

Using Retention Schedules: How Long Do Drone Operation Records Need to Be Kept by State Agencies?

Purpose: Provide guidance to state agencies on the retention of drone operation records.

Retention requirements for the most common types of drone operation records can be found in the *State Government General Records Retention Schedule*:



Type of Operation	Retention Requirements
Flight and Use Logs	Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003) <i>3 years after asset returned/use completed (Non-Archival)</i>
Maintenance Records	Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i> Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i>
Pre- and Post-Flight Inspection Records	Inspections/Monitoring – Regulated (DAN GS 21016) <i>6 years after end of calendar year and correction of any violations (Non-Archival)</i> Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017) <i>Until no longer needed for agency business (Non-Archival)</i>
Reports to Federal Aviation Administration (FAA)	Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i>

In addition to the general requirements in the *State Government General Records Retention Schedule*, some state agencies 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
recordsmanagement@sos.wa.gov**