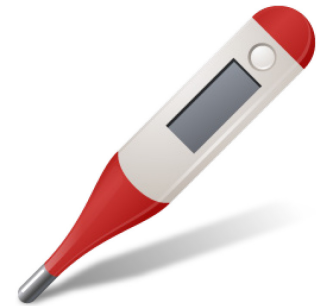


Using Records Retention Schedules: How Long Do COVID-19 Contact Tracing Logs and Screening Records Need to Be Kept?

Purpose: Provide guidance to state and local agencies on the required retention for records of COVID-19 logs and screenings administered to employees and visitors by the agency to ensure a safe working environment and to assist in contact tracing.

In response to the recent COVID-19 pandemic, many agencies have begun screening employees and visitors for signs of infection as well as creating logs to assist with any necessary contact tracing. The most common screening methods agencies have implemented are temperature tests and surveys asking about symptoms and potential exposures.



Retain until no longer needed for agency business

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25009 Rev. 0 (for State Government Agencies)	<p>Entry/Exit Logs – Facilities (COVID-19 Checks/Logs)</p> <p>Records documenting COVID-19-related checks/logs of staff and visitors to agency facilities, such as:</p> <ul style="list-style-type: none"> Wellness/temperature checks; Contact details captured solely for tracing purposes; Records relating to contact tracing by the agency. <p>Excludes records covered by <i>Entry/Exit Logs – Facilities (DAN GS 25007)</i>. State Government General Records Retention Schedule</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2020-009 Rev. 0 (for Local Government Agencies)	<p>Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs)</p> <p>Records documenting COVID-19-related checks/logs of staff and visitors to agency facilities, such as:</p> <ul style="list-style-type: none"> Wellness/temperature checks; Contact details captured solely for tracing purposes; Records relating to contact tracing by the agency. <p>Excludes records covered by <i>Entry/Exit Logs – Facilities (DAN GS 25007)</i>. Local Government Common Records Retention Schedule (CORE)</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

Note: Medical testing records administered to the general public by hospital districts, health departments, emergency medical service providers, and other agencies whose primary business is providing medical services should be retained under the appropriate sector-specific or agency-unique records retention schedule.

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

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