



# Using Records Retention Schedules: How Long Do Liquor and Cannabis Board Licensing Notices Need to Be Kept?

Purpose: Help counties, cities, and towns apply retention to licensing notices received from the Liquor and Cannabis Board (LCB).

## Retention Requirements

- Notices received concerning local license applications, internal communications, and any response provided to the Liquor and Cannabis Board:

2 years after communication received or provided, whichever is later

DAN	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 4	<p><i>Provision of Advice, Assistance, or Information</i></p> <p>Records relating to requests received and provision of advice, technical assistance and information (including agency-initiated communications) concerning the agency, its core business, programs and services, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence/communications (regardless of format) relating to requested and/or agency-initiated advice, assistance, or information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Public Disclosure/Records Requests (DAN GS2010-014);</i></li> <li>• <i>Publications – Master Set (DAN GS50-06F-04);</i></li> <li>• <i>Requests for Basic/Routine Agency Information (DAN GS50-02-01).</i></li> </ul>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

Source: *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: