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## **Using Records Retention Schedules: How Long Do Utility Discounts/Tax Exemptions Need to Be Kept?**

**Purpose:** Provide retention guidance to local government agencies on utility discount application records.

The minimum retention period for applications for low income/senior citizen discounts/tax exemptions for utility payments is:

### **6 years after termination/expiration of instrument/coverage**

#### **Contracts and Agreements – General (DAN GS50-01-11)**

*6 years after completion of transaction or 6 years after termination/expiration of instrument/coverage (Non-Archival)*

Found in *Local Government Common Records Retention Schedule (CORE)*

The *Local Government Common Records Retention Schedule (CORE)* is 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)**