



# Using Records Retention Schedules: Which Retention Schedules Do Port Districts Use?

Purpose: Provide guidance to port districts on which records retention schedules to use.

Ports 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 port 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
- 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. *Economic Development and Transport Records Retention Schedule*

This schedule covers records that are specific or unique to port districts, such as records relating to:

- Airline Statistics
- Cargo Handling and Storage Documentation
- Civil Aeronautics Board Dockets and Related Files
- F.A.A. Regulatory Files
- Foreign Trade Zone Applications
- Landing Fee Reports
- Tariff Memorandums
- Transient Aircraft Files International Customs Reports
- Vessel Logs and Passenger Manifests

## 3. *Additional Schedules*

Ports with their own police departments or those who provide telecommunication services also need to use the following schedules:

- *Law Enforcement Records Retention Schedule*
- *Utility Services Records Retention Schedule*

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