Developing Records Retention Schedules: State Agency Schedule Approval Process

Purpose: Provide guidance to state government agencies on the process for seeking approval from the State Records Committee (SRC) for agency records retention schedules.

<table>
<thead>
<tr>
<th>State Agency</th>
<th>Washington State Archives</th>
<th>State Records Committee</th>
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</thead>
<tbody>
<tr>
<td>Develop New / Revise Existing Retention Schedule</td>
<td>Provide Advice / Feedback</td>
<td>Archives Review</td>
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<tr>
<td>Submit Retention Schedule and Summary of Changes</td>
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<td>• Determine Archival Designations</td>
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<tr>
<td>Make Improvements (if necessary)</td>
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<td>• Consistency with other schedules</td>
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<td>• Review formatting / grammar / clarity</td>
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</tbody>
</table>

**Agenda Deadline: 1st Wednesday of January – March – May – July – September – November**

- Incorporate into Next SRC Agenda Packet
- Receive Agenda Packets
- Review Retention Schedules
- Provide Advice / Feedback
- Seek Further Information (if necessary) Prior to SRC Meeting

**SRC Meeting: 1st Wednesday of February – April – June – August – October – December**

- Provide Additional Information (if necessary)
- Provide Advice / Feedback
- Seek Further Information (if necessary) During SRC Meeting
- Implement Retention Schedules
- Retain SRC records and send copy to agency
- Approve / Modify / Disapprove Retention Schedules

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

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