Using Records Retention Schedules: Which Retention Schedules Do Legislators Use?

Purpose: Provide guidance to legislators and their staff on which records retention schedules to use.

Legislators need to use the following records retention schedules:

1. State Government General Records Retention Schedule (SGGRRS)

   This schedule covers records that are commonly created/received by most government agencies, such as records relating to:
   - Celebrations/ceremonies/events
   - Facilities management
   - Financial transactions and accounting
   - Human resources
   - Information systems/technology
   - Media releases
   - Payroll
   - Policies and procedures
   - Public records requests

   Records with minimal retention value (transitory records) are also covered in the State Government General Records Retention Schedule (SGGRRS), such as:
   - Brainstorming and collaborating
   - Contact information
   - Drafting and editing
   - Meeting scheduling
   - Reference materials
   - Spam and junk mail

2. Legislature and Legislators Records Retention Schedule

   This schedule covers records that are specific or unique to legislators or are exceptions to the State Government General Records Retention Schedule, such as records relating to:
   - Bill development(review/debate
   - Calendars
   - Constituent and stakeholder communications
   - Copies of notifications and House/Senate arrangements for proceedings

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

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