

Summary of Changes

County Auditors Records Retention Schedule v.6.0 (August 2025)

New Records Series Added

- One (1) new records series has been added to this records retention schedule:
 1. **Voter Registration – Ineligible/Not Qualified (DAN AU2025-008) p.12**
“Until no longer needed for agency business (Non-Archival)”

Retention Changes

- Two (2) records series have changes to their retention period/cutoff:
 1. **Voter Registration – VoteWA (was Voter Registration – State Voter Registration Database (VRDB)) (DAN AU52-03C-27) p.13**
Changed retention from “Until obsolete or superseded (Archival – Appraisal Required)” to “Until verification of successful keying/submission (Non-Archival)”
Rationale: To clarify that the retention is linked to verifying capture within VoteWA and to align with the retention for records covered by Records Reported/Submitted to External Databases/Systems (DAN GS2024-024) in the Local Government Common Records Retention Schedule (CORE).
 2. **Voting System Acceptance Testing Documents (DAN AU52-03C-77) p.11**
Increased from “Until voting system is discontinued (Non-Archival)” to “22 months after date of election in which voting system was last used (Non-Archival)”

Other Minor Changes

- Twenty-five (25) records series have changes to their title and/or description:
 1. **Ballots – Unissued or Undeliverable (DAN AU52-03C-70) p.6**
 2. **Candidate Filing Records (DAN AU52-03C-15) p.5**
 3. **Challenges to Voter Registration (DAN AU52-03C-11) p.12**
 4. **District and Precinct Boundaries – Development (DAN AU52-03C-69) p.4**
 5. **District and Precinct Boundaries – Final (DAN AU52-03C-17) p.4**
 6. **Election – Administration Records – Federal (DAN AU52-03C-72) p.6**
 7. **Election – Administration Records – Non-Federal (DAN AU52-03C-73) p.7**
 8. **Election – Official Results Records – Federal (DAN AU52-03C-74) p.8**
 9. **Election – Official Results Records – Non-Federal (DAN AU52-03C-75) p.9**

10. **Filed Documents (DAN AU2010-087) p.15**
11. **Filing Receipts/Filing Fee Petitions (DAN AU52-03C-25) p.5**
Rationale: Clarified which records series to use when these records are not separate from the Candidate Filing Records (DAN AU52-03C-15).
12. **Legacy Records (DAN AU52-03A-01) p.17**
13. **Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded) (DAN AU50-05A-15) p.15**
14. **Public Disclosure Statements (DAN AU52-03C-42) p.5**
15. **Recall of Elected Officials – Insufficient (DAN AU52-03C-76) p.9**
16. **Recall of Elected Officials – Sufficient (DAN AU52-03C-34) p.10**
17. **Recorded Documents (DAN AU52-03B-01) p.16**
18. **Security Envelopes (DAN AU52-03C-80) p.10**
19. **Statement of Election Expenses (DAN AU52-03C-79) p.10**
20. **Statistical Records Required by Federal Elections Commission (DAN AU52-03C-55) p.11**
21. **Uniform Commercial Code (UCC) – Bulk Sales and Terminations (DAN AU52-03B-06) p.16**
22. **Voter Party Affiliation – Presidential Primaries (DAN AU52-03C-78) p.12**
23. **Voter Registration – VoteWA (was Voter Registration – State Voter Registration Database (VRDB)) (DAN AU52-03C-27) p.13**
24. **Voter Status Changes, Verification Notices, and Confirmations (DAN AU52-03C-65) p.14**
25. **Voting System Acceptance Testing Documents (DAN AU52-03C-77) p.11**

- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Archival (Permanent Retention)”:
 1. **Candidate Filing Records (DAN AU52-03C-15) p.5**
Rationale: Based on an appraisal by Washington State Archives.
- Three (3) records series are being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **District and Precinct Boundaries – Development (DAN AU52-03C-69) p.4**
Rationale: Based on an appraisal by Washington State Archives.
 2. **Statement of Election Expenses (DAN AU52-03C-79) p.10**
Rationale: Based on an appraisal by Washington State Archives.

3. **Voter Registration – VoteWA** (*was* Voter Registration – State Voter Registration Database (VRDB)) **(DAN AU52-03C-27) p.13**

Rationale: The Office of the Secretary of State’s VoteWA records are designated as “Archival (Appraisal Required)” in the Office of the Secretary of State Records Retention Schedule.

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Voter Registration – Non-State Voter Registration Database (Non-VRDB) (DAN AU52-03C-33)** covered by Legacy Records (DAN AU52-03A-01)

Non-Archival Series Being Revoked

- One (1) “Non-Archival” records series is being revoked as it is now covered by the *Department of Licensing Records Retention Schedule*:
 1. **Vehicle/Vessel Licensing and Permitting (DAN AU52-03D-20)**

Net Reduction in Records Series: 1 (from 27 series down to 26 series)