



STATE OF WASHINGTON
 OFFICE OF THE SECRETARY OF STATE
 DIVISION OF ARCHIVES AND RECORDS MANAGEMENT
 LOCAL RECORDS COMMITTEE
 PER RCW 40.14

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

1. Page 1 of 2

2. AGENCY City of Seattle	3. DEPARTMENT Hearing Examiner	4. DIVISION/SECTION	5. OFFICE OF RECORD: 37.00.00	6. Date submitted: January 4, 2002
7. ADDRESS (MS or Street, City, and Zip Code) 600 4 th Ave. Seattle, WA. 98104		8. CONTACT/RECORDS COORDINATOR (Name/Telephone/MS) Aurora Mendoza 4-0521 15-13-01		
9. AGENCY RECORDS MANAGER SIGNATURE (Required) <i>I hereby certify that I have completed an appraisal of the record series and examined this schedule for accuracy</i>		Jennifer Smith 02/11/2002 Signature/dated		Jennifer Smith Records Manager's name typed/printed

10. LIST OF RECORD SERIES

a. ITEM NO.	b. TITLE/DESCRIPTION	c. OPR/ OFM	d. Office of Primary Copy	e. Volume of Records Annually in cubic ft.	f. Cut-off (start of retention)	g. Retention Total in Years, Months, or Days	h. Disposition Authority No. (DAN)	i. Archival Designation/Remarks
1	<p><u>APPEALS FILES</u></p> <p>Files track a citizen's appeal to a decision made by a City Department. May include appeals for decisions on a number of issues such as housing, historic preservation status, licensing, noise control, permits, employment, etc. Files include: statement form, accounting information, minutes of hearing, exhibits, mailing lists, hearing tapes and final decisions.</p>	OPR		4 c.f.	Final Decision	6 Years	02-03-0105	Potentially Archival
2	<p><u>RECOMMENDATION FILES</u></p> <p>Recommendations of the Hearing Examiner to the City Council regarding Type IV Land Use decisions (e.g. rezones, permits, etc.). Usually includes a public hearing component and information gathered is presented to the City Council for use in rendering a final decision. Files include final recommendations, affidavits of mailings, procedural materials and hearing tapes.</p>	OPR	Clerks File – Final Report	1 c.f.	Final Recomm- endation	6 Years	02-03-0106	
3	<p><u>LOG OF APPEALS/DOCKET BOOK</u></p> <p>Continuous log of appeals filed with the Hearing Examiners Office. Contains information such as date filed, name of person submitting appeal, case number assigned, hearing date, final closure, etc. Used to provide cross-reference to case files and as quick reference guide.</p>	OFM		1 book	End of Calendar Year	1 Year	02-03-0107	



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4	<u>H.E. SKELETON FILES</u> Copies of final decisions rendered in appeal cases. Used mainly as a reference guide and for historical research purposes by the staff in the Hearing Examiners Office.	OFM		1 c.f.	Admini- strative Purpose Served	0 Years	02-03-0108	

11. OPTIONAL USE BY AGENCY (not required by the Local Records Committee)

a. AGENCY MANAGER SIGNATURE: Meredith Getches	b. AGENCY ARCHIVIST SIGNATURE: Scott Cline
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12. FOR ARCHIVES & RECORDS MANAGEMENT DIVISION USE ONLY

a. LOCAL RECORDS COMMITTEE ACTION:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved as Amended	<input type="checkbox"/> Returned Unprocessed
b. DATE OF ACTION: March 2002	c. Initials of Division reviewer: JMM		

See original for signature For the Attorney General	See original for signature For the State Auditor	See original for signature For the State Archivist
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