



Using Records Retention Schedules: How Long Do Volunteer Records Need to be Kept by State Agencies?

Purpose: Provide guidance to state agencies on the retention of volunteer work records.

The *State Government General Records Retention Schedule (SGGRRS)* covers volunteer records in the same way as employee records.

Here is the retention for some of the most common types of volunteer records in *SGGRRS*:

Type of Volunteer Records	Covered By
<i>Applications (unsuccessful)</i>	Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
<i>Work history (successful applications, assessments, eligibility requirements, etc.)</i>	Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i>
<i>Routine correspondence (work schedule/contact information changes, etc.)</i>	Personnel – Routine Transactions (DAN GS 03055) <i>Until superseded (Non-Archival)</i>
<i>Keycard/secure area logs</i>	Entry/Exit Logs – Facilities (DAN GS 25007) <i>6 years after end of the fiscal year (Non-Archival)</i>

For the full description of these types of records and other guidance, please see the *State Government General Records Retention Schedule (SGGRRS)*.

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

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**