

Managed Records Are Accessible Records Q&A Follow-Up:

Are there best practices on managing text messages?

Angela, we have an advice sheet available on this topic, "Managing Public Records Created or Received as Text Messages": <https://www.sos.wa.gov/assets/archives/recordsmanagement/advice-sheet-managing-public-records-created-or-received-as-text-messages-april-2015.pdf>

You can find that advice sheet, as well as other resources relating to text messages, at <https://www.sos.wa.gov/archives/recordsmanagement/managing-text-messages.aspx>

What factors does the Records Committee consider when determining a retention schedule for specific records?

We are sometimes asked what determines a record's retention period. To determine retention, we consider

- The agencies' business need
- Laws and professional standards
- Statutes of Limitation, or the amount of time legal action can be taken after an event has occurred
- For instance, you have 3 years to report and potentially litigate a personal injury, so records documenting that injury must be retained for a minimum of 3 years.
- And you have 6 years to report and potentially litigate a breach of contract, so the records documenting that contract must be retained for a minimum of 6 years.
- We also consider audit examination periods when determining retention.

Where would we find an example destruction log?

You can find examples and a suggested template at the bottom of our How to Destroy Non-Archival Records page, <https://www.sos.wa.gov/archives/recordsmanagement/how-to-destroy-non-archival-records.aspx>

Is the state general schedule different from the CORE schedule?

Yes. The State Government General Records Retention Schedule is for use by state agencies ONLY (e.g., DSHS, Department of Corrections, Office of the Secretary of State, etc.)

The Local Government Common Records Retention Schedule, or CORE, is for use by local government agencies ONLY, such as South Whidbey SD.

The two schedules are similar in that they cover records that are common to state/local agencies of all types.

Does "fulfilled" mean when it is closed in GovQA or the PRO closes it or when your department fulfills your part?

I would recommend interpreting "fulfilled" as the point when the records request has been closed by the agency, not just by a particular department or individual within the agency.

How are Litigation Holds considered with regards to Public Disclosure/Records Requests retention schedules?

If there's a lawsuit pending or ongoing and you have records that are responsive to that litigation, you would need to keep those records until the litigation has been resolved, or the hold is lifted.

More Trainings from the Washington State Archives:

Training Calendar (for live and/or in-person webinars):

<https://www.sos.wa.gov/archives/recordsmanagement/trainingsignup.aspx>

Prerecorded trainings: <https://www.sos.wa.gov/archives/recordsmanagement/online-training.aspx>