



Using Records Retention Schedules: Which Retention Schedules Apply to Construction Records?

Purpose: Provide retention guidance for construction records to state and local government agencies.

Construction by (or on Behalf of) the Agency

- The **Asset Management** sections of the following schedules cover *most* construction records:
 - **Local Government Common Records Retention Schedule (CORE)** for local agencies;
 - **State Government General Records Retention Schedule (SGRRS)** for state agencies;
 - **Utility Services Records Retention Schedule** for cities, public utility districts, water and sewer districts, etc.

* State agency-specific schedules may include exceptions or additional retention requirements.

Agencies Approving/Permitting Construction by Others

- Local government agencies that regulate construction retain records under the following schedule:
 - **Land Use Planning and Permitting Records Retention Schedule**
- State agencies that regulate construction retain records under their agency-specific schedule.

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