







| Version | Date of Approval                         | Extent of Revision  |
|---------|--|---|
| 1.15    | April 3, 2019                            | Minor revisions to the Agency-Wide – Background Check Central Unit; Economic Services Administration – General; and Legacy Records sections.  |
| 2.0     | June 5, 2019<br>(effective July 1, 2019) | Removal of Juvenile Rehabilitation and Governor’s Juvenile Justice Advisory Committee sections and minor revisions to the Developmental Disabilities Administration and DSHS Institutions sections.   |
| 2.1     | June 3, 2020                             | Two new series added to Home and Community Services and minor revision to Residential Care Services series.   |
| 2.2     | June 2, 2021                             | Three series discontinued and one new series added; retention changes in Language Testing and Certification and Western State Hospital sections; minor revisions to the Agency-Wide – Background Check Central Unit, Adult Protective Services, Office of Financial Recovery, Economic Services Administration, Language Testing and Certification and Western State Hospital sections. |
| 2.3     | October 6, 2021                          | Added new series to Agency-Wide – All Offices section.  |
| 2.4     | February 2, 2022                         | Added new series to DSHS Institutions – Western State Hospital section.   |
| 2.5     | June 1, 2022                             | Changed retention on one series.  |
| 2.6     | December 7, 2022                         | Added new series to DSHS Institutions – Western State Hospital section.   |
| 2.7     | February 1, 2023                         | Minor corrections Page 41 and 45; remove 06-09-61276 Lakeland Village Swimming Pool Use – Nonscheduled Hours from Legacy Records section; minor changes to series in Residential Care Services section.   |
| 2.8     | June 7, 2023                             | Minor revisions to the “Aging and Disability Services – Residential Care Services” section.   |

For assistance and advice in applying this records retention schedule,  
please contact the Department of Social and Health Services’ Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)





















































































































































**4.3 DIVISION OF DISABILITY DETERMINATION SERVICES – Office 510**

*This section covers records relating to the Division of Disability Determination Services (DDDS).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION  |
|------------------------------------|--|--|--|
| 80-10-26096<br>Rev. 2              | <b><i>Disability Insurance Case Files (Partial)</i></b><br>Maintains a record of identifying information (name, Social Security Number, allowed or disallowed decision, and decision date) on case files sent to the federal Social Security Administration (SSA).<br><i>Note: Series contains confidential information.</i> | <b>Retain</b> for 6 years after end of month<br><i>then</i><br><b>Destroy.</b>           | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |
| 12-06-68253<br>Rev. 2              | <b><i>Disability Insurance Master File</i></b><br>Maintains an electronic record of case decisions and file location.<br><i>Note: Replaces DAN 80-MM-26097.</i><br><i>Note: Series contains confidential information.</i>  | <b>Retain</b> for 2 years after end of calendar year<br><i>then</i><br><b>Destroy.</b>   | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OFM |
| 84-07-34185<br>Rev. 1              | <b><i>Fee Schedules and Billing Instructions</i></b><br>Documents reimbursement rates and policies for medical assistance providers. Includes rate sheets; copy of published fee schedules and billing instructions; reviews and comments on billing instructions prior to publication; and related back-up.                 | <b>Retain</b> for 6 years after superseded<br><i>then</i><br><b>Destroy.</b>             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                               |
| 84-03-33496<br>Rev. 1              | <b><i>Hearing/Appeal Files (Social Security Administration)</i></b><br>Provides informational copies of documentation of decisions made by Social Security Administration on appeal cases for the Division of Disability Determination Services.<br><i>Note: Series contains confidential information.</i>                   | <b>Retain</b> for 2 years after resolution of findings<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |



**4.3 DIVISION OF DISABILITY DETERMINATION SERVICES – Office 510**

*This section covers records relating to the Division of Disability Determination Services (DDDS).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 80-12-26570<br>Rev. 7              | <p><b><i>Medical Evidence of Record (MER) Payments</i></b><br/>Provides documentation of payment for medical reports from physicians. Maintained for federal audit purposes.<br/><i>Note: Series contains confidential information.</i></p>   | <p><b>Retain</b> for 7 years after end of calendar year<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 80-12-26569<br>Rev. 6              | <p><b><i>Medical Exam Vouchers – Consultative Examinations (CE)</i></b><br/>Provides documentation of payment for services performed by medical vendors. Maintained for federal audit purposes. Includes travel, lab, and remittance advice.<br/><i>Note: Series contains confidential information.</i></p> | <p><b>Retain</b> for 7 years after end of calendar year<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 5. REHABILITATION SERVICES

This section covers records relating to rehabilitation services which are not covered by the *State Government General Records Retention Schedule*.

### 5.1 DIVISION OF VOCATIONAL REHABILITATION – Office 950

*This section covers records relating to the Division of Vocational Rehabilitation.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION  |
|------------------------------------|--|--|--|
| 74-10-07016<br>Rev. 1              | <b><i>Service and Complaint Files</i></b><br>Communications covering inquiries regarding Division of Vocational Rehabilitation services, complaints, etc.<br><i>Note: Series contains confidential information.</i>                    | <b>Retain</b> for 7 years after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| 74-07-05549<br>Rev. 6              | <b><i>Vocational Rehabilitation Client Case Files</i></b><br>Documents services provided to clients. Includes client applications and authorizations for purchased services.<br><i>Note: Series contains confidential information.</i> | <b>Retain</b> for 6 years after case closed<br><i>then</i><br><b>Destroy.</b>          | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |



## 6. LEGACY RECORDS

This section covers records no longer being created or received by the Department of Social and Health Services (or any predecessor agencies) which have yet to reach their minimum retention period.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION  |
|------------------------------------|---|--|--|
| 92-06-50769<br>Rev. 2              | <b>Office of Refugee and Immigrant Assistance (ORIA) Social Services Case Files</b><br>Documents ORIA provided foster care services for unaccompanied minors.<br><i>Note: Office 925 Office of Refugee and Immigrant Assistance (ORIA) is the primary user of this series.</i><br><i>Note: Series contains confidential information.</i>  | <b>Retain</b> for 9 years after case closed<br><i>then</i><br><b>Destroy.</b>          | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |
| 04-05-60681<br>Rev. 3              | <b>Resident and Client Protection Program Closed/No Finding/Overtured Finding Case Files</b><br>Records documenting resident and client protection closed, no finding or overturned case files.<br>Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Complaint intake and routing form;</li> <li>• Investigator’s working papers and photographs;</li> <li>• Facility investigation documents;</li> <li>• Financial and resident records;</li> <li>• Police and investigator reports.</li> </ul> <i>Note: Series contains confidential information.</i> | <b>Retain</b> for 6 years after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |
| 94-02-53578<br>Rev. 2              | <b>Washington Telephone Assistance Program (WATAP) Fair Hearing and Appeal Records</b><br>Washington Telephone Assistance Program (WATAP) requests for appeal of eligibility for program payments and documentation of decisions.<br><i>Note: Series contains confidential information.</i>   | <b>Retain</b> for 6 years after final action on case<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>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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