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

Purpose: Provide guidance to port districts on which records retention schedules to use.

Ports 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 (including port districts), 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. **Economic Development and Transport Records Retention Schedule**
   - This schedule covers records that are specific or unique to port districts, such as records relating to:
     - Airline Statistics
     - Cargo Handling and Storage Documentation
     - Civil Aeronautics Board Dockets and Related Files
     - F.A.A. Regulatory Files
     - Foreign Trade Zone Applications
     - Landing Fee Reports
     - Tariff Memorandums
     - Transient Aircraft Files International Customs Reports
     - Vessel Logs and Passenger Manifests

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

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