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## **Developing Records Retention Schedules: How to Calculate the Change in the Number of Records Series**

**Purpose:** Provide guidance to state agencies on how to calculate and show the change in the number of records series in the Summary of Changes when submitting updates to their agency's records retention schedule.

At the end of the Summary of Changes, there is a single line to show the change in the total number of records series. The Archives and the State Records Committee review this to track if the overall trend is continuing towards reducing the number of records series to make the schedules easier and simpler to follow.

### **How to Calculate:**

**Net Change** = Number of **Existing** Series – Number of **Revoked** Series + Number of **New** Series

*Hint:* If you don't know the number of existing records series for your agency, check your agency's copy of its last Summary of Changes, or simply add up the number of records series in the currently approved agency schedule.

If there is:

- a) A negative net change (meaning a reduction), show this as:

***Net Reduction in Records Series: X (from Y series down to Z series)***

- b) A positive net change (meaning an increase), show this as:

***Net Increase in Records Series: X (from Y series up to Z series)***

- c) No net change in the total number of records series, show this as:

***No Change in the Number of Records Series (X series)***

**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)**