



Using Records Retention Schedules: How Long Do Data Entry Records Need to Be Kept?

Purpose: Provide guidance to state and local government entities on the retention of records relating to data entry into databases/systems.

Data entry related records include input records (such as forms, handwritten notes, etc.) and related correspondence/communications.

Provided that the:

- Original forms (including signatures) are not required as evidence of the transaction; and
- Records are not covered by a more specific records series;

the retention of data entry related records can be found in the *State Government General Records Retention Schedule* and *Local Government Common Records Retention Schedule (CORE)*:

Until Verification of Successful Keying/Submission

Who Owns/Operates the Database/System	Retention Requirements
Your Agency	Records Documented as Part of More Formalized Records (DAN GS 50012 / GS2016-009) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i>
Another Agency / Entity	Records Reported/Submitted to External Databases/Systems (DAN GS 19006 / GS2024-024) <i>Until verification of successful keying/submission (Non-Archival)</i>

For a full description of these types of records, as well as other guidance, please see the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*, which can be found on Washington State Archives' website.

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