
Records Management and Retention – 6570.1P

The district records officer shall have the responsibility for the safekeeping of all records according to the Local Government Common Records Retention Schedule issued by the Office of the Secretary of State, Division of Archives and Records Management, State of Washington. The district records officer shall have authority to dispose of materials after the recommended retention period provided in the Local Government Common Records Retention Schedule. (<http://www.secstate.wa.gov/archives/RecordsRetentionSchedules.aspx>).