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

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

Conservation 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 conservation districts), 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 **CORE**.

### 2. *Conservation Districts Records Retention Schedule*

This schedule covers records relating to the functions of coordinating, promoting, managing, and administering natural resource conservation programs, such as:

- Agricultural and outdoor burn permits
- Cooperative plans
- Farm Management plans
- Inventory and Evaluation plans
- Landowner consultation
- Landowner project monitoring
- Resource Management System plans
- Site assessments
- U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program agreements
- Water Quality Cost Sharing and Implementation agreements

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