



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:**