



Developing Records Retention Schedules: Checklist for Updating the Front Page of Schedules

Purpose: A checklist to help state agencies make the necessary changes to the front page when updating their agency records retention schedules.

Have you:

Checked that the schedule header has the current logo? (See #1 in Visual Guide)

Added "DRAFT" in large red capital letters between logo and schedule name in the schedule header? (See #2 in Visual Guide)

Added "DRAFT #x – " (with a long dash) before "Version" in the schedule header? (See #3 in Visual Guide)

Updated the version number and date in the schedule header? (Use the month and year of the next State Records Committee meeting) (See #4 in Visual Guide)

Checked (and made any necessary updates to) the description in the first paragraph of the functions/activities of the agency covered in this schedule? (See #5 in Visual Guide)

Updated the date in the "Authority" section? (use date of the next State Records Committee meeting) (See #6 in Visual Guide)

Removed "Signature on File" wording and any dashes in the signature block so that the space is blank? (See #7 in Visual Guide)

Checked (and made any necessary updates to) Committee member names in the signature block? (See #8 in Visual Guide)

Changed any red text (apart from the large "DRAFT" in the header) to black?

***** See the *Retention Schedule Template for Further Formatting Help* *****

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

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**