Using Retention Schedules:
How Long Do Constituent Communications Need to Be Kept by Legislators?

Purpose: Provide guidance to legislators on the retention of constituent and general public correspondence/communications.

Retention of communications (regardless of format) received from and/or sent to a legislator’s constituents and the general public typically falls into three categories within the Legislature and Legislators Records Retention Schedule:

<table>
<thead>
<tr>
<th>Topic/Purpose</th>
<th>Retention Requirements</th>
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| Relating to bills that the legislator is the prime sponsor (before signed into law by the Governor) | Bill Development (Prime Sponsored) (DAN 20-12-69606) 
Until no longer needed by legislator for business purposes, or until completion of final term/legislator leaves office (Archival – Permanent Retention) |
| Relating to bills that the legislator is not the prime sponsor (before signed into law by the Governor) | Bill Review and Debate (Individual Legislators’ Records) (DAN 20-12-69608) 
Until no longer needed by legislator for business purposes (Non-Archival) |
| All other constituent and general public communications (including communications relating to bills after signed into law by the Governor) | Constituent Communications – Routine (DAN 20-12-69610) 
1 year after communication received/provided or until legislator leaves office, whichever is sooner (Non-Archival) |

More detailed descriptions and other exceptions can be found in the records retention schedules available from Washington State Archives’ website.

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

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