

Revising Retention Schedules

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WASHINGTON

Secretary of State

Agenda

- **Why** retention schedules change
- Schedule revision process
- **How** agencies contribute
- **How** decisions get made
- **Why** it matters



Ch-Ch-Changes



Revision Process

identify
a need

initial
internal
review

final
revision

committee
review

committee
approval

draft
revision

questions

agency
engage
ment

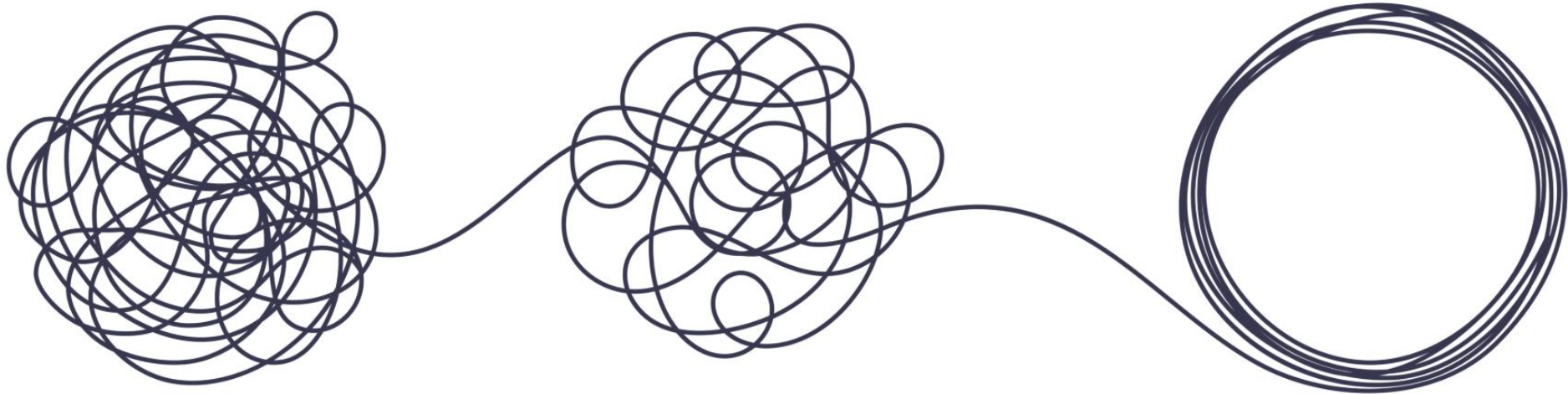
How Agencies Contribute



How Decisions Get Made



Why it Matters



Thank You 😊

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