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# Using Records Retention Schedules: Which Retention Schedules Do Agricultural Commodity Commissions Use?

Purpose: Provide guidance to agricultural commodity commissions on which records retention schedules to use.

Agricultural commodity commissions need to use the following records retention schedules:

## *1. State Government General Records Retention Schedule (SGGRRS)*

This schedule covers records that are commonly created/received by most government agencies, 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
- Policies and procedures
- Public records requests

## *2. Agricultural Commodity Commissions Records Retention Schedule*

This schedule covers records that are specific or unique to agricultural commodity commissions, such as records relating to:

- Assessment
- Marketing and promotion

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