How long do I keep records? (AR)

Type of Record	Retention and Disposition Action	Disposition Authority Number (DAN)
ADJUDICATIVE PROCEEDINGS		
Adjudicative Proceedings Files - Heard by ALJ	**Retain** for 6 years after closure of case then **transfer** to Washington State Archives**.**	03-03-60492 **Archival**
Adjudicative Proceedings Files - No ALJ involvement	**Retain** for 6 years after case resolved then **destroy**.	GS 18005
Collection Agency Communications (print outs of cases sent to collections)	**Retain** for 2 years after communication received or provided, whichever is later then **destroy.**	GS 09022
COMMODITY COMMISSIONS		
Annual Reports	**Retain** for 6 years after end of federal fiscal year then **destroy**.	GS 01043
Commodity Commission Election and Referendum Secret Ballots	**Retain** for 6 months after end of month then **destroy.**	86-03-36162
Referendum Records	**Retain** for 6 years after superseded then **transfer** to Washington State Archives.	GS 10009 **Archival**
Nominations and Elections	**NEED TO ADD THIS DAN**	
FAIRS		
Annual Reports	**Retain** for 6 years after end of biennium then **destroy**.	GS 01043
Applications for State Aid - Fair Applications	**Retain** for 6 years after end of biennium then **destroy**.	GS 01043
Fairs Program Grants - Special Assistance Grants	**Retain** for 6 years after end of grant period then **destroy.**	GS 23001
Fair Evaluation Reports	**Retain** for 2 years after end of calendar year then **transfer** to Washington State Archives.	86-03-36167 **Archival/Essential**
FORMS		
Form Development and History Files	**Retain** until no longer needed for agency business then **destroy.**	GS 12001
Form Inventory Files	**Retain** until superseded or obsolete then **destroy.**	GS 12003
Forms - Master Set	**Retain** until use of form ceases then **destroy.**	GS 12005 **Essential**
PUBLIC DISCLOSURE		
Public Disclosure Records Requests	**Retain** for 6 years after public records request fulfilled then **destroy.**	GS 05001
General Request for Information	**Retain** for 1 year after response to request completed then **destroy.**	GS 05002
PUBLISHING		
Master Printing Job Documentation	**Retain** for 3 years after date of document then **destroy.**	GS 15001
Photographs, Graphics and Visual Resources	**Retain** until administrative purpose served then **transfer** to Washington State Archives.	GS 15007 **Archival**
Publication and Duplication Service Job Files	**Retain** for 6 years after date of document then **destroy.**	GS 15005
Publications - Development	**Retain** until no longer needed for agency business then **destroy.**	GS 15009

Type of Record	Retention and Disposition Action	Disposition Authority Number (DAN)
Publications	Upon publication, **transfer** one copy to Washington State Archives.	GS 15008 **Archival**
RECORDS MANAGEMENT		
Conservation (Archival Records)	**Retain** until the Archival records are transferred to Washington State Archives then **transfer** to Washington State Archives.	GS 11016 **Archival**
Conservation (Non-Archival Records)	**Retain** until the non-archival records have been destroyed in accordance with a current approved records retention schedule then **destroy.**	GS 11017
Destruction of Public Records	**Retain** for the life of the agency.	GS 11005 **Archival**
Records Control	**Retain** until no longer needed for agency business then **destroy.**	GS 11009
Retention and Disposition Authorization	**Retain** until no longer needed for agency business then **destroy.**	GS 11003
Transfer of Legal Custody	**Retain** for the life of the agency.	GS 11001 **Essential**
RULEMAKING		
Rules and Regulations	**Retain** for 6 years after superseded then **transfer** to Washington State Archives.	GS 10009 **Archival**

This is an abbreviated summary of Administrative Regulations' records. See the State Government General Records Retention Schedule for a complete list of records and records retention information.

Note: 86-03-36162 is not accounted for.