



Using Records Retention Schedules: Which Retention Schedules Do Superior Courts Use?

Purpose: Provide guidance to Superior Courts on which records retention schedules to use.

Superior Courts 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 local government agencies (including Superior Courts), such as records relating to:

- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Human resources
- Information systems/technology
- Media coverage
- Payroll
- Policies and procedures
- Records management and destruction

Records with minimal retention value (transitory records) are also covered in **CORE**.

2. Superior Court Records Retention Schedule

This schedule covers records that are specific or unique to Superior Courts, such as records relating to:

- Arbitration
- Family court
- Involuntary civil commitment
- Jury management
- Marriage waivers
- Protective arrangements
- Therapy court

Records managed by the County Clerk, such as Superior Court case files, are covered by the County Clerks Records Retention Schedule.

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