



Using Records Retention Schedules: How Long Do Volunteer Records Need to be Kept by Local Governments?

Purpose: Provide guidance to local agencies on the retention of volunteer work records.

The *Local Government Common Records Retention Schedule (CORE)* defines an employee as “any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status.” This means that volunteer records are treated the same as employee records.

Here is the retention for some of the most common types of volunteer records in *CORE*:

Type of Volunteer Records	Covered By
<i>Applications (unsuccessful)</i>	Recruitment (DAN GS50-04B-22) <i>3 years after position filled/recruitment effort terminated (Non-Archival)</i>
<i>Work history (successful applications, background checks, training/staff development, etc.)</i>	Employee Work History (DAN GS50-04B-06) <i>6 years after separation from agency and no longer needed for agency business (including retirement benefit verification) (Non-Archival)</i>
<i>Schedule/contact information changes</i>	Employees – Routine Administrative Transactions (DAN GS2017-011) <i>Until superseded (Non-Archival)</i>
<i>Attendance/access logs</i>	Security Monitoring – Employee and Public Access (DAN GS50-06B-20) <i>3 years after date of report or last log entry (Non-Archival)</i>

For the full description of these types of records and other guidance, please see the *Local Government Common Records Retention Schedule (CORE)*.

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

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