



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

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

County Auditors use the following records retention schedules:

## 1. *Local Government Common Records Retention Schedule (CORE)*

Records that are created or received by most government agencies, such as:

- Auditing
- Budgeting
- Contracts and agreements
- Facilities and asset management
- Financial transactions and accounting
- Human resources
- Information systems/technology
- Mandatory reporting/filing
- Meetings and hearings
- Payroll
- Policies and procedures
- Public records requests
- Transitory records

## 2. *County Auditor Records Retention Schedule*

Records that are specific or unique to County Auditors, such as:

- Ballots
- Candidate filing
- District and precinct boundaries
- Election administration
- Recordings and filings
- Voter registration

## 3. *Department of Licensing Records Retention Schedule*

Records of County Auditors acting as agents for the Department of Licensing, such as:

- Vehicle licensing/permitting

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

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)