

## Organizing and Inventorying: How Often Should Records/Data Be Inventoried?

**Purpose:** Provide guidance to state and local government agencies on the recommended frequency of inventorying records.

***Inventory records every 1-2 years.***

### State Agency Requirements

State agencies are required to create or update a records inventory **every 2 years** in accordance with RCW 40.14.040.

State agencies are also required to create or update an Application Inventory **annually** in accordance with the Office of the Chief Information Officer's *State Technology Policy 112*.

### Local Agency Requirements

Although this is not required of local governments, Washington State Archives recommends reviewing and updating your records inventory **every 2 years** as a best practice.



### Regular Inventory Maintenance

Once the first records inventory is done, agencies can avoid repeating this time-consuming work by reviewing and updating their records inventory regularly.

### Ready to start your records/data inventory?

See our *How to Inventory Records* page for additional guidance on completing a records/data inventory and example inventory documents.

**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)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)