



Using Records Retention Schedules: Which Retention Schedules Do Weed Districts and Noxious Weed Control Boards Use?

Purpose: Provide guidance to weed districts and county noxious weed control boards on which records retention schedules to use.

Weed districts and county noxious weed control boards need to use the following records retention schedules:

1. *Local Government Common Records Retention Schedule (CORE)*

This schedule covers records that are commonly created/received by most government agencies (including weed boards and districts), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Pesticide application records
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. *Weed and Pest Control Records Retention Schedule*

This schedule covers records relating to the specific functions of control and/or eradication of noxious weeds and pests, such as:

- Appeals of enforcement action
- Appeals of infraction penalty
- Field inspection records
- Landowner payment receipts
- Notices of civil infraction
- Notices of violation
- Orders of quarantine
- Weed complaints
- Weed control notifications

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