



Using Records Retention Schedules: Difference Between Administrative and Core Mission Policies/Procedures

Purpose: Provide guidance to state and local government agencies on the difference between administrative and core mission policies/procedures.

Agencies establish policies and procedures in the course of their work. Their retention will depend on their purpose and scope. Both the *State Government General Records Retention Schedule* and *Local Government Common Records (CORE) Retention Schedule* provide series for policies and procedures:

1. Policies and Procedures – Administrative Functions (GS 09028 / GS2024-018)
This can cover internal administrative functions that support the agency and are likely to be done by most agencies, such as:
 - Facilities management;
 - Financial management;
 - Human resources; and
 - Information management.

This can include not only approved policies and procedures but also records documenting their development.

2. Policies and Procedures – Agency Core Mission (GS 10002 / GS50-01-24)
This can cover what the agency exists to do, which can include functions such as:
 - Implementation; and
 - Interpretation of agency core mission.

This can include not only approved policies and procedures but also records documenting their development, including but not limited to:

- Legal advice;
- Papers of executive direction;
- Policy statements; and
- Related elected officials/agency heads correspondence/communications.

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