



Using Records Retention Schedules: Which Retention Schedules Do Prosecuting Attorneys Use?

Purpose: Provide guidance to Prosecuting Attorneys on which records retention schedules to use.

Prosecuting Attorneys 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 local government agencies (including Prosecuting Attorneys' offices), such as records relating to:

- Contracts and agreements
- Financial transactions and accounting
- Human resources
- Legal affairs*
- Local government legislation
- Media coverage
- Payroll
- Policies and procedures
- Records management and destruction
- Training
- Personnel files
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Prosecuting Attorneys Records Retention Schedule

This schedule covers records that are specific or unique to Prosecuting Attorneys, such as records relating to:

- Case files
- Discovery materials
- Exhibits
- Infractions
- Involuntary commitments
- Juvenile records
- Legal representation in relation to dependency actions
- Pleadings
- Social Security Act Title IV-D (Child Support)
- Trial notebooks

*** CORE – Legal Affairs vs. Prosecuting Attorneys Records Retention Schedule**

Use the *Prosecuting Attorneys Records Retention Schedule* in Civil Case Files where the local government agency is **not** a party.

Use the *Local Government Common Records Retention Schedule (CORE)* where the local government agency (including agency employees, contractors, & volunteers) is the plaintiff or defendant and actions where the County Prosecutor's office represents another county department/agency.

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