



Using Records Retention Schedules: Examples of Retention for Common Types of Social Media Posts for Local Governments

Purpose: Provide examples of the minimum retention requirements for common types of social media posts for local government agencies.

Common Functions/Purposes for Social Media Posts	Minimum Retention Requirements
Advertising and Promotion (DAN 2011-165)	<i>Until no longer needed for agency business (Archival – Appraisal Required)</i>
Citizen Complaints/Requests (DAN GS50-01-09)	<i>3 years after matter closed (Non-Archival)</i>
Communications – Governing/Executive/Advisory (DAN GS50-01-12)	<i>2 years after communication received or provided, whichever is later (Archival – Appraisal Required)</i>
Communications – Non-Executive (DAN GS2010-001)	<i>2 years after communication received or provided, whichever is later (Non-Archival)</i>
Public Notice (Official) (DAN GS2012-016)	<i>6 years after notice published or 6 years after published event completed, whichever is later (Non-Archival)</i>

Spam posts received by the agency only need to be retained until no longer needed for agency business in accordance with **General Information – External (DAN GS50-02-03)**.

Social media posts may also be subject to different retention requirements of more specific records series found in other applicable records retention schedules.

Further detailed descriptions of the examples provided above can be found in the *Local Government Common Records Retention Schedule (CORE)* available at the Archives' website.

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

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