

Summary of Changes

Economic Development and Transport Records Retention Schedule v.1.2 (August 2021)

New Records Series Added

- None

Retention Changes

- One (1) records series has changes to its retention period/cutoff:
 1. **Customer Engagement Records** (was Customer Files) **(DAN ED55-04-07) p.4**
Decreased from “6 years after termination of agreement (Archival – Appraisal Required)” to “Until no longer needed for agency business (Archival – Appraisal Required)”

Other Minor Changes

- One (1) records series has changes to its title and/or description:
 1. **Customer Engagement Records** (was Customer Files) **(DAN ED55-04-07) p.4**
Rationale: Clarified the scope of this records series and its relationship to other records series in the Local Government Common Records Retention Schedule (CORE).
- The section heading and description “Agency Management – Contracts/Agreements” was changed to “Customer Engagement” to better reflect the types of records covered by this section.
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- One (1) records series is being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
 1. **Customer Engagement Records** (was Customer Files) **(DAN ED55-04-07) p.4**

Archival Designation Changes

- None

Series Being Revoked

- None

No Change in Number of Records Series (14 series)