**This schedule applies to: Law Enforcement Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency’s assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (*[*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx)*)* and other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of “Life of the Agency” must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter [42.56 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56). Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14) on January 26, 2017.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature on File* |  | *Signature on File* |  | *Signature on File* |
| **For the State Auditor: Cindy Evans** |  | **For the Attorney General: Matt Kernutt** |  | **The State Archivist: Steve Excell** |

**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date of Approval** | **Extent of Revision** |
| 1.0 | 2001 | Initial version (and updates). |
| 2.0 | 2002 | Minor revisions. |
| 3.0 | 2005 | Minor revisions. |
| 4.0 | 2007 | Jail Records and Electronic Records and Information Services sections revised. |
| 4.1 | Dec. 27, 2007 | Primary retention of SURVEILLANCE RECORDINGS – ROUTINE (DAN L15-01-64) reduced from 6 months to 60 days.  |
| 5.0 | March 26, 2009 | Records series common to all local government agencies now appear in the new *Local Government Common Records Retention Schedule (CORE)* and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the *Law Enforcement Records Retention Schedule* now begin with the prefix “LE”; there have been no changes to titles, descriptions, retention periods, or archival designations. |
| 6.0 | July 29, 2010 | Complete revision of series titles, descriptions, retention periods, and archival designations. Entire schedule has been reorganized and restructured. The “Secondary Copy” and “Remarks” columns have been removed and the entire schedule has been reformatted. Records series common to all local government agencies and covered by the *Local Government Common Records Retention Schedule (CORE)* have been removed.  |
| 6.1 | January 31, 2013 | Critical updates based on user feedback. Added 10 new records series, discontinued 10 series, and revised 36 series. Function descriptions revised to more closely follow activity descriptions in *CORE*.  |
| 7.0 | December 3, 2015 | Critical updates based on user feedback. Added 9 new records series, discontinued 2 series, and revised 11 series. Topics addressed include internal review and/or investigation of incidents (including misconduct); *Prison Rape Elimination Act (PREA)*; mobile recordings (bodycam, dashcam, drone, etc.); background checks conducted for non-criminal investigation purposes; solicitor licenses; juvenile records *and their early destruction* (chapter 13.50 RCW). **All changes are detailed in the Summary of Changes**. *(NOTE: Typographical error corrections, formatting, and inconsequential language modifications were not considered changes.)*  |
| 7.1 | August 11, 2016 | Changes to retention for *Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)* and minor revisions to the “Corrections and Jails – Inmate Security and Control” and “Enforcement – Violations and Traffic Enforcement” sections. |
| 7.2 | January 26, 2017 | New series, *Recordings from Mobile Devices – Buffered Data/Images* *(DAN GS2017-001),* provides disposition authority for certain data/images recorded over *as part of routine device operations.* 3 related series modified.All changes are detailed in the Summary of Changes. |

**TABLE OF CONTENTS**

[1. AGENCY MANAGEMENT 4](#_Toc435696646)

[1.1 COMMUNITY RELATIONS 4](#_Toc435696647)

[2. ASSET MANAGEMENT 6](#_Toc435696648)

[2.1 MAINTENANCE 6](#_Toc435696649)

[3. COMMUNICATION 7](#_Toc435696650)

[3.1 DISPATCH 7](#_Toc435696651)

[3.2 INFORMATION DISSEMINATION 9](#_Toc435696652)

[4. CORRECTIONS AND JAILS 10](#_Toc435696653)

[4.1 FOOD AND COMMISSARY SERVICES 10](#_Toc435696654)

[4.2 INMATE HEALTH INFORMATION MANAGEMENT 11](#_Toc435696655)

[4.3 INMATE MOVEMENT 12](#_Toc435696657)

[4.4 INMATE SECURITY AND CONTROL 14](#_Toc435696658)

[5. EMERGENCY MANAGEMENT 22](#_Toc435696659)

[5.1 SEARCH AND RESCUE 22](#_Toc435696660)

[6. ENFORCEMENT 23](#_Toc435696661)

[6.1 AUTHORIZATION AND REGULATION 23](#_Toc435696662)

[6.2 COURT ORDER IMPLEMENTATION 27](#_Toc435696663)

[6.3 PROPERTY AND AUCTION MANAGEMENT 29](#_Toc435696664)

[6.4 VIOLATIONS AND TRAFFIC ENFORCEMENT 31](#_Toc435696666)

[7. HUMAN RESOURCE MANAGEMENT 35](#_Toc435696667)

[7.1 PERSONNEL MANAGEMENT 35](#_Toc435696668)

[8. INVESTIGATION 36](#_Toc435696669)

[8.1 CASE MANAGEMENT 36](#_Toc435696670)

[8.2 INTELLIGENCE 51](#_Toc435696671)

[8.3 INTERNAL REVIEW 54](#_Toc435696672)

[8.4 JUVENILE CASE FILES ELIGIBLE FOR EARLY DESTRUCTION 58](#_Toc435696673)

[INDEXES.. 60](#_Toc435696674)

1. AGENCY MANAGEMENT

The function relating to the overarching management of the law enforcement agency and its general administration where not covered by the *Local Government Common Records Retention Schedule (CORE)*. Includes managing the agency’s interaction with its community and legal matters.

| * 1. COMMUNITY RELATIONS

*The activity of the local government agency interacting with its community.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-025 Rev. 0 | Crime Prevention ProgramsRecords relating to the management of crime prevention programs. Includes, but is not limited to:* Crime Stoppers;
* Block watch;
* Business watch;
* House watch.

Excludes Ride-Along program records covered by LE03-01-38. | **Retain** for 1 year after obsolete or superseded *then***Transfer** to Washington State Archives for appraisal and selective retention.  | **ARCHIVAL****(Appraisal Required)**NON-ESSENTIALOPR |
| LE2013-001Rev. 0 | Fingerprint Requests (Public)Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons unrelated to criminal or other investigations of the law enforcement agency. For example, the requestor may be requesting fingerprints to provide for a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency.Excludes:* Law enforcement fingerprint analyses covered by LE2013-010;
* Financial transaction records covered by [CORE](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS2011-184.
 | **Retain** for 3 years after request fulfilled *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-026 Rev. 0 | Lock-OutsRecords relating to the provision of assistance to citizens who have locked themselves out of houses or vehicles. Excludes waivers of liability covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-01-11. | **Retain** for 3 years after date of lock-out *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE25-01-01Rev. 1 | Property RegistrationRecords relating to personal property registered with the agency for recovery if lost or stolen.  | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE03-01-38Rev. 1 | Ride-Along ProgramRecords relating to public participation in agency Ride-Along programs.  | **Retain** for 3 years after participant’s ride-along  *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |

1. ASSET MANAGEMENT

The function of managing the local government agency’s assets where not covered by the *Local Government Common Records Retention Schedule (*[*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx)*)*, including physical assets (animals, facilities, land, equipment, vehicles, supplies, hazardous materials, etc.).

**Excludes** financial assets (stocks, bonds, etc.), which are covered in the Financial Management section of [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx).

| * 1. MAINTENANCE

*The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled and unscheduled repair, remediation and abatement.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE26-01-02Rev. 1 | Agency-Owned AnimalsRecords relating to horses, dogs, or other animals owned by the agency and retained in accordance with [WAC 139-05-915(7)](http://apps.leg.wa.gov/wac/default.aspx?cite=139-05-915). Includes, but is not limited to:* Training and canine team certification;
* Animal acquisition and microchip information;
* Records showing purpose, use or assignment of animal.
 | **Retain** for 6 years after removal from active service  *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE27-01-04Rev. 1 | Weapons (Agency-Issued)Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel. Includes, but is not limited to:* Records of issuance, gift, and loss;
* Records of inspection, maintenance and certification.
 | **Retain** for 3 years after disposal of weapon *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |

1.
2. COMMUNICATION

The function of receiving, maintaining, and disseminating information relating to law enforcement activities, including the provision of pertinent information to agency personnel, other agencies and the public.

**Excludes** records covered in the[*Emergency Communications (911) Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Emergency-Service-911-Communication-Districts.aspx).

| * 1. DISPATCH

*The activity of coordinating emergency response in regards to specific emergency situations.*  |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE06-01-03Rev. 1 | All Radio TransmissionsRecordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes and/or incident-related activity.  | **Retain** for 90 days after conclusion of dispatch action *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE12-01-01Rev. 1 | Alarm Call ResponseReports documenting officer response to alarms and/or the outcome of the agency response.  | **Retain** for 30 days after event *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE12-01-05Rev. 1 | Census Tract/Grid MapsMaps showing census tracts used for the purposes of compiling law enforcement statistics, trending and analysis.  | **Retain** until no longer needed for agency business *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE03-01-32 Rev. 1 | Dangerous Individuals and PremisesInformation relating to specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response.Includes, but is not limited to, information documenting:* Individuals known to have unique medical needs;
* Address-specific hazards to law enforcement;
* Address-specific security systems;
* Individuals known to present risk to law enforcement personnel.
 | **Retain** until no longer needed for agency business *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2013-002Rev. 0 | Non-Emergency ReportsReports of non-emergency crimes or incidents received by law enforcement agencies. Does not include calls or reports received by designated public safety answering points. Includes, but is not limited to: * Reports of non-emergency incidents received via phone or web-form;
* Master recordings of non-emergency calls received.

Excludes:* 911 conversation recordings covered by EM50-29-01 in the [*Emergency Communications (911) Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Emergency-Service-911-Communication-Districts.aspx);
* *Computer-Aided Dispatch (CAD) – Incident Files* covered by EM06-01-02 in the [*Emergency Communications (911) Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Emergency-Service-911-Communication-Districts.aspx);
* Incident reports.
 | **Retain** for 90 days after report received *or*conclusion of dispatch action, *whichever is later* *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE06-01-07 Rev. 1 | Radio LogsLogs documenting incoming and/or outgoing emergency radio communications.  | **Retain** for 60 days after date of entry *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE06-01-08Rev. 1 | Recurrent CallersRecords relating to individuals who make emergency calls on an unusually frequent basis.  | **Retain** for 3 years after last activity *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-031 Rev. 0 | Reverse Automatic Locator RequestsRecords relating to requests to phone companies for location information associated with specific phone numbers from which calls have been received.  | **Retain** for 3 years after date of request *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. INFORMATION DISSEMINATION

The activity of distributing information among agency personnel, other agencies or the public. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-032 Rev. 0 | Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC)Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with [RCW 10.98.050](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.98.050).  | **Retain** for 3 years after date of validation *or*until completion of Washington State Patrol audit, *whichever is sooner* *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE03-01-18Rev. 1 | Daily BulletinsBulletins created on a daily basis to disseminate pertinent information to officers.  | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE03-01-47Rev. 1 | Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR) Reports prepared on a monthly basis documenting UCR and/or NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.  | **Retain** until no longer needed for agency business *then***Transfer** to Washington State Archives for permanent retention**.** | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR  |

1. CORRECTIONS AND JAILS

The function of operating correctional facilities and community corrections programs.

*See the Local Government Common Records Retention Schedule (*[*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx)*) for additional records relating to asset management and financial management.*

| * 1. FOOD AND COMMISSARY SERVICES

The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.  |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-033 Rev. 0 | Commissary OrdersOrders submitted by inmates for the purchase of commissary items.  | **Retain** for 3 years after date of order *or* until completion of State Auditor’s report, *whichever is sooner* *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-17Rev. 1 | Food Services – GeneralRecords relating to meals and food programs provided to the general inmate population. Includes, but is not limited to, meal counts and menus. Excludes records relating to special dietary requirements covered by LE15-01-09. | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-09 Rev. 1 | Food Services – Special Dietary RequirementsRecords relating to the unique or specific dietary needs of individual inmates and the provision of food/dietary products. Includes, but is not limited to:* Diet orders;
* Documentation of food/products provided to individuals.
 | **Retain** for 3 years after termination of incarceration *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-10Rev. 1 | Free IssueRecords documenting items provided to inmates at no cost to the inmate.  | **Retain** for 3 years after date of issue *or* until completion of State Auditor’s report, *whichever is sooner* *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |

| * 1. INMATE HEALTH INFORMATION MANAGEMENT

The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental and psychiatric records. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE15-01-25Rev. 2 | Inmate Health Records (Age 18 and Over)Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis.Includes, but is not limited to:* Screening and history information;
* Information about medical encounters with health care providers;
* Notes and correspondence related to the patient;
* Laboratory and test results;
* Diagnostic images (such as x-rays, MRIs or CAT scans).

Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by LE15-01-40 or LE2010-038. | **Retain** for 8 years after provision of health-related services *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-034 Rev. 1 | Inmate Health Records (Under Age 18)Records documenting the provision of health-related services or surveillance for juvenile inmates on an individual basis. Includes, but is not limited to:* Screening and history information;
* Information about medical encounters with health care providers;
* Laboratory and test results;
* Diagnostic images (such as x-rays, MRIs or CAT scans).

Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by LE15-01-40 or LE2010-038. | **Retain** for 8 years after patient attains age 18 *and*8 years after provision of health-related services *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. INMATE MOVEMENT

The activity of authorizing and documenting the movement of inmates into, within or out of the corrections facility. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE15-01-15Rev. 1 | Activity Logs (Floor/Block/Unit)Logs documenting inmate activity and/or movement on each floor, block or unit. Includes, but is not limited to logs documenting:* Departure to/return from classes or programs;
* Phone use.
 | **Retain** for 6 years after date of log entry *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE22-01-03Rev. 2 | ExtraditionsRecords relating to agency planning and coordination of inmate extraditions to out-of-state detention facilities. Excludes extradition documents which are part of an Inmate Custody File covered by LE15-01-40 or LE2010-038. | **Retain** for 6 years after extradition fulfilled, cancelled, or expired *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-30Rev. 1 | Facility RegistersFacility registers created in accordance with [RCW 70.48.100](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.48.100) documenting summary information about inmates as they are admitted into, transferred between or released from corrections facilities.  | **Retain** until no longer needed for agency business *then***Transfer** to Washington State Archives for permanent retention.  | **ARCHIVAL****(Permanent Retention)****ESSENTIAL**OPR |
| LE2010-035 Rev. 0 | Local Jail ReportsReports submitted to the Office of Financial Management in accordance with [RCW 10.98.130](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.98.130) regarding offenders released from jails who were convicted of felonies or incarcerated for noncompliance with a felony sentence.  | **Retain** for 6 years after date of report *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-47Rev. 2 | Release RecapsChronological listings of all inmates released from incarceration the previous day. Excludes local jail reports covered by LE2010-035. | **Retain** for the life of the agency. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-036 Rev. 0 | Sex/Kidnapping Offender Registration AcknowledgementsRecords documenting acknowledgement of notification of offender registration requirements (in accordance with [RCW 70.48.470(1)](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.48.470)) by inmates convicted of sex or kidnapping offenses.  | **Retain** for 6 years after date of signature *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-037 Rev. 0 | Transfer of CustodyRecords relating to agency planning and coordination of transportation for inmates into another agency’s custody.  | **Retain** for 3 years after transport fulfilled or cancelled *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE15-01-40Rev. 1 | Inmate Custody Files (Age 18 and Over)Records documenting the custody of inmates age 18 and over.Includes, but is not limited to, documentation relating to:* Admittance, booking, and transfer;
* Background data and history;
* Classification (change requests, reviews, hearings, etc.);
* Involvement in inmate programming;
* Infractions and disciplinary hearings;
* Release and community corrections (probation, parole, etc.);
* Legal (court records, extradition authorization, victim notification forms, etc.)

Excludes extradition planning and coordination records covered by LE22-01-03. | **Retain** for 6 years after termination of incarceration *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-038 Rev. 0 | Inmate Custody Files (Under Age 18)Records documenting the custody of inmates under age 18.Includes, but is not limited to, documentation relating to:* Admittance, booking, and transfer;
* Background data and history;
* Classification;
* Involvement in inmate programming;
* Infractions and disciplinary hearings;
* Release and community corrections (probation, parole, etc.);
* Legal (court records, extradition authorization, victim notification forms, etc.)

Excludes extradition planning and coordination records covered by LE22-01-03. | **Retain** for 5 years after subject attains age 18 *and*6 years after termination of incarceration *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-086Rev. 1 | Inmate Custody Files – Notorious/Historically Significant InmatesRecords documenting the custody of inmates who have gained contemporary public notoriety or significance.Includes, but is not limited to, documentation relating to:* Admittance, booking, and transfer;
* Background data and history;
* Classification (change requests, reviews, hearings, etc.);
* Involvement in inmate programming;
* Infractions and disciplinary hearings;
* Release and community corrections (probation, parole, etc.);
* Legal (court records, extradition authorization, victim notification forms, etc.).

Excludes extradition planning and coordination records covered by LE22-01-03.Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives’ published advice sheet [Notorious/Historically Significant Case Files/Inmate Custody Records.](http://www.sos.wa.gov/_assets/archives/RecordsManagement/Notorious-Historically-Significant-Case-Files-Inmate-Records-Nov-2013.PDF) | **Retain** for 6 years after termination of incarceration *then***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| LE2010-039Rev. 2 | Grievance Logs (Inmate) Logs documenting the tracking of grievances received from inmates. Note: Inmate grievances are covered by LE2010-040, LE2010-041 or LE2015-003. | **Retain** for 6 years after date of log entry *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-040 Rev. 2 | Grievances – Inmate (Age 18 and Over)Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency’s response. Includes, but is not limited to:* Allegation documentation;
* Actions taken in response to allegations;
* Documentation of inmate injuries;
* Grievances (incident reports, investigations, etc.).

Excludes:* Juvenile offender/inmate grievances covered by LE2010-041;
* *Prison Rape Elimination Act (PREA)* accusations/investigations covered by LE2015-003;
* Employee misconduct investigations. *See the* **Investigation – Internal Review** section.
 | **Retain** for 6 years after resolution of grievance *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-041Rev. 2 | Grievances – Inmate (Under Age 18)Records relating to formal complaints and/or allegations received from inmates under age 18, and the agency’s response. Includes, but is not limited to:* Allegation documentation;
* Actions taken in response to allegations;
* Documentation of inmate injuries;
* Grievances (incident reports, investigations, etc.).

Excludes:* *Prison Rape Elimination Act (PREA)* accusations/investigations covered by LE2015-003;
* Employee misconduct investigations. *See the* **Investigation – Internal Review** *section*.
 | **Retain** for 6 years after resolution of grievance *and*3 years after juvenile attains age 18 *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE14-01-29Rev. 2 | Inmate Surveillance LogsLogs relating to the surveillance and monitoring of inmates for security purposes. Includes, but is not limited to cell/unit inspection logs, pass-on logs, and surveillance logs used by agency employees to provide continuity in security across work shifts. Excludes mail and property surveillance covered by LE15-01-56.  | **Retain** for 3 years after date of final entry *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-56Rev. 1 | Mail and Property SurveillanceRecords relating to the inspection and review of mail and other materials sent to inmates by outside parties.  | **Retain** for 3 years after conclusion of review *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-39Rev. 1 | Population Counts (Inmate)Records documenting inmate population demographics, counts or assignments. Includes, but is not limited to:* Bed and housing assignments;
* Population census and reports;
* Tank rosters.
 | **Retain** for 3 years after date of report or entry *then***Transfer** to Washington State Archives for appraisal and selective retention.  | **ARCHIVAL (Appraisal Required)**NON-ESSENTIALOFM |
| LE2015-003Rev. 0 | Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident ReviewRecords documenting administrative and/or criminal investigations into allegations of sexual abuse or sexual harassment pursuant to [28 CFR Part 115](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=0efab9048c62fcacf17a77919b9d203e&mc=true&n=pt28.2.115&r=PART&ty=HTML), Prison Rape Elimination Act (PREA) national standards. Also includes records relating to sexual abuse **incident reviews** conducted pursuant to [28 CFR § 115.86](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_186&rgn=div8), [§ 115.186](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1186), [§ 115.286](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1286), and [§ 115.386](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1386). Excludes:* Records covered by LE2010-063, ***Case Files – Sex Offenders and Sexually Violent Offenses*** that are transferred to the Washington Association of Sheriffs and Police Chiefs.
* Notorious/historically significant incidents covered by LE2015-006.
* Annual report(s) prepared pursuant to [28 CFR § 115.88](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_188&rgn=div8), [§ 115.188](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_1188&rgn=div8), [§ 115.288](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=c0af9c81306b385bad4ab39288511059&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1288), and [§115.388](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1388) which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-06F-04, ***Publications – Master Set***.

Note: Pursuant to [RCW 9A.04.080](http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.04.080), certain violations against a victim under the age of eighteen can be prosecuted up to the victim’s 30th birthday. | **Retain** for 6 years after inmate no longer incarcerated *and**If minor involved in incident*, until minor’s 30th birthdate *and**If agency employee involved in incident,* 6 years after separation from employment *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2015-004Rev. 0 | Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse DataAccurate, uniform **data** *collected and aggregated* by the agency for every allegation of sexual abuse at facilities under its control pursuant to *Prison Rape Elimination Act (PREA),* [28 CFR §115.87](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=36c5c4e9d72cd526a1eb944ef1c28ef6&mc=true&n=sp28.2.115.a&r=SUBPART&ty=HTML#se28.2.115_187), [§115.187](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2a88836e10c2eb0e16afd808168160c5&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1187), [§115.287](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2a88836e10c2eb0e16afd808168160c5&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1287), and [§115.387](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2a88836e10c2eb0e16afd808168160c5&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1387). Excludes:* *PREA* accusations, investigations and reviews which are covered by LE2015-003.
* Annual report(s) prepared pursuant to [28 CFR § 115.88](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_188&rgn=div8), [§ 115.188](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_1188&rgn=div8), [§ 115.288](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=c0af9c81306b385bad4ab39288511059&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1288), and [§ 115.388](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1388) which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-06F-04, ***Publications – Master Set***.

Note 10 year retention requirement(s): [28 CFR §115.89](http://www.ecfr.gov/cgi-bin/text-idx?SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&node=se28.2.115_189&rgn=div8), [§115.189](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=69a2b239b1d6473a1b7d936a7500d803&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1189), [§115.289](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9de73be4842e79efc8c48376f5bbc496&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1289), and [§115.389](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=cf84fdf1a95c06a73d112556beebbac0&mc=true&n=pt28.2.115&r=PART&ty=HTML#se28.2.115_1389). | **Retain** for 10 years after data collected *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-46Rev. 1 | Receipt of Items (Inmate)Logs documenting the agency’s provision of items for inmates at no cost to the inmate.Includes, but is not limited to:* Razors;
* Personal hygiene products;
* Clothing.
 | **Retain** for 3 years after date of log entry *or*until completion of State Auditor’s report, whichever is sooner *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-042 Rev. 2 | Recordings, Phone Conversation (Case-Specific)Recordings of inmate phone conversations where the recorded conversation *is* related to litigation or a criminal proceeding. Excludes phone conversation recordings covered by LE06-01-04. | **Retain** until exhaustion of appeals process *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-043 Rev. 2 | Recordings, Phone Conversation (Not Case-Specific)Recordings of inmate phone conversations where the recorded conversation *is not* related to litigation or a criminal proceeding. Excludes phone conversation recordings covered by LE06-01-04. | **Retain** for 1 year after date of conversation *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-63Rev. 1 | Recordings, Security – Incident IdentifiedRecordings, created as security measures, which do contain an incident identified by an inmate, agency personnel, or pending public disclosure request. Includes, but is not limited to:* Inmate surveillance;
* Booking and arrest area security recordings.
 | **Retain** until exhaustion of appeals process *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-64Rev. 1 | Recordings, Security – Incident Not IdentifiedRecordings, created as security measures, which do not contain an incident identified by an inmate, agency personnel, or pending public disclosure request. Includes, but is not limited to:* Inmate surveillance;
* Booking and arrest area security recordings.
 | **Retain** for 60 days after date of recording *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-26Rev. 1 | Requests (Inmate)Records relating to inmate requests for items or services. Includes, but is not limited to:* Medical or pharmacy services;
* Commissary services;
* Access to service programs (including applications for admission into community corrections programs).
 | **Retain** for 3 years after date of request *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-044 Rev. 1 | Trustee FilesRecords relating to inmates selected for trustee status and their involvement as trustees. Excludes trustee records that are part of an inmate custody file covered by LE15-01-40 or LE2010-038. | **Retain** for 1 year after revocation or termination of trustee status *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-62Rev. 1 | Trustee RostersRosters of inmates selected to be trustees.  | **Retain** for 1 year after last entry *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE15-01-59Rev. 1 | Warrant HoldsRecords relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended. Includes, but is not limited to:* Hold warrants;
* Documentation relating to transfer of offender.
 | **Retain** for 6 years after cancelled or inmate transferred *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-045 Rev. 0 | Earnings DispositionRecords relating to payroll deductions and disbursements of inmate earnings in accordance with [RCW 72.65.050](http://apps.leg.wa.gov/rcw/default.aspx?cite=72.65.050).  | **Retain** for 6 years after termination of incarceration *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE15-01-67Rev. 2 | Work CrewsDocumentation of community corrections or community service work crews overseen by the law enforcement agency, including rosters of inmates or volunteers who worked, orders, directions, shift activity documentation, and any other coordination materials.  | **Retain** for 6 years after conclusion of work activity *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |

1. EMERGENCY MANAGEMENT

The function relating to the management and provision of emergency services in response to specific emergency or disaster situations to ensure public safety.

| * 1. SEARCH AND RESCUE

*The activity of coordinating and providing search and rescue services.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-046Rev. 0 | Mission Files – Search and RescueRecords relating to the planning and/or implementation of search and rescue missions in accordance with chapter [38.52 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=38.52).  | **Retain** for 6 years after mission concluded *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL** **(Appraisal Required)**NON-ESSENTIALOFM |
| LE2010-047Rev. 0 | Training – Search and RescueRecords relating to the training of search and rescue volunteers.  | **Retain** for 3 years after conclusion of training activity *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

1. ENFORCEMENT

The function of enforcing ordinances and laws within the jurisdiction of the local law enforcement agency.

*See the Local Government Common Records Retention Schedule for additional records relating to the management of the law enforcement agency’s assets.*

| * 1. AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-048 Rev. 0 | Alcohol, Tobacco and Firearms (ATF) FormsCopies of federal forms completed or signed by local law enforcement and returned to citizens requesting ATF permission to acquire regulated weapons. Includes, but is not limited to:* ATF Form 4 – Application for Tax Paid Transfer and Registration of Firearm;
* ATF Form 7CR – Application for Federal Firearms License (Collector of Curios and Relics);
* ATF Form 1 – Application to Make and Register a Firearm.
 | **Retain** for 3 years after date form completed *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2013-003Rev. 0 | Alien Firearm LicensesRecords relating to applications to obtain alien firearm licenses in accordance with [RCW 9.41.173](http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.173) regardless of whether the applicant has been approved or denied. Includes, but is not limited to:* Copies of approval/denial notifications sent to Department of Licensing;
* Copies of licenses issued;
* Background investigation materials;
* Voided licenses.

Note: Alien firearm license notifications received by the Washington State Department of Licensing are retained for 6 years after expiration of license in accordance with the Department of Licensing records retention schedule. | **Retain** for 6 years after expired, voided, or denied, whichever occurs sooner *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE17-01-01Rev. 2 | Concealed Pistol License Applications – Approved/Voided/RevokedRecords relating to public applications to obtain concealed pistol licenses in accordance with [RCW 9.41.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.070) and agency issuance of concealed pistol licenses where the applicant is approved to receive a concealed pistol license or where the license is subsequently voided or revoked in accordance with [RCW 9.41.075](http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.075).Includes, but is not limited to:* Copies of approval/denial/revocation notifications sent to Department of Licensing;
* Copies of licenses issued;
* Background investigation materials;
* Voided licenses.

Note: Concealed Pistol License approvals received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.  | **Retain** for 6 years after expired, voided or revoked *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE17-01-02Rev. 2 | Concealed Pistol License Applications – DeniedRecords relating to public applications to obtain concealed pistol licenses in accordance with [RCW 9.41.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.070), and supporting documentation, where the applicant is not approved to receive a concealed pistol license. Includes, but is not limited to:* Copies of approval/denial notifications sent to Department of Licensing;
* Background investigation materials.

Note: Concealed Pistol License denials received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule. | **Retain** for 2 years after date of denial *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE17-01-06Rev. 1 | Firearm Dealer LicensesRecords relating to the licensing of firearms dealers in accordance with chapter [9.41 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41). Note: Department of Licensing retains firearm dealer licenses for 6 years in accordance with the state Department of Licensing records retention schedule. | **Retain** for 1 year after expiration of license *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-049 Rev. 1 | Firearm Purchase/Transfer Requests – EligibleRecords relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is *eligible* to receive a firearm in accordance with [18 U.S.C. §922](http://www.gpo.gov/fdsys/pkg/USCODE-2011-title18/html/USCODE-2011-title18-partI-chap44-sec922.htm). Excludes purchase/transfer requests covered by LE17-01-03.Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule. | **Retain** no later than 20 days after request received *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE17-01-03Rev. 2 | Firearm Purchase/Transfer Requests – IneligibleRecords relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is *ineligible* to receive a firearm in accordance with [18 U.S.C. §922](http://www.gpo.gov/fdsys/pkg/USCODE-2011-title18/html/USCODE-2011-title18-partI-chap44-sec922.htm). Excludes purchase/transfer requests covered by LE2010-049.Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule. | **Retain** for at least 20 days after receipt of transfer request *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE17-01-10Rev. 1 | Pawnbroker/Secondhand Dealer Slip Files/Daily ReportsRecords relating to daily slips received from pawnbrokers/secondhand dealers regarding their sales transactions. | **Retain** for 1 year after date of receip*t* *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE17-01-11Rev. 1 | Pawnbroker/Secondhand Dealer InspectionsRecords relating to the inspection of pawnbroker/secondhand dealers to determine compliance with rules and regulations.  | **Retain** for 3 years after date of inspection *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2013-004Rev. 1 | Solicitor LicensesRecords relating to applications for licenses to solicit/hawk/peddle within the agency’s jurisdiction in accordance with [chapter 36.71 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=36.71&full=true). Includes, but is not limited to:* Applications received (including those denied);
* Reference check forms and notes;
* Fingerprint materials;
* Background check notes or printouts;
* Copies or originals of licenses provided (if approved);
* Correspondence relating to the application.

Excludes financial transaction records covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS2011-184. | **Retain** for 6 years after expiration/final renewal of license  *or* 6 years after denial of license, *if applicable* *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE07-01-12 Rev. 2 | Court Orders/Warrants/Writs – Not Acted Upon Orders issued by a court and filed with the law enforcement agency where the agency has taken no subsequent action. Includes, but is not limited to:* Anti-harassment, no contact, protection, restrictive area, SODA/SOAP orders;
* Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS).

Excludes court orders served on the agency covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS2011-172. | **Retain** until expired, vacated, terminated, or superseded *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE05-01-04Rev. 2 | Court Orders/Warrants/Writs – Acted UponRecords relating to the tracking and delivery of official documents requiring a process to be served by the agency, including action taken on orders, warrants and writs not originally filed with the agency.Includes, but is not limited to:* Domestic violence information sheets;
* Service slips and logs (including face sheets and day tickets);
* Returns of service;
* Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS).

Excludes summonses that become part of a case file. | **Retain** for 6 years after last entry or action *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE07-01-08Rev. 1 | Dockets/Process LogsLogs, dockets or lists of civil and criminal processes received by the agency.  | **Retain** for 3 years after date of entry *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE05-01-07Rev. 1 | Executions Against Personal PropertyRecords relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with [chapter 6.17 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=6.17). Includes, but is not limited to:* Civil worksheets;
* Writs and granting orders;
* Continuation reports;
* Descriptions of property involved.
 | **Retain** for 6 years after date of seizure or stay *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE20-01-03 Rev. 2 | Sex/Kidnapping Offender Registration, Monitoring and ContactsRecords documenting the registration and/or monitoring of sex and kidnapping offenders in the agency’s jurisdiction, and/or any associated contacts with offenders.Includes, but is not limited to, records relating to sex/kidnapping offender **community notifications.**  | **Retain** for 6 years after offender leaves the agency’s jurisdiction *or*for 6 years after termination of offender’s registration requirement, whichever is sooner *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |

| * 1. PROPERTY AND AUCTION MANAGEMENT

*The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance or court order.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2013-006Rev. 0 | Evidence AuditsRecords relating to evidence room audits conducted by the law enforcement agency’s own staff to determine compliance with applicable policies, procedures and requirements for the management of evidence. Includes, but is not limited to:* Correspondence relating to evidence audits;
* Notes, logs, or other documentation created by the auditor relating to the inspection/audit;
* Audit reports/results/findings.

Excludes records relating to:* Financial audits covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-03F-02.
* State Auditor’s examination reports covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-03A-26.
* Audits performed by the Washington Association of Sheriffs and Police Chiefs (WASPC).
 | **Retain** for 4 years after completion of auditor’s report *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-058 Rev. 0 | Property ForfeitedRecords relating to personal and/or real property forfeited to the agency in accordance with [RCW 69.50.505](http://apps.leg.wa.gov/rcw/default.aspx?cite=69.50.505). Includes, but is not limited to:* Documentation of auction and/or proceeds realized from disposition;
* Property retained for agency use;
* Forfeiture hearing tapes.

Excludes records relating to property retained for law enforcement use in accordance with chapters [63.32](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.32), [63.40](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.40), and [63.42](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.42) RCW.Note: [RCW 69.50.505(8)(b)](http://apps.leg.wa.gov/rcw/default.aspx?cite=69.50.505) requires agencies to retain records relating to forfeited property for at least 7 years. | **Retain** for 7 years after date of forfeiture *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE03-01-08 Rev. 2 | Property Seizure/DispositionRecords relating to the seizure or disposition of non-agency property to satisfy a court judgment or order. Includes, but is not limited to:* Auction reports;
* Bills, certificates, and notices of sale;
* Copies of deeds.
 | **Retain** for 6 years after disposition of property *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).*  |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-052 Rev. 0 | Automated Traffic Safety Cameras – Citation or Notice of Infraction IssuedImages captured by automated traffic safety cameras which have resulted in the issuance of a citation or notice of infraction.  | **Retain** until exhaustion of appeals process *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-053 Rev. 0 | Automated Traffic Safety Cameras – Citation or Notice of Infraction Not IssuedImages captured by automated traffic safety cameras which have not resulted in the issuance of a citation or notice of infraction.  | **Retain** until verification that no infraction has been captured *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-054 Rev. 0 | Automatic License Plate Recognition Images – Case-SpecificImages of vehicle license plates captured by automatic license plate imaging equipment and which do contain images significant to case investigations or court proceedings.  | **Retain** until exhaustion of appeals process *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-055 Rev. 0 | Automatic License Plate Recognition Images – Not Case-SpecificImages of vehicle license plates captured by automatic license plate imaging equipment and which do not contain images significant to case investigations or court proceedings.  | **Retain** until verification that a significant image has not been captured *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-095Rev. 1 | Citations/Notices of Infraction Issued – Driving Under the InfluenceRecords relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as defined in [RCW 46.61.502](http://apps.leg.wa.gov/rcw/default.aspx?cite=46.61.502). Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.Excludes:* Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol;
* Citations/Notices of Infraction covered by LE07-01-06.
 | **Retain** for 10 years after date of issuance *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE07-01-06Rev. 3 | Citations/Notices of Infraction Issued – All OthersRecords relating to criminal or non-criminal citations issued to alleged violators (such as traffic and non-traffic citations). Includes, but is not limited to:* Originals and/or duplicates of issued citations;
* Documentation of disposition of the charge when applicable.

Excludes:* Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol;
* Citations/Notices of Infraction covered by LE2010-095.
 | **Retain** for 3 years after date of issuance *or*until completion of State Auditor’s report, whichever is sooner *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE03-01-12 Rev. 1 | Citations/Notices of Infraction – Issued to OfficerRecords documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with [RCW 46.64.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=46.64.010). Includes, but is not limited to:* Voided citations/tickets;
* Receipts for books and/or devices issued.

*Note: Unissued/blank citation forms are covered by Forms – Accountable (DAN GS2010-011) in CORE.* | **Retain** for 3 years after date of issuance *or*until completion of State Auditor’s report, whichever is sooner *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE12-01-13Rev. 1 | Collision ReportsReports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with [RCW 46.52.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=46.52.070) and submitted to Washington State Patrol in accordance with [RCW 46.52.030](http://apps.leg.wa.gov/rcw/default.aspx?cite=46.52.030).  | **Retain** until submitted to Washington State Patrol *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE21-01-04 Rev. 1 | Impound LogsLogs documenting impounds reported to the agency by registered tow truck operators.  | **Retain** for 3 years after date of log entry *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE21-01-02Rev. 1 | Impounds/Abandoned VehiclesRecords relating to vehicles impounded by the agency. Includes, but is not limited to:* Impound/abatement records;
* Tow-away notices;
* Requests for information;
* Notices to owner(s) and/or lien holder(s);
* Affidavits;
* Transfers of ownership;
* Bills of sale.
 | **Retain** for 3 years after disposition of vehicle *or*until completion of State Auditor’s report, whichever is sooner *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-057 Rev. 0 | Suspension/Trespass/Expulsion NoticesRecords relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location.Includes, but is not limited to: * Transit suspensions;
* Trespass notices;
* Expulsion notices.
 | **Retain** for 1 year after cancelled or expired a*nd*until exhaustion of appeals process *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2013-005Rev. 0 | Vessel InspectionsRecords relating to boat/vessel inspections performed by the local law enforcement agency to determine compliance with applicable laws and regulations where a violation has or has not been cited. Excludes citations/notices of infraction covered by LE2010-095 or LE07-01-06. | **Retain** for 6 years after date of inspection *then***Destroy** | NON-ARCHIVALNON-ESSENTIALOPR |

1. HUMAN RESOURCE MANAGEMENT

The function of managing the local law enforcement agency’s workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

*See* [***CORE***](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) *–* ***Human Resource Management*** *for additional records series covering staff/employee/volunteer records.*

For records relating to agency employee conduct/misconduct, incidents and actions, *see* **INVESTIGATION - Internal Review** (p. 51).

| * 1. PERSONNEL MANAGEMENT

*The activity of assessing and directing employee progress toward performance goals.* |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE20-01-01 Rev. 1 | Off-Duty Authorizations and CommissionsRecords relating to authorizations for individuals to perform law enforcement functions. Includes, but is not limited to:* Extensions of authority;
* Special police commissions.

Excludes agency employee records covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-04B-06. | **Retain** for 6 years after termination of authorization or commission  *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE03-01-39Rev. 1 | Roll Call FilesRecords relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.  | **Retain** for 1 year after event *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOFM |

1. INVESTIGATION

The function of investigating criminal activity, agency operations and procedures, and employee conduct within the local law enforcement agency’s jurisdiction.

| * 1. CASE MANAGEMENT

*The activity of managing the agency’s cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.*  |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2015-005Rev. 0 | Background Checks/Tests/Investigations (Non-Criminal)Records relating to background checks, tests, and/or investigations completed by the law enforcement agency on behalf of the agency or any other government agency or private employer/entity that are unrelated to the agency’s criminal investigation cases. Includes employment-related investigations of employees, volunteers, contractors, etc.Records include, but are not limited to:* Criminal History Record Information (CHRI) and/or “No Record Found” results;
* Fingerprints, analysis, etc.;
* Third party references, statements, reports (including credit checks, etc.);
* Polygraph and psychological testing;
* Related communications (regardless of format).

Excludes:* Results (including “record/no record” notification) provided to/retained by Human Resources for recruitment/hiring purposes, which are *typically* retained in the “personnel file” (covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-04B-06) or, *for unsuccessful applicants,* as “recruitment files” (covered by GS50-04B-22).
* Public disclosure logs or requests covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-09-13 or GS2010-014.
 | **Retain** for 3 years after request fulfilled *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE12-01-03Rev. 1 | Case Assignment ControlLogs documenting the assignment of criminal cases to detectives.  | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-060 Rev. 2 | Case Files – Notorious/Historically Significant CasesCase reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance. Includes, but is not limited to:* Bond and bail information;
* Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.).

Excludes:* Records pertaining to sex offenders as defined in [chapter 9A.44 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=9a.44) or sexually violent offenses as defined in [RCW 71.09.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=71.09.020) that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with [RCW 40.14.070(2)(b)](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070).
* Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007.

Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives’ published advice sheet [Notorious/Historically Significant Case Files and Inmate Custody Records](http://www.sos.wa.gov/_assets/archives/RecordsManagement/Notorious-Historically-Significant-Case-Files-Inmate-Records-Nov-2013.PDF). | **Retain** until no longer needed for agency business t*hen***Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| LE2010-061 Rev. 1 | Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified BodiesCase reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies or unfound missing persons where the case has not been solved. Includes, but is not limited to:* Bond and bail information;
* Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.).

Excludes:* Notorious/historically significant cases covered by LE2010-060;
* Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007.
 | **Retain** for 75 years after case opened *and*until no longer needed for agency business *then***Transfer** to Washington State Archives for permanent retention.  | **ARCHIVAL****(Permanent Retention)****ESSENTIAL**OPR |
| LE2010-062 Rev. 1 | Case Files – Homicides (Solved)Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved. Includes, but is not limited to:* Bond and bail information;
* Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.).

Excludes:* Notorious/historically significant cases covered by LE2010-060;
* Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007.
 | **Retain** for 20 years after conclusion of investigation  *and*until exhaustion of appeals process *then***Transfer** to Washington State Archives for appraisal and selective retention.  | **ARCHIVAL****(Appraisal Required)**NON-ESSENTIALOPR |
| LE2010-063 Rev. 2 | Case Files – Sex Offenders and Sexually Violent OffensesCase reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in chapter [9A.44 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.44), sexually violent offenses as defined in [RCW 71.09.020(17)](http://apps.leg.wa.gov/rcw/default.aspx?cite=71.09.020), or pertaining to a sex offender as defined in chapter [9A.44 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.44). Includes, but is not limited to:* Bond and bail information;
* Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.).

Excludes:* Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007.

Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with [RCW 40.14.070(2)(b)](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070). | **Retain** for 5 years after conclusion of investigation *and*until exhaustion of appeals process *then***Transfer** to Washington Association of Sheriffs and Police Chiefs for permanent retention. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-064Rev. 1 | Case Files – All Other CasesCase reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series. Includes, but is not limited to:* Bond and bail information;
* Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.).

Excludes:* Notorious/historically significant cases covered by LE2010-060;
* Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007.
 | **Retain** for 5 years after conclusion of investigation *and*until exhaustion of appeals process *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE12-01-04Rev. 1 | Case LogsLogs documenting case tracking information within the agency.  | **Retain** until all inclusive case files have been destroyed/transferred *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-065 Rev. 1 | Court Disposition InformationRecords relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with [RCW 10.97.045](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.045).  | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-066 Rev. 0 | Criminal History Audit ReportsFinal reports of Washington State Patrol audit findings.Note: Criminal history audit reports are retained by Washington State Patrol in accordance with the Washington State Patrol records retention schedule. | **Retain** for 6 years after completion of Washington State Patrol audit *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL (Appraisal Required)**NON-ESSENTIALOPR |
| LE07-01-02Rev. 1 | Criminal History Audit Trail FilesRecords documenting the receipt and entry of disposition information to criminal offender record information in accordance with [RCW 10.98.100](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.98.100). | **Retain** for 1 year after completion of Washington State Patrol audit *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE07-01-05 Rev. 2 | Criminal History Record Information – Felonies and Gross MisdemeanorsCriminal history record information (as defined by [RCW 10.97.030(1)](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.030)) on individuals charged with a felony and/or gross misdemeanor. Includes, but is not limited to:* Fingerprints recorded in accordance with [RCW 43.43.735](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.43.735) and transmitted to Washington State Patrol in accordance with [RCW 10.98.050](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.98.050) or [RCW 43.43.570](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.43.570);
* Identifiable descriptions;
* Notations of arrests, charges and dispositions;
* Mug shots.

Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-02-03. | **Retain** until transmitted to Washington State Patrol *and*until no longer needed for agency business *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-067 Rev. 1 | Criminal History Record Information – Misdemeanors (with Fingerprints) Criminal history record information (as defined by [RCW 10.97.030(1)](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.030)) on individuals who are charged with a misdemeanor where fingerprints have been recorded and must be transmitted to Washington State Patrol in accordance with [RCW 10.98.050](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.98.050) or [RCW 43.43.570](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.43.570).Includes, but is not limited to:* Identifiable descriptions;
* Notations of arrests, charges and dispositions;
* Mug shots.

Excludes *copies* of rap sheets printed from state or federal criminal history databases which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-02-03. | **Retain** until transmitted to Washington State Patrol *and*until no longer needed for agency business *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-068Rev. 1 | Criminal History Record Information – Misdemeanors (without Fingerprints)Criminal history record information (as defined by [RCW 10.97.030(1)](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.030)) on individuals charged with misdemeanors.Includes, but is not limited to:* Identifiable descriptions;
* Notations of arrests, charges and dispositions;
* Mug shots.

Excludes *copies* of rap sheets printed from state or federal criminal history databases which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-02-03. | **Retain** until offender attains 99 years of age *or*until offender is deceased, *whichever occurs sooner* *then***Destroy**.  | NON-ARCHIVAL**ESSENTIAL**OPR |
| LE2013-007Rev. 0 | Criminal History Record Information – Non-Conviction DataCriminal history record information (as defined by [RCW 10.97.030(1)](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.030)) that consists entirely of non-conviction data (as defined by [RCW 10.97.030](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.030)) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with [RCW 10.97.060](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.97.060). Excludes:* Criminal history records covered by LE07-01-05, LE2010-067 or LE2010-068;
* Copies of rap sheets printed from state or federal criminal history databases which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-02-03.
 | **Retain** until deletion request from subject of non-conviction data is granted *or*until subject is deceased, whichever occurs sooner *then***Destroy**.  | NON-ARCHIVAL**ESSENTIAL**OPR |
| LE2010-069 Rev. 0 | Evidence/Property In Custody – ManagementRecords documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. **Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy**.Includes, but is not limited to:* Evidence/property in/out logs;
* Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.).

Excludes:* Inmate custody files covered by LE15-01-40 and LE2010-038;
* Seized property covered by LE05-01-07 or LE03-01-08;
* Public records requests covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS2010-014.
 | **Retain** for 6 years after disposition of property *and*1 year after disposition of pertinent case file(s) *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-070 Rev. 1 | Expungement/Sealing/Vacation of RecordsRecords relating to requests and orders for the expungement, sealing or vacation of criminal information or records in accordance with [WAC 446-16-025](http://apps.leg.wa.gov/wac/default.aspx?cite=446-16-025). | **Retain** for the current approved retention period for the records being expunged/sealed/vacated  *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2013-010Rev. 0 | Fingerprint AnalysisRequests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and that do not relate to criminal or other investigations undertaken by the agency. Includes latent prints from crime scenes, arrestee or inmate prints, and ten prints or other prints received for identification purposes, correspondence and reports. Excludes:* Public fingerprint requests covered by LE2013-001;
* Ten prints or other fingerprints taken or received in regards to a concealed pistol license application or other permit/registration being processed by the agency and covered by a more specific DAN.
 | **Retain** for 3 years after request fulfilled *or*until returned to requesting agency *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-071 Rev. 0 | Investigative Funds Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to:* Expense vouchers;
* Receipt books for funds spent;
* Ledgers;
* Receipts for purchases.
 | Retain for 10 years after date of last expenditure then**Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-072 Rev. 0 | Major Accident Response and Reconstruction (MARR) Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation.Includes, but is not limited to:* Accident scene drawings and measurements;
* Crash data logs.
 | **Retain** for 50 years after conclusion of investigation *then***Transfer** to Washington State Archives for appraisal and selective retention.  | **ARCHIVAL** **(Appraisal Required)**NON-ESSENTIALOPR |
| LE07-01-11Rev. 1 | National Crime Information Center (NCIC) Inquiry LogsLogs documenting all NCIC/III inquiries performed by the agency.  | **Retain** until completion of Washington State Patrol audit *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-073Rev. 1 | Polygraph TestsRecords relating to polygraph examinations administered as part of a criminal case investigation. Includes, but is not limited to:* Uninterpreted polygraph results;
* Interpretive reports.

Excludes polygraph tests administered for non-criminal purposes covered by LE2015-005. | **Retain** until disposition of pertinent case file t*hen***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2017-001Rev. 0 | Recordings from Mobile Devices – Buffered Data/ImagesAutomatically and continuously generated data and images that are captured by mobile recording devices, stored temporarily in the device, *and recorded over*as part of routine device operations *without being accessed*.Excludes:Data and images (including any “*pre-event*” or “*post-event*” buffer) that are part of a ***manually or automatically triggered******event recording***, covered by *Recordings from Mobile Devices – Incident Identified* *(DAN LE09-01-08)* and *Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)*;Any data and images that are ***accessed before being recorded over*** (e.g., if a triggered recording does not record successfully, if the agency reviews recorded images/data that are not part of a triggered event recording, etc.) covered by *Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08*) and *Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09);**Recordings from Mobile Devices – Incident Not Identified* *(Body Worn Cameras Subject to RCW* [*42.56.240*](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240)*) (DAN LE2016-001).*  | **Destroy** as part of routine device operations *as defined by agency policy*. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE09-01-08Rev. 3 | Recordings from Mobile Devices – Incident IdentifiedRecordings, created by the law enforcement agency using **mobile recording devices*,*** and whether manually or automatically triggered,that are *known* to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result. **Includes all mobile recordings,** ***regardless of where*** ***recording device*** ***is mounted***, such as: * Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.);
* Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);
* Dogcam (on an animal’s body – canine, equine, etc.);
* Drone (unmanned aerial vehicle or any other remote controlled equipment).

Excludes records covered by:* *Intercepted Communications/Conversations – Recorded (DAN LE2010-075);*
* *Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001).*
 | **Retain** until matter resolved *and*until exhaustion of appeals process *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |
| LE09-01-09Rev. 4 | Recordings from Mobile Devices – Incident Not IdentifiedRecordings, created by the law enforcement agency using **mobile recording devices (other than body worn cameras subject to** [**RCW 42.56.240**](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240)**)**, and whether manually or automatically triggered, that are *not known* to havecaptured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Includes, but is not limited to mobile recordings such as: * Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.) other than body worn cameras subject to [RCW 42.56.240](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240);
* Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);
* Dogcam (on an animal’s body – canine, equine, etc.);
* Drone (unmanned aerial vehicle or any other remote controlled equipment).

Excludes records covered by:* *Intercepted Communications/Conversations – Recorded (DAN LE2010-075);*
* *Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);*
* *Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)*;
* *Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to* [*RCW 42.56.240*](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240)*) (DAN LE2016-001)*.
 | **Retain** for 90 days after date of recording  *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2016-001Rev. 1 | Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW [42.56.240](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240))Recordings, created by the law enforcement agency using **body worn cameras**, *provided that* the recording is:* Captured using a body worn camera subject to RCW 42.56.240; ***and,***
* *Not known* to havecaptured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.

Excludes records covered by:* *Intercepted Communications/Conversations – Recorded (DAN LE2010-075)*;
* *Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);*
* *Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)*;
* *Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)*.

*Note: Retention based on 60-day requirement for certain body worn camera recordings (*[*RCW 42.56.240*](http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.240)*).* | **Retain** for 60 days after date of recording  *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2013-008Rev. 0 | Suspicious Matter TestingRecords relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes. Includes, but is not limited to:* Test requisitions;
* Testing and analysis notes, data and reports (findings of fact reports, leaf marijuana test notes, etc.).

Excludes:* Suspicious matter testing logs covered by LE2013-009;
* Testing reports and other testing records that are part of a case file.
 | **Retain** until disposition of pertinent case file *then*Destroy. | NON-ARCHIVALNON-ESSENTIALOFM.  |
| LE2013-009Rev. 0 | Suspicious Matter Testing – Logs Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter.Excludes suspicious matter test records covered by LE2013-008. | **Retain** for 3 years after date of latest entry *then***Destroy**.  | NON-ARCHIVALNON-ESSENTIALOFM |

| * 1. INTELLIGENCE

*The activity of collecting information related to suspected or alleged criminal activity.*  |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE07-01-03Rev. 1 | Career CriminalsRecords relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case file. | **Retain** until no longer needed for agency business *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**NON-ESSENTIALOFM |
| LE14-01-01Rev. 1 | Confidential InformantsRecords relating to individuals with confidential informant status who provide information to the agency on a confidential basis.  | **Retain** until termination of confidential informant status *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOFM |
| LE07-01-04Rev. 2 | Crime Analysis FilesRecords relating to analyses used to anticipate, prevent or monitor potential criminal activity.  | **Retain** for 1 year after completion of analysis *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL** **(Appraisal Required)**NON-ESSENTIALOFM |
| LE12-01-08Rev. 1 | Field Interrogation ReportsLimited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.  | **Retain** for 1 year after date of report *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-074 Rev. 0 | Intelligence FilesCriminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).  | **Retain** until no longer needed for agency business *then***Destroy**. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-075 Rev. 0 | Intercepted Communications/Conversations – RecordedRecords relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with [RCW 9.73.040](http://apps.leg.wa.gov/RCW/default.aspx?cite=9.73.040). Includes, but is not limited to:* Authorization(s);
* Recordings.
 | **Retain** until disposition of pertinent case file *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2010-076 Rev. 0 | Intercepted Communications/Conversations – Not RecordedRecords relating to unfulfilled authorizations obtained from a superior court judge for the interception, transmission or recording of communications or conversations with a non-consenting party.  | **Retain** until expiration of authorization *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE06-01-04Rev. 1 | Investigational Conversation RecordingsRecordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.  | **Retain** for 1 year after transcribed verbatim and verified *or*until disposition of pertinent case file, *whichever is sooner* *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |
| LE2010-077 Rev. 0 | Investigational Conversation TranscriptionsTranscriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.  | **Retain** until disposition of pertinent case file *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE14-01-02Rev. 1 | Organized CrimeRecords relating to the investigation of organized crime. Includes, but is not limited to:* Criminal Activity Profiles (CAPs);
* Incidental documents;
* Name/individual subject records.
 | **Retain** for 3 years after conclusion of investigation *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL** **(Appraisal Required)**NON-ESSENTIALOFM |
| LE2010-078 Rev. 0 | Strip/Body Cavity SearchesRecords relating to strip or body cavity searches performed in accordance with [RCW 10.79.080](http://apps.leg.wa.gov/RCW/default.aspx?cite=10.79.080) and/or [RCW 10.79.150](http://apps.leg.wa.gov/RCW/default.aspx?cite=10.79.150). Includes, but is not limited to:* Authorizations and warrants;
* Statements of results/reports.
 | **Retain** for 6 years after date of search *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOPR |
| LE03-01-40Rev. 1 | Special Weapons and Tactics (SWAT)Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case file. | **Retain** for 2 years after completion of mission/operation *then***Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL****(Appraisal Required)**NON-ESSENTIALOFM |
| LE21-01-06Rev. 1 | Vehicle HistoriesRecords relating to information compiled on vehicle types and/or models involved in criminal activities.  | **Retain** until no longer needed for agency business *then***Destroy.** | NON-ARCHIVALNON-ESSENTIALOFM |

| * 1. INTERNAL REVIEW

*The activity of reviewing and/or investigating agency actions and inactions (including employee conduct and alleged misconduct, etc.).*See [*CORE* – *Human Resource Management*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) for other employee matters. |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2010-059Rev. 1 | Internal Review/Investigation (Formal Discipline Imposed)Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency regulations/orders, federal, state or local statute, where charges are sustained and formal discipline is imposed.Formal discipline includes any sanction that penalizes an employee financially through loss of pay or accrued leave (e.g., demotion, suspension, removal, leave without pay, etc.).Investigative records (regardless of format) include, but are not limited to:* Statements by complainant, employee, witnesses, etc.;
* Recordings (regardless of format or source);
* Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.);
* Other investigative reports and communications (Internal Affairs, etc.);
* Final action summary (memo, correspondence, log, report);
* Notification of termination provided to the Washington State Criminal Justice Training Commission pursuant to *[RCW 43.101.135](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.101.135)*.

Excludes:* Investigations of notorious/historically significant incidents covered by LE2015-006.
* *Prison Rape Elimination Act (PREA)* investigations covered by LE2015-003.
* Recordings (***after*** *they have been transcribed verbatim*) that are covered by LE2015-007.
* Criminal investigation case files, which are covered elsewhere in this retention schedule.

Note: Includes confidential records, which will retain their confidentiality at Washington State Archives in accordance with [RCW 40.14.030(2)](http://app.leg.wa.gov/RCW/default.aspx?cite=40.14.030). | **Retain** for 6 years after completion of disciplinary action  *and*3 years ***after*** minor reaches age 18, *if minor involved in incident* *then* **Contact** Washington State Archives for appraisal and selective retention.  | **ARCHIVAL****(Appraisal Required)**NON-ESSENTIALOPR |
| LE03-01-05Rev. 2 | Internal Review/Investigation (Formal Discipline Not Imposed)Records relating to internal review/investigation of agency employee conduct and/or allegations of misconduct or violation of agency regulations/orders, or federal, state or local statute, where formal discipline is not imposed.Includes incidents where:* Agency response is determined to be within policy/procedure;
* Employee is exonerated and/or charges are determined to be unsustained, unfounded, or inconclusive;
* Charges are sustained and informal discipline is imposed (written or verbal reprimands, memoranda, counseling, retraining or additional corrective training, etc.).

Investigative records (regardless of format) include, but are not limited to:* Statements by complainant, employee, witnesses, etc.;
* Incident reports (including **Use of Force**, discharge of weapon, fleet accident, etc.);
* Recordings (regardless of format or source);
* Other investigative reports and communications;
* Final action summary (memo, correspondence, log, report).

Excludes:* Notorious/historically significant incidents covered by LE2015-006.
* Incidents where formal discipline is imposed covered by LE2010-059.
* *Prison Rape Elimination Act (PREA)* investigations covered by LE2015-003.
* Recordings (***after*** *they have been transcribed verbatim*) that are covered by LE2015-007.
* Criminal investigation case files, which are covered elsewhere in this retention schedule.
 | **Retain** for 6 years after final disposition  *and* 6 years after completion of informal disciplinary action, *if imposed* *and**if minor involved in incident,* 3 years ***after*** minor reaches age 18,  *then***Destroy.**  | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2015-006 Rev. 0 | Internal Review/Investigation – Notorious/Historically Significant IncidentsRecords documenting the **internal review and investigation** of agency actionsrelating to or arising from **incidents** within the agency’s jurisdiction ***which have gained contemporary public notoriety or significance***. Includes, but is not limited to, incidents involving: * Major (subsequent) modification to agency policy/procedure, training, or equipment;
* Use of force by or against an officer that results in “great bodily harm” as defined by [*RCW 9A.04.110*](http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.04.110) or death **to any person**;
* Officer’s use of “deadly force” as defined by [*RCW 9A.16.010*](http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.16.010) (regardless of whether or not death results);
* Agency response to a natural disaster, terrorist threat, declared state of emergency, major riot/protest or other incident of similar magnitude and impact.

Note: **For guidance on how to identify notorious/significant incidents**, please refer to Washington State Archives’ published advice sheet [Internal Investigations of Notorious/Historically Significant Incidents within the Law Enforcement Agency’s Jurisdiction](http://www.sos.wa.gov/_assets/archives/RecordsManagement/Internal-Review-Investigation-of-Notorious-Historically-Significant-Incidents-in-Law-Enforcement-Agency-Jurisdiction.pdf) or **contact** your Regional Branch Archives.Note: Includes confidential records, which will retain their confidentiality at Washington State Archives in accordance with [RCW 40.14.030(2)](http://app.leg.wa.gov/RCW/default.aspx?cite=40.14.030). | **Retain** for 6 years after resolution of review/investigation *then***Transfer** to Washington State Archives for permanent retention.  | **ARCHIVAL****(Permanent Retention)**NON-ESSENTIALOPR |
| LE2015-007Rev. 0 | Internal Review/Investigation – Recordings (Transcribed Verbatim)Digital or analog **recording(s)** of investigational conversations with victim, suspect, witness, or other individual associated with an internal review or investigation ***provided that*** *the****:***1. The digital/analog **recording** **is transcribed verbatim** and verified; ***and***,
2. The **transcription is retained** with the associated investigation/review records covered by LE2015-006, LE2010-059, or LE03-01-05.
 | **Retain** recording(s)for 1 year after transcribed and verified  *then* **Destroy** the recording(s)**.** | NON-ARCHIVALNON-ESSENTIALOPR |

| * 1. JUVENILE CASE FILES ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which ***may*** otherwise have a longer retention but are eligible for ***early*** destruction pursuant to [RCW 13.50.270](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.50&full=true#13.50.270). |
| --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND** **DISPOSITION ACTION** | **DESIGNATION** |
| LE2015-008Rev. 0 | ***Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court***Juvenile records **identified by the Juvenile Court** as eligible to be destroyed in accordance with [RCW 13.50.270(1)(b)](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.50.270)*.*Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-09-06, ***Destruction of Public Records.*** | ***Upon receipt*** of notification of destruction eligibility from Juvenile Court,**Destroy** juvenile records within 90 days. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2015-009Rev. 0 | ***Juvenile Records – Pardon Notification Received from Office of the Governor***Juvenile records relating to an individual who has been granted a full and **unconditional** **pardon** **by the Governor**, and where the Office of the Governor has notified the agency in accordance with [RCW 13.50.270(2)](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.50.270)*.* Excludes the notification of pardon and the records documenting the destruction of the juvenile records, which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-09-06, ***Destruction of Public Records****.* | ***Upon receipt*** of pardon notification received from the Office of the Governor,**Destroy** juvenile records within 30 days. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2015-010Rev. 0 | ***Juvenile Records – Destruction Ordered by Court*** Juvenile records ordered to be destroyed by the court in accordance with [RCW 13.50.270(3)](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.50.270) ***or any (other) court order****.*Excludes the notification of destruction and the records documenting the destruction of the juvenile records, which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-09-06, ***Destruction of Public Records.*** | ***Upon receipt*** of court order,**Destroy** juvenile records. | NON-ARCHIVALNON-ESSENTIALOPR |
| LE2015-011Rev. 0 | ***Juvenile Records – Juvenile Attains Age 23***Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age and where the **local government agency has developed procedures for the routine destruction of *certain* records** pursuant to [RCW 13.50.270(4)](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.50.270)*.* Excludes records documenting the destruction of the juvenile records, which are covered by [*CORE*](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx) series GS50-09-06, ***Destruction of Public Records****.* | **Retain** until juvenile attains 23 years of age *then***Destroy** according to agency policy/procedures. | NON-ARCHIVALNON-ESSENTIALOPR |

|  |  |
| --- | --- |
| INDEX: | ARCHIVAL and PERMANENT RECORDS |

Agency Management

Community Relations

Crime Prevention Programs 5

Communication

Information Dissemination

Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR) 10

Corrections and Jails

Inmate Movement

Facility Registers 13

Inmate Security and Control

Inmate Custody Files – Notorious/Historically Significant Inmates 16

Population Counts (Inmate) 19

Emergency Management

Search and Rescue

Mission Files – Search and Rescue 23

Investigation

Case Management

Case Files – Homicides (Solved) 39

Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies 39

Case Files – Notorious/Historically Significant Cases 38

Criminal History Audit Reports 42

Major Accident Response and Reconstruction (MARR) 46

Intelligence

Career Criminals 52

Crime Analysis Files 52

Organized Crime 54

Special Weapons and Tactics (SWAT) 54

Internal Review

Internal Review/Investigations – Notorious/Historically Significant Incidents 57

|  |  |
| --- | --- |
|  |  |
|  |  |
| **INDEX:** | ESSENTIAL RECORDS |

Corrections and Jails

Inmate Movement

Facility Registers 13

Investigation

Case Management

Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies 39

Criminal History Record Information – Misdemeanors (without Fingerprints) 43

Criminal History Record Information – Non-Conviction Data 44

|  |  |
| --- | --- |
| **INDEX:** | DISPOSITION AUTHORITY NUMBERS (DANs) |

LE03-01-05 55

LE03-01-08 30

LE03-01-12 33

LE03-01-18 9

LE03-01-32 7

LE03-01-38 5

LE03-01-39 35

LE03-01-40 53

LE03-01-47 9

LE05-01-04 27

LE05-01-07 28

LE06-01-03 7

LE06-01-04 52

LE06-01-07 8

LE06-01-08 8

LE07-01-02 41

LE07-01-03 51

LE07-01-04 51

LE07-01-05 41

LE07-01-06 32

LE07-01-08 27

LE07-01-11 45

LE07-01-12 27

LE09-01-08 47

LE09-01-09 48

LE12-01-01 7

LE12-01-03 36

LE12-01-04 40

LE12-01-05 7

LE12-01-08 51

LE12-01-13 33

LE14-01-01 51

LE14-01-02 53

LE14-01-29 17

LE15-01-09 10

LE15-01-10 10

LE15-01-15 12

LE15-01-17 10

LE15-01-25 11

LE15-01-26 20

LE15-01-30 12

LE15-01-39 18

LE15-01-40 14

LE15-01-46 19

LE15-01-47 12

LE15-01-56 17

LE15-01-59 21

LE15-01-62 21

LE15-01-63 20

LE15-01-64 20

LE15-01-67 21

LE17-01-01 24

LE17-01-02 24

LE17-01-03 25

LE17-01-06 25

LE17-01-10 25

LE17-01-11 26

LE20-01-01 35

LE20-01-03 28

LE2010-025 4

LE2010-026 4

LE2010-031 8

LE2010-032 9

LE2010-033 10

LE2010-034 11

LE2010-035 12

LE2010-036 13

LE2010-037 13

LE2010-038 14

LE2010-039 15

LE2010-040 16

LE2010-041 17

LE2010-042 19

LE2010-043 20

LE2010-044 21

LE2010-045 21

LE2010-046 22

LE2010-047 22

LE2010-048 23

LE2010-049 25

LE2010-052 31

LE2010-053 31

LE2010-054 31

LE2010-055 31

LE2010-057 34

LE2010-058 29

LE2010-059 54

LE2010-060 37

LE2010-061 38

LE2010-062 38

LE2010-063 39

LE2010-064 40

LE2010-065 40

LE2010-066 41

LE2010-067 42

LE2010-068 42

LE2010-069 43

LE2010-070 44

LE2010-071 44

LE2010-072 45

LE2010-073 45

LE2010-074 51

LE2010-075 52

LE2010-076 52

LE2010-077 52

LE2010-078 53

LE2010-086 15

LE2010-095 32

LE2013-001 4

LE2013-002 8

LE2013-003 23

LE2013-004 26

LE2013-005 34

LE2013-006 29

LE2013-007 43

LE2013-008 49

LE2013-009 50

LE2013-010 44

LE2015-003 18

LE2015-004 19

LE2015-005 36

LE2015-006 56

LE2015-007 57

LE2015-008 58

LE2015-010 58

LE2015-011 58

LE2016-001 49

LE2017-001 46

LE21-01-02 34

LE21-01-04 33

LE21-01-06 53

LE22-01-03 12

LE25-01-01 5

LE26-01-02 6

LE27-01-04 6

|  |  |
| --- | --- |
| **INDEX:** | SUBJECTS |
| ***NOTE: “CORE” refers to the Local Government Common Records Retention Schedule*** |  |

5

504 accommodations *see CORE series GS50-04C-01*

A

ACCESS (WACIC/NCIC) validations 9

accidents/incidents (employee) *see CORE*

accountability (blank citations) 33

accounting *see CORE*

activity logs (floor/block/unit) 12

admission registers (correction facilities) 12

agency-owned animals 6

alarm call response 7

Alcohol, Tobacco, and Firearm (ATF) forms 23

alien firearm licenses 23

all radio transmissions 7

all terrain vehicle (ATV) 46, 47, 48, 49

animal

agency-owned 6

control *see Animal Control RRS*

annual report *see CORE*

anti-harassment orders 27

arrest and fingerprint records 42

as-built drawings *see CORE*

asset management *see CORE*

auction reports 30

audio recordings

intercepted communications 52

mobile units 46, 47, 48, 49

audits

criminal history audit trail files 41

evidence 29

WSP findings 41

automated traffic safety cameras 31

automatic license plate recognition images 31

B

background checks

criminal 38, 39, 40

non-criminal 36

bed assignments 18

benefits (human resources) *see CORE*

bicycle registration *see* property registration

block watch 4

boards/councils/committees *see CORE*

boat inspections 34

body worn camera (BWC) recordings 46, 47, 48, 49

booking reports/recaps 12

budget *see CORE*

buffered data/images (recordings) 46

bulletins (daily) 9

buses *see CORE*

business watch 4

C

cameras

automated traffic safety 31

mobile recordings 46, 47, 48, 49

traffic safety 31

canine

certification 6

mobile recordings 46, 47, 48, 49

career criminals 51

case

assignment control 36

logs 40

case files

all other cases 40

homicides (solved) 38

homicides (unsolved), missing persons (not found) and unidentified bodies 38

notorious/historically significant cases 37

sex offenders and sexually violent offenses 39

census tract/grid maps 7

CHRI validations 9

citations/notices of infraction

issued to officer (blank) 33

issued to violators 32

unissued/blank *see CORE*

collision reports 33

commissary orders 10

community corrections work crews 21

community/public relations *see CORE*

complaints (inmate) *see* grievances

computer-aided dispatch (CAD) information 7

concealed pistol license applications 24

confidential informants 51

construction (agency structures) *see CORE*

contracts *see CORE*

court disposition information 40

court order (juvenile records destruction) 58

court orders/warrants/writs 27

crime

analysis files 51

prevention programs 4

reports 9

criminal activity profiles (CAPs) *see* organized crime

criminal history

audit trail/reports 41

record information (CHRI)

felonies and gross misdemeanors 41

misdemeanors 42

non-conviction data 43

validations (from WSP) 9

custodial sexual abuse allegations (PREA) 18

custody records

inmate (age 18 and over) 14

inmate (under age 18) 14

notorious/historically significant 15

D

daily bulletins 9

dangerous individuals and premises 7

dashcam (mobile recording) 46, 47

dealer firearm purchase/transfer requests 25

destruction of juvenile records (early) 58

diagnostic images

inmates 18 and over 11

inmates under age 18 11

diet orders (inmate) 10

discharge registers 12

discipline (inmates) 14

dispatch radio transmissions 7

disposition (court) 40

disposition of evidence/property 43

dockets/process logs 27

dog certification 6

dogcam (mobile recording) 46, 47, 48, 49

drawings

accident scene 45

architectural (agency structures) *see CORE*

drones (mobile recordings) 46, 47, 48, 49

E

earnings disposition 21

electronic information systems *see CORE*

emergency preparedness (agency) *see CORE*

employee (HR Mgmt) *see also CORE*

evidence audits 29

evidence/property in custody 43

executions against personal property 28

executive communications *see CORE*

expulsion notices 34

expungement/sealing/vacation (of records) 44

extradition 12

F

facilities/property management *see CORE*

facility registers 12

field interrogation reports 51

financial management *see CORE*

finding of facts (testing of suspicious matter) 49

fingerprint

analysis 44

records 41

requests (public) 4

firearms

agency-issued (to officer) 6

alien licenses 23

dealer licenses 25

fleet/motor pool *see CORE*

floor logs 12

food services

general 10

special dietary requirements 10

forfeited property (to agency) 29

free Issue (inmate) 10

G

gas usage *see CORE*

gift (of weapons) 6

glossary of terms *see CORE*

Governor’s pardon 58

green vegetable matter (testing) 49, 50

grievances

employee *see* CORE

inmate (age 18 and over) 16

inmate (under age 18) 17

logs (inmate) 15

sexual abuse in custody (PREA) 18

guns (agency-issued) 6

H

hawker licenses 26

health records

employee *see CORE*

inmate 11

house watch 4

human resources *see CORE*

I

identification of suspicious matter 49

illness/injury (employee) *see CORE*

impounds/abandoned vehicles 33, 34

in/out logs

evidence/property 43

inmate 12

in-car recordings 46, 47, 48, 49

incident

reports *see* case files

reports received 8

incidents/accidents *see CORE*

inmate

classification 14

custody files 14

notorious/historically significant 15

discipline 14

health records 11

***inspections***

cell/unit 17

mail/property 17

phone conversation recordings 19

receipt of items (logs) 19

requests 20

security recordings 20

surveillance logs 17

transfers 13

inquiry logs (NCIC) 45

inspections

evidence room 29

officer roll call 35

pawnbroker/secondhand dealer 26

vessel 34

weapons (agency issued) 6

insurance *see CORE*

intelligence files 51

intercepted communications/conversations 52

internal review/investigation 54, 55, 56

inventory *see CORE*

investigational conversations

recordings 52

transcriptions 52

investigations

background

alien firearm license 23

concealed pistol license 24

for employment purposes 36

criminal case management 36, 58

funds expended (investigative) 44

inmate grievance 16, 17

intelligence 51

investigative funds 44

issue (of weapons) 6

J

juvenile records destruction (early) 58

K

kites (inmate requests) 20

L

laboratory tests (inmates) 11

latent prints 37, 38, 39, 40, 44

leaf marijuana test notes 49

legal (advice, litigation, legal affairs) *see CORE*

LEOFF (Law Enforcement/Fire Fighters) *see* CORE-HR

liability waivers *see CORE*

license

concealed pistol 24

firearm 23

firearm dealer 25

solicitor/hawker/peddler 26

license plate images (automatic) 31

local jail reports 12

lock-outs 4

logs

case tracking 40

civil/criminal processes received by agency 27

crash data (MARR) 45

criminal case assignments 36

evidence/property 43

impound 33

National Crime Information Center (NCIC) 45

radio 8

service (court orders/warrants/writs) 27

suspicious matter testing 50

logs (inmate)

activity (floor/block/unit) 12

grievance 15

phone 12

population 18

receipt of items 19

***surveillance/inspection*** 17

work release 21

loss (of weapons) 6

M

mail delivery

agency *see CORE*

inmate 17

maintenance *see CORE*

major accident response (MARR) 45

maps, census tract/grid 7

meal counts 10

medical records (inmate) 11

meetings *see CORE*

menus/diet orders 10

minutes *see CORE*

misconduct

formal discipline imposed 54

formal discipline not imposed 55

notorious 56

mission files (search and rescue) 22

mobile recording devices 46, 47, 48, 49

monitoring (sex offenders) 28

mug shots 41, 42, 43

N

National

Crime Information Center (NCIC) 9, 45

Incident-Based Reporting (NIBR) 9

Instant Criminal Background Ck Sys (NICS) 27

no-contact orders 27

non-consensual recordings (intercepted) 52

non-emergency phone calls/reports 8

notice of destruction eligibility (juvenile records) 58

notices

CHRI validation (from WSP) 9

of infraction

automated traffic camera 31

issued to officer (blank) 33

issued to violators 32

of sale (property seizure) 30

suspension/expulsion/trespass 34

O

off-duty authorizations 35

offense reports *see* case files

orders, commissary 10

organized crime 53

P

pardon (Governor’s) 58

pass-on logs (inmate) 17

pawnbroker/secondhand dealer 25, 26

payroll *see CORE*

peddler licenses 26

permits *see CORE*

phone

conversation recordings, inmate 19

logs 12

photos

agency *see CORE*

polygraph tests

criminal investigation 45

employment related 36

population counts (inmate) 18

prison rape elimination act (PREA) 18

procedures/policies/planning *see CORE*

property

forfeited (to agency) 29

in custody 43

registration 5

seizure/disposition 30

property management

agency *see CORE*

protection orders 27

public

disclosure *see CORE*

purchases (commissary) 10

R

radio

logs 8

transmissions 7

razor logs (inmate) 19

receipt of

blank citations (issued to officers) 33

item logs (inmate) 19

receipts (financial transactions) *see CORE*

recordings *see also* CORE

body worn camera (BWC) 46, 47, 48, 49

buffered data/images 46

inmate phone conversations 19

intercepted communications 52

investigational conversations 52

licence plate images 31

mobile units 46, 47, 48, 49

non-emergency/non-911 8

radio transmissions (dispatch) 7

security

inmate 20

routine agency *see CORE*

traffic safety cameras 31

records management *see CORE*

recurrent callers 8

registers, jail/detention facility 12

registration

firearm (ATF) 23

personal property 5

sex/kidnapping offender

in agency jurisdiction 28

notification of inmate 13

release (inmate)

community corrections (probation/parole) 14

discharge registers 12

notorious/historically significant 15

reports/recaps 12

work 21

reports

alarm call response 7

collision 33

criminal history audits 41

daily (pawn slip files) 25

field interrogation 51

inmate booking/release 12

local jail 12

montly UCR/NIBR 9

pawnbroker/secondhand dealer 26

population 18

testing of suspicious matter 49

requests

dealer firearm purchase/transfer 25

expungement/sealing/vacation (records) 44

fingerprint analysis (outside agency) 44

fingerprints (public) 4

impounded vehicles 34

inmate 20

phone company (locator) 8

restrictive area orders 27

retirement plans (employee) *see* CORE HR Mgmt

reverse automatic locator requests 8

ride-along program 5

roll call files 35

routine procedures/juvenile records destruction 59

S

sealing (of records) 44

search and rescue

mission files 22

training 22

searches (strip/body cavity) 53

secondary employment authorizations 35

security *see CORE*

service provider requests 8

sex/kidnapping offender

notification of inmate 13

registration, monitoring and contacts 28

sexual abuse in custody (PREA) 18

solicitor licenses 26

special

diet orders (inmate) 10

police commissions 35

security 51

weapons and tactics (SWAT) 53

state hold notifications 21

strip/body cavity searches 53

surveillance (inmate)

logs 17

mail and property 17

recordings 20

suspension/trespass/expulsion notices 34

suspicious

matter (testing) 49, 50

persons/vehicles 51

SWAT 53

T

taser devices (agency-issued) 6

ten print/cards 44

testing

inmate health 11

polygraph

criminal investigation) 45

employment related 36

suspicious matter 49, 50

towed vehicles 34

traffic safety cameras 31

training *see also* CORE

search and rescue 22

transfer

of custody 13

registers 12

transport lists (inmate) 13

trending maps (census tracts) 7

trespass notices 34

trustee files/rosters 21

U

Uniform Crime Reporting (UCR) 9

unit/activity logs 12

unmanned aerial vehicle (drone) 46, 47, 48, 49

unmanned aerial vehicle (UAV) recordings 46, 47, 48, 49

use of force

claims for damages *see* CORE, Legal Affairs

reports 54, 55, 56

V

vacation (of records) 44

validations (ACCESS/WACIC/NCIC) 9

vehicles

agency *see CORE, Asset Mgmt*

citizen lock-outs 4

collision reports to WSP 33

criminal activity histories 53

dashcam (mobile recording) 48, 49

impounds 34

license plate images 31

suspicious 51

vessel inspections 34

video recordings (mobile devices) 46, 47, 48, 49

voided tickets 33

volunteer work crews 21

W

warrant hold notifications 21

warrants 27

weapons (agency-issued) 6

work crews 21

work release logs 21

writs 27

X

x-ray images (inmate) 11

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

http://www.sos.wa.gov/archives/