Office of the Secretary of State
Washington State Archives

Developing Records Retention Schedules:
How to Format Designations

Purpose: Provide guidance to state agencies on the formatting style to use when writing records series designations in records retention schedules.

Here are the basic formatting style guidelines to use so that records retention schedules continue to be of a consistently high standard of appearance and readability:

- Follow the formatting set out in the *Agency Records Retention Schedule Template* and the *State Government General Records Retention Schedule* as your basic guide;

- The general format is **centered Calibri** font **10 point, not bolded**, with a **0 point** paragraph spacing **before** and **after** (except where noted below):

ARCHIVAL (Permanent Retention)	**ARCHIVAL:** • **Centered Calibri 11 point Bold** • **3 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	**(Permanent Retention):** • **Centered Calibri 8 point Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**
ARCHIVAL (Appraisal Required)	**ARCHIVAL:** • **Centered Calibri 11 point Bold** • **3 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	**(Appraisal Required):** • **Centered Calibri 9 point Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**
NON-ARCHIVAL	• **Centered Calibri 10 point Not Bold** • **3 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	
ESSENTIAL (for Disaster Recovery)	**ESSENTIAL:** • **Centered Calibri 11 point Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	**(for Disaster Recovery):** • **Centered Calibri 8 point Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**
NON-ESSENTIAL	• **Centered Calibri 10 point Not Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	
OPR	• **Centered Calibri 10 point Not Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	
OFM	• **Centered Calibri 10 point Not Bold** • **0 point** paragraph spacing **before** • **0 point** paragraph spacing **after**	

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

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov