

Developing Records Retention Schedules: How Schedules Affecting More Than One Agency Are Updated

Purpose: Provide guidance to state and local government agencies on how updates occur to records retention schedules that apply to multiple agencies.

Many records retention schedules apply to more than one agency (such as the *State Government General Records Retention Schedule*, *Local Government Common Records Retention Schedule (CORE)*, *Community and Technical Colleges Records Retention Schedule*, and all those applying to counties, cities/towns, special purpose districts, etc.)

Washington State Archives coordinates the updating of these records retention schedules based on the suggestions of agencies and others to ensure consistency and as wide a consultation as possible.

Suggestions and Improvements Always Welcome

Corrections and other suggested improvements can be made at any time. Please email the **Records Retention Schedule Improvement Suggestion Form** to recordsmanagement@sos.wa.gov.

How Often Are Schedules Updated?

Washington State Archives aims to update schedules as regularly as possible. Priorities are based on the number of proposed changes received, the urgency of the changes, and the number of other schedules requiring updating.

The Update Process

Here is the process for seeking agency feedback and approving updated draft schedules:

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 State and/or Local Government listservs;
3. Agencies (and others) will have at least 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 State and/or Local Records Committee meetings.

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

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