



Using Records Retention Schedules: Which Retention Schedules Do Cemetery Districts Use?

Purpose: Provide guidance to cemetery districts on which records retention schedules to use.

Cemetery districts need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most government agencies (including cemetery districts), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management (including lawn mowing, etc.)
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Cemeteries Records Retention Schedule

This schedule covers records that are specific or unique to cemetery districts, such as records relating to:

- Burial permits
- Index of interments
- Records of burial or interment
- Section books
- Section maps

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