Office of the Secretary of State
Washington State Archives

Using Retention Schedules:
Examples of Legislators' Records with Minimal Retention

Purpose: Provide guidance to legislators on the types of records that can typically be destroyed when no longer needed for business purposes.

Retain until no longer needed by legislator for business purposes

Individual legislators' copies of:

- Amendments
- Bills (for which they are not the prime sponsor)
- "Blue cards" (printouts from electronic calendars)
- Conference committee reports (including cover pages)
- Correspondence/ communications relating to bills for which they are not the prime sponsor
- Floor calendars
- Governor's proclamations and announcements
- Gubernatorial appointment messages
- Handouts on the floor
- Issue briefs, information, or advice from legislative staff (not related to a specific bill)
- Majority/minority reports from executive action with signatures
- Messages relating to the House or Senate being at ease/reconvening/adjourning
- Orders of consideration
- Reports to the Legislature
- Rule meeting notifications and results
- Workroom reports

Other common records:

- Basic informational messages (such as "Please call", "Running 10 minutes late", etc.)
- Business cards and others' contact information
- Drafting/editing notes such as handwritten annotations/notes, track changes, information/ comments in Microsoft Word, etc.
- Duplicate copies
- Electronic records created solely for printing, such as signs, mailing labels, etc.
- Email delivery/read receipts
- Informational copies of notices, bulletins, announcements, etc.
- Internet browsing history, cache/ temporary files, cookies, etc.
- Mailing lists and email distribution lists
- Meeting scheduling (provided the calendar is retained)

- Microsoft Word versions of letters/ correspondence used to print the hard copy that gets signed, where either the hardcopy or scanned copy of the signed versions is retained
- Notes taken in brainstorming sessions, caucus meetings, and on the floor
- Out-of-office email notices
- Reference materials (such as news clippings, published articles, etc.)
- Routing slips
- To-do lists
- Unsolicited information (such as junk mail, spam, advertisements, etc.)
- Workflow notifications

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

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