



Using Records Retention Schedules: Which Retention Schedules Apply to Payroll Records?

Purpose: Provide guidance to state and local government agencies on where to find retention requirements for payroll records.

General Retention Requirements

- Most payroll records are covered in the HR and Payroll Management section in the:
 - *Local Government Common Records Retention Schedule (CORE)* for local agencies;
or
 - *State Government General Records Retention Schedule (SGGRRS)* for state agencies.

Exceptions and Additional Retention Requirements

- Specific exceptions and further requirements can be found in the:
 - *Law Enforcement Records Retention Schedule;*
 - *Public Schools (K-12) Records Retention Schedule.*
- State agencies may also have exceptions and/or additional requirements in their agency-specific schedule.

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

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