## Using Records Retention Schedules:
## Which Retention Schedules Do Airport Districts Use?

**Purpose: Provide guidance to airport districts on which records retention schedules to use.**

Airport districts need to use the following records retention schedules:

1. *Local Government Common Records Retention Schedule (CORE)*

   This schedule covers records that are commonly created/received by most government agencies (including airport districts), such as records relating to:

   - Board meetings
   - Construction
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Media coverage
   - Payroll
   - Policies and procedures
   - Public records requests

   Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. *Economic Development and Transport Records Retention Schedule*

   This schedule covers records that are specific or unique to airport districts, such as records relating to:

   - Airline statistics
   - Cargo handling and storage documentation
   - Civil aeronautics board dockets and related files
   - Customer engagement
   - F.A.A. regulatory files
   - Foreign trade zone applications
   - Landing fee reports
   - Tariff memorandums
   - Transient aircraft files
   - International customs reports

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

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