



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

Purpose: Provide guidance to legislators on the retention of constituent and general public correspondence/communications.

Retention of communications (regardless of format) received from and/or sent to a legislator's constituents and the general public typically falls into three categories within the *Legislature and Legislators Records Retention Schedule*:

Topic/Purpose	Retention Requirements
Relating to bills that the legislator <u>is</u> the prime sponsor (before signed into law by the Governor)	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 (before signed into law by the Governor)	Bill Review and Debate (Individual Legislators' Records) (DAN 20-12-69608) <i>Until no longer needed by legislator for business purposes (Non-Archival)</i>
All other constituent and general public communications (including communications relating to bills after signed into law by the Governor)	Constituent Communications – Routine (DAN 20-12-69610) <i>1 year after communication received/provided or until legislator leaves office, whichever is sooner (Non-Archival)</i>

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**