



Using Records Retention Schedules: Which Retention Schedules Do County Assessors Use?

Purpose: Provide guidance to County Assessors on which records retention schedules to use.

County Assessors 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 County Assessors offices), such as records relating to:

- Audits
- Board meetings
- Contracts and agreements
- Customer comments
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Internal reporting
- Legal affairs
- Marketing and promotion
- Media coverage
- Payroll
- Planning files
- 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. *County Assessors and Treasurers Records Retention Schedule*

This schedule covers records relating to the assessment of real property values and other functions, such as records related to:

- Aerial imagery
- Assessment rolls
- Destroyed property claims
- Maps and abstracts
- Open Space Program applications
- Personal property affidavits
- Real property appraisals
- Timber cruise assessments

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