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

Purpose: Provide guidance to state and local government agencies on where to find retention requirements for financial records.

General Retention Requirements

- Most financial records for state and local government agencies are covered in the Financial Management section of either the:
 - **Local Government Common Records Retention Schedule (CORE)** for local agencies; or
 - **State Government General Records Retention Schedule (SGRRS)** for state agencies.

Exceptions and Additional Retention Requirements

- In addition to the general requirements in the schedules above, some specific exceptions and additional requirements can be found in:
 - **Community and Technical Colleges Records Retention Schedule;**
 - **County Auditor Records Retention Schedule;**
 - **County Clerks and Superior Court Records Retention Schedule;**
 - **County Treasurer Records Retention Schedule;**
 - **Economic Development and Transport Records Retention Schedule;**
 - **Housing Authorities Records Retention Schedule;**
 - **Law Enforcement Records Retention Schedule;**
 - **Licensing, Permitting and Taxation Records Retention Schedule;**
 - **Public Health Records Retention Schedule;**
 - **Public Hospital Districts Records Retention Schedule;**
 - **Public Schools (K-12) Records Retention Schedule;**
 - **Transit Records Retention Schedule;**
 - **Utility Services Records Retention Schedule;**
 - **Weed and Pest Control Districts.**
- Some state agencies may also have exceptions and/or additional requirements in their agency-specific schedule.

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