

Developing Records Retention Schedules: How to Format Designations

Purpose: Provide guidance to state agencies on the formatting style to use when writing records series designations in records retention schedules.

Here are the basic formatting style guidelines to use so that records retention schedules continue to be of a consistently high standard of appearance and readability:

- Follow the formatting set out in the *Agency Records Retention Schedule Template* and the *State Government General Records Retention Schedule* as your basic guide;
- The general format is **centered Calibri font 10 point, not bolded**, with a **0 point** paragraph spacing **before** and **after** (except where noted below):

ARCHIVAL (Permanent Retention)	ARCHIVAL: Centered Calibri 11 point Bold 3 point paragraph spacing before 0 point paragraph spacing after	(Permanent Retention): Centered Calibri 8 point Bold 0 point paragraph spacing before 0 point paragraph spacing after
ARCHIVAL (Appraisal Required)	ARCHIVAL: Centered Calibri 11 point Bold 3 point paragraph spacing before 0 point paragraph spacing after	(Appraisal Required): Centered Calibri 9 point Bold 0 point paragraph spacing before 0 point paragraph spacing after
NON-ARCHIVAL	Centered Calibri 10 point Not Bold 3 point paragraph spacing before 0 point paragraph spacing after	
ESSENTIAL (for Disaster Recovery)	ESSENTIAL: Centered Calibri 11 point Bold 0 point paragraph spacing before 0 point paragraph spacing after	(for Disaster Recovery): Centered Calibri 8 point Bold 0 point paragraph spacing before 0 point paragraph spacing after
NON-ESSENTIAL	Centered Calibri 10 point Not Bold 0 point paragraph spacing before 0 point paragraph spacing after	
OPR	Centered Calibri 10 point Not Bold 0 point paragraph spacing before 0 point paragraph spacing after	
OFM	Centered Calibri 10 point Not Bold 0 point paragraph spacing before 0 point paragraph spacing after	

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

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