Using Records Retention Schedules:
Which Retention Schedules Do County Auditors Use?

Purpose: Provide guidance to County Auditors on which records retention schedules to use.

County Auditors use the following records retention schedules:

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

   This schedule covers records that are created or received by most government agencies, such as records relating to:

   - Auditing
   - Budgeting
   - Contracts and agreements
   - Facilities and asset management
   - Financial transactions and accounting
   - Human resources

   - Information systems/technology
   - Mandatory reporting/filing
   - Meetings and hearings
   - Payroll
   - Policies and procedures
   - Public records requests

   The *Local Government Common Records Retention Schedule (CORE)* also covers transitory records such as:

   - Brainstorming and collaborating
   - Contact information
   - Drafting and editing

   - Meeting arrangements and scheduling
   - Reference materials
   - Spam and junk mail

2. *County Auditor Records Retention Schedule*

   This schedule covers records that are specific or unique to County Auditors, such as records relating to:

   - Ballots
   - Candidate filing
   - District and precinct boundaries
   - Elections administration

   - Recordings and filings
   - Voter registration
   - Vehicle licensing and permitting

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

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