



WASHINGTON
Secretary of State
Washington State Archives

Transit Records Retention Schedule
Version 2.0 (February 2025)

This schedule applies to: Transit Districts and Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of Transit Districts and Authorities relating to the unique functions of providing high-capacity transportation service in accordance with chapter 81.104 RCW. The schedule 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 (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 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 issued records retention schedules to Transit Districts and Authorities are revoked. Transit Districts and Authorities 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 February 5, 2025.

Signed by:

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For the State Auditor:

Al Rose

Signed by:

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For the Attorney General:

Matt Kernutt

Signed by:

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The State Archivist:

Heather Hirota



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "TR" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	February 5, 2025	Major revisions throughout the schedule including retention changes and substantial revocations.

For assistance and advice in applying this records retention schedule,
 please contact the Transit Districts and Authority's Records Officer
 or Washington State Archives at:

recordsmanagement@sos.wa.gov



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1. CUSTOMER SERVICE

This section covers records relating to addressing passenger needs and enhancing the overall transit experience.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-02 Rev. 1	<p>ADA/Paratransit Eligibility</p> <p>Records documenting client records for ADA mandated services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Client application; • Evaluation; • Decision letter; • Assistive device assessment. <p>Excludes records covered by <i>ADA/Paratransit Service (DAN TR50-31-01)</i>.</p>	<p>Retain for 6 years after participation by customer or denial of accommodations, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-29 Rev. 1	<p>Rideshare/Vanpool Participation</p> <p>Records relating to information maintained for each participant, application, driver eligibility, participant waiver, and ride matching request.</p> <p>Excludes records covered by <i>Daily Route Operations (DAN TR50-31-03)</i>.</p>	<p>Retain for 6 years after participation by customer or denial of accommodations, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2. FARE MANAGEMENT

This section covers records relating to systems and processes used to collect, distribute, and control passenger fares, *where not covered by CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-15 Rev. 1	<p><i>Fare Rate Development</i> Records relating to the analysis and decision-making process involved in setting fares for public transportation services. Including, but not limited to:</p> <ul style="list-style-type: none"> • Ridership data; • General Transit Feed Specification (GTFS) data; • Financial data; • Demographics; • Service quality metrics; • Market factors. 	<p>Retain for 6 years after fare rates superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3. OPERATIONS

This section covers records relating to the day-to-day management and execution of transit services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-01 Rev. 1	<p>ADA/Paratransit Service</p> <p>Records relating to ADA mandated services for people whose disability prevents them from riding the fixed route system.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Manifests; • Service reports; • Missed trip logs; • Database; • Service history; • Travel training services. 	<p>Retain for 3 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-03 Rev. 1	<p>Daily Route Operations</p> <p>Records relating to the daily operations of all modes of public transit (bus, ferry, rail).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Assignment sheets; • Change sheets; • Dispatch boarding and alighting files; • Extraboard (backup operator) weekly projections and assignments; • Missed trip logs; • Operator daily work schedules and shake ups; • Operator and dispatch bid assignments; • Temporary route changes and reassignments. 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-13 Rev. 1	<p>Dispatch Radio Transmissions</p> <p>Records relating to analog or digital radio transmissions between operators, supervisors, and dispatch staff regarding transit activities.</p>	<p>Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-07 Rev. 1	<p>Fixed Route Schedules</p> <p>Records documenting the final schedules published in print, digital, web-based, or mobile application formats for all modes of public transit (bus, ferry, rail).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Route schedules with stops and timetables; • Schedule updates provided to customers. 	<p>Retain for 3 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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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See the Local Government Common Records Retention Schedule (CORE) for “Essential” records.

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