



Records Management Guidance

The Benefits of Retention Schedules

King County records are one of the best resources you have to do your work. These records include manuals, policies, contracts, and all your “I should write this down” notes. Records are also how the county keeps all the hard work you do to support your mission and the [True North Values](#). Your work lives in project files, emails, drafts, and calendar.

A retention schedule provides legal and business guidance on how long to keep those records, ranging from forever to a few minutes. A retention schedule is the most reliable way to ensure your records are managed in accordance with records management law, regulations, and best practices. It also protects against the consequences of poor records management. See the [Management of King County Public Records \(INF 15-4-1-EP\)](#) for more information.

All King County records are covered by the county’s [general records schedule](#), which is compliant with the [state’s retention schedule](#). It is strongly recommended that you work with the Records Management program to make sure all *your* records are covered.

Schedule Benefits	Washington State Schedules	King County General Schedule	Section Schedules
Legally compliant	✓	✓	✓
Available to the public	✓	✓	✓
Authorizes records destruction	✓	✓	✓
Authorizes records destruction, considering the work your section does	x	x	✓
May extend retention to better serve King County	x	✓	✓
May extend retention to ensure records are kept for the duration you need them	x	x	✓
Has specific records you use not covered by the KC GRS	?	x	✓
Has specific records you use not covered by the state	x	?	✓
Customized for your staff and time when identifying and managing records	x	x	✓
Concise, so you don’t need to deal with hundreds of records you don’t use	x	x	✓
Customizes language and terminology, so when you can easily identify your	x	x	✓

records for management and disposition			
Documents your due diligence in Records Management and compliance	X	X	✓
Documents the date you last confirmed your schedules and their retention	X	X	✓
Shows your section's records are managed and retained with the approval of the PRC	X	X	✓

