all necessary agreements with adjacent land or property owners that are

necessary to enable Design-Builder to perform the Work. Owner is further responsible for all costs, including attorneys' fees, incurred in securing these necessary agreements.

3.3 Reserved.

3.4 Owner's Representative.

3.4.1 Owner's Representative shall be responsible for providing Owner-supplied information and approvals in a timely manner to permit Design-Builder to fulfill its obligations under the Contract Documents. Owner's Representative shall also provide Design-Builder with prompt notice if it observes any failure on the part of Design-Builder to fulfill its contractual obligations, including any errors, omissions, or defects in the performance of the Work. Provided, however, that the failure of Owner's Representative to provide such notice shall not relieve Design-Builder from the obligation to perform the Work and deliver the Project in a manner consistent with its obligations under the Contract Documents. Owner's Representative shall communicate regularly with Design-Builder and shall be vested with the authority to act on behalf of Owner.

3.5 Government Approvals and Permits.

3.5.1 Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees for the Project.

3.6 Owner's Separate Contractors.

3.6.1 Owner is responsible for all work performed on the Project or at the Site by separate contractors under Owner's control. Owner shall contractually require its separate contractors to cooperate with and coordinate their activities so as not to interfere with, Design-Builder in order to enable Design-Builder to timely complete the Work consistent with the Contract Documents.

Article 4

Hazardous Conditions and Differing Site Conditions

4.1 Hazardous Conditions.

4.1.1 Unless shown or indicated in Contract Documents or identified in the Contract Documents to be within the scope of Work, Design-Builder is not responsible for any Hazardous Conditions encountered at the Site. Upon encountering any Hazardous Conditions, Design-Builder will stop Work immediately in the affected area and duly notify Owner and, if required by Legal Requirements, all government or quasi-government entities with jurisdiction over the Project or Site.

4.1.2 Upon receiving notice of the presence of suspected Hazardous Conditions, Owner shall take the necessary measures required to ensure that the Hazardous Conditions are remediated or rendered harmless. Such necessary measures may include Owner retaining qualified independent experts to (i) ascertain whether Hazardous Conditions have actually been encountered, and, if they have been encountered, (ii) prescribe the remedial measures that Owner must take either to remove the Hazardous Conditions or render the Hazardous Conditions harmless.

4.1.3 Design-Builder shall be obligated to resume Work at the affected area of the Project only after Owner provides it with written certification that (i) the Hazardous Conditions have been

removed or rendered harmless and (ii) all necessary approvals have been obtained from all government and quasi-government entities having jurisdiction over the Project or Site.

4.1.4 Design-Builder will be entitled, in accordance with these General Conditions, to an adjustment in the GMP and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance have been adversely impacted by the presence of Hazardous Conditions. Adjustment in Contract Time or compensation for delay will only be allowed for adverse impacts to the critical path. If Design-Builder seeks to have the GMP or the Contract Time, or both, adjusted due to any Hazardous Conditions, Design-Builder shall comply with the provisions of Section 9.1.3 of these General Conditions (Design-Builder Request for Change Order) in addition to the requirements of this Article 4. If Design-Builder has complied with this Article 4 and Section 9.1.3 of these General Conditions and Owner and Design-Builder cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in GMP or Contract Time, or both, as a result of such Work stoppage or such special conditions under which Work is agreed to be resumed by Design-Builder, the Design-Builder may make a Claim therefor as provided in Article 10.

4.1.5 Indemnification.

4.1.5.1 Owner is not responsible for Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors, or anyone for whose acts they may be liable or responsible. To the fullest extent permitted by law, Design-Builder shall indemnify, defend and hold harmless Owner and Owner's officers, directors, employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors or anyone for whose acts they may be liable.

4.1.5.2 Design-Builder is not responsible for Hazardous Conditions introduced to the Site by Owner, or anyone for whose acts it may be liable or responsible. To the fullest extent permitted by law, Owner shall indemnify, defend and hold harmless Design-Builder and its employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by Owner or anyone for whose acts it may be liable.

4.1.6 Design Builder shall not use or otherwise incorporate any asbestos-containing materials or products in the Work. At the time of final acceptance, Design-Builder shall submit a letter to the Owner that no asbestos-containing materials or products have been installed in the building in violation of this contractual provision and applicable laws.

4.1.7 Training and Reporting

4.1.7.1 All workers onsite who are involved in demolition, construction, installation or excavation activities must have current Asbestos Awareness Training, as required by WAC 296-62-07722(6).

4.1.7.2 Prior to bringing onsite any chemicals listed in 6 CFR part 27, Appendix A, the Design-Builder shall submit for itself and for all Subcontractors a completed "Contractor Declaration and Reporting Form for Department of Homeland Security – Chemicals of Interest."

4.1.8 General Requirements When Design-Builder Performs Hazardous Conditions Abatement

4.1.8.1 SUPERVISORY AUTHORITY: Design-Builder assumes all responsibilities

and shall perform all required work under applicable regulations related to their supervisory authority over Subcontractors and personnel performing work related to hazardous materials.

4.1.8.2 ACCESS RESTRICTIONS: Work described in the Contract Documents includes restriction of access to work areas during hazardous materials activities. Access to various work areas by the general public, Subcontractors, and other individuals will not be possible during certain hazardous materials work sequences, as specified in the Contract Documents. Design-Builder shall coordinate the Work to facilitate access by Subcontractors while enforcing work area restrictions, and shall minimize disruption to building occupants and services.

4.1.8.3 WORKING HOURS: No hazardous materials work shall occur when building users have access to work areas. Schedule all hazardous materials work to occur in accordance with schedule requirements outlined elsewhere in the Contract Documents, and when work areas have been vacated by building users.

4.1.8.4 EMERGENCY CONTACTS: Designated qualified representatives of the Contractor and specific hazardous materials Subcontractors are to be available on a 24-hour emergency basis for the duration of the Work. Provide contact information to the Owner's Representative for inclusion in the Project emergency contact list.

4.1.8.5 GENERAL HAZARDOUS MATERIALS SUBMITTALS: Design-Builder shall review the scope of work and submittal requirements outlined in the Contract Documents. Design-Builder shall submit, and require all subcontractors performing the work of handling or disposing of any hazardous materials to submit, pertinent information required by the Contract Documents. Examples of work and impact may include abatement, demolition, saw cutting, roto-hammering, welding, sanding, drilling, scraping or other remodeling and metals-related impact, impact of asbestos-containing joint compound or other material with <1% asbestos, PCB ballast removal or light tube removal and disposal.

4.1.8.6 REGULATIONS, LAWS and ORDINANCES: Design-Builder shall comply with all applicable regulations, laws and ordinances concerning the impact, removal, handling, storage, disposal, monitoring and protection against exposure or environmental pollution related to hazardous or regulated materials and conditions. Impacts to hazardous or regulated materials that may be required by the Work may include, but are not limited to: manual demolition, mechanical demolition, cutting, sawing, drilling, sanding, scraping, welding, power-washing or torch-cutting. Confirm required impacts with other applicable specification sections and drawing sheets. Design-Builder shall furnish all labor, materials, equipment, services and insurance that is specified, shown, or reasonably implied for the removal and handling of hazardous materials as part of the Work.

4.2 Differing Site Conditions.

4.2.1 Differing Site Condition. If Design Builder encounters conditions at the Site which are subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents, or unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents (collectively, a "Differing Site Condition"), then Design Builder shall give written notice to Owner within 48 hours after becoming aware of or having encountered such condition. Design-Builder shall not further disturb the Differing Site Condition or perform any Work in connection therewith (except for an emergency) until receipt of written order to do so. After receipt of such written notice, Owner will promptly review the pertinent condition.

4.2.2 Possible GMP and Contract Time Adjustments

4.2.2.1 If Design-Builder seeks to have the GMP or the Contract Time, or both, adjusted due to the existence of a Differing Site Condition, Design-Builder shall comply with the provisions of Article 9 in addition to the requirements of this Section 4.2.

4.2.2.2 Design-Builder shall not be entitled to any adjustment in the Contract Price or Contract Time if:

- a) Design-Builder knew of the existence of such conditions at the time Design-Builder and Owner negotiated this Contract; or
- b) Design-Builder failed to give the written notice as required by Section 4.2 and/or comply with Article 9.

4.2.2.3 If Design-Builder knows or should have known of a Differing Site Condition during Phase 1 of the Project, but fails to mitigate by taking the Differing Site Condition into account in its design, the adjustment to the GMP or Contract Time will be limited to the adjustment, if any, that Design-Builder would have been entitled to if Design-Builder had not so failed to mitigate.

4.2.2.4 If Design-Builder complies with the provisions of Article 9 and this Section 4.2 and Owner and Design-Builder are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the GMP or Contract Time, or both, a Claim may be made by Design-Builder as provided in Article 10.

Article 5

Insurance and Bonds

5.1 Insurance. The Design-Builder shall provide insurance consistent with and in accordance with the requirements of Article 11 of the Contract.

5.2 Bonds. The Design-Builder shall provide performance and payment bonds consistent with and in accordance with the requirements of Article 11 of the Contract.

Article 6

Payment

6.1 Schedule of Values.

6.1.1 The Design-Builder shall submit a Schedule of Values at least 15 days prior to submitting their first Application for Payment for Phase 2 Work. The Schedule of Values shall reasonably allocate the Contract Sum among the various portions of the Work; be complete; be organized to include detailed breakdown of each major unit of the Work; be organized to correspond to Design-Builder's schedule; break down the Contract Sum showing the value assigned to each part of the Work; be so organized as to facilitate assessment of work and payment of Subcontractors; and be balanced. Design-Builder shall provide documentation substantiating the cost allocation if asked by the Owner. Upon acceptance of the Schedule of Values by the Owner, it shall be used as a basis for all requests for payment.

6.1.2 The Owner will timely review and approve the Schedule of Values so as not to delay the submission of the Design-Builder's first application for payment. The Owner and Design-Builder

shall timely resolve any differences so as not to delay the Design-Builder's submission of its first application for payment.

6.2 Payments.

Owner shall make payments for Phase 1 and Phase 2 Services in accordance with Section 8 of the Contract.

6.3 Withholding of Payments.

6.3.1 On or before the date established in the Contract, Owner shall pay Design-Builder all amounts properly due, less statutory retainage. If Owner determines that Design-Builder is not entitled to all or part of an Application for Payment because of Design-Builder's failure to meet its obligations hereunder, it will notify Design-Builder in writing at least five (5) days prior to the date payment is due. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Design-Builder must take to rectify Owner's concerns. Design-Builder and Owner will attempt to resolve Owner's concerns prior to the date payment is due. If the parties cannot resolve such concerns, Design-Builder may pursue its rights under the Contract Documents, including those under Article 10 hereof.

6.3.2 Notwithstanding anything to the contrary in the Contract Documents, Owner shall pay Design-Builder all undisputed amounts in an Application for Payment within the times required by the Contract.

6.4 Reserved.

6.5 Design-Builder's Payment Obligations.

6.5.1 Design-Builder will pay Design Consultants and Subcontractors, in accordance with its contractual obligations to such parties, all the amounts Design-Builder has received from Owner on account of their work. Design-Builder will impose similar requirements on Design Consultants and Subcontractors to pay those parties with whom they have contracted. Design-Builder will indemnify and defend Owner against any claims for payment and mechanic's liens as set forth in Section 7.3 hereof.

6.6 Substantial Completion.

6.6.1 Design-Builder shall notify Owner when it believes the Work, or to the extent permitted in the Contract Documents, a portion of the Work, is Substantially Complete. Within five (5) days of Owner's receipt of Design-Builder's notice (and all required documents and information), Owner and Design-Builder will jointly inspect such Work to verify that it is Substantially Complete in accordance with the requirements of the Contract Documents. If such Work is Substantially Complete, Owner shall prepare and issue a Certificate of Substantial Completion that will set forth (i) the date of Substantial Completion of the Work or portion thereof, (ii) the remaining items of Work that have to be completed before final payment, (iii) provisions (to the extent not already provided in the Contract Documents) establishing Owner's and Design-Builder's responsibility for the Project's security, maintenance, utilities and insurance pending final payment, and (iv) an acknowledgment that warranties commence to run on the date of Substantial Completion, except as may otherwise be noted in the Certificate of Substantial Completion. Design-Builder's notice shall include the following documents and information:

6.6.1.2 All operating manuals, warranties, record documents and other deliverables required by the Contract Documents; and

6.6.1.3 A signed and stamped set of all calculations supporting the design of the Project.

6.6.2 Upon Substantial Completion of the entire Work or, if applicable, any portion of the Work, Owner shall release to Design-Builder all retained amounts relating, as applicable, to the entire Work or completed portion of the Work, less an amount equal to the reasonable value of all remaining or incomplete items of Work as noted in the Certificate of Substantial Completion, and subject to the Retainage requirements of RCW 60.28 and Section 8.3 of the Contract.

6.6.3 Owner, at its option, may use a portion of the Work which has been determined to be Substantially Complete, provided, however, that (i) a Certificate of Substantial Completion has been issued for the portion of Work addressing the items set forth in Section 6.6.1 above, (ii) Design-Builder and Owner have obtained the consent of their sureties and insurers, and to the extent applicable, the appropriate government authorities having jurisdiction over the Project, and (iii) Owner and Design-Builder agree that Owner's use or occupancy will not interfere with Design-Builder's completion of the remaining Work.

6.7 Final Payment.

6.7.1 After receipt of a Final Application for Payment from Design-Builder, together with all information required by Section 6.7.2 below, Owner shall make final payment by the time required in the Contract if Design-Builder has achieved Final Completion.

6.7.2 At the time of submission of its Final Application for Payment, Design-Builder shall provide the following information:

6.7.2.1 An affidavit certifying that there are no claims, obligations or liens outstanding or unsatisfied for labor, services, material, equipment, taxes or other items performed, furnished or incurred for or in connection with the Work which will in any way affect Owner's interests;

6.7.2.2 A general release executed by Design-Builder waiving, upon receipt of final payment by Design-Builder, all claims, except those claims previously made in writing to Owner and remaining unsettled at the time of final payment;

6.7.2.3 Consent of Design-Builder's surety, if any, to final payment;

6.7.2.4 All operating manuals, warranties and other deliverables required by the Contract Documents; and

6.7.2.5 Certificates of insurance confirming that required coverages will remain in effect consistent with the requirements of the Contract Documents.

6.7.3 Reserved.

6.7.4 Deficiencies in the Work discovered after Substantial Completion, whether such deficiencies would have been included on the Punch List if discovered earlier, shall be deemed warranty Work. Such deficiencies shall be corrected by Design-Builder under Sections 2.9 and 2.10 herein and shall not be a reason to withhold final payment from Design-Builder, provided, however, that Owner shall be entitled to withhold from the Final Payment the reasonable value of completion of such deficient work until such work is completed.

Article 7

Indemnification

7.1 Patent and Copyright Infringement.

7.1.1 Design-Builder shall defend, with counsel reasonably acceptable to Owner (which shall be from insurance panel counsel where applicable), any action or proceeding brought against Owner based on any claim that the Work, or any part thereof, or the operation or use of the Work or any part thereof based upon the design provided by Design-Builder, constitutes infringement of any United States patent or copyright, now or hereafter issued. Owner shall give prompt written notice to Design-Builder of any such action or proceeding and will reasonably provide authority, information and assistance in the defense of same. Design-Builder shall indemnify and hold harmless Owner from and against all direct damages and costs, including but not limited to attorneys' fees and expenses awarded against Owner or Design-Builder in any such action or proceeding. Design-Builder agrees to keep Owner informed of all developments in the defense of such actions.

7.1.2 If Owner is enjoined from the operation or use of the Work, or any part thereof, as the result of any patent or copyright suit, claim, or proceeding for which Design-Builder has an indemnity duty under Section 7.1.1, Design-Builder shall at its sole expense take reasonable steps to procure the right to operate or use the Work. If Design-Builder cannot so procure such right within a reasonable time, Design-Builder shall promptly, at Design-Builder's option and at Design-Builder's expense, (i) modify the Work so as to avoid infringement of any such patent or copyright or (ii) replace said Work with Work that does not infringe or violate any such patent or copyright.

7.1.3 Sections 7.1.1 and 7.1.2 above shall not be applicable to any suit, claim or proceeding based on infringement or violation of a patent or copyright (i) to the extent relating solely to a particular design (conceptual or otherwise), process or product of a particular manufacturer specified by Owner and not offered or recommended by Design-Builder to Owner or (ii) arising from modifications to the Work by Owner or its agents after Acceptance of the Work. If the suit, claim or proceeding is based upon events set forth in the preceding sentence, Owner shall defend, indemnify and hold harmless Design-Builder to the same extent Design-Builder is obligated to defend, indemnify and hold harmless Owner in Section 7.1.1 above.

7.1.4 The obligations set forth in this Section 7.1 shall constitute the sole agreement between the parties relating to liability for infringement or violation of any patent or copyright.

7.2 Tax Claim Indemnification.

7.2.1 If, in accordance with Owner's direction, an exemption for all or part of the Work is claimed for taxes, Owner shall indemnify, defend and hold harmless Design-Builder from and against any liability, penalty, interest, fine, tax assessment, attorneys' fees or other expenses or costs incurred by Design-Builder as a result of any action taken by Design-Builder in accordance with Owner's directive. Owner shall furnish Design-Builder with any applicable tax exemption certificates necessary to obtain such exemption, upon which Design-Builder may rely.

7.3 Payment Claim Indemnification.

7.3.1 Provided that Owner is not in breach of its contractual obligation to make payments to Design-Builder for the Work, Design-Builder shall indemnify, defend and hold harmless Owner from any claims or mechanic's liens brought against Owner or against the Project as a result of the failure of Design-Builder, or those for whose acts it is responsible, to pay for any services, materials, labor, equipment, taxes or other items or obligations furnished or incurred for or in

connection with the Work. Within ten (10) days of receiving written notice from Owner that such a claim or mechanic's lien has been filed, Design-Builder shall commence to take the steps necessary to discharge said claim or lien, including, if necessary, the furnishing of a mechanic's lien bond. If Design-Builder fails to do so, Owner will have the right to discharge the claim or lien and hold Design-Builder liable for costs and expenses incurred, including attorneys' fees.

- 7.4 Design-Builder's General Indemnification.** Design-Builder shall defend, indemnify and hold the Owner, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, but only to the extent resulting from the negligent acts or omissions of, or breaches of this contract by Design-Builder and in no case for except for claims, injuries, and damages, losses or suits caused by the sole negligence of the Owner or any other indemnified party. Design-Builder shall not have the foregoing indemnity duties respecting claims, damages, or losses to the Work itself, however, which shall be covered by Builder's Risk insurance accompanied by a mutual waiver of subrogation between the parties, including Design-Builder's subcontractors.

Notwithstanding anything to the contrary in this indemnity provision, in the event of liability for damages arising out of bodily injury, sickness, disease, or death to persons, or damages to property, or Design-Builder's services under the contract caused by or resulting from the concurrent negligence of the Design-Builder and the Owner, its officers, officials, employees, and/or volunteers, the Design-Builder's liability hereunder shall be only to the extent of the Design-Builder's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Design-Builder's waiver of immunity under Industrial Insurance, Title 51 RCW, but solely for the purposes of this indemnification and only to the extent of claims by an indemnified party against Design-Builder under this indemnity provision. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Article 8

Time

8.1 Obligation to Achieve the Contract Times.

8.1.1 Design-Builder agrees that it will commence performance of the Work and achieve the Contract Time(s) in accordance with Article 6 of the Contract. By executing the Contract, the Design-Builder confirms that the Contract Time is a reasonable period for performing the Work.

8.2 Delays to the Work.

8.2.1 If Design-Builder is delayed in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control and due to no fault of its own or those for whom Design-Builder is responsible, the Contract Time(s) for performance shall be reasonably extended by Change Order. Delays attributable to and within the control of a Subcontractor or supplier shall be deemed to be delays within the control of Design-Builder. By way of example, events that may entitle Design-Builder to an extension of the Contract Time(s) include acts or omissions of Owner or anyone under Owner's control (including separate contractors), changes in the Work, Differing Site Conditions, Hazardous Conditions, and Force Majeure Events. Design-Builder shall make all reasonable efforts to prevent and mitigate the effects of any delay, whether occasioned by an act of Force Majeure or otherwise.

8.2.2 Design-Builder is not entitled to a change in Contract Time unless the progress of the Work on the critical path is delayed and completion of the Work within Contract Time is delayed.

A Request for a Change Order that includes a request for an adjustment in the Contract Time shall be delivered to Owner in accordance with Article 9 herein and, in addition to any requirements in Article 9, shall:

- a. Include a clear explanation of how the event or conditions specifically impacted the critical path and overall construction schedule and the amount of the adjustment in Contract Time requested.
- b. Demonstrate that the delay could not have been avoided by re-sequencing of the Work or other reasonable alternatives.
- c. Be limited to the change in the critical path of a construction schedule, and any updates, attributable to the event or conditions which caused the request for adjustment.

8.3 In addition to Design-Builder's right to a time extension for those events set forth in Section 8.2.1 above, Design-Builder may also be entitled to an appropriate adjustment of the GMP; except that the GMP shall not be adjusted for Force Majeure Events.

Article 9

Changes to the GMP and Contract Time

9.1 Authorized Changes in the Work

9.1.1 General. After execution of the Contract, Changes in the Work are effective solely by Change Order or Work Change Directive.

9.1.2 Change Order. A Change Order is a written instrument issued after execution of the Contract signed by Owner and Design-Builder, stating their agreement upon all of the following:

- 9.1.2.1** The scope of the change in the Work;
- 9.1.2.2** The amount of the adjustment to the GMP, if any; and
- 9.1.2.3** The extent of the adjustment to the Contract Time(s), if any.

A Change Order shall constitute full payment and final settlement of all Claims for Contract Time adjustment and for direct, indirect, and consequential costs, including costs of delays, inconvenience, disruption of schedule, or loss of efficiency or productivity, related to any Work either recovered or affected by the Change Order, or related to the events giving rise to the request for equitable adjustment

9.1.3 Design-Builder Request for Change Order. Change Order requests may be initiated by Design-Builder in accordance with this subsection 9.1.3.

9.1.3.1 If Design-Builder believes that it is entitled to relief for any event or condition arising out of or related to the Work or Project, Design-Builder shall provide to Owner a written Notice of Intent to Submit a Request for Change Order no later than seven days after the event or condition giving rise to the claim for relief.

9.1.3.2 Unless the Owner's Representative issues written notice authorizing Design-Builder additional time to submit the Request for Change Order, Design-Builder shall provide a written Request for Change Order to the Owner's Representative

no later than 21 days after delivery of the Notice of Intent to Submit a Request for Change Order. The Request for Change Order must include (a) specific dollar amount of the requested change to GMP, covering all costs associated with the requested Change Order; (b) specific request for change in Contract Time (number of days); and (c) all documentation supporting the Request for a Change Order, including but not limited to all cost records, schedule analysis, and the documents identified in the Contract Documents, that are in any way relevant to the Design-Builder's Request for Change Order.

9.1.3.3 Pending resolution of Design-Builder's Request for a Change Order, Design-Builder shall continue to perform all Work including, at the written request of the Owner, the work associated with the pending Request for Change Order.

9.1.3.4 A Request for Change order that is not accepted by Owner in writing within 30 days after receipt by Owner is deemed denied.

9.1.3.5 If Design-Builder disagrees with denial of a Request for Change Order, the Design-Builder's sole remedy shall be to file a fully documented Claim in accordance with Article 10 within 30 days after Design-Builder's receipt of the denial or within thirty (30) days after the denial is deemed to have occurred under Section 9.1.3.4 above.

9.1.4 Unilateral Change Order. Owner may unilaterally issue a Change Order at any time, without invalidating the Contract and without notice to sureties. If any such Change Order causes an increase or decrease in the cost of, or time required for, performance of any part of the Work, Owner may make an adjustment in the GMP, Contract Time, or both, in accordance with the Contract Documents. If Design-Builder disagrees with the adjustment to the GMP or Contract Time as indicated in a Unilateral Change Order, Design-Builder's only remedy shall be to file a fully documented Claim in accordance with Article 10. Regardless of any such disagreement, the Design-Builder is required to continue with performance of all Work, including work associated with the Unilateral Change Order.

9.1.5 Owner Change Order Proposal. Change requests may be initiated by Owner through a Change Order Proposal submitted to Design-Builder. Such a request is for information and pricing only, and is not an instruction to execute changes or to stop work in progress, unless issued as a Work Change Directive. Upon receipt of the Owner Change Order Proposal, the Design-Builder shall promptly submit its proposed costs and pricing. If Owner and Design-Builder agree to the terms of the cost and pricing for the proposed change, they shall execute a mutually acceptable Change Order to authorize the change.

9.2 Work Change Directives.

9.2.1 A Work Change Directive is a written order prepared and signed by Owner directing a change in the Work prior to agreement on an adjustment in the Contract Price and/or the Contract Time(s).

9.2.2 Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for the Work Change Directive. Upon reaching an agreement, the parties shall prepare and execute an appropriate Change Order reflecting the terms of the agreement.

9.3 Minor Changes in the Work.

9.3.1 Minor changes in the Work do not involve an adjustment in the GMP and/or Contract Time(s) and do not materially and adversely affect the Work, including the design, quality, performance and workmanship required by the Contract Documents. Design-Builder may make minor changes in the Work consistent with the intent of the Contract Documents, provided, however, that Design-Builder shall promptly inform Owner, in writing, of any such changes and record such changes on the documents maintained by Design-Builder.

9.4 GMP Adjustments.

9.4.1 The increase or decrease in GMP resulting from a change in the Work shall be determined by one or more of the following methods:

9.4.1.1 Unit prices set forth in the Contract or as subsequently agreed to between the parties;

9.4.1.2 A mutually accepted lump sum, properly itemized and supported by sufficient substantiating data to permit evaluation by Owner;

9.4.1.3 Costs, fees and any other markups set forth in the Contract; or

9.4.1.4 If an increase or decrease cannot be agreed to as set forth in items 9.4.1.1 through 9.4.1.3 above and Owner issues a Work Change Directive, the cost of the change of the Work shall be determined by the reasonable expense and savings in the performance of the Work resulting from the change, including a reasonable overhead and profit, as may be set forth in the Contract .

9.4.2 If unit prices are set forth in the Contract Documents or are subsequently agreed to by the parties, but application of such unit prices will cause substantial inequity to Owner or Design-Builder because of differences in the character or quantity of such unit items as originally contemplated, such unit prices shall be equitably adjusted.

9.5 Emergencies.

9.5.1 In any emergency affecting the safety of persons and/or property, Design-Builder shall act, at its discretion, to prevent threatened damage, injury, or loss. Any change in the GMP and/or Contract Time(s) on account of emergency work shall be determined as provided in this Article 9.

Article 10

Claims and Disputes

10.1 Condition Precedent to Filing a Claim. The following actions are a mandatory condition precedent to filing a Claim: (a) a Request for Change Order is denied or deemed denied by the Owner or (b) a Unilateral Change Order is issued by the Owner.

10.2 Claim Deadline. Unless otherwise agreed to in writing by the Owner, a fully documented Claim shall be received by the Owner within thirty (30) days after the denial or deemed denial of a Request for Change Order, or, in the case of a Unilateral Change Order, Design-Builder's receipt of Owner's decision regarding Contract Time or GMP adjustments pursuant to the Unilateral Change Order. Failure to comply with the time requirements set for filing a Claim shall constitute acceptance by the Design-Builder, on behalf of itself and its Subcontractors and suppliers, of the Unilateral Change Order or the Owner's denial or deemed denial of a Request for Change Order.

Such acceptance shall be considered complete, full, and final settlement of all costs, damages, and Claims related to or arising from the Request for Change Order or Unilateral Change Order.

10.3 Design-Builder's Obligation to Continue Work. Pending final decision of a Claim hereunder, the Design-Builder shall proceed diligently with the performance of the Work, including that work associated with the Claim, and maintain its progress with the Work. Failure to proceed as required herein shall constitute grounds for termination for cause under Article 11.

10.4 Information Required in a Fully Documented Claim. Every Claim must be submitted by Design-Builder, in writing and clearly designated by Design-Builder as a fully documented Claim. At a minimum, a fully documented Claim must contain the following information:

10.4.1 A detailed factual statement of the Claim providing all necessary details, locations, and items of Work affected;

10.4.2 The date on which facts arose that gave rise to the Claim;

10.4.3 The name of each person employed or associated with Design-Builder, Subcontractors, suppliers, and/or the Owner with knowledge about the event or condition which gave rise to the Claim;

10.4.4 Copies of documents and a written description of the substance of any oral communications that concern or relate to the Claim;

10.4.5 The specific provisions of the Contract Documents on which the Claim is based;

10.4.6 if an adjustment in the GMP is sought, the exact amount sought, calculated in accordance with the Contract Document and accompanied by all records supporting the Claim;

10.4.7 If an adjustment in the Contract Time is sought, the specific days and dates for which it is sought; the specific reason Design-Builder believes an adjustment in the Contract Time should be granted; and Design-Builder's analyses of its construction schedule, any specific schedule analysis as required by the Contract Documents, and all updates to demonstrate the reason for the adjustment in Contract Time; and,

10.4.8 A statement certifying, under penalty of perjury, that after the exercise or reasonable diligence and investigation the Claim is made in good faith, that the supporting cost and pricing data are true and accurate to the best of the Design-Builder's knowledge and belief, that the Claim is fully supported by the accompanying data, and that the amount requested accurately reflects the adjustment in the GMP or Contract Time for which Design-Builder believes the Owner is liable.

10.5 Cooperation/Claims Audit. Design-Builder shall cooperate with Owner or its designee in the evaluation of its Claim and provide all information and documentation requested by Owner or its designee. Claims filed against Owner shall be subject to audit at any time following the filing of the Claim. Failure of Design-Builder, or Subcontractors of any tier, to maintain and retain reasonably sufficient records to allow Owner to verify all or a portion of the Claim or to permit Owner access to the books and records of Design-Builder, or Subcontractors of any tier, shall constitute a waiver of that part of the Claim and shall bar any recovery on that part of the Claim.

10.6 Owner Evaluation of Claim. After Design-Builder has submitted a fully documented Claim that complies with Article 10, Owner shall respond, in writing, to Design-Builder within sixty (60) days from the date the fully documented Claim is received with a decision regarding the Claim. The Claim shall be deemed denied upon the 61st day following receipt of the Claim by Owner. Any

Claims not fully resolved must be submitted to Dispute Resolution in accordance with Section 10.7.

10.7 Dispute Avoidance and Resolution.

10.7.1 The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Design-Builder and Owner each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Work. If a Claim or other disagreement cannot be resolved through Design-Builder's Representative and Owner's Representative, Design-Builder's Senior Representative and Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such Claim.

10.7.4 If after meeting the Senior Representatives determine that the Claim or other disagreement cannot be resolved on terms satisfactory to both parties, the parties shall submit within thirty (30) days of the conclusion of the meeting of Senior Representatives the dispute or disagreement to non-binding mediation. The mediation shall be conducted by a mutually agreeable impartial mediator. If the parties have not reached an agreement on a mediator within thirty (30) days of the request, either party may submit the unresolved claims or disputes to either JAMS, Seattle, Washington, or such other alternative dispute resolution service to which the parties mutually agree, for appointment of a single mediator. The parties to the mediation shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

10.8 Litigation. Any Claims, disputes or controversies between the parties arising out of or relating to the Contract, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 10.7 above shall be decided by litigation, unless the parties mutually agree in writing otherwise. All unresolved Claims of Design-Builder shall be waived and released unless Design-Builder has complied with the time limits of the Contract Documents, and litigation is served and filed within the earlier of (a) 120 days after the Date of Substantial Completion of all the Work designated in writing by Owner or (b) 60 days after Final Acceptance. This requirement cannot be waived except by an explicit written waiver signed by Owner and Design-Builder. The pendency of mediation shall toll these deadlines until the earlier of the mediator providing written notice to the parties of impasse or 30 days after the last mediation session ended with no further sessions scheduled by the mediator.

10.9 CONSEQUENTIAL DAMAGES.

10.9.1 NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY (EXCEPT AS SET FORTH IN SECTION 10.9.2 BELOW), NEITHER DESIGN-BUILD TEAM NOR OWNER SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL LOSSES OR DAMAGES, WHETHER ARISING IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSSES OF USE, PROFITS, BUSINESS, REPUTATION OR FINANCING. Costs and damages for which Owner shall not be liable under any circumstances include, but are not limited to: (a) borrowing or interest costs, charges, or expenses of Design-Builder; (b) alleged lost profit or overhead on any other project; and (c) Design-Builder's failure or inability to obtain other work. Cost and damages for which Design-Builder shall not be liable to Owner under any circumstances include, but are not limited to: (a) incurred rental expenses, for losses of use, income, profit, financing, business and reputation and for loss of management or employee productivity or of the services of such persons.

10.9.2 The consequential damages limitation set forth in Section 10.9.1 above is not intended to affect the payment of liquidated damages which both parties recognize has been established, in part, to reimburse Owner for some damages that might otherwise be deemed to be consequential.

Article 11

Stop Work and Termination for Cause

11.1 Owner's Right to Stop Work.

11.1.1 Owner may, without cause and for its convenience, order Design-Builder in writing to stop and suspend the Work.

11.1.2 Design-Builder is entitled to seek an adjustment of the GMP and/or Contract Time(s) if its cost or time to perform the Work has been adversely impacted by any suspension of stoppage of the Work by Owner.

11.2 Owner's Right to Perform and Terminate for Cause.

11.2.1 If Design-Builder persistently fails to (i) provide a sufficient number of skilled workers, (ii) supply the materials required by the Contract Documents, (iii) comply with applicable Legal Requirements, (iv) timely pay, without cause, Design Consultants or Subcontractors, (v) prosecute the Work with promptness and diligence to ensure that the Work is completed by the Contract Time(s), as such times may be adjusted, or (vi) perform material obligations under the Contract Documents, then Owner, in addition to any other rights and remedies provided in the Contract Documents or by law, shall have the rights set forth in Sections 11.2.2 and 11.2.3 below.

11.2.2 Upon the occurrence of an event set forth in Section 11.2.1 above, Owner may provide written notice to Design-Builder that it intends to terminate the Contract unless the problem cited is cured, or commenced to be cured, within seven (7) days of Design-Builder's receipt of such notice. If Design-Builder fails to cure, or reasonably commence to cure, such problem, then Owner may give a second written notice to Design-Builder of its intent to terminate within an additional seven (7) day period. If Design-Builder, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Owner may declare the Contract terminated for default by providing written notice to Design-Builder of such declaration.

11.2.3 Upon declaring the Contract terminated pursuant to Section 11.2.2 above, Owner may enter the premises and take possession, for the purpose of completing the Work, of all materials, equipment, scaffolds, tools, appliances and other items thereon, which have been purchased or provided for the performance of the Work, all of which Design-Builder hereby transfers, assigns and sets over to Owner for such purpose, and to employ any person or persons to complete the Work and provide all of the required labor, services, materials, equipment and other items.

In the event of such termination, Design-Builder shall not be entitled to receive any further payments under the Contract Documents until the Work shall be finally completed in accordance with the Contract Documents. At such time, if the unpaid balance of the Contract Price exceeds the cost and expense incurred by Owner in completing the Work, such excess shall be paid by Owner to Design-Builder. Notwithstanding the preceding sentence, if the Contract establishes a Guaranteed Maximum Price, Design-Builder will only be entitled to be paid for Work performed under this Contract. If Owner's cost and expense of completing the Work exceeds the unpaid balance of the Contract Price, then Design-Builder shall be obligated to pay the difference to Owner. Such costs and expense shall include not only the cost of completing the Work, but also losses, damages, costs and expense, including attorneys' fees and expenses, incurred by Owner

in connection with the procurement and defense of claims arising from Design-Builder's default, subject to the waiver of consequential damages set forth in Section 10.5 hereof.

11.2.4 If Owner improperly terminates the Contract for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of Article 9 of the Contract.

11.3 Reserved.

11.4 Design-Builder's Right to Terminate for Cause.

11.4.1 Design-Builder, in addition to any other rights and remedies provided in the Contract Documents or by law, may terminate the Contract for cause for the following reasons:

11.4.1.1 The Work has been stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, because of court order, any government authority having jurisdiction over the Work, or orders by Owner under Section 11.1.1 hereof, provided that such stoppages are not due to Force Majeure Events, the acts or omissions of Design-Builder or anyone for whose acts Design-Builder may be responsible.

11.4.1.2 Owner's failure to provide Design-Builder with any information, permits or approvals that are Owner's responsibility under the Contract Documents which result in the Work being stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, even though Owner has not ordered Design-Builder in writing to stop and suspend the Work pursuant to Section 11.1.1 hereof.

11.4.2 Upon the occurrence of an event set forth in Section 11.4.1 above, Design-Builder may provide written notice to Owner that it intends to terminate the Contract unless the problem cited is cured, or commenced to be cured, within thirty (30) days of Owner's receipt of such notice. If Owner fails to cure, or reasonably commence to cure, such problem, then Design-Builder may give a second written notice to Owner of its intent to terminate within an additional seven (7) day period. If Owner, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Design-Builder may declare the Contract terminated for default by providing written notice to Owner of such declaration. In such case, Design-Builder shall be entitled to recover in the same manner as if Owner had terminated the Contract for its convenience under Article 9 of the Contract.

11.5 Bankruptcy of Design-Builder.

11.5.1 If Design-Builder institutes or has instituted against it a case under the United States Bankruptcy Code, such event may impair or frustrate the Design-Builder's ability to perform its obligations under the Contract Documents. Accordingly, should such event occur:

11.5.1.1 The Design-Builder, its trustee or other successor, shall furnish, upon request of the Owner, adequate assurance of the ability of the Design-Builder to perform all future material obligations under the Contract Documents, which assurances shall be provided within ten (10) days after receiving notice of the request; and

11.5.1.2 The Design-Builder shall file an appropriate action within the bankruptcy court to seek assumption or rejection of the Contract within sixty (60) days of the institution of the bankruptcy filing and shall diligently prosecute such action.

If the Design-Builder fails to comply with its foregoing obligations, the Owner shall be entitled to request the bankruptcy court to reject the Contract, declare the Contract terminated and pursue any other recourse available to the Owner under this Article 11.

11.5.2 The rights and remedies under Section 11.5.1 above shall not be deemed to limit the ability of the Owner to seek any other rights and remedies provided by the Contract Documents or by law, including its ability to seek relief from any automatic stays under the United States Bankruptcy Code or the right of Design-Builder to stop Work under any applicable provision of these General Conditions of Contract.

Article 12

Electronic Data

12.1 Electronic Data.

12.1.1 The parties recognize that Contract Documents, including drawings, specifications and three-dimensional modeling (such as Building Information Models) and other Work Product may be transmitted among Owner, Design-Builder and others in electronic media as an alternative to paper hard copies (collectively "Electronic Data").

12.2 Transmission of Electronic Data.

12.2.1 Owner and Design-Builder shall agree upon the software and the format for the transmission of Electronic Data. Each party shall be responsible for securing the legal rights to access the agreed-upon format, including, if necessary, obtaining appropriately licensed copies of the applicable software or electronic program to display, interpret and/or generate the Electronic Data.

12.2.2 Neither party makes any representations or warranties to the other with respect to the functionality of the software or computer program associated with the electronic transmission of Work Product. Unless specifically set forth in the Contract, ownership of the Electronic Data does not include ownership of the software or computer program with which it is associated, transmitted, generated or interpreted.

12.2.3 By transmitting Work Product in electronic form, the transmitting party does not transfer or assign its rights in the Work Product. The rights in the Electronic Data shall be as set forth in Article 5 of the Contract. Under no circumstances shall the transfer of ownership of Electronic Data be deemed to be a sale by the transmitting party of tangible goods.

12.3 Electronic Data Protocol.

12.3.1 The parties acknowledge that Electronic Data may be altered or corrupted, intentionally or otherwise, due to occurrences beyond their reasonable control or knowledge, including but not limited to compatibility issues with user software, manipulation by the recipient, errors in transcription or transmission, machine error, environmental factors, and operator error. Consequently, the parties understand that there is some level of increased risk in the use of Electronic Data for the communication of design and construction information and, in consideration of this, agree, and shall require their independent contractors, Subcontractors and Design Consultants to agree, to the following protocols, terms and conditions set forth in this Section 12.3.

12.3.2 Electronic Data will be transmitted in the format agreed upon in Section 12.2.1 above, including file conventions and document properties, unless prior arrangements are made in advance in writing.

12.3.3 The Electronic Data represents the information at a particular point in time and is subject to change. Therefore, the parties shall agree upon protocols for notification by the author to the recipient of any changes which may thereafter be made to the Electronic Data, which protocol shall also address the duty, if any, to update such information, data or other information contained in the electronic media if such information changes prior to Final Completion of the Project.

12.3.4 The transmitting party specifically disclaims all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, with respect to the media transmitting the Electronic Data. However, transmission of the Electronic Data via electronic means shall not invalidate or negate any duties pursuant to the applicable standard of care with respect to the creation of the Electronic Data, unless such data is materially changed or altered after it is transmitted to the receiving party, and the transmitting party did not participate in such change or alteration.

Article 13

Miscellaneous

13.1 Confidential Information. Confidential Information is defined as information which is determined by the transmitting party to be of a confidential or proprietary nature and: (i) the transmitting party identifies as either confidential or proprietary; (ii) the transmitting party takes steps to maintain the confidential or proprietary nature of the information; and (iii) the document is not otherwise available in or considered to be in the public domain. The receiving party agrees to maintain the confidentiality of the Confidential Information and agrees to use the Confidential Information solely in connection with the Project. Except for Confidential Information as defined above, all proceedings, records, contracts, and other public records relating to public works are open to the inspection of any interested person, firm or corporation in accordance with RCW 42.56, Public Records Act of the State of Washington.

13.2 Assignment. Neither Design-Builder nor Owner shall, without the written consent of the other assign, transfer or sublet any portion or part of the Work or the obligations required by the Contract Documents.

13.3 Successorship. Design-Builder and Owner intend that the provisions of the Contract Documents are binding upon the parties, their employees, agents, heirs, successors, and assigns.

13.4 Governing Law. The Contract and all Contract Documents shall be governed by the laws of the State of Washington without giving effect to its conflict of law principles. Exclusive venue for any dispute arising out of this Contract shall be in Snohomish County Superior Court.

13.5 Severability. If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

13.6 No Waiver. The failure of either Design-Builder or Owner to insist, in any one or more instances, on the performance of any of the obligations required by the other under the Contract Documents shall not be construed as a waiver or relinquishment of such obligation or right with respect to future performance.

13.7 Headings. The headings used in these General Conditions of Contract, or any other Contract Document, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.

13.8 Notice. Whenever the Contract Documents require that notice be provided to the other party, notice shall be provided consistent with Section 12.3 of the Contract.

13.9 Amendments. The Contract Documents may not be changed, altered, or amended in any way except in writing signed by a duly authorized representative of each party.

Exhibit A

List of Reference Documents

1. ALTA Surveys
2. Due Diligence Report
3. Existing Drawings, various dates

Exhibit B**Owner's Project Criteria**

To be incorporated via future amendment

Exhibit C

Snohomish Regional Fire and Rescue - Fire Stations 32 and 81 Projects

Phase 1a Scope of Services



August 2, 2024

Diane Brown
OAC Services
2200 1st Ave S.
Suite 200
Seattle, WA 98134

Re: SRFR Fire Stations 32 & 81 Phase 1a Services

Dear Diane:

BNBuilders is excited to partner with Snohomish Regional Fire & Rescue to design and build Fire Stations 32 & 81. Along with Miller Hull Architects, we are proposing an initial phase of work to support project kickoff, test fits, and site studies for SRFR. Scope for Phase 1a is outlined below and further details are attached, including Miller Hull's design proposal. Phase 1a is intended to be immediately followed by another phase of design development, with scope to be developed in partnership with SRFR and OAC.

Fee Proposal

The scope of work proposed in this phase is expected to represent a 50/50 split in time between the two fire stations. We are proposing a Not to Exceed fee of \$206,930 and \$206,741 (differing sales tax rates) for Station 32 and 81 respectively. Total cost for this phase of work is \$413,671 inclusive of design services from Miller Hull and WSST. Details of this fee for services are attached.

Schedule

We are proposing a 12-week effort for this phase of work. Miller Hull's attached proposal includes an outline of the 12-wk schedule the team intends to follow.

Scope of Work

BNBuilders and Miller Hull propose the following tasks as part of the Phase 1a Scope of Work:

2601 4th Avenue, Suite 350
Seattle, WA 98121

T: 206.382.3443

F: 206.382.3440

www.bnbuilders.com

WA Contractor License #BNBUII*990K3

Phase 1A - Start Up Services			12 Weeks
NAME	PURPOSE	DELIVERABLES	
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1.2	Project Chartering & Kickoff	Project chartering and kickoff session.	Project Charter and Meeting Minutes
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential Interim FS 81 sites. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis
1.5	FS 32 Test Fits	Test fit up to (3) potential sites for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis
1.6	Onboard Consultants and Trade Partners	Issue RFQs, review submittals, and make final team selections in collaboration SRFR, and OAC Services. DEI Plan development. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals
1.7	Cost Modeling and Project Scheduling	Develop initial cost modeling and comparable data in support of test fits and future phase design. Develop an initial project schedule, with focus on design and permitting.	Cost Modeling Tools and Project Schedule

At the conclusion of Phase 1a, the team will deliver report summarizing the results of the completing tasks, test fit concepts for each site, the project schedule, and key recommendations and findings moving into the next phase of work.

Please reach out with any questions regarding this proposal. Again, BNBuilders and Miller Hull look forward to partnering with SRFR and OAC to deliver two great projects for the communities they serve.

Regards,

Noah Foster

PROJECT: SRFR STATION 32 AND 81
OWNER: SNO REG FIRE & RESCUE (SRFR)
ARCHITECT: MILLER-HULL

ESTIMATE TYPE: Startup Services
ISSUE DATE: 8/2/2024

	Station 32 Phase 1A		Station 81 Phase 1A		TOTAL DESIGN/PRECON BUDGET		
BNB PRECON SERVICES					COMMENTS		
PRELIMINARY / START-UP SERVICES SUPPORT	\$	93,393	\$	93,393	\$	186,787	
POTHOLING / SITE INVESTIGATION SUPPORT	\$	-			\$	-	
UTILITY VIDEO / LOCATES	\$	2,500	\$	2,500	\$	5,000	ALLOWANCE
TCP AND FLAGGING	\$	1,250	\$	1,250	\$	2,500	ALLOWANCE
LASER SCANNING / AERIAL DRONE	\$	-			\$	-	
DESIGN SUPPORT	\$	-			\$	-	
FIELD SUPPORT	\$	750	\$	750	\$	1,500	ALLOWANCE
Subtotal					\$	195,787	
MILLER-HULL DESIGN SERVICES							
ARCHITECTURAL BASIC, EXTRA SERVICES & MARKUPS	\$	63,865	\$	63,865	\$	127,730	MH PROPOSAL DATED 8/02/2024
STRUCTURAL ENGINEERING	\$	5,000	\$	5,000	\$	10,000	FROM MH PROPOSAL
CIVIL ENGINEERING	\$	5,000	\$	5,000	\$	10,000	FROM MH PROPOSAL
MECHANICAL ENGINEERING	\$	-	\$	-	\$	-	
ELECTRICAL ENGINEERING	\$	-	\$	-	\$	-	
LANDSCAPE ARCHITECTURE	\$	-	\$	-	\$	-	
SUSTAINABILITY REPORTING	\$	-	\$	-	\$	-	
TRAFFIC ENGINEERING	\$	-	\$	-	\$	-	
ACOUSTICAL CONSULTANT	\$	-	\$	-	\$	-	
DOOR HARDWARE	\$	-	\$	-	\$	-	
ENVELOPE CONSULTANT	\$	-	\$	-	\$	-	
					\$	-	
					\$	-	
					\$	-	
Subtotal					\$	147,730	
DESIGN/BULD SERVICES (BNBUILDERS)							
MECHANICAL D/B SUBCONTRACTOR					\$	-	
ELECTRICAL D/B SUBCONTRACTOR					\$	-	
					\$	-	
					\$	-	
					\$	-	
Subtotal					\$	-	
EARLY PROCUREMENT							
PROCUREMENT MANAGEMENT & COORDINATION	\$	-			\$	-	
ABATEMENT & DEMOLITION ALLOWANCE	\$	-			\$	-	
MECHANICAL EQUIPMENT PACKAGE	\$	-			\$	-	
PLUMBING EQUIPMENT PACKAGE	\$	-			\$	-	
ELECTRICAL EQUIPMENT PACKAGE	\$	-			\$	-	
ELECTRICAL FIXTURE PACKAGE	\$	-			\$	-	
FIRE SPRINKER DESIGN	\$	-			\$	-	
SITE UTILITIES EQUIPMENT	\$	-			\$	-	
ELEVATOR PURCHASE	\$	-			\$	-	
					\$	-	
Subtotal					\$	-	
ADD SERVICES							
LAND USE	\$	-			\$	-	NOT ANTICIPATED AT THIS TIME
SEPA	\$	-			\$	-	NOT ANTICIPATED AT THIS TIME
EROSION CONTROL	\$	-			\$	-	NOT ANTICIPATED AT THIS TIME
PERMIT FEES	\$	-			\$	-	BY OWNER
GEOTECH	\$	-			\$	-	BY OWNER
HAZMAT SURVEY	\$	-			\$	-	BY OWNER
SURVEY	\$	-			\$	-	BY OWNER
ARCHEOLOGIST	\$	-			\$	-	BY OWNER
ART	\$	-			\$	-	BY OWNER
FF & E PROCUREMENT	\$	-			\$	-	BY OWNER
3RD PARTY INSPECTIONS	\$	-			\$	-	BY OWNER
					\$	-	
Subtotal					\$	-	
TOTAL PRECON + GEN + DESIGN + ADD					\$	343,517	
PRECON & DESIGN CONTINGENCY	5.0%	\$	8,588	\$	8,588	\$	17,176
CONTRACTORS FEE	4.180%	\$	3,635	\$	3,635	\$	7,269 NO FEE ON BNB PRELIM SUPPORT COST
P & P BONDS	0.61%	\$	1,122	\$	1,122	\$	2,245 PASS-THRU (NO FEE)
SUB BONDS	1.0%	\$	-	\$	-	\$	- NOT ANTICIPATED AT THIS TIME
GEN. LIABILITY INSURANCE	0.8%	\$	1,481	\$	1,481	\$	2,962 PASS-THRU (NO FEE)
PROF. LIABILITY INSURANCE	0.9%	\$	1,679	\$	1,679	\$	3,359 PASS-THRU (NO FEE)
BUILDERS RISK INSURANCE	0.0%	\$	-	\$	-	\$	- NOT ANTICIPATED AT THIS TIME
B & O TAX	0.471%	\$	887	\$	887	\$	1,773 .00471 STATE RATE
TOTAL PRECON / DESIGN SERVICES (EXCL WSST)					\$189,150	\$189,150	\$378,300
					9.4%	9.3%	WA Sales Tax Rates (Monroe, Lk. Stevens)
TOTAL SERVICES INCL. WSST PASS THROUGH					\$206,930	\$206,741	\$413,671

PROJECT: SRFR STATION 32 AND 81
OWNER: SNO REG FIRE & RESCUE (SRFR)
ARCHITECT: MILLER-HULL

ESTIMATE TYPE: Startup Services
ISSUE DATE: 8/2/2024

Phase 1A - Startup & Test Fits
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

START	END	HRS	WRK DAY	CAL DAY	WEEKS	MONTHS
07/22/24	10/11/24	480.00	60.00	82.00	12.00	2.77

ITEM DESCRIPTION	QUANTITY	UNIT OF MAESURE	PROJECT EXECUTIVE	PROJECT MANAGER	SR PROJECT ENGINEER	SR SUPERINTEND ENT	ESTIMATOR - CHIEF	ESTIMATOR - SR	ESTIMATOR - MEP	SCHEDULER - DIRECTOR	DIVERSITY DIRECTOR	SUSTAINAB. DIRECTOR	SR. DESIGN MANAGER	DESIGN MANAGER	INNOVATION SR MANAGER	PROJECT ACCOUNTANT	TOTALS BY ACTIVITY (HOURS)	50%	50%	NOTES / COMMENTS
			GERI URBAS	NOAH FOSTER	TBD	JASON STEINBACHER	MIKE HERZOG	TBD	TIMOTHY GOEGLIN	VICKIE WHIPPLE	RACHAEL PEASE	EMILY ENGLISH	NOAH TOOMEY	AAARON HELMERS	BIANCA HUFF	TBD		STATION 32 SPLIT	STATION 81 SPLIT	
KICKOFF & DESIGN MEETINGS	8	ea	16	24		16	16						12	32			116	58	58	
DESIGN COLLAB.	12	wk	16	36		12	36						18	32			150	75	75	
LAND USE, AHJ, PERMITTING	12	wk	20	36		12	12						18	32			130	65	65	
																	-	-	-	
D/B SUB(S) - DEVELOP RFP'S	4	ea	4	8			8						6	12			38	19	19	
D/B SUB(S) - RFP RESPONSE ANALYSIS	4	ea	4	8		4	8						6	12			42	21	21	
D/B SUB(S) - RFP INTERVIEWS	4	ea	4	4		4	4						6	6			28	14	14	
																	-	-	-	
SCHEDULE - INITIAL DEVELOPMENT	1	ea	4	8		8	2			12			2	4			40	20	20	
SCHEDULE - UPDATES (WEEKLY)	11	wk								12			4	6			22	11	11	
																	-	-	-	
TEST FIT REVIEWS	6	ea	16	36		30	40						9	16			147	74	74	
SITE ASSESSMENT / LOGISTICS	6	ea		4		10	2						9	16			41	21	21	
COST MODELING	12	wk	12	12			60						6	24			114	57	57	
																	-	-	-	
DIVERSITY EQUITY & INCLUSION	12	wk		16			4				12						32	16	16	
COMMUNITY RELATIONS																	-	-	-	
																	-	-	-	
ADMIN AND ACCOUNTING SUPPORT	12	wk														12	12	6	6	
PERSONNEL HOURS			96	192	0	96	192	0	0	24	12	0	96	192	0	12	912	456	456	
PERSONNEL COMMITMENT (% of Duration)			20.00%	40.00%	0.00%	20.00%	40.00%	0.00%	0.00%	5.00%	2.50%	0.00%	20.00%	40.00%	0.00%	2.50%				
STAFF BILLING RATE (\$/hr)			\$ 230	\$ 169	\$ 131	\$ 227	\$ 253	\$ 160	\$ 150	\$ 196	\$ 175	\$ 196	\$ 194	\$ 175	\$ 210	\$ 100				Used Exhibit C Rates
TOTAL LABOR COST			\$ 22,080	\$ 32,448	\$ -	\$ 21,792	\$ 48,576	\$ -	\$ -	\$ 4,704	\$ 2,100	\$ -	\$ 18,624	\$ 33,600	\$ -	\$ 1,200	\$ 185,124	\$ 92,562	\$ 92,562	

NOTES:

ESTIMATED REIMBURSABLES	QTY	U/M		\$/UNIT	\$/UNIT	TOTAL	32 TOTAL	81 TOTAL	
General Administrative Costs (Repro / Postage, etc.)	2.77	MO		\$ 535.00	\$ 535.00	\$ 1,483	\$ 741	\$ 741	
Online Documents	2.77	MO		\$ 65.00	\$ 65.00	\$ 180	\$ 90	\$ 90	
				\$ -	\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL ESTIMATED REIMBURSABLES						\$ 1,663	\$ 831	\$ 831	
						\$ -	\$ -	\$ -	
						\$ -	\$ -	\$ -	
						\$ -	\$ -	\$ -	
SUBTOTAL - INDIRECTS						\$ -	\$ -	\$ -	
Phase 1A - Startup & Test Fits						\$ 186,787	\$ 93,393	\$ 93,393	
				TOTAL	TOTAL				



August 2, 2024

Noah Foster
BNBuilders
2601 4th Ave #350
Seattle, WA 98121

Re: SRFR Fire Stations 32 & 81 Startup Services

Dear Noah:

We are pleased to offer this fee proposal for startup services for the SRFR Fire Stations 32 & 81 project. The purpose of this startup scope of work is to kickoff and charter the project and perform test fits and initial site studies for both the interim and permanent stations. Attached to this letter you will find a summary matrix of proposed tasks and fees.

FEE PROPOSAL

For the design services outlined below, compensation shall be computed on an hourly basis with a Not to Exceed fee limit of **\$147,730** plus any applicable tax. This amount includes a reimbursable budget of **\$1,000** and reimbursables will be billed at cost times 1.10. The scope of this proposal is limited to the services identified on the attached task matrix and as discussed with you in recent meetings.

SCHEDULE

Our team is available to begin work immediately pending your authorization to proceed. Our proposal is based on limiting work to no greater than a 12-week period of time. Additional fee may be required to complete the startup scope of work identified if the schedule is extended in duration.

SCOPE OF WORK

The scope of work will be limited to the items identified on the attached task matrix. All study results shall be contingent upon further design, programming, and cost modelling information that will be developed in later phases. Please note that we have included allowances for limited Structural and Civil input on site selection in consideration of geotechnical and other site factors.

EXCLUSIONS

- Cost modelling or integration of cost feedback.
- Development of program beyond initial information provided by SRFR and OAC.
- Interior floor plan layout or other design development beyond general testing for feasibility of overall building shape and size.

Please let us know if you have questions on this proposal. We look forward to taking the first steps in realizing this important public safety project and to starting a great collaborative process with BNBuilders, OAC, and SRFR.

Sincerely,

Zubin Rao, AIA, Associate

Task Matrix

SRFR Fire Stations 32 & 81
8/2/2024

Phase 1A - Start Up Services			12 Weeks
NAME	PURPOSE		DELIVERABLES
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1.2	Project Chartering & Kickoff	Project chartering and kickoff session.	Project Charter
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential Interim FS 81 sites. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams
1.5	FS 32 Test Fits	Test fit up to (3) potential sites for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams
1.6	Onboard Consultants and Trade Partners	Issue RFQs, review submittals, and make final team selections in collaboration with BNBuilders, SRFR, and OAC Services. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals
Note: For this early phase of work an even 50/50 split in overall level of effort is expected between FS 32 and FS 81 for tasks 1.1, 1.2, 1.3 and 1.6. Tasks 1.4 and 1.5 are specific to the different stations, but also anticipate the same level of effort and fee (see LOE Matrix).			

Miller Hull LOE Matrix

SRFR Fire Stations 32 & 81
8/2/2024

		Partner in Charge Sian Roberts	Design Lead Scott Wolf	Project Manager Zubin Rao	Project Architect Arch Level 5	Architect Staff Arch Level 2	Sustainability, Specs, QC	TOTAL HOURS	% FS 32
Rates		\$305	\$305	\$235	\$170	\$145	\$235		
Phase 1A - Start Up Services									
1.2	Project Chartering & Kickoff	4	4	4	4		4	20	\$ 5,000
1.3	Land Use Research and AHJ Meetings	4	4	16	16			40	\$ 8,920
1.4	Interim & Permanent FS 81 Test Fits	2	8	40	100		2	152	\$ 29,920
1.5	FS 32 Test Fits	2	8	40	100		2	152	\$ 29,920
1.6	Onboard Consultants and Trade Partners	8	2	80	20			110	\$ 25,250
TASK HOURS		32	38	212	304	0	8	594	
TASK LABOR FEE		\$9,760	\$11,590	\$49,820	\$51,680	\$0	\$1,880		\$ 124,730
								FEE SPLIT	
								FS 32	50% \$ 62,365
								FS 81	50% \$ 62,365

Team Fee Summary

SRFR Fire Stations 32 & 81
8/2/2024

Phase 1A - Start Up Services				
	Labor Fee	10% Markup	Total Fee	Fee %
Architecture - Miller Hull	\$ 124,730	\$ -	\$ 124,730	85%
Civil - TBD	\$ 10,000	\$ 1,000	\$ 11,000	7%
Structural - TBD	\$ 10,000	\$ 1,000	\$ 11,000	7%
Total Labor Fees	\$ 144,730	\$ 2,000	\$ 146,730	100.0%
Reimbursable Allowance			\$ 1,000	
		Total Task Fee	\$ 147,730	
	FEE SPLIT			
	FS 32	50%	\$ 73,865	
	FS 81	50%	\$ 73,865	

SRFR Fire Stations 31 & 82 Schedule

DRAFT 8/2/2024 (to be refined after kickoff with full team input)

Teams

SRFR	Snohomish Regional Fire and Rescue (Owner)
OAC	OAC Services (Owner's Representative)
BNB	BNBuilders (General Contractor)
MHP	Miller Hull Partnership (Architect)

Weeks 1-12	Phase 1A – Startup Services
Week 1	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Project kickoff. ○ Chartering workshop--goal setting, team roles, project values. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR. ● Project file and administrative setup. ● MHP to begin test fit of FS 81 interim on same site as new station.
Week 2	<ul style="list-style-type: none"> ● BNB/MHP to send out consultant and trade partner RFQ with OAC/SRFR input. ● MHP to begin preliminary land use research. ● Initial test fits, site investigations, and FS 81 concept development. ● BNB to begin building model of recent fire station comparable costs.
Week 3	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review preliminary interim FS 81 test fit and get OAC/SRFR feedback. ○ Review any critical land use issues following preliminary research. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR.
Week 4	<ul style="list-style-type: none"> ● BNB/MHP to receive consultant and trade partner qualifications statements. ● **Ongoing test fits, site investigations, and FS 81 concept development.
Week 5	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ BNB to introduce fire station cost comparisons and the approach to cost modelling moving forward and at various project stages. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR. ○ Review any available test fits and site investigation analysis. ● **Ongoing test fits, site investigations, and FS 81 concept refinement
Week 6	<ul style="list-style-type: none"> ● BNB/MHP to select recommended consultants and trade partners. ● **Ongoing test fits, site investigations, and FS 81 concept refinement.

Exhibit C

Week 7	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review recommended consultants and trade partners with OAC/SRFR. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR (This would be the latest possible point in Phase 1A to introduce new proposed sites and still meet the proposal schedule and NTE fee budget). ○ Review any available test fits and site investigation analysis. ● Ongoing test fits, site investigations, and FS 81 concept refinement.
Week 8	<ul style="list-style-type: none"> ● **Ongoing test fits, site investigations, and FS 81 concept refinement. ● BNB/MHP to begin schedule and fee development and projects for next phases of work in consultation with OAC/SRFR.
Week 9	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review all available test fits and site investigation analysis to date. ○ Select a single site and concept for FS 32 for further refinement. ○ Select a single site and concept for interim FS 81 refinement. ○ Select a single concept for FS 81 refinement.
Week 10	<ul style="list-style-type: none"> ● Refinement of chosen sites and concepts. ● Refinement of schedule, fees, and fee projections for next phases of work.
Week 11	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review final Phase 1A concepts and collect final OAC/SRFR input. ○ Review schedule, fees, and fee projections for next phases of work.
Week 12	Phase IA Final Deliverables <ul style="list-style-type: none"> ● Interim FS 81, FS 81 and FS 32 concept drawings ● Phase IA narrative summary ● Progress update to SRFR Board
Weeks 12-24	<p style="text-align: center;">Phase 1B – Full Validation Duration and Scope of Phase 1B is TBD</p>
<p>**The schedule above notes “ongoing test fits and site investigations” occurring through Week 8. The timing and completeness of owner-provided site information and technical reports will be a major factor in the successful and timely completion of Phase 1A. The following turnaround times should be expected for the initial high-level development of recommendations as new site information is received (see next page).</p>	
1-2 Weeks	<p>Preliminary Site Test Fit (<i>design team can work with public GIS data for a given location</i>)</p> <ul style="list-style-type: none"> ● Building footprint ● Parking count and basic driveway layout ● Location of waste enclosure, transformer, generator ● Opportunities for outdoor use areas

1-2 Weeks	<div>Site Investigation Analysis (<i>design team needs topo survey and preliminary geotechnical report</i>)</div> <ul style="list-style-type: none">• Preliminary civil and structural feedback on geotechnical report• Preliminary civil and architectural analysis of topographical survey information• Preliminary civil feedback on drainage and utilities
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Exhibit D

Work Included in Construction General Conditions

Section 1. Relationship to Construction General Conditions Fee

The Construction General Conditions Fee identified in Section 7.3 of the Progressive Design-Build Contract shall be the sole reimbursement for all costs and expenses associated with the Construction General Conditions Work regardless of whether such work is provided directly by Design-Builder or General Contractor (if not the Design-Builder, or indirectly via subcontract or vendor agreement).

Cost of the Phase 2 Services as identified in Section 7.5 of the Progressive Design-Build Contract shall not include any Construction General Conditions Work identified in this Exhibit D.

Section 2. Construction General Conditions Work

Design-Builder shall be responsible for all required Construction General Conditions Work, in connection with the Phase 2 Services, as well as the performance of the related obligations, as described below. All costs contained below shall be the actual cost necessarily incurred in the completion of the Work.

- **Supervisory and Administrative Personnel** (also includes General Contractor if Design-Builder is not the General Contractor) Wages and salaries of the contractors' supervisory and/or administrative personnel approved in advance by the Owner, are to be reimbursed at actual cost excluding bonuses/incentives or any other adders.
 - All Design-Builder's supervisory and administrative personnel engaged in the on-site performance of Phase 2 Services, including **but not limited to** the Design-Build Project Manager, Construction Manager, Construction Superintendent(s), and those responsible for managing and implementing Design-Builder's scheduling, cost control, billing, health and safety, QA/QC, and expenses. **For clarity, only the Design-Builder's craft labor shall be excluded from this category; any other on-site personnel provided by the Design-Builder (or General Contractor if Design-Builder is not acting as the General Contractor) shall be included as General Conditions and covered by the Design-Builder's General Conditions Fee.**
 - Time of Design-Builder's supervisory and administrative personnel engaged off of the Project Site to support the Phase 2 Services, including visits to suppliers and manufacturing locations, attendance at workshops, travel, and other activities required for the coordination, of production or transportation of material or equipment necessary for the Phase 2 Services, but only for that portion of their time required for the Phase 2 Services.
 - Time of the Design-Builder's personnel stationed at the Design-Builder's principal or branch offices and performing Phase 2 Services with the Owner's prior approval. **For clarity, this does not include time of the Engineer of Record associated with providing submittal reviews, responding to RFIs, and other activities necessary to ensure the construction complies with the design intent.**

- Employee benefits, premiums, taxes, insurance, contributions and assessments for all personnel covered by the General Conditions Fee, and as required by law and collective bargaining agreements. For personnel covered by the General Conditions Fee but not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions paid by the Design-Builder, to the extent such costs are based on wages and salaries paid to supervisory and administrative personnel of the Design-Builder. All payroll taxes are subject to capping. Bonuses and other discretionary payments are not reimbursable directly but are to be recovered by the Design Builder's Fee.
- The reasonable cost of vehicles, travel, accommodations, and meals for the Design-Builder's personnel necessarily and directly incurred in connection with the performance of the Phase 2 Services, subject to the Owner's prior approval. Commuting cost is not reimbursable.
- **Field Office(s) for Design-Builder Staff** (also for General Contractor if Design-Builder is not the General Contractor). All work associated with establishing, operating, and demobilizing Design-Builder's Site Office including, but not limited to:
 - Design-Builder field office mobilization and demobilization
 - Office trailer rental
 - Office furniture and equipment
 - Office janitorial
 - Office supplies
 - Office Computers, software, and maintenance. The cost of such items are subject to the provisions contained in Section 7.5.1.6 of the Contract.
 - High speed internet service
 - All jobsite communication tools, equipment, and services for the Project including:
 - Cellular phones, and cellular phone service, including long-distance calls
 - Telephones, and telephone service, including long-distance calls
 - Jobsite radios
 - The cost of such items are subject to the provisions contained in Section 7.5.1.6 of the Contract.
 - Copy machines, fax machines, printers, scanners, and paper shredders for onsite document reproduction
 - Document reproduction services (off-site or custom)
 - Postage, courier, and express delivery
 - Accounting and data processing costs directly associated with this project. Home office IT, centralized data processing, corporate cloud services etc. are to be recovered by fee.
 - Job travel, including fuel and vehicle
 - Scheduling expenses

- Job meeting expenses necessarily incurred.
- **Construction Supplies and Support Areas**
 - Temporary parking and laydown areas both on and/or off-site, including rental areas
 - Storage facilities, both on and off site, whether owned or rented as substantiated for square footage, with owner's advance approval if owned by the Design-Builder.
 - Incidental construction equipment, small tools, tool shed, and consumables not customarily owned by workers and required for the performance of the Work. The cost of such items are subject to the provisions contained in Section 7.5.1.6 of the Contract.
 - Fuel for onsite equipment
 - Surveying equipment and supplies
 - Project specific signage
- **Temporary Amenities and Utilities** (includes hookup, metering, and consumption costs)
 - Drinking water
 - Temporary toilets
 - Temporary water distribution and meters
 - Temporary fire protection
 - Temporary power
 - Temporary and emergency lighting
 - Temporary construction facilities and services
 - Temporary heat and ventilation
 - Temporary weather protection
- **Site Maintenance and Site Cleanup**
 - Site security
 - Fencing, barricades, partitions, protected walkways, and other measures used for traffic control on site
 - Site erosion control
 - Daily site cleanup, dumpsters, and garbage/recyclables disposal
 - Cleanup at Substantial Completion
- **Health and Safety**
 - Personal protective equipment (PPE) for staff and visitors
 - COVID-19 related PPE (e.g., face masks, face shields, etc.) and all other COVID-19 related safety implementation measures (e.g., temperature check stations)
 - Confined space entry, including personnel protective and monitoring equipment, standby personnel, and all related costs

- Handwashing stations, hand soap, and handwashing signage
- Alcohol-based hand sanitizer
- First aid
- Fall protection
- Safety program administration and training
- Drug testing
- Safety signage
- **Project Documentation**
 - Photographs to document pre-field investigation and pre-construction conditions
 - Project progress photos
 - Reference manuals
 - Project redline drawings
- **Design-Builder owned equipment**
 - Computers, vehicles, Radios or phones or any other Design Builder owned Equipment is subject to the provisions contained Section 7.5.1.6 of the Contract.
 - Electronic Equipment: Hardware to be included in the Owned Equipment rental log, and rental rates based on 2 year estimated useful life. All software rates to be evaluated and negotiated prior to being charged to the project and shall be based on specific project use for individuals on the project. CAD Machine rental to be based on CAD machine operator hours. Computer hardware and software located in the Home office or other offsite office not to be reimbursable.

Exhibit E

Snohomish Regional Fire and Rescue - Fire Stations 32 and 81 Projects

Supporting Pricing Information

EXHIBIT E - BNBUILDERS 2024 - 2025 LABOR RATES

EFFECTIVE THROUGH:		5/1/2025	Standard				
BNB Classification	BNB Class Code	Rate	BNB Classification	BNB Class Code	Rate	Rate	Rate
					Reg.	1.5x	2.0x
Business Unit- Director	DIRBU	234.00	Carpenter Foreman - Sr	CARP FS	133.00	146.00	188.00
Operations Manager	MGROPS	234.00	Carpenter Foreman	CARP F	120.00	143.00	181.00
Principal	PRNC	338.00	Carpenter Journeyman - Lead	CARP LD	114.00	139.00	177.00
Project Executive - Senior	EXECPRS	313.00	Carpenter Journeyman	CARP	107.00	136.00	175.00
Project Executive	EXECPR	230.00	Carpenter Apprentice	CARP A	100.00	130.00	166.00
Project Manager - Senior	MGRPRS	204.00					
Project Manager	MGRPRJ	169.00	Drywall Foreman - Sr	DWFF2	133.00	146.00	187.00
Project Manager - Assistant	ASTPM	150.00	Drywall Foreman	DWFF	120.00	143.00	181.00
			Drywall Journeyman - Lead	DFL	116.00	141.00	177.00
Project Engineer - Senior	ENGRPS	131.00	Drywall Journeyman	DWF	107.00	136.00	175.00
Project Engineer	ENGR	111.00	Drywall Apprentice	DWF A	100.00	130.00	166.00
Project Engineer - Intern	INTPE	70.00					
			Laborer Foreman - Sr	LAB SF	130.00	147.00	188.00
Sustainability Director	DIRSUS	196.00	Laborer Foreman	LAB F	107.00	123.00	149.00
Sustainability Manager	MGRSUS	165.00	Laborer Journeyman - Lead	LAB LD	98.00	116.00	145.00
Sustainability Coordinator	CRDSUS	114.00	Laborer Journeyman	LAB	90.00	112.00	142.00
			Laborer Apprentice	LAB A	82.00	108.00	136.00
Design Manager - Senior	DESIGNMS	194.00					
Design Manager	DESIGNM	175.00	Night Shift				
Quality Manager	MGRQUA	169.00					
Diversity & Inclusion Manager	MGRDI	175.00	Carpenter Foreman - Sr	CARP FS	140.00	156.00	195.00
			Carpenter Foreman	CARP F	125.00	152.00	192.00
PreConstruction Director	PRECON D	314.00	Carpenter Journeyman - Lead	CARP LD	119.00	146.00	187.00
PreConstruction Manager	PRECON M	216.00	Carpenter Journeyman	CARP	112.00	144.00	182.00
Estimator - Chief	ESTCH	253.00	Carpenter Apprentice	CARP A	106.00	135.00	176.00
Estimator - Senior	ESTSR	207.00					
Estimator	EST	160.00	Drywall Finisher Foreman - Sr	DWFF2	138.00	157.00	197.00
Estimator - Assistant	ESTASST	111.00	Drywall Finisher Foreman	DWFF	125.00	152.00	192.00
			Drywall Finisher Journeyman - Lead	DFL	120.00	147.00	187.00
Scheduler - Director	DIRPLN	196.00	Drywall Finisher Journeyman	DWF	112.00	144.00	182.00
Scheduler - Manager	MGRSCH	178.00	Drywall Finisher Apprentice	DWF A	106.00	135.00	176.00
Scheduler	CONSCHE	166.00					
			Laborer Foreman - Sr	LAB SF	136.00	157.00	199.00
Innovation Executive	EXECINV	229.00	Laborer Foreman	LAB F	114.00	130.00	163.00
Innovation Manager Senior	MGRINS	210.00	Laborer Journeyman - Lead	LAB LD	106.00	125.00	156.00
Innovation Manager	MGRIN	187.00	Laborer Journeyman	LAB	98.00	119.00	149.00
Innovation Engineer - Senior	ENGINSR	155.00	Laborer Apprentice	LAB A	91.00	114.00	144.00
Innovation Engineer	ENGINNOV	121.00					
MEP Executive	EXECMEP	234.00					
MEP Engineer	ENGMEP	150.00					
MEP Coordinator - Senior	CRDMEPS	213.00					
MEP Coordinator	CRDMEP	178.00					
IT - Senior	TECHSR	106.00					
IT	TECHIT	87.00					
Project Accountant - Senior	ACCPRS	118.00					
Project Accountant	ACCPR	100.00					
Field Office Coord - Sr	CRDFOSR	112.00					
Field Office Coord	CRDFO	95.00					
Contracts Administrator - Sr	ADMCONS	100.00					
Contracts Administrator	ADMCON	87.00					
Operations Administrator	ADMOP	87.00					
Project Purchasing Agent	ASPURCH	106.00					
Insurance Manager	MGRRSK	200.00					
Insurance Coordinator	CRDRSK	106.00					
Superintendent - Executive	SUPEXEC	314.00					
Superintendent - Senior	SUPSR	227.00					
Superintendent I	SUP 1	181.00					
Superintendent II	SUP 2	153.00					
Safety Director	OSHA 1	234.00					
Safety Regional Lead	OSHA 2	234.00					
Safety Manager	OSHA 3	234.00					
Safety Engineer - Senior	OSHA 4	234.00					
Safety Engineer	OSHA 5	234.00					
Surveyor - Chief Supervisor	SURV 1	235.00					
Survey Engineer	SURV 2	184.00					
Surveyor	SURV 3	184.00					

CONTRACTOR AND OWNER HEREBY ACKNOWLEDGE AND AGREE THE HOURLY LABOR RATES SET FORTH IN THIS EXHIBIT ARE THE AMOUNTS THE CONTRACTOR WILL BILL AND THE OWNER WILL PAY FOR THE WORK PERFORMED BY THE CONTRACTOR'S OWN FORCES FOR THIS PROJECT. THE RATES ARE FOR LABOR ONLY AND SHALL BE USED FOR ALL ADMINISTRATIVE, SUPERVISORY, MANAGEMENT, AND OTHER "GENERAL CONDITIONS" STAFF AS WELL AS ALL CRAFT (OR FIELD) WORK "SELF-PERFORMED" BY THE CONTRACTOR'S OWN FORCES, INCLUDING FOR ALL CHANGE ORDERS. THE RATES HAVE BEEN SPECIFICALLY NEGOTIATED, ARE UN-AUDITABLE, AND WHEN MULTIPLIED BY THE HOURS WORKED SHALL CONSTITUTE COSTS OF THE WORK. THE OWNER'S RIGHT TO AUDIT THE CONTRACTOR'S COSTS WITH RESPECT TO THESE RATES SHALL BE LIMITED TO THE QUANTITY OF HOURS WORKED AND SHALL NOT INCLUDE ITEMS OF COST INCLUDED IN THESE RATES. CONTRACTOR AND OWNER FURTHER ACKNOWLEDGE AND AGREE THAT THESE RATES ARE SUBJECT TO AN INCREASE EACH CALENDAR YEAR IN AN AMOUNT COMMENSURATE WITH CONTRACTOR'S ANNUAL INCREASES IN ITS LABOR COSTS THROUGH PAY RAISES, COST OF LIVING ADJUSTMENTS, UNION PAY RAISES, AND THE LIKE. THE MINIMUM INCREASE EACH YEAR WILL BE FOUR AND NINETY THREE HUNDREDTHS PERCENT (4.93%) OF THE STATED RATE. CONTRACTOR PROVIDES ITS CRAFT (OR FIELD) EMPLOYEES WITH AN INCENTIVE PAY BUMP OF EIGHT PERCENT (8%) ABOVE THEIR BASE PAY FOR NIGHT SHIFT WORK (BETWEEN 4PM AND MIDNIGHT), WHICH WILL BE APPLIED TO THE RATES ABOVE WHEN APPLICABLE.

Exhibit F**Design-Builder's Owned Equipment Rate Schedule**

To be incorporated via future amendment

Exhibit G
Insurance Matrix



NEW BUSINESS

ACTION





EXECUTIVE SESSION

