Using Records Retention Schedules:
Which Retention Schedules Do Cemetery Districts Use?

Purpose: Provide guidance to cemetery districts on which records retention schedules to use.

Cemetery districts need to use the following records retention schedules:

1. **Local Government Common Records Retention Schedule (CORE)**
   
   This schedule covers records that are commonly created/received by most government agencies (including cemetery districts), such as records relating to:
   
   - Board meetings
   - Contracts and agreements
   - Facilities management (including lawn mowing, etc.)
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Media coverage
   - Payroll
   - Policies and procedures
   - Public records requests
   
   Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE).*

2. **Cemeteries Records Retention Schedule**
   
   This schedule covers records that are specific or unique to cemetery districts, such as records relating to:
   
   - Burial permits
   - Index of interments
   - Records of burial or interment
   - Section books
   - Section maps

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

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