Using Records Retention Schedules: How Long Do COVID-19 Vaccination Verification Records Need to Be Kept?

Purpose: Provide guidance to state agencies and local government entities on the minimum retention requirements for records relating to the verification of workers' COVID-19 vaccinations.

The minimum retention period for records covered by COVID-19 Vaccination Status Verification Records (DAN GS 03058 / GS2021-010) in both the State Government General Records Retention Schedule and the Local Government Common Records Retention Schedule (CORE) is:

Until no longer needed for agency business

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 03058 Rev. 0 / GS2021-010 Rev. 0</td>
<td>COVID-19 Vaccination Status Verification Records</td>
<td>Retain until no longer needed for agency business then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

Records documenting the agency’s compliance with its process for verifying the COVID-19 vaccination status of its employees in accordance with Department of Labor and Industries’ Division of Occupational Safety and Health (DOSH) Directives 1.70 and 11.80. Includes, but is not limited to:

- Attestations relating to vaccination status;
- Lists/logs of employees documenting the verification of their vaccination status;
- Evidence of COVID-19 vaccinations (only if captured/retained by agency).

Excludes records covered by:

- Administrative Procedures and Instructions (DAN GS00-01-01);
- Policies and Procedures – Administrative Functions (DAN GS 09028).

The State Government General Records Retention Schedule and the Local Government Common Records Retention Schedule (CORE) are 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