

## Using Records Retention Schedules: How Long Do Journals of the House and Senate Need to Be Kept?

**Purpose:** Provide guidance to legislative staff on how long records relating to the Journals of the House and Senate need to be retained.

The minimum retention periods for the Journals of the House and Senate are listed in the *State Government General Records Retention Schedule*:

Record Type	Retention Requirements
Final journals	<p><b>State Publications (DAN GS 15008)</b></p> <p><i>Upon publication, Transfer:</i></p> <ul style="list-style-type: none"> <li>• 2 copies of printed format publications, and/or</li> <li>• 1 copy of electronic format publications</li> </ul> <p><i>to Washington State Library for permanent retention</i></p>
Additional/duplicate copies of published journals	<p><b>Agency-Generated Forms and Publications – Copies (DAN GS 50003)</b></p> <p><i>Until no longer needed for agency business (Non-Archival)</i></p>
Working notes used to compile journal	<p><b>Records Documented as Part of More Formalized Records (DAN GS 50012)</b></p> <p><i>Until verification of successful conversion/keying/transcription (Non-Archival)</i></p>

More detailed descriptions can be found in the *State Government General Records Retention Schedule* which is 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](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**