



State Government Records Retention Schedules Revision Plan Timeline 2011-2012

RECORDS RETENTION SCHEDULE / TASK	2011							2012						
	May 2011	SRC Jun	Jul	SRC Aug	Sep	SRC Oct	Nov	SRC Dec	Jan 2012	SRC Feb	Mar	SRC Apr	May	SRC Jun
Cease discontinuing agency uniques.														
Provide SGRRS informational sessions for Records Officers.														
Develop Toolkit to assist Records Officers develop Agency Comprehensives.														
<i>State Government General Records Retention Schedule (SGRRS)</i>														
<u>PILOT AGENCIES:</u> Western Washington University Department of Personnel Department of General Administration Superintendent of Public Instruction Department of Commerce Office of the Governor Community & Technical Colleges						As completed.		As completed.		As completed.		As completed.		As completed.
<u>NON-PILOT AGENCIES</u>									Records Officers may chose to begin preliminary work.					



WSA Staff Work Phase



Submit to SRC for Approval