Using Records Retention Schedules:
Which Retention Schedules Apply to Payroll Records?

Purpose: Provide guidance to state and local government agencies on where to find retention requirements for payroll records.

General Retention Requirements

- Most payroll records for state and local government agencies are covered in either the:

Exceptions and Additional Retention Requirements

- In addition to the general requirements in the schedules above, some specific exceptions and additional requirements can be found in:
  - *Law Enforcement Records Retention Schedule*;
  - *Public Schools (K-12) Records Retention Schedule*.

- Some state agencies may also have exceptions and/or additional requirements in their agency-specific schedule.

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

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