Using Records Retention Schedules: Which Retention Schedules Does the Legislature Use?

Purpose: Provide guidance to the Legislature on which records retention schedules to use.

The Legislature needs to use the following records retention schedules:

1. **State Government General Records Retention Schedule (SGGRRS)**

   This schedule covers records that are commonly created/received by most government agencies, such as records relating to:
   - Celebrations/ceremonies/events
   - Facilities management
   - Financial transactions and accounting
   - Human resources
   - Information systems/technology
   - Media releases
   - Payroll
   - Policies and procedures
   - Public records requests
   - Publications

   Records with minimal retention value (transitory records) are also covered in the *State Government General Records Retention Schedule (SGGRRS)*, such as:
   - Brainstorming and collaborating
   - Contact information
   - Drafting and editing
   - Meeting arrangements and scheduling
   - Reference materials
   - Spam and junk mail

2. **Legislature and Legislators Records Retention Schedule**

   This schedule covers records that are specific or unique to the Legislature or are exceptions to the *State Government General Records Retention Schedule*, such as records relating to:
   - Actuary services
   - Audits and reviews
   - Committee bill files/records
   - Committee meetings
   - Gubernatorial notifications
   - House/Senate proceedings (including arrangements)

The following legislative agencies also have specific records retention schedules:

- Legislative Evaluation and Accountability Program Committee (LEAP)
- State Law Committee/Code Reviser’s Office

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

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)
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