

Using Records Retention Schedules: Which Retention Schedules Do Metropolitan Planning Organizations Use?

Purpose: Provide guidance to metropolitan planning organizations on which records retention schedules to use.

Metropolitan planning organizations 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 government agencies (including metropolitan planning organizations), such as records relating to:

- Annexation plans
- Audits
- Board meetings
- Contracts and agreements
- Customer comments
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources

- Information systems/technology
- Internal reporting
- Legal affairs
- Marketing and promotion
- Media coverage
- Payroll
- Planning files
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Transit Records Retention Schedule

This schedule covers records relating to the functions of providing transit services, such as:

- ADA/paratransit
- Daily route operations
- Dispatch radio transmissions
- Fare rate development
- Rideshare/vanpool
- Route scheduling

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

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