



Using Records Retention Schedules: Which Retention Schedules Do District and Municipal Courts Use?

Purpose: Provide guidance to District and Municipal Courts on which records retention schedules to use.

District and Municipal Courts 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 District and Municipal Courts), 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. *District and Municipal Courts Records Retention Schedule*

This schedule covers records that are specific or unique to District and Municipal Courts, such as records relating to:

- Civil case files
- Clerk's minutes
- Court calendar
- Criminal case files
- Electronic recordings of court proceedings
- Exhibits
- Filed documents
- Involuntary civil commitment
- Jury management
- Probation
- Search warrants
- Therapy court

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