



Using Records Retention Schedules: How Long Do Appointment Letters Need to Be Kept?

Purpose: Help state and local government agencies with applying retention to employee appointment letters.

Appointment letters document critical retirement benefit verification information such as start date, salary, etc.

Retention Requirements

60 Years After Date of Separation from Agency

Retirement Verification (DAN GS 03032)

60 years after date of separation from agency (Non-Archival)

Found in State Government General Records Retention Schedule

Employee Retirement/Pension Verification (DAN GS2017-009)

60 years after date of separation from agency or 100 years after employee's date of birth or 6 years after benefit/beneficiary payment completed, whichever is sooner (Non-Archival)

Found in Local Government Common Records Retention Schedule (CORE)

Source: *State Government General Records Retention Schedule* and *Local Government Common Records Retention Schedule (CORE)* (available from Washington State Archives' website).

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

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