



## Electronic Records Management: How Long Do Meeting Recordings Need to Be Kept?

Purpose: Help state and local government agencies to apply retention to audio/video recordings of meetings, including those created through online meeting and collaboration platforms such as Microsoft Teams, Zoom, GoToMeeting, Webex, etc.

Is there one retention period for meeting recordings?

NO – As with all public records, the *function* and *content* of the recordings, not their format, determines their retention. If a recording is created, it should be retained with the other records of the meeting (such as agendas, minutes, etc.).

Retention requirements for the records of many common types of meetings, such as the examples below, can be found in the *State Government General Records Retention Schedule* and *Local Government Common Records Retention Schedule (CORE)*:

Meeting Type	Retention Requirements
Governing/executive body (including inter-agency bodies)	Governing/Executive/Policy-Setting Body Records (DAN GS 10004/GS50-05A-13) <i>6 years after end of calendar year (Archival – Permanent Retention)</i>
Advisory body (including inter-agency bodies)	Advisory Body Records (DAN GS 10015/GS2012-027) <i>6 years after end of calendar year (Archival – Appraisal Required)</i>
Staff and internal committees	Meetings – Staff and Internal Committees (DAN GS 09009/GS50-01-43) <i>2 years after end of calendar year and until no longer needed for agency business (Non-Archival)</i>

Different retention requirements for specific types of meetings may be specified 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: