

## Using Records Retention Schedules: How Long Do Individual Meeting Members' Notes/Recordings Need to Be Kept?

**Purpose: Provide guidance to state and local agencies on the retention of notes and audio/video recordings of meetings created by an individual meeting member.**

Whether or not an agency is creating its own records to document a meeting, an individual meeting member may choose to create records of the meeting (such as notes, recordings, etc.) for their own use.

These records may be destroyed when the individual meeting member no longer has a need for them, **as long as** the records are:

- Used solely for the individual's own reference purposes; AND
- Not used by the agency as a substitute for, or to help create, the agency's record of the meeting.

### Until No Longer Needed for Agency Business

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09026 Rev. 0 / GS2016-007 Rev. 0	<p><b><i>Meeting Materials – Members' Copies/Notes</i></b></p> <p>Individual members' meeting materials from participating in advisory, governing/ executive/policy-setting, internal/external committees (including national/external bodies), provided the Committee's records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of agendas, meeting packets, minutes, etc.;</li> <li>• Working notes/drafts, etc.;</li> <li>• Related correspondence/communications.</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 OFM

**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)**