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

Purpose: Provide guidance to 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 created and received by most government agencies that relate to:
   
   - Board meetings
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources (excluding personnel/complaints/misconduct)
   
   CORE also includes records with minimal retention value (transitory records).

2. **Law Enforcement Records Retention Schedule**
   
   This schedule covers records that are specific or unique to law enforcement agencies that relate to:
   
   - Cases and investigations
   - Crime prevention
   - Complaints/grievances/misconduct
   - Court order implementation
   - Criminal history
   - Dispatch
   - Inmate custody
   - Internal review investigations
   - Law enforcement personnel records
   - Mobile device recordings
   - Property management
   - Search and rescue
   - Violations and traffic enforcement
   - Weapons maintenance

3. **Additional Schedules**
   
   Law enforcement agencies with animal control or emergency communications duties need to use the following schedules:
   
   - Animal Services Records Retention Schedule
   - Emergency Communications (911) Records Retention Schedule

* State agencies use the State Government General Records Retention Schedule instead of the Local Government Common Records Retention Schedule (CORE).

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

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