
Developing Records Retention Schedules: What's Happening with the *CORE* HR and Payroll Revisions?

Purpose: Provide guidance to local government entities on the status of the revisions to the Human Resource Management and Payroll sections of the *Local Government Common Records Retention Schedule (CORE)*.

Revision of *CORE* HR and Payroll Sections Still Proceeding

- Washington State Archives is continuing to work with a group of local governments on the revision of the Human Resource Management and Payroll sections of the *Local Government Common Records Retention Schedule (CORE)*.
- While the project has taken longer than originally anticipated, great progress has been made.
- Once the consultation draft has been finalized, local governments will have an opportunity to review and provide feedback on the proposed changes.
- It is expected that revisions will be ready for the Local Records Committee's review and approval in **early 2017**.

Why Is There a *CORE* Version 3.3 in the Meantime?

- Version 3.3 is an interim minor revision to the *Local Government Common Records Retention Schedule (CORE)*.
- Significant improvements to the Records with Minimal Retention Value (Transitory Records) section of the *State Government General Records Retention Schedule* were recently approved for state government agencies.
- Washington State Archives wanted to make these improvements available to local governments as soon as possible, rather than wait until the revisions to the HR and Payroll sections of the *CORE* are complete.

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

**www.sos.wa.gov/archives
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