

## Using Retention Schedules: How Long Do Drone Operation Records Need to Be Kept by Local Governments?

**Purpose:** Provide guidance to local government agencies on the retention of drone operation records.

Retention requirements for the most common types of drone operation records can be found in the *Local Government Common Records Retention Schedule (CORE)*:



Type of Operation	Retention Requirements
Flight and Use Logs	<b>Usage and Dispersal (Assets) (DAN GS2012-045)</b> <i>4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner (Non-Archival)</i>
Maintenance Records	<b>Maintenance – Major and/or Regulated (DAN GS2012-039)</b> <i>6 years after asset no longer owned by agency (Non-Archival)</i> <b>Maintenance – Minor Non-Regulated (DAN GS2012-040)</b> <i>3 years after end of fiscal year (Non-Archival)</i>
Pre- and Post-Flight Inspection Records	<b>Inspections/Monitoring – Regulated (Non-Environmental) (DAN GS2012-038)</b> <i>6 years after end of calendar year and violations (if any) corrected (Non-Archival)</i> <b>Inspections/Monitoring – Non-Regulated (DAN GS2012-037)</b> <i>Until no longer needed for agency business (Non-Archival)</i>
Reports to Federal Aviation Administration (FAA)	<b>Reporting/Filing (Mandatory) – Assets (DAN GS2012-044)</b> <i>6 years after report or document submitted (Archival – Appraisal Required)</i>

In addition to the general requirements in the *Local Government Common Records Retention Schedule (CORE)*, some local governments may have exceptions and/or additional requirements in other records retention schedules.

Records retention schedules are 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](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)