



Using Records Retention Schedules: Strategies for Managing Notary Public Journals

Purpose: Help state and local government agencies apply retention to notary public journals, especially after the employee leaves the agency.

Retention Requirements

- Only applies to journals documenting notarial acts performed within the scope of agency employment.

DAN	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18012 Rev. 0 / GS2024-017 Rev. 0	<i>Notary Public Journals</i> Journals documenting notarial acts performed by agency employees within the scope of their employment in accordance with RCW 42.45.180. <i>Note: Retention based on 10-year requirement for journals (RCW 42.45.180(1)).</i>	Retain for 10 years after last notarial act chronicled in journal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

Source: *State Government General Records Retention Schedule* and *Local Government Common Records Retention Schedule (CORE)* (available from Washington State Archives' website).

When Employee Leaves Agency

- Notary Publics need to take their journals with them when they leave the agency.
- Here is a suggested strategy for agencies to use:
 1. Make a copy of the journal;
 2. Redact any non-employment related notarial acts from the copy;
 3. Retain the redacted copy of the journal;
 4. The departing employee retains the original (unredacted) journal.

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