

Visual Guide to Updating the Front Page of Schedules (October 2021)



WASHINGTON
Secretary of State
Washington State Archives



DRAFT



[Agency Name] Records Retention Schedule
DRAFT [#1] – Version [1.0] ([Month Year])



This schedule applies to: **[Agency Name]**

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the **[Agency Name]** relating to the unique functions of **[insert brief description of functions and activities of the agency]**. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.



Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the **[Agency Name]** are revoked. The **[Agency Name]** must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on **[Month Date, Year]**.



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