

Using Records Retention Schedules: Which Retention Schedules Do Law Enforcement Agencies Use?

Purpose: Provide guidance to local law enforcement agencies on which records retention schedules to use.

Law enforcement agencies 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 law enforcement agencies), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- 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. Law Enforcement Records Retention Schedule

This schedule covers records that are specific or unique to law enforcement agencies, such as records relating to:

- Cases and investigations
- Crime prevention
- Court order implementation
- Criminal history
- Dispatch
- Inmate custody
- Internal review investigations
- Mobile device recordings
- Property management
- Search and rescue
- Violations and traffic enforcement
- Weapons maintenance

3. Additional Schedules

Law enforcement agencies that have animal control duties or operate emergency services communications centers also need to use the following schedules:

- **Animal Services Records Retention Schedule**
- **Emergency Communications (911) Records Retention Schedule**

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