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

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

General Retention Requirements

- Most personnel records for state and local government agencies are covered in the Human Resource Management section of either the:
 - **Local Government Common Records Retention Schedule (CORE)** for local agencies; *or*
 - **State Government General Records Retention Schedule (SGRRS)** for state agencies.

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:
 - **Animal Services Records Retention Schedule;**
 - **District and Municipal Courts Records Retention Schedule;**
 - **Fire and Emergency Medical Records Retention Schedule;**
 - **Health Departments and Districts Records Retention Schedule;**
 - **Law Enforcement Records Retention Schedule;**
 - **Public Hospital Districts Records Retention Schedule;**
 - **School Districts and Educational Service Districts Records Retention Schedule;**
 - **Transit Records Retention Schedule;**
 - **Utility Services 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:**