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

<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 05001 Rev. 2 / GS2010-014 Rev. 3</td>
<td>Public Disclosure/Records Requests&lt;br&gt;Records relating to requests from the general public for access to the agency’s public records in accordance with chapter 42.56 RCW.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Internal and external correspondence relating to the request;&lt;br&gt;• Legal advice/opinions;&lt;br&gt;• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);&lt;br&gt;• Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);&lt;br&gt;• Records documenting administrative reviews relating to the request;&lt;br&gt;• Public disclosure requests and appeals;&lt;br&gt;• Tracking logs.&lt;br&gt;Excludes:&lt;br&gt;• Records that are the subject of the public records request (which must be retained in accordance with the applicable records series);&lt;br&gt;• Records covered by Provision of Advice, Assistance or Information (DAN GS 09022).</td>
<td>Retain for 2 years after public records request fulfilled then Destroy.</td>
<td>NON-ARCHIVAL&lt;br&gt;NON-ESSENTIAL&lt;br&gt;OPR</td>
</tr>
</tbody>
</table>

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<br>recordsmanagement@sos.wa.gov