
Developing Records Retention Schedules: Records Retention Schedule Revision Plan (Local Government)

Purpose: Provide guidance to local government agencies about Washington State Archives' plans to revise local government retention schedules.

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives (WSA) is continually updating and revising records retention schedules to submit to the Local Records Committee for approval pursuant to [RCW 40.14.070](#).

On a daily basis, local government agencies suggest improvements to records retention schedules ranging from gaps (lack of disposition authority for one of the agency's records), minor errors (such as typographical), and obsolete information (minimum requirements that do not reflect current statutory responsibilities), to incomplete or unclear descriptions or cut-offs. All suggestions and comments are reviewed, and revisions to retention schedules are prioritized based on several factors, including:

- ❖ Potential risk to the record (possible inappropriate/inadvertent destruction); and,
- ❖ Potential risk to the agency (confusing information puts agency at risk).

While some retention schedules need only a minor adjustment and can be completed rather quickly, others require such a complex overhaul that many months are necessary to produce an accurate and up-to-date product that benefits not only the end-users, but also the public. A reference group of subject-matter experts is critical to the development of quality retention schedule.

Once a retention schedule (or section of one) has been identified as needing a revision, a reference group is convened. Typically, a listserv bulletin is distributed, asking for volunteers. If you are not currently registered on the local government listserv, you may do so by clicking the link on our [webpage](#). (On occasion, we procure reference group members through professional associations.) Local government agency employees are always given an opportunity to comment on drafts, which are distributed in the [Local Records Committee](#) agenda packets, also available on our website.

The following records retention schedules have been scheduled for revision; timeframes are vague in consideration of other responsibilities and emergent needs that (may) arise:

Current Records Retention Schedule (RRS) Revision Projects (2015):

1. *Local Government Common RRS (CORE):*
 - Human Resource Management
 - Payroll
2. *Local Government Common RRS (CORE):*
 - Agency Management (Legal Affairs)

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Upcoming Records Retention Schedule (RRS) Revision Projects (2015)*

1. *Utility Services RRS:*

- Sewer and Water Systems
- Solid Waste Management
- Telecommunications (cable, internet, telephone, cellular)

2. *Land Use Planning and Permitting RRS*

Next in Line (2016-2017)* - Listed Alphabetically

- ★ *County Assessors RRS*
- ★ *County Treasurers RRS*
- ★ *District and Municipal Courts RRS*
- ★ *Fire and Emergency Medical RRS*
- ★ *Economic Development and Transportation RRS (Ports)*
- ★ *Emergency Communications (911) RRS*
- ★ *Licensing, Permitting and Taxation RRS*
- ★ *Transit Authorities RRS*
- ★ *Public Hospital Districts RRS*

***NOTE:** These lists are subject to change.

Additional advice regarding the management of public records is available from
Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov