

Developing Records Retention Schedules: How Minor Updates to Local Government Schedules Are Made

Purpose: Provide guidance to local government entities on Washington State Archives' process for making minor updates to local government records retention schedules.

What Is a Minor Update?

To keep records retention schedules current, there is a need to make minor updates from time to time. These updates include:

- Updating/correcting citations and website links;
- Improving/clarifying descriptions;
- Changing "Archival" designations based on Washington State Archives' appraisal work;
- Updating formats and language consistency;
- Fixing typos and other minor errors;
- Revoking individual records series that are now better covered by the *Local Government Common Records Retention Schedule (CORE)*;
- Adding, consolidating, or revoking individual records series and changes to retention periods (based on suggestions and consultations with local government agencies).

The Update Process

When Washington State Archives has determined that a records retention schedule is in need of a minor update:

1. The updated draft schedule and a brief summary of the changes will be posted on Washington State Archives' website;
2. A link to the draft schedule will be emailed via the Local Government listserv;
3. Local governments (and others) will have approximately 4 weeks to review the proposed changes and provide feedback;
4. Feedback will be reviewed and any necessary changes will be incorporated;
5. The draft schedule will then be placed on the agenda for review and approval at the next available Local Records Committee meeting.

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

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