



City of Medina, WA  
Print Records Offer to Archives

DATE August 20, 2023

DAN	Record Series Title and Description	Date Range	Descrip	Number of Boxes
GS50-01-12 Rev. 3	Communications – Governing/Executive/Advisory	2010-2014	Legal Notes/communications - Finance and PW	1
GS50-01-12 Rev. 3	Communications – Governing/Executive/Advisory	2010-2014	Legal Notes/communications - Mayor/Council & fire/Police	1


**Method of Destruction:** Shredding Company Pick-Up  
PROSHRED Seattle  
830 Industry Drive – Building 20  
Tukwila, WA 98188

**Volume to be Destroyed:**

Number of Boxes: 2

**Description of Boxes/Files:**

INSERT HERE 2 Bankers Boxes + full shredding bins  
**Date of Destruction:** DATE 8/20/2023

**Signatures of Approving Officials:**

Dawn Nations

Department Records Management Coordinator – Dawn Nations, Deputy City Clerk

Aimee Kellerman

Supervisor/Director/Records Officer (RO) – Aimee Kellerman, City Clerk

[Signature]

Shredding Vendor (if applicable)

**For Official Use Only:**

Date Recv'd for Review:

Date Approved:



# City of Medina, WA

## Print Records Destruction Log

### August 31, 2023

DAN	Record Series Title and Description	Date Range	Destroy Date	Medina Tracking Only Box Letter / Log Number
GS50-02-04 Rev. 2	Secondary Copies - Invoices & check copy	2018	2019	A
GS50-02-04 Rev. 2	Secondary Copies - Invoices & check copy	2018	2019	B
GS50-02-04 Rev. 2	Secondary Copies - Invoices & check copy	2018	2019	C
GS50-03E-15 Rev. 1	Employee Pay History	2015-2018	2022	D
LU50-11-24 Rev. 1	Land Use Projects - Application Review - 1835 73rd Ave NE	1990-97	2003	E - 278
GS52011-169 Rev. 2	Contracts and Agreements - Capital Assets (Non-Real Property) - ROW Permits	2010-2013	2020	F - 182
GS50-01-11 Rev. 4	Contracts and Agreements - General - Contracts & Agreements 2011-2012	2011	2017	G - 303
GS2011-184 Rev. 3	Financial Transactions - AP (A-G)	2016	2023	H - 276
GS2016-007 Rev. 0	Members Notes - Agenda Packets	2007-2008	2009	I
GS2016-007 Rev. 0	Members Notes - Agenda Packets	2009	2010	J
GS2016-007 Rev. 0	Members notes - agenda packets thru 2010 AND	2010	2011	
GS2011-184 Rev. 3	Financial Transactions General - Check Registers (Not Payroll)	2006	2013	K
GS2016-007 Rev. 0	Members Notes - Agenda Packets	2011	2012	L
GS50-02-04 Rev. 2	Secondary Copies - Minutes	2003-2008	2009	M
GS2011-184 Rev. 3	Financial Transactions - AP (H-O)	2016	2023	N
GS2011-184 Rev. 3	Financial Transactions - AP (P-Z)	2016	2023	O
GS2011-184 Rev. 3	Financial Transactions - Cash Receipts	2016	2023	P
GS2016-007 Rev. 0	Members Notes - Budget Meetings	2001-2014	2015	Q
GS2011-184 Rev. 3	Financial Transactions - Cash Receipts	2015 & 2004	2022	R
GS50-03E-15 Rev. 1	Employee Pay History - Timecards	1998-2000	2005	S
GS50-03E-15 Rev. 1	Employee Work History	1991	2015	T
GS50-03E-15 Rev. 1	Employee Pay History - Timecards	2008-2009	2015	U

DAN	Record Series Title and Description	Date Range	Destroy Date	Medina Tracking Only Box Letter / Log Number
GS50-03E-15 Rev. 1	Employee Work History	1991-1995	2020	V
GS50-03E-15 Rev. 1	Employee Pay History - Timecards	1998-2000	2005	W
GS50-03E-15 Rev. 1	Employee Pay History - Timecards	2011	2015	X
LU50-11-05 Rev. 1	Permits Issued - Construction	up to 2009	2015	Y - 092
LU50-11-05 Rev. 1	Permits Issued - Construction	up to 2009	2015	Z - 093
LU50-11-05 Rev. 1	Permits Issued - Construction	up to 2009	2015	AA - 094
GS2011-184 Rev. 3	Financial Transactions - AP (A-E)	2015	2022	BB
GS2011-184 Rev. 3	Financial Transactions - AP (F-O)	2015	2022	CC
GS2011-184 Rev. 3	Financial Transactions - AP (P-Z)	2015	2022	DD
GS2011-184 Rev. 3	Financial Transactions - pass through	2014	2022	EE - 020
GS2011-184 Rev. 3	Financial Transactions - pass through	2011-2013	2020	FF - 022
GS50-03E-15 Rev. 1	Transactions)	2002-2010	2017	GG
GS50-03E-15 Rev. 1	Employee Pay History - Timecards	2007	2012	HH
GS50-02-04 Rev. 2	Secondary Copies - Budget Books	2000-2009	2010	II
GS50-03D-03 Rev. 0	Budget Development Files	up to 2006	2007	JJ
GS52011-169 Rev. 2	ROW Permits	1980-2001	2007	KK - 201
GS2012-016 Rev. 0	Public Notice (Official)	2012	2019	n/a (1 folder)
GS2010-014 Rev. 3	Public Records Requests	2010	2013	n/a (5 folders)

**Method of Destruction:** Shredding Company Pick-Up  
PROSHRED Seattle  
830 Industry Drive – Building 20  
Tukwila, WA 98188

**Volume to be Destroyed:**

Number of Boxes: 34

**Description of Boxes/Files:**

Various – City Clerk's Office –  
Boxes from Off-Site Storage

**Date of Destruction:** 08/31/2023

**Signatures of Approving Officials:**

Dawn Nations

Department Records Management Coordinator – Dawn Nations, Deputy City Clerk

Aimee Kellerman

Supervisor/Director/Records Officer (RO) – Aimee Kellerman, City Clerk

Shredding Vendor (if applicable)

**For Official Use Only:**

Date Recv'd for Review:

29SEP23

Date Approved:

30SEP23

## Local Government Public Records Destruction Log

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to [RCW 40.14.070](#), [WAC 434-610-070](#), and [WAC 434-640-010, -020, and -030](#). Please fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the [Local Government Common Records Retention Schedule \(CORE\)](#)).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
<i>Public Disclosure</i>	GS2010-014 Rev. 3	<i>2 Years</i>	<i>2 Years After Fulfilled</i>	Online and CH Servers/Shared Drive	January – December 2016, 2017, 2018, 2019, 2020 and January -August 2021	Yes	Delete

*\*Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)*

**Statement: The public records listed above have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.**

*The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.*

**This sample form was prepared by Washington State Archives as a courtesy to local government agencies in January, 2014.**

***It may be modified to meet individual agency needs.***

## Local Government Public Records Destruction Log

The individual responsible for inventorying the listed records must sign below prior to the Records Manager's approval:

Employee Signature: Dawn Nations Printed Name: Dawn Nations Division: city clerks - Central Services

The Records Manager must sign the approval of this request prior to the destruction of the listed records:

Records Manager Signature: Aimee Kellerman Printed Name: Aimee Kellerman Date Approved: 9/21/2023

The person/people responsible for the destruction of records must sign upon destruction of the listed records:

Employee Signature: Dawn Nations Printed Name: Dawn Nations Date Records Destroyed: 9/22/2023

Vendor Business Name (if used): NA - online-CH server records Phone: \_\_\_\_\_

Vendor Signature: NA Printed Name: \_\_\_\_\_ Date Records Destroyed: \_\_\_\_\_

*The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.*

**This sample form was prepared by Washington State Archives as a courtesy to local government agencies in January, 2014.**

***It may be modified to meet individual agency needs.***



# City of Medina, WA

## Print Records Destruction Log

### October 2023

DAN's Included	File Contents	Date Range	Destroy Date
GS50-04B-06 Rev. 4	Employee Files - No Longer Employed as of 2008-2013 (includes benefit enrollment, tax forms, letters of resignation, etc.) Does NOT include pension verification files.	2001-2013	1/1/2020
GS50-04B-06 Rev. 4	Temporary Employee Files (lifeguards)	2010-2012	1/1/2019
GS2016-010 Rev. 0			
GS50-06B-09 Rev. 1	Refernce Materials and old software manuals	2002-2009	1/1/2010
GS50-02-04 Rev. 2	Secondary/Duplicate Copies of Accounts Payable Paperwork	2019-2021	1/1/2022
GS50-02-04 Rev. 2	Secondary/Duplicate - Employee Pay History - Time sheets - NOT pension verificaton	2019-2021	1/1/2022
GS2011-184 Rev. 3	Financial Transactions - General - Journal Entries	2015-2016	1/1/2023
GS50-03A-26 Rev. 1	Audit Reports		
GS50-03F-01 Rev. 0	Audit Back-Up Files	2013-2017	1/1/2018
GS50-03A-17 Rev. 1	Financial Reporting (mandatory - IRS - W-2's and 1099s	2011-2018	1/1/2023
GS50-06C-02 Rev. 1	Workers Comp Claims	2003	1/1/2011
GS2017-004 Rev. 0	Employee Litigation Development File	2006-2008	1/1/2010
GS50-03D-03 Rev. 0	Budget Working Files	2001-2003, 20	1/1/2018
GS50-12D-04 Rev. 0	State and Local Tax Returns	2016	1/1/2022
GS2011-184 Rev. 3	Financial Transactions - General - Various	2008-2012	1/1/2019

**Method of Destruction:** Shredding Company Pick-Up  
PROSHRED Seattle  
830 Industry Drive – Building 20  
Tukwila, WA 98188

**Volume to be Destroyed:**

Number of Boxes: \_\_\_\_17\_\_\_\_

**Description of Boxes/Files:**

10 Bankers Boxes & full shredding bins

**Date of Destruction:** 10/12/23

**Signatures of Approving Officials:**

*Dawn Nations*

Department Records Management Coordinator – Dawn Nations, Deputy City Clerk

*Aimee Kellerman*

Supervisor/Director/Records Officer (RO) – Aimee Kellerman, City Clerk

Shredding Vendor (if applicable)

**For Official Use Only:**

Date Recv'd for Review:

Date Approved:




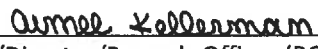
**City of Medina, WA**  
**Print Records Destruction Log**  
**10/24/2023**

DAN	Record Series Title and Description	Date Range	Destroy Date	Medina Tracking Only Box Letter / Log Number
GS50-04D-03 Rev. 1	Employee Benefits - Enrollment and Participation	2007-08	1/1/2015	Files from HR Filing Cabinet
GS50-01-11 Rev. 4	Contracts	2010-12	1/1/2017	
GS50-03E-01 Rev. 1	Employee Pay History	up to 2015	1/1/2022	
GS2011-180 Rev. 1	Agency Provided Training - Sexual Harassment 2015	2015	1/1/2022	
GS50-05A-26 Rev. 2	Employment Eligibility Verification - I-9 forms	2008-2010	1/1/2020	
GS50-04B-47 Rev. 3	Misconduct Files - Unfounded	2009	1/1/2011	
GS50-05A-26 Rev. 2	Employment Eligibility Verification - I-9 forms	2011-2012	1/1/2019	
GS2016-010 Rev. 0	Outside Agency Info	Up to 2015	1/1/2023	
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> <p><b>Method of Destruction:</b> Shredding Bin On-Site  PROSHRED Seattle  830 Industry Drive – Building 20  Tukwila, WA 98188</p> </div> <div style="width: 20%;"> <p><b>Volume to be Destroyed:</b>  Number of Boxes: <u>  1/2  </u></p> </div> <div style="width: 35%;"> <p><b>Description of Boxes/Files:</b>  ½ Bankers Box  <b>Date of Destruction:</b> 10/26/23</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%;"> <p><b>Signatures of Approving Officials:</b></p> <div style="margin-bottom: 10px;"> <p><u><i>Aimee Kellerman</i></u>  Department Records Management Coordinator – Dawn Nations, Deputy City Clerk</p> </div> <div style="margin-bottom: 10px;"> <p><u><i>Dawn Nations</i></u>  Supervisor/Director/Records Officer (RO) – Aimee Kellerman, City Clerk</p> </div> <div> <p><u><i>Proshred</i></u>  Shredding Vendor (if applicable)</p> </div> </div> <div style="width: 25%; background-color: #e0e0e0; padding: 5px;"> <p><b>For Official Use Only:</b></p> <p>Date Recv'd for Review:  <u>                    </u></p> <p>Date Approved:  <u>  24 OCT 23  </u></p> </div> </div>				

**City of Medina, WA**  
**Print Records Ready TO DESTROY**  
**8/15/2024**

DAN	Record Series Title and Description	Date Range	Destroy Date	Medina Tracking Only Box Letter / Log Number
GS2017-010 Rev. 0	Leave/Overtime - Non-Routine (seperated employees)	Up to 1/1/2018	1/1/2024	
GS50-04B-09 Rev. 2	Leave/Overtime - Routine (seperated employees)	Up to 1/1/2020	1/1/2024	
GS50-04D-03 Rev. 1	Employee Benefits - Enrollment and Participation (seperated employees)	Up to 8/1/2018	8/1/2024	
GS50-03E-01 Rev. 1	Employee Pay - Authorizations and Deductions (seperated employees)	Up to 8/1/2018	8/1/2024	
GS50-03E-15 Rev. 1	Employee Pay - History (seperated employees)	Up to 8/1/2020	8/1/2024	
GS2017-006 Rev. 0	Employee Pay - IRS Forms (seperated employees)	Up to 8/1/2020	8/1/2024	
GS50-06C-02 Rev. 1	Workers' Compensation Claims	Up to 8/1/2017	8/1/2024	
GS50-04B-06 Rev. 4	Employee Work History (seperated employees)	Up to 8/1/2018	8/1/2024	
GS2012-046 Rev. 0	Billing Stubs	2019-2021	1/1/2024	
GS2011-186 Rev. 0	Banking - Deposited Items	2019-2021	1/1/2024	
GS2010-082 Rev. 0	Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims	Up to 2011	1/1/2017	
GS50-08A-01 Rev. 1	Bids & Proposals - Successful (City Attorney Svs)	4/23/2018	4/24/2024	
GS2011-180 Rev 1	Agency Provided Training	Up to 7/1/2018	7/2/2024	
GS2011-184 Rev. 3	Financial Transactions - General	Up to 12/31/2016	1/1/2023	
LE2022-010 Rev. 0	Personnel Records (Peace/Corrections Officers)	Up to 6/1/2014	6/2/2024	
GS2011-183 Rev. 2	Financial Transactions – Bond, Grant, and Levy Projects	1/1/2009-12/31/2015	1/1/2022	
GS50-06E-08 Rev. 1	Disposal of Assets (Non-Real Property)	up to 2018	1/1/2024	
LP50-12D-09 Rev. 0	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	2013-2016	2020	
GS50-04B-05 Rev. 1	Position Description and Classification	2004	2020	
GS50-08A-11 Rev. 1	Bids and Proposals – Unsuccessful	2013		

DAN	Record Series Title and Description	Date Range	Destroy Date	Medina Tracking Only Box Letter / Log Number
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<b>Method of Destruction:</b> Shredding Company Pick-Up PROSHRED Seattle 830 Industry Drive – Building 20 Tukwila, WA 98188		<b>Volume to be Destroyed:</b>  Number of Boxes: 4	<b>Description of Boxes/Files:</b> Bankers Boxes <b>Date of Destruction:</b> August 15, 2024
<b>Signatures of Approving Officials:</b>  <div style="text-align: center;">         _____        Department Records Management Coordinator – Dawn Nations, Deputy City Clerk     </div> <div style="text-align: center;">         _____        Supervisor/Director/Records Officer (RO) – Aimee Kellerman, City Clerk     </div> <div style="text-align: center;">       _____        Shredding Vendor (if applicable)     </div>			<b>For Official Use Only:</b>  Date Recv'd for Review: <div style="text-align: center;"> <u>08/01/2024</u> </div> Date Approved: <div style="text-align: center;"> <u>08/15/2024</u> </div>