Organizing and Inventorying: How Often Should Records/Data Be Inventoried?

Purpose: Provide guidance to state and local government agencies on the recommended frequency of inventorying records.

**Inventory records every 1-2 years.**

**State Agency Requirements**
State agencies are required to create or update a records inventory *every 2 years* in accordance with RCW 40.14.040.

State agencies are also required to create or update an Application Inventory *annually* in accordance with the Office of the Chief Information Officer’s State Technology Policy 112.

**Local Agency Requirements**
Although this is not required of local governments, Washington State Archives recommends reviewing and updating your records inventory *every 2 years* as a best practice.

**Regular Inventory Maintenance**
Once the first records inventory is done, agencies can avoid repeating this time-consuming work by reviewing and updating their records inventory regularly.

**Ready to start your records/data inventory?**
See our *How to Inventory Records* page for additional guidance on completing a records/data inventory and example inventory documents.