

Using Records Retention Schedules: How Long Do Public Records Request Logs Need to Be Kept?

Purpose: Provide guidance to state and local government agencies on how long public records request logs maintained in accordance with RCW 40.14.026(4) need to be retained.

As the public records request logs are records relating to public records requests, the minimum retention period is the same as other records covered by Public Disclosure/Records Requests (DAN GS 05001 / GS2010-014) in both the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*.

Public Records Request Logs – 2 years after public records request fulfilled

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05001 Rev. 2 / GS2010-014 Rev. 3	<p>Public Disclosure/Records Requests</p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Legal advice/opinions; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request; • Public disclosure requests and appeals; • Tracking logs. <p>Excludes:</p> <ul style="list-style-type: none"> • Records that are the subject of the public records request (which must be retained in accordance with the applicable records series); • Records covered by <i>Provision of Advice, Assistance or Information (DAN GS 09022)</i>. 	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Strategies for Applying Minimum Retention Period

Electronic Logs

- If the agency uses a database, Excel spreadsheet, etc., for its public records request log, then the retention can be applied to the individual log entries.
- This means that each log entry can be deleted/purged 2 years after that particular records request is fulfilled.

Paper Logs

- If the agency uses a bound paper book (non-removable pages) for its public records request log, then retain the entire book for 2 years after the last public records request in the book is fulfilled.
- If the agency uses a binder (or other volume with removable pages) for its public records request log, then retain each page for 2 years after the last public records request on the page is fulfilled.

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

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