

Using Records Retention Schedules: Why Isn't There Just One "Transitory" Records Series?

Purpose: Provide guidance to state agencies and local government entities as to why there is not just a single "transitory" records series in the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*.

Why Not Use "Big Buckets"?

- Washington State Archives normally encourages the aggregating/grouping of "like" records with similar retention requirements into single records series (often called "big buckets").
- The benefits of this approach are to help agencies to:
 1. **Organize/consolidate** records for storage/destruction/transfer by Disposition Authority Numbers (DANs);
 2. **Document the destruction/transfer** of records.
- These same benefits do not apply to transitory records because they do not need to be organized, stored, transferred or have their destruction documented.

Why Include So Many Transitory Records Series/DANs?

- The reason why the "Records with Minimal Retention Value (Transitory Records)" section is broken into so many separate records series/DANs is to:
 1. **Better explain what is meant by "Transitory";**
 2. **Provide objective criteria** to use when determining whether records can be destroyed, rather than relying on an individual's subjective judgement;
 3. **Focus on the processes** that generate transitory records rather than just listing *examples* of those records.
- Identifying the different types of transitory records allows:
 1. **More detailed descriptions and examples** of the types of records covered;
 2. **Clearer justification for prior records destruction** when answering legal discovery and public records request questions.

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