
Using Records Retention Schedules: What Does “Exhaustion of Appeals Process” Mean?

Purpose: Provide guidance to state agencies and local government entities on how to apply the commonly used retention period “exhaustion of appeals process”.

What Does This Mean?

When records retention schedules have a retention that includes “exhaustion of appeals process”, this means that either:

1. **Any appeals** have been **resolved** and there are **no further avenues available** to appeal the matter;

OR

2. The **time limit** to lodge any appeal has **expired**.

How Do I Know?

To find out if the appeal process has been exhausted, you may need to consult with either your:

1. **Agency Legal Counsel**;

OR

2. **Prosecuting Attorney** in your County.

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

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