

Electronic Records Management: How Long Do Meeting Recordings Need to Be Kept by Local Governments?

Purpose: Provide guidance to local government agencies on the retention of 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 – The retention period for audio/video meeting recordings, as with all public records, is based on the *function* and *content* of the record, not on its format. 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 *Local Government Common Records Retention Schedule (CORE)*:

Meeting Type	Retention Requirements
Governing/executive body	Meetings – Governing/Executive (DAN GS50-05A-13) <i>6 years after end of calendar year (Archival – Permanent Retention)</i>
Advisory body	Meetings – Advisory (DAN GS2012-027) <i>6 years after end of calendar year (Archival – Appraisal Required)</i>
Inter-agency meetings	Meetings – Inter-Agency (DAN GS2011-175) <i>6 years after end of calendar year (Archival – Appraisal Required)</i>
Staff and internal committees	Meetings – Staff and Internal Committees (DAN GS50-01-43) <i>2 years after end of calendar year (Non-Archival)</i>

In addition to the records series in the *Local Government Common Records Retention Schedule (CORE)*, some types of local governments may have retention requirements for specific types of meetings (e.g., absence/truancy meetings for public K-12 schools) 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
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