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