



This schedule applies to: County Auditors

Scope of records retention schedule

This records retention schedule covers the public records of County Auditors relating to the functions of supervising elections and voter registration, recording and filing public documents, and licensing vehicles and vessels. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which can be found at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on September 16, 2010.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March, 1977	
2.0	November, 1986	
3.0	December 1997	
3.1	2001 - 2002	Updates to records series originating in Local Government General Records Retention Schedule (LGRRS).
3.2	September, 2006	
3.3	August 28, 2008	Elections section updated.
4.0	January 29, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>County Auditor Records Retention Schedule</i> now begin with the prefix "AU"; there have been no changes to titles, descriptions, retention periods, or archival designations.
4.1	July 30, 2009	Elections section updated to clarify the disposition of security envelopes. DAN 52-03C-80 created; DAN 52-03C-70 modified; DAN 52-03C-71 discontinued.
5.0	September 16, 2010	Complete revision of the Recording and Licensing sections. Records series covered in the <i>CORE</i> (accidents/incidents & workers' compensation, liability waivers, work plans, etc.) or the <i>Local Government General Records Retention Schedule (LGRRS)</i> (non-vehicle/vessel licensing) have been removed. Elections section has been reformatted only; there are no changes to description, retention requirements, or designations.

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



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1. ELECTIONS

The function of administering elections and voter registration in accordance with Title 29A RCW.

1.1 BOUNDARIES

The activity of documenting the boundaries of districts and precincts.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	<i>District and Precinct Boundaries – Development</i> Records documenting the development and revision of district and precinct boundaries where the final records are retained in accordance with DAN AU52-03C-17.	AU52-03C-69 Rev. 0	Retain until obsolete or superseded <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
1.1.2	<i>District and Precinct Boundaries – Final</i> Records documenting the boundaries of districts and precincts, including (but not limited to) legal descriptions and maps. <i>Note: For Board of Commissioners resolutions see CORE DAN GS50-05B-04.</i>	AU52-03C-17 Rev. 0	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



1.2 CANDIDATES

The activity of documenting candidates running for public office.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.1	<i>Candidate Filing Records</i> Records relating to candidate filings including, but not limited to: <ul style="list-style-type: none">• Declarations of candidacy (RCW 29A.20.010).• Nomination petitions.• Withdrawals of candidacy.	AU52-03C-15 Rev. 0	Retain for 6 months after close of filing <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
1.2.2	<i>Filing Receipts/Filing Fee Petitions</i> Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee.	AU52-03C-25 Rev. 0	Retain for 6 years after close of filing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.2.3	<i>Public Disclosure Statements</i> Candidate statement filed by candidates, campaigns, and political action committees. <i>Note: Statement also filed with the Public Disclosure Commission in accordance with RCW 42.17.080.</i>	AU52-03C-42 Rev. 0	Retain for 5 years after close of filing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.3.1	<p>Ballots – Unissued or Undeliverable Unissued ballots and undeliverable balloting packets for all elections. <i>Note: The outer mailing envelopes marked by the postal service as undeliverable are covered by DAN AU52-03C-65.</i> <i>See: RCW 29A.68.011.</i></p>	AU52-03C-70 Rev. 0	Retain for 10 days after official certification of election <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.3.2	<p>Election – Administration Records – Federal Records that document the internal administration of each federal election, including, but not limited to:</p> <ul style="list-style-type: none">• All voted ballots of any kind.• Records that document the organization, operations, inspections of and challenges to the voting process. <p><i>Note: For non-federal elections see DAN AU52-03C-73.</i> <i>See: 42 USC 1974, WAC 434-219-330, and WAC 434-262-200.</i></p>	AU52-03C-72 Rev. 0	Retain for 22 months after date of election <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.3.3	<p>Election – Administration Records – Non-Federal Records that document the internal administration of each non-federal election, including, but not limited to:</p> <ul style="list-style-type: none">• All voted ballots of any kind.• Records that document the organization, operations, inspections of and challenges to the voting process. <p><i>Note: For federal elections see DAN AU52-03C-72.</i> <i>See: WAC 434-262-200.</i></p>	AU52-03C-73 Rev. 0	Retain for 60 days after date of certification <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.3.4	<p><i>Election – Official Results Records – Federal</i> Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to:</p> <ul style="list-style-type: none"> • Canvassing board records. • Certification records. • District resolutions. • Official abstracts of the votes that were tabulated. • Sample ballots. • Voters’ pamphlets. <p><i>Note: For non-federal elections see DAN AU52-03C-75. See: 42 USC 1974, WAC 434-219-330, and WAC 434-262-200.</i></p>	AU52-03C-74 Rev. 0	<p>Retain for 22 months after date of election <i>then</i> Transfer to Washington State Archives.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
1.3.5	<p><i>Election – Official Results Records – Non-Federal</i> Core official documentation and published notices concerning the initiation and outcome of each non-federal election, including, but not limited to:</p> <ul style="list-style-type: none"> • Canvassing board records. • Certification records. • District resolutions. • Official abstracts of the votes that were tabulated. • Sample ballots. • Voters’ pamphlets. <p><i>Note: For federal elections see DAN AU52-03C-74. See: WAC 434-262-200.</i></p>	AU52-03C-75 Rev. 0	<p>Retain for 60 days after date of certification <i>then</i> Transfer to Washington State Archives</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.3.6	Recall Of Elected Officials – Insufficient Records relating to the processing of a recall where requisite number of signatures is not sufficient. Includes, but is not limited to, petitions. <i>See: RCW 29A.56.230.</i>	AU52-03C-76 Rev. 0	Retain for 30 days after conclusion of count <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.3.7	Recall Of Elected Officials – Sufficient Records relating to the processing of a recall where requisite number of signatures is sufficient. Includes, but is not limited to, petitions.	AU52-03C-34 Rev. 0	Retain for 6 years after determination of sufficiency <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
1.3.8	Security Envelopes All security envelopes as defined by RCW 29A.40.091. <i>Note: Affidavit envelopes are covered by DAN AU52-03C-72 or AU52-03C-73.</i> <i>See: RCW 29A.68.011.</i>	AU52-03C-80 Rev. 0	Retain for 10 days after official certification of election <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
1.3.9	Statement of Election Expenses	AU52-03C-79 Rev. 0	Retain for 6 years after date of election <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.3.10	Statistical Records Required by Federal Elections Commission Includes registration, voting and file maintenance activity required for biennial reporting. <i>See: 42 USC 1973.</i>	AU52-03C-55 Rev. 0	Retain for 24 months after issuance of final report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
1.3.11	Voting System Acceptance Testing Documents Includes all legally required official test documents, records indicating corrective action, and voting equipment verification.	AU52-03C-77 Rev. 0	Retain until voting system is discontinued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.4 VOTER REGISTRATION

The activity associated with the registration of voters.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.4.1	Challenges to Voter Registration	AU52-03C-11 Rev. 0	Retain for 6 years after date of resolution of challenge <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.4.2	Voter Registration – Non-State Voter Registration Database (Non-VRDB) Records relating to the registering of voters where the record has not been submitted to the Office of the Secretary of State for inclusion in the VRDB. Includes, but is not limited to: <ul style="list-style-type: none"> • Bound registers of voters. • Original registration cards. • Voter registration name and address changes. • Voter registration totals. <i>See: 42 USC 1973.</i>	AU52-03C-33 Rev. 0	Retain for 24 months after last federal election in which voter was eligible to vote <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
1.4.3	Voter Registration – State Voter Registration Database (VRDB) Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of the VRDB. Includes, but is not limited to: <ul style="list-style-type: none"> • Original registration cards. • Voter registration totals. <i>Note: The records within the VRDB are designated archival in accordance with the Office of the Secretary of State Records Retention Schedule.</i>	AU52-03C-27 Rev. 0	Retain until obsolete or superseded <i>then</i> Arrange for appraisal by Washington State Archives.	Archival (Appraisal Required) NON-ESSENTIAL OFM



1.4 VOTER REGISTRATION

The activity associated with the registration of voters.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.4.4	<p>Voter Party Affiliation – Presidential Primaries Party affiliation data within the voter registration record. For presidential primaries only.</p> <p><i>Note: The records of the Office of the Secretary of State relating to party affiliation for presidential primaries are designated archival in accordance with the Office of the Secretary of State Records Retention Schedule.</i></p> <p><i>Note: For all other records pertaining to party affiliation, use DAN # AU52-03C72, Election Administration Records – Federal.</i></p> <p><i>See: RCW 29A.56.050 and WAC 434-219-330.</i></p>	AU52-03C-78 Rev. 0	Retain for 60 days after certification of presidential primary by Secretary of State <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.4.5	<p>Voter Status Change, Verification Notices and Confirmations All records generated in the course of producing acknowledgment notices, confirmation mailings, verification or any other confirmation of voter status, and notices returned to election offices by registrants responding to verification or confirmation. Includes database records and logs that show audit trail of changes to voter status and data source initiating the change.</p> <p><i>Note: Does not include address change records covered by DAN AU52-03C-33, Voter Registration - Non-State Voter Registration Database (Non-VRDB).</i></p> <p><i>See: 42 USC 1973 and 42 USC 1974.</i></p>	AU52-03C-65 Rev. 0	Retain for 3 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2. LICENSING AND PERMITTING

The function of vehicle and vessel licensing and permitting. Includes the issuance of titles, registrations, plates and tabs, and the collection of fees and taxes.

See the **Local Government General Records Retention Schedule (LGRRS)** for other types of licensing or permitting.

See the **Local Government Common Records Retention Schedule (CORE)** for licenses or permits obtained by or for the agency.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.1.1	<p>Vehicle/Vessel Licensing and Permitting</p> <p>Records documenting the licensing and permitting of vehicles and vessels in accordance with RCW 46.01.140 and where the data is transmitted to and retained by the Department of Licensing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Vehicle/vessel title and registration applications (including supporting documentation, monthly gross weight receipts, etc.);• Vehicle/vessel permits (trip, fuel, 45 days NRM, 3-60-90, off-road vehicle (ORV); 15 days temporary use, no-fee/transit, etc.);• Inventory and reconciliation (certification, batch receipts, batch insufficient reports, assignments and disassignments, monthly reports and verifications, batch receipts, end of day workstation recaps, etc.);• Shipping document lists (title, non-title);• Dishonored check letters, restitution receipts, etc.;• Department of Licensing reports (internal audit, etc.). <p>Excludes daily remittance workstation recap covered by CORE (GS50-03A-09, Daily Cash Report or Summary).</p>	AU52-03D-20 Rev. 1	Retain for 18 months after submitting records to Department of Licensing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. RECORDINGS AND FILINGS

The activity of recording and filing documents in accordance with Chapter 36.22 RCW. Includes maintaining the county's real property records (deeds, real estate, contracts, liens, etc.), oaths of office, and other official public records.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.1	Filed Documents All documents filed with the County Auditor, but not recorded. Excludes oaths of office covered by DANs AU50-05A-15 or AU52-03B-01.	AU2010-087 Rev. 0	Retain until no longer needed for agency business then Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.1.2	Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded) All oaths of office, and all bonds of elected officials, filed with the County Auditor, but not recorded. Includes oaths of office of non-elected officials. Excludes bonds of non-elected officials covered by AU2010-087. Excludes <i>recorded</i> oaths of office and bonds covered by DAN AU52-03B-01.	AU50-05A-15 Rev. 1	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.3	<p>Recorded Documents The primary record copy of all County Auditor recordings. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper documents (land corner records, drawings, maps, plans, surveys, Torrens title records, etc.); • Books and volumes (deed, mortgage, lien, right-of-way, photo static volumes, “little red books”, etc.); • Microfilm (if primary record); • Digital images (from recording imaging system). <p>Includes all indexes to recorded documents. Excludes security microfilm back-up of primary records created in accordance with RCW 40.10.</p>	AU52-03B-01 Rev. 1	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>
3.1.4	<p>Uniform Commercial Code (UCC) – Bulk Sales and Terminations Records relating to Uniform Commercial Code (UCC) bulk sales and terminations. Excludes UCC records covered by AU52-03B-01 or AU2010-087.</p>	AU52-03B-06 Rev. 1	<p>Retain for 6 years from date of transaction <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4. LEGACY RECORDS

These are records no longer created and/or recorded by County Auditors; however, County Auditors may still hold some of these records.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.1	<p>Legacy Records Records no longer created by the agency or recorded with the agency, but which possess enduring legal and/or historical value. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Articles of Association and Indexes.• Articles of Incorporation, Annual Reports, Lists of Corporation Officers, and Indexes.• Birth Records, Returns, and Indexes.• Cash and Fee Books;• Cash Entries (Patents).• Chattel Mortgage Records and Indexes.• Claim Orders.• Conditional Sales Contract Records and Indexes.• Constable's Fee Book.• Coroner's Death Record.• Donation Land Claims.• Judgment Records.• Licenses/Certificates for Dentists, Drugless Healers, Osteopathic, etc. Register of Instruments.• Marriage Records. <p>Includes indexes (lien, grantor/grantee, etc.)</p>	AU52-03A-01 Rev. 1	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.

Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.



Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”



OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency’s primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.



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NOTE: "CORE" refers to the Local Government Common Records Retention Schedule, and "LGRRS" refers to the Local Government General Records Retention Schedule.

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For assistance and advice in applying this records retention schedule,
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