



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

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

County Clerks 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 local government agencies (including County Clerks), such as records relating to:

- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Human resources
- Information systems/technology
- Media coverage
- Payroll
- Policies and procedures
- Records management and destruction

Records with minimal retention value (transitory records) are also covered in **CORE**.

2. County Clerks Records Retention Schedule

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

- Appointed counsel certifications of compliance
- Bonds and oaths of office
- Clerk's minutes
- Exhibits
- Filed documents
- Grand juries
- Jury management
- Juvenile court case files
- Oral testimony and proceedings
- Restitution
- Search warrants
- Superior court case files
- Voluntary waivers of firearm rights

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