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:

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