Summary of Changes

*Economic Development and Transport Records Retention Schedule v.1.2 (August 2021)*

**New Records Series Added**
- None

**Retention Changes**
- One (1) records series has changes to its retention period/cutoff:
  1. **Customer Engagement Records** *(was Customer Files) (DAN ED55-04-07) p.4*
     Decreased from “6 years after termination of agreement (Archival – Appraisal Required)” to “Until no longer needed for agency business (Archival – Appraisal Required)”

**Other Minor Changes**
- One (1) records series has changes to its title and/or description:
  1. **Customer Engagement Records** *(was Customer Files) (DAN ED55-04-07) p.4*
     *Rationale: Clarified the scope of this records series and its relationship to other records series in the Local Government Common Records Retention Schedule (CORE).*
   - The section heading and description “Agency Management – Contracts/Agreements” was changed to “Customer Engagement” to better reflect the types of records covered by this section.
   - Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

**Essential Designation Changes**
- One (1) records series is being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
  1. **Customer Engagement Records** *(was Customer Files) (DAN ED55-04-07) p.4*

**Archival Designation Changes**
- None
Series Being Revoked

- None

_No Change in Number of Records Series (14 series)_