**This schedule applies to: County Auditors**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of County Auditors relating to the functions of supervising elections and voter registration and recording and filing public documents. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies, and the *Department of Licensing Records Retention Schedule*, which authorizes the destruction/transfer of public records relating to licensing vehicles and vessels.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. County Auditors must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on August 6, 2025.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature on File* |  | *Signature on File* |  | *Signature on File* |
| **For the State Auditor: Al Rose**  |  | **For the Attorney General: Patrick Myers** |  | **The State Archivist: Heather Hirotaka** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | March, 1977 |  |
| 2.0 | November, 1986 |  |
| 3.0 | December 1997 |  |
| 3.1 | 2001 - 2002 | Updates to records series originating in Local Government General Records Retention Schedule (LGGRRS). |
| 3.2 | September, 2006 |  |
| 3.3 | August 28, 2008 | Elections section updated. |
| 4.0 | January 29, 2009 | Records series common to all local government agencies now appear in the new *Local Government Common Records* *Retention Schedule (CORE)* and have been removed from this schedule*.* All Disposition Authority Numbers (DANs) in the *County Auditor Records Retention Schedule* now begin with the prefix “AU”; there have been no changes to titles, descriptions, retention periods, or archival designations. |
| 4.1 | July 30, 2009 | Elections section updated to clarify the disposition of security envelopes. DAN 52-03C-80 created; DAN 52-03C-70 modified; DAN 52-03C-71 discontinued. |
| 5.0 | September 16, 2010 | Complete revision of the Recording and Licensing sections. Records series covered in the *CORE* (accidents/incidents & workers’ compensation, liability waivers, work plans, etc.) or the *Local Government General Records Retention Schedule (LGGRRS)* (non-vehicle/vessel licensing) have been removed. Elections section has been reformatted only; there are no changes to description, retention requirements, or designations. |
| 6.0 | August 6, 2025 | Removed Licensing and Permitting section which is now covered by the *Department of Licensing Records Retention Schedule* and minor revisions throughout the schedule, especially the Elections section. |

For assistance and advice in applying this records retention schedule,

please contact the County Auditor’s Records Officer or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. ELECTIONS

This section covers records relating to the function of administering elections and voter registration in accordance with Title 29A RCW.

| * 1. BOUNDARIES

*The activity of documenting the boundaries of districts and precincts.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND****DISPOSITION ACTION** | **DESIGNATION** |
| AU52-03C-69Rev. 1 | ***District and Precinct Boundaries – Development***Records relating to the development and revision of district and precinct boundaries where the final records are retained in accordance with *District and Precinct Boundaries – Final (DAN AU52-03C-17)*.  | **Retain** until obsolete or superseded *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| AU52-03C-17Rev. 1 | ***District and Precinct Boundaries – Final***Records documenting the boundaries of districts and precincts.Includes, but is not limited to, maps.ExcludesBoard of Commissioners resolutions covered by *Ordinances and Resolutions – Approved (DAN GS50-05A-16)*. | **Retain** until obsolete or superseded *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |

| * 1. CANDIDATES

*The activity of documenting candidates running for public office.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND****DISPOSITION ACTION** | **DESIGNATION** |
| AU52-03C-15Rev. 1 | ***Candidate Filing Records***Records relating to candidate filings.Includes, but is not limited to:* Declarations of candidacy;
* Nomination petitions;
* Withdrawals of candidacy.

*Note: Retention based on 6-month requirement for the preservation of declarations of candidacy (RCW 29A.24.072).* | **Retain** for 6 months after close of filing *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| AU52-03C-25Rev. 1 | ***Filing Receipts/Filing Fee Petitions***Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee, ***where the records are separate from the records covered by Candidate Filing Records (DAN AU52-03C-15)***. | **Retain** for 6 years after close of filing *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-42Rev. 1 | ***Public Disclosure Statements***Candidate statement filed by candidates, campaigns, and political action committees. *Note: Statements should also be filed with the Public Disclosure Commission in accordance with RCW 42.17A.235 (through December 31, 2025) and RCW 29B.25.090 (starting January 1, 2026)*. | **Retain** for 5 years after close of filing *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. ELECTION RESULTS AND VOTING RESULTS

*The activity associated with the administration of elections, and the voting results of elections.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| AU52-03C-70Rev. 2 | ***Ballots – Unissued or Undeliverable***Unissued ballots and undeliverable balloting packets for all elections.Excludes outer mailing envelopes marked by the postal service as undeliverable covered by *Voter Status Change, Verification and Confirmation (DAN AU52-03C-65).**Note: Retention based on 10-day requirement to file an action in relation to errors or wrongful actions (RCW 29A.68.013).* | **Retain** for 10 days after official certification of election *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-72Rev. 1 | ***Election – Administration Records – Federal*** Records documenting the internal administration of each federal election. Includes, but is not limited to:* All voted ballots of any kind;
* Records that document the organization, operations, security, inspections of, and challenges to the voting process;
* Jurisdiction questionnaires;
* Logic and Accuracy test results.

Excludesrecords covered by *Election – Administration Records – Non-Federal (DAN AU52-03C-73).* *Note: Retention based on 22-months after date of election requirement for federal election records (52 USC §20701, WAC 434-219-330, and WAC 434-262-200).* | **Retain** for 22 months after date of election *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-73Rev. 1 | ***Election – Administration Records – Non-Federal***Records documenting the internal administration of each non-federal election. Includes, but is not limited to:* All voted ballots of any kind;
* Records that document the organization, operations, security, inspections of, and challenges to the voting process;
* Jurisdiction questionnaires;
* Logic and Accuracy test results.

Excludes records covered by *Election – Administration Records – Federal (DAN AU52-03C-72).**Note: Retention based on 60-days after date of certification requirement for non-federal election records (WAC 434-262-200).* | **Retain** for 60 days after date of certification *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-74Rev. 1 | ***Election – Official Results Records – Federal***Core official documentation and published notices concerning the initiation and outcome of each federal election. Includes, but is not limited to:* Canvassing board records;
* Certification records;
* District resolutions;
* Official abstracts of the votes that were tabulated;
* Recount records;
* Sample ballots;
* Samples of voters’ pamphlets.

Excludesrecords covered by *Election – Official Results Records – Non-Federal (DAN AU52-03C-75).**Note: Retention based on 22-months after date of election requirement for federal election records (52 USC §20701, WAC 434-219-330, and WAC 434-262-200).* | **Retain** for 22 months after date of election *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| AU52-03C-75Rev. 1 | ***Election – Official Results Records – Non-Federal***Core official documentation and published notices concerning the initiation and outcome of each non-federal election.Includes, but is not limited to:* Canvassing board records;
* Certification records;
* District resolutions;
* Official abstracts of the votes that were tabulated;
* Recount records;
* Sample ballots;
* Samples of voters’ pamphlets.

Excludes recordscovered by *Election – Official Results Records – Federal (DAN AU52-03C-74).**Note: Retention based on 60-days after date of certification requirement for non-federal election records (WAC 434-262-200).* | **Retain** for 60 days after date of certification *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| AU52-03C-76Rev. 1 | ***Recall of Elected Officials – Insufficient***Records relating to the processing of a recall where the requisite number of signatures is not sufficient. Includes, but is not limited to, petitions.*Note: Retention based on requirement to destroy the records 30 days after conclusion of count (RCW 29A.56.230).* | **Retain** for 30 days after conclusion of count *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-34Rev. 1 | ***Recall of Elected Officials – Sufficient***Records relating to the processing of a recall where the requisite number of signatures is sufficient. Includes, but is not limited to, petitions. | **Retain** for 6 years after determination of sufficiency *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL****(Appraisal Required)**NON-ESSENTIALOPR |
| AU52-03C-80Rev. 1 | ***Security Envelopes***All security envelopes as defined by RCW 29A.40.091. Excludes affidavit envelopes covered by:* *Election – Administration Records – Federal* *(DAN AU52-03C-72)*;
* *Election – Administration Records – Non-Federal* *(DAN AU52-03C-73)*.

*Note: Retention based on 10-day requirement to file an action in relation to errors or wrongful actions (RCW 29A.68.013).* | **Retain** for 10 days after official certification of election *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| AU52-03C-79Rev. 1 | ***Statement of Election Expenses***Records documenting election expenses such as the Statement of Election Expenses. | **Retain** for 6 years after date of election *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-55Rev. 1 | ***Statistical Records Required by Federal Elections Commission***Records documenting registration, voting, and file maintenance activity required for biennial reporting.  | **Retain** for 24 months after issuance of final report *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| AU52-03C-77Rev. 1 | ***Voting System Acceptance Testing Documents***Records documenting all legally required official test documents, records indicating corrective action needed, maintenance, and voting equipment verification.*Note: Retention based on 22-months after date of election requirement for federal election records and for consistency with Office of the Secretary of State’s retention of vote tabulating system certification records.* | **Retain** for 22 months after date of election in which voting system was last used *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |

| * 1. VOTER REGISTRATION

The activity associated with the registration of voters. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| AU52-03C-11Rev. 1 | ***Challenges to Voter Registration***Records relating to challenges to voter registration. | **Retain** for 6 years after date of resolution of challenge *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-78Rev. 1 | ***Voter Party Affiliation – Presidential Primaries***Party affiliation data within the voter registration record for presidential primaries only.Excludes other party affiliation records covered by *Election – Administration Records – Federal (DAN AU52-03C-72).**Note: Retention based on 60-day requirement for removing party designations in presidential primaries (WAC 434-219-330).* | **Retain** for 60 days after certification of presidential primary by Secretary of State *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU2025-008Rev. 0 | ***Voter Registration – Ineligible/Not Qualified***Records relating to voter registration where the applicant self-declares that they are ineligible/not qualified to be registered.  | **Retain** until no longer needed for agency business *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-27Rev. 1 | ***Voter Registration – VoteWA***Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of VoteWA.Includes, but is not limited to:* Original registration cards;
* Voter registration totals.

Excludes:* Records of the Office of the Secretary of State;
* Records predating the implementation of VoteWA and the former Voter Registration Database (VRDB) in 2006 which are covered by *Legacy Records (DAN AU52-03A-01)*.
 | **Retain** until verification of successful keying/submission  *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| AU52-03C-65Rev. 1 | ***Voter Status Changes, Verification Notices, and Confirmations***Records relating to verifying/confirming and changing voter registration status, whether initiated or received by the agency. Includes, but is not limited to:* Acknowledgement notices, confirmation mailings, or any other confirmation of voter status;
* Notifications received of undeliverable/changes of address received from the United States Postal Service (USPS), enrollment in other states, notifications that the voter is deceased, or signed cancellation forms;
* Database records and logs that show audit trail of changes to voter status and data source initiating the change.

Excludes records captured into VoteWA and covered by *Voter Registration – VoteWA (DAN AU52-03-27)*. | **Retain** for 3 years after date of document *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

1. RECORDINGS AND FILINGS

This section covers records relating tothe activity of recording and filing documents in accordance with Chapter 36.22 RCW. Includes maintaining the county’s real property records (deeds, real estate, contracts, liens, etc.), oaths of office, and other official public records.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND****DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| AU2010-087Rev. 1 | ***Filed Documents***All documents filed with the County Auditor, but not recorded. Excludes records covered by:* *Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded) (DAN AU50-05A-15*);
* *Recorded Documents (DAN AU52-03B-01)*.
 | **Retain** until no longer needed for agency business  *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL****(Appraisal Required)****ESSENTIAL****(for Disaster Recovery)** OPR |
| AU50-05A-15Rev. 2 | ***Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded)***All oaths of office, and all bonds of elected officials, filed with the County Auditor, but not recorded.Includes records covered by oaths of office of non-elected officials.Excludes:* Bonds of non-elected officials covered by *Filed Documents (DAN AU2010-087*);
* *Recorded* oaths of office and bonds covered by *Recorded Documents (DAN AU52-03B-01)*.
 | **Retain** until no longer needed for agency business  *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)** **ESSENTIAL****(for Disaster Recovery)**OPR |
| AU52-03B-01Rev. 2 | ***Recorded Documents***The **primary record copy** of all County Auditor recordings. Includes, but is not limited to: * Original paper documents (land corner records, drawings, maps, plans, surveys, Torrens title records, etc.);
* Books and volumes (deed, mortgage, lien, right-of-way, photostatic volumes, “little red books”, etc.);
* Microfilm (if primary record);
* Digital images (from recording imaging system);
* All indexes to recorded documents.

Excludes records covered by *Backups for Disaster Preparedness/Recovery (DAN GS50-06A-02)*. | **Retain** until no longer needed for agency business  *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)****ESSENTIAL****(for Disaster Recovery)**OPR |
| AU52-03B-06Rev. 2 | ***Uniform Commercial Code (UCC) – Bulk Sales and Terminations***Records relating to Uniform Commercial Code (UCC) bulk sales and terminations. Excludes UCC records covered by:* *Filed Documents (DAN AU2010-087);*
* *Recorded Documents (DAN AU52-03B-01*).
 | **Retain** for 6 years from date of transaction  *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

1. LEGACY RECORDS

These are records no longer created and/or recorded by County Auditors; however, County Auditors may still hold some of these records.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| AU52-03A-01Rev. 2 | ***Legacy Records***Records no longer created by the agency or recorded with the agency, but which possess enduring legal and/or historical value. Includes, but is not limited to: * Articles of Association and Indexes;
* Articles of Incorporation, Annual Reports, Lists of Corporation Officers, and Indexes;
* Birth Records, Returns, and Indexes;
* Cash and Fee Books;
* Cash Entries (Patents);
* Chattel Mortgage Records and Indexes;
* Claim Orders;
* Conditional Sales Contract Records and Indexes;
* Constable’s Fee Book;
* Coroner’s Death Record;
* Donation Land Claims;
* Indexes (lien, grantor/grantee, etc.);
* Judgment Records;
* Licenses/Certificates for Dentists, Drugless Healers, Osteopathic, etc.;
* Register of Instruments;
* Marriage Records;
* Voter registration records not included in VoteWA or the former State Voter Registration Database (VRDB).
 | **Retain** until no longer needed for agency business  *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)****ESSENTIAL****(for Disaster Recovery)**OPR |

glossary

|  |
| --- |
| ***Appraisal***  |
| The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| ***Archival (Appraisal Required)***  |
| Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| ***Archival (Permanent Retention)***  |
| Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| ***Disposition*** |
| Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction. |
| ***Disposition Authority Number (DAN)***  |
| Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| ***Essential Records*** |
| Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010) |
| ***Local Records Committee*** |
| Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee’s three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor. |
| ***Non-Archival*** |
| Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law. |
| ***Non-Essential Records*** |
| Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW. |
| ***OFM (Office Files and Memoranda)***  |
| Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| ***OPR (Official Public Records)*** |
| Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| ***Public Records*** |
| Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| ***Records Series*** |
| A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function. |
| ***State Records Committee*** |
| Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management. |

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*Note: The use in this index of Dept of Licensing Schedule refers to the Department of Licensing Records Retention Schedule.*

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