
Using Records Retention Schedules: Which Retention Schedules Do Local Emergency Planning Committees (LEPCs) Use?

Purpose: Provide guidance to local emergency planning committees on which records retention schedules to use.

Local emergency planning committees (LEPCs) use a single schedule for all of their records retention needs:

Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most local government agencies (including LEPCs), such as records relating to:

- Committee meetings
- Contracts and agreements
- Facilities management
- Financial transactions & accounting
- Grants/bonds
- Human Resources
- Information systems/technology
- Payroll
- Policies and procedures
- Public records requests
- Training (provided and received)
- Transitory records

In addition, the *Agency Management* section of the *CORE* schedule covers records that are specific to emergency planning, such as:

- Emergency/disaster preparedness and recovery plans
- Reporting to other agencies

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

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