



Using Records Retention Schedules: Which Retention Schedules Do Transit Authorities Use?

Purpose: Provide guidance to transit authorities on which records retention schedules to use.

Transit authorities 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 transit authorities), 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: