



Using Records Retention Schedules: Which Retention Schedules Apply to Personnel Records?

Purpose: Provide guidance to state and local government agencies on where to find retention requirements for personnel records.

General Retention Requirements

- Most personnel records are covered in the HR and Payroll Management section in the:
 - *Local Government Common Records Retention Schedule (CORE)* for local agencies;
or
 - *State Government General Records Retention Schedule (SGRRS)* for state agencies.

Exceptions and Additional Retention Requirements

- Specific exceptions and further requirements can be found in the:
 - *Animal Services Records Retention Schedule;*
 - *Fire and Emergency Medical Records Retention Schedule;*
 - *Law Enforcement Records Retention Schedule;*
 - *Public Health Records Retention Schedule;*
 - *Public Hospitals Records Retention Schedule;*
 - *Public Schools (K-12) Records Retention Schedule;*
 - *Transit Records Retention Schedule;*
 - *Utility Services Records Retention Schedule.*
- State agencies may also have exceptions and/or additional requirements in their agency-specific schedule.

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