
Using Records Retention Schedules: Which Retention Schedules Do Public Libraries Use?

Purpose: Provide guidance to public libraries on which records retention schedules to use.

Public libraries 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 libraries), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions & accounting
- Grants/bonds
- Human Resources
- Information systems/technology
- Legal affairs
- Payroll
- Policies and procedures
- Public records requests
- Transitory records

In addition, the *Information Management – Library Services* section of the *CORE* schedule covers records that are specific to library services, such as:

- Annual report of trustees
- Catalog
- Circulation
- Collection control
- Special collections

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

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