



WASHINGTON STATE  
**Board of Health**

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**DATE:** October 10, 2012  
**TO:** Washington State Board of Health Members  
**FROM:** Desiree Robinson, SBOH Staff  
**SUBJECT:** RECORDS RETENTION SCHEDULE UPDATE

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**Background and Summary:**

The State Board of Health has been operating with a records retention schedule that was approved by the Board in 2008. That schedule contained records that were unique to the Board and not included in the State Government General Records Retention Schedule (state schedule) at that time. The state schedule has been updated and now captures those records. For this reason, the Board no longer needs an agency-specific schedule.

**Recommended Board Action:**

Depending on the Board's discussion, the Board may choose to consider, amend if necessary, and adopt the following motion:

*The Board rescinds the Board-specific records retention schedule that was approved in 2008 and shall follow the State Government General Records Retention Schedule.*

**Staff Contact:**

Desiree Robinson