



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:**