



Using Records Retention Schedules: Which Retention Schedules Do Law Enforcement Agencies Use?

Purpose: Provide guidance to law enforcement agencies on which records retention schedules to use.

Law enforcement agencies need to use the following records retention schedules:

1. **Local Government Common Records Retention Schedule (CORE)***

This schedule covers records created and received by most government agencies that relate to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources (excluding personnel/complaints/misconduct)
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Policies and procedures
- Public records requests

CORE also includes records with minimal retention value (transitory records).

2. **Law Enforcement Records Retention Schedule**

This schedule covers records that are specific or unique to law enforcement agencies that relate to:

- Cases and investigations
- Crime prevention
- Complaints/grievances/misconduct
- Court order implementation
- Criminal history
- Dispatch
- Inmate custody
- Internal review investigations
- Law enforcement personnel records
- Mobile device recordings
- Property management
- Search and rescue
- Violations and traffic enforcement
- Weapons maintenance

3. **Additional Schedules**

Law enforcement agencies with animal control or emergency communications duties need to use the following schedules:

- **Animal Services Records Retention Schedule**
- **Emergency Communications (911) Records Retention Schedule**

* State agencies use the **State Government General Records Retention Schedule** instead of 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
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