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## **Developing Records Retention Schedules: How to Describe Records Series Using an Excludes Statement**

**Purpose: Provide guidance to state agencies writing records series descriptions on how to explain what is not covered and the more appropriate records series to use.**

Sometimes it is helpful to describe records series by saying what is not covered by this records series.

This can be done by adding an “Excludes” statement to the “Description of Records” to redirect users of the schedule to the more appropriate records series.

The “Excludes” statement should be added after the “Includes” statement and before any notes.

Include both the records series title and the DAN number to help users locate the more appropriate records series.

### **Examples of a Single Exclusion:**

Excludes records covered by *Financial Transactions – General (DAN GS 01001)*.

Excludes liability waivers covered by *Contracts and Agreements (DAN GS 01050)*.

### **Examples of Multiple Exclusions:**

Excludes records covered by:

- *Public Disclosure/Records Requests (DAN GS 05001)*;
- *State Publications (DAN GS 15008)*;
- *Requests for Basic/Routine Agency Information (DAN GS 50002)*.

Excludes:

- Bond project loan agreements covered by *Tax-Exempt Bonds (DAN GS 01069)*;
- Public records transfer agreements with Washington State Archives covered by *Transfer of Legal Custody (DAN GS 11001)*.

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