

Using Records Retention Schedules: How Long Do Public Records Requests Need to Be Kept?

Purpose: Provide guidance to state and local government agencies on how long public records requests need to be retained.

The minimum retention period for records covered by Public Disclosure/Records Requests (DAN GS 05001 / GS2010-014) in both the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)* is:

2 years after the public records request is fulfilled

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05001 Rev. 2 / GS2010-014 Rev. 3	<p>Public Disclosure/Records Requests</p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Legal advice/opinions; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request; • Public disclosure requests and appeals; • Tracking logs. <p>Excludes:</p> <ul style="list-style-type: none"> • Records that are the subject of the public records request (which must be retained in accordance with the applicable records series); • Records covered by <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>. 	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Please note that this does not affect the retention requirements for the original records that are the subject of the request.

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

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