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# Using Records Retention Schedules: Which Retention Schedules Do County Treasurers Use?

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

County Treasurers 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 Treasurer 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 collection and management of the public funds of the county and other functions, such as records related to:

- Distraint of personal property
- Improvement district records
- Payments under protest
- Petitions for refund
- Real estate excise tax affidavits
- Tax adjustments
- Tax rolls
- Tax titles

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