

Using Retention Schedules: How Long Do Communications Between Legislators Need to Be Kept?

Purpose: Provide guidance to legislators on the retention of correspondence/communications with other Washington State legislators.

Retention of communications (regardless of format) received from and/or sent to other Washington State legislators typically falls into five categories within the *State Government General Records Retention Schedule* and the *Legislature and Legislators Records Retention Schedule*:

Topic/Purpose	Retention Requirements
Relating to bills that the legislator <u>is</u> the prime sponsor	Bill Development (Prime Sponsored) (DAN 20-12-69606) <i>Until no longer needed by legislator for business purposes, or until completion of final term/legislator leaves office (Archival – Permanent Retention)</i>
Relating to bills that the legislator is <u>not</u> the prime sponsor	Bill Review and Debate (Individual Legislators’ Records) (DAN 20-12-69608) <i>Until no longer needed by legislator for business purposes (Non-Archival)</i>
Basic/routine short-term information not documenting decisions/actions	Informational Notifications/Communications (DAN GS 50001) <i>Until no longer needed for agency business (Non-Archival)*</i>
Meeting scheduling (excluding legislators’ calendars)	Scheduling – Appointments/Meetings (DAN GS 50014) <i>Until no longer needed for agency business (Non-Archival)*</i>
Drafting and editing	Drafting and Editing (DAN GS 50008) <i>Until no longer needed for agency business (Non-Archival)*</i>

* **Note:** For legislators, “Until no longer needed for agency business” in the *State Government General Records Retention Schedule* means the same as “Until no longer needed by legislator for business purposes” in the *Legislature and Legislators Records Retention Schedule*.

More detailed descriptions and other exceptions can be found in the records retention schedules available from Washington State Archives’ website.

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

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