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## Using Records Retention Schedules: Which Retention Schedules Do Area Agencies on Aging Use?

**Purpose:** Provide guidance to area agencies on aging regarding which records retention schedules to use.

Area agencies on aging 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 area agencies on aging), such as records relating to:

- Board meetings
- 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. *Public Health Records Retention Schedule*

This schedule covers records relating to the functions of promoting public health, managing vital records, providing health care and treatment, conducting research, and other activities, such as:

- Client medical records (including release)
- Counseling
- Screenings and referrals

### 3. *Social Services Records Retention Schedule*

This schedule covers records relating to the function of providing social services, such as:

- Client case files (support services)

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