

Electronic Records Management: How Long Do Meeting Recordings Need to Be Kept by State Agencies?

Purpose: Provide guidance to state government agencies on the retention of audio/video recordings of meetings, including those created through online meeting and collaboration platforms such as Microsoft Teams, Zoom, GoToMeeting, Webex, etc.

Is there one retention period for meeting recordings?

NO – The retention period for audio/video meeting recordings, as with all public records, is based on the *function* and *content* of the record, not on its format. If a recording is created, it should be retained with the other records of the meeting (such as agendas, minutes, etc.).

Retention requirements for the records of many common types of meetings, such as the examples below, can be found in the *State Government General Records Retention Schedule*:

| Meeting Type | Retention Requirements |
|--|---|
| Governing/executive body (including inter-agency bodies) | Governing/Executive/Policy-Setting Body Records (DAN GS 10004) <i>6 years after end of calendar year (Archival – Permanent Retention)</i> |
| Advisory body (including inter-agency bodies) | Advisory Body Records (DAN GS 10015) <i>6 years after end of calendar year (Archival – Appraisal Required)</i> |
| Staff and internal committees | Meetings – Staff and Internal Committees (DAN GS 09009) <i>2 years after end of calendar year (Non-Archival)</i> |

In addition to the records series in the *State Government General Records Retention Schedule*, some state agencies may have retention requirements for specific types of meetings (e.g., apprenticeship sponsor meetings for Department of Labor and Industries) in other records retention schedules.

Records retention schedules are available from Washington State Archives' website.

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

www.sos.wa.gov/archives
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