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## 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 (SGRRS)**

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 (SGRRS)*, 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:**