



This schedule applies to: County Auditors

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of County Auditors relating to the functions of supervising elections and voter registration, recording and filing public documents, and licensing vehicles and vessels. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

Disposition of public records

Public records covered by records series within this records retention schedule 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 agency 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 approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. County Auditors 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 Local Records Committee in accordance with RCW 40.14.070 on June 4, 2025.

For the State Auditor: Al Rose

For the Attorney General: Matt Kernutt

The State Archivist: Heather Hirota



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March, 1977	
2.0	November, 1986	
3.0	December 1997	
3.1	2001 - 2002	Updates to records series originating in Local Government General Records Retention Schedule (LGRRS).
3.2	September, 2006	
3.3	August 28, 2008	Elections section updated.
4.0	January 29, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>County Auditor Records Retention Schedule</i> now begin with the prefix “AU”; there have been no changes to titles, descriptions, retention periods, or archival designations.
4.1	July 30, 2009	Elections section updated to clarify the disposition of security envelopes. DAN 52-03C-80 created; DAN 52-03C-70 modified; DAN 52-03C-71 discontinued.
5.0	September 16, 2010	Complete revision of the Recording and Licensing sections. Records series covered in the <i>CORE</i> (accidents/incidents & workers’ compensation, liability waivers, work plans, etc.) or the <i>Local Government General Records Retention Schedule (LGRRS)</i> (non-vehicle/vessel licensing) have been removed. Elections section has been reformatted only; there are no changes to description, retention requirements, or designations.
5.1	June 4, 2025	Minor revisions throughout the schedule.

For assistance and advice in applying this records retention schedule,
please contact the County Auditor’s Records Officer or Washington State Archives at:

recordsmanagement@sos.wa.gov



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1. ELECTIONS

This section covers records relating to the function of administering elections and voter registration in accordance with Title 29A RCW.

1.1 BOUNDARIES			
<i>The activity of documenting the boundaries of districts and precincts.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-69 Rev. 1	<i>District and Precinct Boundaries – Development</i> Records documenting the development and revision of district and precinct boundaries where the final records are retained in accordance with <i>District and Precinct Boundaries – Final (DAN AU52-03C-17)</i> .	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
AU52-03C-17 Rev. 1	<i>District and Precinct Boundaries – Final</i> Records documenting the boundaries of districts and precincts. Includes, but is not limited to, legal descriptions and maps. Excludes Board of Commissioners resolutions covered by <i>Ordinances and Resolutions – Approved (DAN GS50-05A-16)</i> .	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



1.2 CANDIDATES

The activity of documenting candidates running for public office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-15 Rev. 1	<p><i>Candidate Filing Records</i> Records relating to candidate filings. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Declarations of candidacy; • Nomination petitions; • Withdrawals of candidacy. <p><i>Note: Retention based on 6-month requirement for the preservation of declarations of candidacy (RCW 29A.24.072).</i></p>	<p>Retain for 6 months after close of filing <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
AU52-03C-25 Rev. 0	<p><i>Filing Receipts/Filing Fee Petitions</i> Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee.</p>	<p>Retain for 6 years after close of filing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AU52-03C-42 Rev. 1	<p><i>Public Disclosure Statements</i> Candidate statement filed by candidates, campaigns, and political action committees. <i>Note: Statements should also be filed with the Public Disclosure Commission in accordance with RCW 42.17A.235.</i></p>	<p>Retain for 5 years after close of filing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-70 Rev. 1	<p>Ballots – Unissued or Undeliverable</p> <p>Unissued ballots and undeliverable balloting packets for all elections.</p> <p>Excludes outer mailing envelopes marked by the postal service as undeliverable covered by <i>Voter Status Change, Verification and Confirmation (DAN AU52-03C-65)</i>.</p> <p><i>Note: Retention based on 10-day requirement to file an action in relation to errors or wrongful actions (RCW 29A.68.013).</i></p>	<p>Retain for 10 days after official certification of election</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AU52-03C-72 Rev. 1	<p>Election – Administration Records – Federal</p> <p>Records documenting the internal administration of each federal election.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> All voted ballots of any kind; Records that document the organization, operations, security, inspections of and challenges to the voting process. <p>Excludes records covered by <i>Election – Administration Records – Non-Federal (DAN AU52-03C-73)</i>.</p> <p><i>Note: Retention based on 22-month after date of election requirement for federal election records (52 USC §20701, WAC 434-219-330, and WAC 434-262-200).</i></p>	<p>Retain for 22 months after date of election</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-73 Rev. 1	<p><i>Election – Administration Records – Non-Federal</i> Records documenting the internal administration of each non-federal election. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • All voted ballots of any kind; • Records that document the organization, operations, security, inspections of and challenges to the voting process. <p>Excludes covered by <i>Election – Administration Records – Federal (DAN AU52-03C-72)</i>. <i>Note: Retention based on 60-day after date of certification requirement for non-federal election records (WAC 434-262-200).</i></p>	<p>Retain for 60 days after date of certification <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-74 Rev. 1	<p><i>Election – Official Results Records – Federal</i></p> <p>Core official documentation and published notices concerning the initiation and outcome of each federal election.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Canvassing board records; • Certification records; • District resolutions; • Official abstracts of the votes that were tabulated; • Sample ballots; • Voters’ pamphlets. <p>Excludes records covered by <i>Election – Official Results Records – Non Federal (DAN AU52-03C-75)</i>.</p> <p><i>Note: Retention based on 22-months after date of election requirement for federal election records (52 USC §20701, WAC 434-219-330, and WAC 434-262-200).</i></p>	<p>Retain for 22 months after date of election</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-75 Rev. 1	<p><i>Election – Official Results Records – Non-Federal</i></p> <p>Core official documentation and published notices concerning the initiation and outcome of each non-federal election.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Canvassing board records; • Certification records; • District resolutions; • Official abstracts of the votes that were tabulated; • Sample ballots; • Voters’ pamphlets. <p>Excludes records covered by <i>Election – Official Results Records – Federal (DAN AU52-03C-74)</i>.</p> <p><i>Note: Retention based on 60-days after date of certification requirement for non-federal election records (WAC 434-262-200).</i></p>	<p>Retain for 60 days after date of certification</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
AU52-03C-76 Rev. 1	<p><i>Recall of Elected Officials – Insufficient</i></p> <p>Records relating to the processing of a recall where the requisite number of signatures is not sufficient.</p> <p>Includes, but is not limited to, petitions.</p> <p><i>Note: Retention based on requirement to destroy the records 30-days after conclusion of count (RCW 29A.56.230).</i></p>	<p>Retain for 30 days after conclusion of count</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-34 Rev. 1	Recall of Elected Officials – Sufficient Records relating to the processing of a recall where the requisite number of signatures is sufficient. Includes, but is not limited to, petitions.	Retain for 6 years after determination of sufficiency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
AU52-03C-80 Rev. 1	Security Envelopes All security envelopes as defined by RCW 29A.40.091. Excludes affidavit envelopes covered by: <ul style="list-style-type: none"> • <i>Election – Administration Records – Federal (DAN AU52-03C-72);</i> • <i>Election – Administration Records – Non-Federal (DAN AU52-03C-73).</i> <i>Note: Retention based on 10-day requirement to file an action in relation to errors or wrongful actions (RCW 29A.68.013).</i>	Retain for 10 days after official certification of election <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AU52-03C-79 Rev. 1	Statement of Election Expenses Records documenting election expenses such as the Statement of Election Expenses.	Retain for 6 years after date of election <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 ELECTION RESULTS AND VOTING RESULTS

The activity associated with the administration of elections, and the voting results of elections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-55 Rev. 1	<p><i>Statistical Records Required by Federal Elections Commission</i> Records documenting registration, voting, and file maintenance activity required for biennial reporting.</p>	<p>Retain for 24 months after issuance of final report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
AU52-03C-77 Rev. 1	<p><i>Voting System Acceptance Testing Documents</i> Records documenting all legally required official test documents, records indicating corrective action needed, maintenance, and voting equipment verification. <i>Note: Retention based on 22-months after date of election requirement for federal election records and for consistency with Office of the Secretary of State’s retention of vote tabulating system certification records.</i></p>	<p>Retain for 22 months after date of election voting system was last used <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.4 VOTER REGISTRATION

The activity associated with the registration of voters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-11 Rev. 1	<p>Challenges to Voter Registration Records relating to challenges to voter registration.</p>	<p>Retain for 6 years after date of resolution of challenge <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AU52-03C-78 Rev. 1	<p>Voter Party Affiliation – Presidential Primaries Party affiliation data within the voter registration record for presidential primaries only. Excludes other party affiliation records covered by <i>Election Administration Records – Federal (DAN AU52-03C-72)</i>. <i>Note: Retention based on 60-day requirement for removing party designations in presidential primaries (WAC 434-219-330).</i></p>	<p>Retain for 60 days after certification of presidential primary by Secretary of State <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AU52-03C-27 Rev. 1	<p>Voter Registration – VoteWA Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of VoteWA. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original registration cards; • Voter registration totals. <p>Excludes:</p> <ul style="list-style-type: none"> • Records of the Office of the Secretary of State; • Records predating the implementation of VoteWA and the former Voter Registration Database (VRDB) which are covered by <i>Legacy Records (DAN AU52-03A-01)</i>. 	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.4 VOTER REGISTRATION

The activity associated with the registration of voters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-65 Rev. 1	<p><i>Voter Status Change, Verification Notices, and Confirmations</i></p> <p>All records generated in the course of producing acknowledgment notices, confirmation mailings, verification or any other confirmation of voter status, and notices returned to election offices by registrants responding to verification or confirmation. Includes database records and logs that show audit trail of changes to voter status and data source initiating the change.</p>	<p>Retain for 3 years after date of document <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2. LICENSING AND PERMITTING

This section covers records relating to acting as an agent for the Department of Licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03D-20 Rev. 2	<p>Vehicle/Vessel Licensing and Permitting</p> <p>Records relating to the licensing and permitting of vehicles and vessels by the County Auditor acting as an agent for the Department of Licensing, where not covered by a more specific records series.</p> <p>Excludes records covered by <i>Records Reported/Submitted to External Databases/Systems (DAN GS2024-024).</i></p> <p><i>Note: Retention based on Department of Licensing records retention requirements for agents.</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3. RECORDINGS AND FILINGS

This section covers records relating to the activity of recording and filing documents in accordance with Chapter 36.22 RCW. Includes maintaining the county’s real property records (deeds, real estate, contracts, liens, etc.), oaths of office, and other official public records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU2010-087 Rev. 1	<p>Filed Documents</p> <p>All documents filed with the County Auditor, but not recorded.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded) (DAN AU50-05A-15); Recorded Documents (DAN AU52-03B-01). 	<p>Retain until no longer needed for agency business <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
AU50-05A-15 Rev. 2	<p>Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded)</p> <p>All oaths of office, and all bonds of elected officials, filed with the County Auditor, but not recorded.</p> <p>Includes records covered by oaths of office of non-elected officials.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Bonds of non-elected officials covered by <i>Filed Documents</i> (DAN AU2010-087); Recorded oaths of office and bonds covered by <i>Recorded Documents</i> (DAN AU52-03B-01). 	<p>Retain until no longer needed for agency business <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03B-01 Rev. 2	<p>Recorded Documents The primary record copy of all County Auditor recordings. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper documents (land corner records, drawings, maps, plans, surveys, Torrens title records, etc.); • Books and volumes (deed, mortgage, lien, right-of-way, photo static volumes, “little red books”, etc.); • Microfilm (if primary record); • Digital images (from recording imaging system); • All indexes to recorded documents. <p>Excludes records covered by <i>Backups for Disaster Preparedness/Recovery (DAN GS50-06A-02)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
AU52-03B-06 Rev. 2	<p>Uniform Commercial Code (UCC) – Bulk Sales and Terminations Records relating to Uniform Commercial Code (UCC) bulk sales and terminations. Excludes UCC records covered by:</p> <ul style="list-style-type: none"> • <i>Filed Documents (DAN AU2010-087)</i>; • <i>Recorded Documents (DAN AU52-03B-01)</i>. 	<p>Retain for 6 years from date of transaction <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4. LEGACY RECORDS

These are records no longer created and/or recorded by County Auditors; however, County Auditors may still hold some of these records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03A-01 Rev. 2	<p>Legacy Records Records no longer created by the agency or recorded with the agency, but which possess enduring legal and/or historical value. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Articles of Association and Indexes; • Articles of Incorporation, Annual Reports, Lists of Corporation Officers, and Indexes; • Birth Records, Returns, and Indexes; • Cash and Fee Books; • Cash Entries (Patents); • Chattel Mortgage Records and Indexes; • Claim Orders; • Conditional Sales Contract Records and Indexes; • Constable’s Fee Book; • Coroner’s Death Record; • Donation Land Claims; • Indexes (lien, grantor/grantee, etc.); • Judgment Records; • Licenses/Certificates for Dentists, Drugless Healers, Osteopathic, etc. Register of Instruments; • Marriage Records; • Voter registration records not included in VoteWA or the former State Voter Registration Database (VRDB). 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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