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

Purpose: Provide guidance to park districts and departments on which records retention schedules to use.

Park districts, departments, and regional authorities 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, 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. **Parks, Recreation, and Culture Records Retention Schedule**
   This schedule covers records that are specific or unique to park districts or departments, such as records relating to:
   - Gifts and donations
   - Landscaping and gardening programs
   - Park development
   - Permitting for sports leagues
   - Recreation events and programs
   - Zoo management

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

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