

## **WaSERV (aka VAULT) Agency Meeting – Records Retention Policies Small Agency Venue**

These sessions cover best practices for developing Vault records retention policies based on state and federal requirements, and to incorporate agency specific retention policies for use with the Vault tool. Remember, a record is a record regardless of the format.

**Wednesday December 21, 2011**

**1:00 – 3:00**

**Location:**

210 11th Ave., SW  
Suite 300  
Olympia, WA 98501

**Contact:**

Jim Hammond  
(360) 902-3587

[James.Hammond@ofm.wa.gov](mailto:James.Hammond@ofm.wa.gov)