



## Using Records Retention Schedules: How Long Do COVID-19 Vaccination Verification Records Need to Be Kept?

**Purpose: Provide guidance to state agencies and local government entities on the minimum retention requirements for records relating to the verification of workers' COVID-19 vaccinations.**

The minimum retention period for records covered by COVID-19 Vaccination Status Verification Records (DAN GS 03058 / GS2021-010) in both the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)* is:

### Until no longer needed for agency business

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03058 Rev. 0 / GS2021-010 Rev. 0	<p><b>COVID-19 Vaccination Status Verification Records</b></p> <p>Records documenting the agency's compliance with its process for verifying the COVID-19 vaccination status of its employees in accordance with Department of Labor and Industries' Division of Occupational Safety and Health (DOSH) Directives 1.70 and 11.80.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Attestations relating to vaccination status;</li> <li>• Lists/logs of employees documenting the verification of their vaccination status;</li> <li>• Evidence of COVID-19 vaccinations (only if captured/retained by agency).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Administrative Procedures and Instructions (DAN GS50-01-01);</i></li> <li>• <i>Policies and Procedures – Administrative Functions (DAN GS 09028).</i></li> </ul>	<p><b>Retain</b> until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

The *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)* are available from Washington State Archives' website.

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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**