SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM #: Action A 1

DATE: April 24, 2008

SUBJECT: Records Management – Destruction of Records

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:
The issue before the Council is the adoption of Resolution 08-14 to authorize the destruction of City records in accordance with the State Records Management Guidelines and General Records Retention Schedule.

SUMMARY STATEMENT:
Records management and destruction was discussed during the April 10, 2008 Council meeting and staff was directed to prepare a list of documents recommended for disposal.

The retention period for most documents is 3 to 6 years depending on the type of record. Resolution 08-14 (Attachment A) provides a listing of documents which include utility billing stubs, utility account information and garbage books.

All records proposed for destruction are a part of the General Retention Guidelines. There is no requirement under RCW 40.14 to have the State Archivist review the records before they are destroyed.

The City will dispose of records using the document shredding services provided by Coastal Community Bank during the City Cleanup event on April 26, 2008.

ALTERNATIVES
1) Authorize the Mayor to sign Resolution 08-14 and direct staff to destroy the records in accordance with the State Records Management Guidelines and General Records Retention Schedule.
2) Do not authorize the Mayor to sign Resolution 08-14 and continue to store the records.

RECOMMENDEDATION:
Staff recommends that the Council authorize the Mayor to sign Resolution 08-14 and provide for the proper disposal of non essential records in accordance with the State Records Management Guidelines and General Records Retention Schedule.

MOTION
Move to authorize the Mayor to sign Resolution 08-14 and direct staff to dispose of the records in accordance with State guidelines.

Attachments:
A) Resolution 08-14
B) General Retention Schedules

CITY OF SULTAN
SULTAN WASHINGTON

RESOLUTION 08-14

A RESOLUTION OF THE CITY OF SULTAN, A WASHINGTON MUNICIPAL CORPORATION, PROVIDING FOR THE DISPOSAL OF PUBLIC RECORDS IN ACCORDANCE WITH THE STATE OF WASHINGTON RECORDS MANAGEMENT GUIDELINES AND GENERAL RECORDS RETENTION SCHEDULE

WHEREAS, Chapter 40.14 RCW, the Preservation and Destruction of Public Records Act, regulates the disposition of state and local government records; and

WHEREAS, the State of Washington, under the Washington State Local Records Committee has issued schedules to give all local government agencies in Washington State blanket authorization for the continuing disposition of specific types of records according to their assigned retention periods; and

WHEREAS, the City has reviewed the retention schedule and determined that records listed in Exhibit A to this resolution are non-essential records; and

WHEREAS, the City has determined that it does not have adequate storage facilities to continue to retain the records;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sultan that the records listed in Exhibit A may be disposed of in the proper manner in accordance with State guidelines.

PASSED AND ADOPTED this 24th day of April, 2008.

_____
Carolyn Eslick, Mayor

ATTEST:

_____
Laura J. Koenig, City Clerk

Approved as to form:

_____
Kathy Hardy, City Attorney

A.2

Resolution 08-14
Exhibit A

1) 1983 Utility disconnect notices
2) 1984 Utility payment receipts
3) 1995 Utility monthly service reports
4) 1996 Utility payment stubs and disconnect notices
5) 1997 Utility payment stubs and disconnect notices
6) 1997 Garbage books
7) 1998 Utility payment stubs and disconnect notices
8) 1998 Utility payment monthly reports and cash register tapes
9) 1998 Garbage books
10) 1999 Garbage books
11) 1999 Utility payment stubs and disconnect notices
12) 1996 Purchase orders – 2nd and 3rd copies
13) 1997 Purchase orders – 2nd and 3rd copies
14) 1998 Purchase orders – 2nd and 3rd copies
15) 1999 Purchase orders – 2nd and 3rd copies
16) 1997 Facility Use Applications
17) 1997 Phone message books

GENERAL RECORDS RETENTION SCHEDULE for
ALL LOCAL GOVERNMENT AGENCIES

Records Category: ACCOUNTING

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
2	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
3	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
4	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
5	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND 1. Authority to issue duplicated check or warrant in case of loss or destruction. 2. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
6	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
7	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
8	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
9	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
10	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	

Approved by the Local Records Committee: **JULY 2001**

ATTACHMENT B-1

Records Category: ACCOUNTING

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
12	BILLING STATEMENTS (CARDS) – UTILITIES ACCOUNTING Statements of money due for utility services, including amount due, balance, account number and customer's name.	OPR	6 years	Destroy when obsolete or superseded	GS55-05B-01	
13	BILLING STUBS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-02	
14	BILLING SUMMARIES (REGISTERS) - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-03	
15	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
16	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
17	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
18	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
19	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.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
20	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
21	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
22	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	

B.2

Records Category: ACCOUNTING

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
23	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
24	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
25	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
26	COLLECTION AGENCY REPORTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-04	
27	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03	
28	CUSTOMER ACCOUNT ADJUSTMENT FILES - UTILITIES ACCOUNTING Includes applications for low income/senior discount/rate reduction.	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-05	
29	CUSTOMER ACCOUNT INDEX - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-06	
30	CUSTOMER CREDIT FILES - UTILITIES ACCOUNTING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS55-05B-07	
31	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
32	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. **ESSENTIAL RECORD if used for retirement verification** – Needs security microfilm backup – **See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
33	DELINQUENT ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-08	
34	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	

Records Category: ACCOUNTING

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
109	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
110	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
111	UNCOLLECTABLE ACCOUNT LISTS - UTILITIES ACCOUNTING	OFM	3 years	Destroy when obsolete or superseded	GS55-05B-26	
112	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
113	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
114	WARRANT / CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
115	WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

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Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:

ITEM NO.	TITLE AND DESCRIPTION
1	AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.
5	MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
8	ROUTING SLIPS Routing slips used to direct the distribution of documents.
9	SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.
10	TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	USED / CANCELLED EVENT TICKETS AND PASSES

R.S

GENERAL RECORDS RETENTION SCHEDULE for
ALL LOCAL GOVERNMENT AGENCIES

Records Category: PURCHASING

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD: PRIMARY RECORD COPY	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD: SECONDARY RECORD COPY	DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
14	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
15	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.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
16	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
17	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
18	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
19	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
20	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
21	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

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