This schedule applies to: County Clerks and Clerks of the Superior Court

Scope of records retention schedule
This records retention schedule covers the public records of County Clerks and Clerks of the Superior Court relating to the function of serving as administrative and financial officer of the Superior Court. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

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 or Permanent must not be destroyed. Records designated as 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 RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules
All previous versions of the *County Clerks and Clerks of the Superior Court Records Retention Schedules* are revoked. County Clerks and Clerks of the Superior Court must 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 on January 29, 2009.

Signature on File	*Signature on File*	*Signature on File*
For the Attorney General: Cindy Evans	**For the State Auditor: Mark Rapozo**	**The State Archivist: Jerry Handfield**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 1983	First version.
2.0	August 1993	Major revision.
3.0	February 2001	Major revision.
4.0	December 2001	Updates to records series originating in *Local Government General Records Retention Schedule (LGGRRS*).
5.0	2006 - 2007	Accounting and Electronic Information sections updated.
6.0	January 29, 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 *County Clerk and Clerk of the Superior Court Records Retention Schedules* now begin with the prefix "CL"; there have been no changes to titles, descriptions, retention periods, or archival designations.

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1. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*

1.1 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES Official statements promulgating policies and procedures of the office. **ESSENTIAL RECORD** - Needs security backup - **See remarks.**	OPR	PERMANENT as adopted - One copy archival - **See remarks**	Destroy when obsolete or superseded	CL50-01-24	It is recommended that previous versions of these documents be retained even when superseded, to document the policy or procedures in effect at any given time in the past. Contact your Regional Archivist before destroying original records. The information in this records series should be protected from loss or damage by storage of a security backup.

2. COUNTY CLERK AND CLERK OF THE SUPERIOR COURT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	ABANDONED OR UNCLAIMED PROPERTY REPORTS Office copy of Report of Unclaimed or Abandoned Property sent to the Department of Revenue or unclaimed and undeliverable restitution transmitted in accordance with RCW 7.68.290. Reference to surrender to Department of Revenue should be recorded in case file. Does not include exhibits.	OFM	6 years	Destroy when obsolete or superseded	CL65-01-01	Reference RCW 7.68.290.
2.1.2	ABSTRACT OF JUDGMENT May be discontinued record. Replaced by civil case file. Official documentation of Superior Court proceedings and filings. May include sealed documents, published depositions, and exhibits.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-02	Please contact your Regional Archivist before destroying original record.
2.1.3	ARBITRATION FILES Any data pertaining to a county's mandatory arbitration, to the extent that the data within the arbitration file are not made a part of the case file.	OPR	Until time for filing appeal from arbitration award has expired	Destroy when obsolete or superseded	CL65-01-03	

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.4	ATTENDANCE RECORD - JUROR Office record of juror daily attendance, mileage, and reimbursable expenses, used to prepare cost bill for juror payments.	OPR	6 years	Destroy when obsolete or superseded	CL65-01-04	
2.1.5	ATTENDANCE RECORD - WITNESS Office record of witness daily attendance, mileage, and reimbursable expenses, used to prepare cost bill for witness payments.	OPR	Until placed in case file*	Destroy when obsolete or superseded	CL65-01-05	*Place in case file or any approved alternative storage medium.
2.1.6	BOND DOCKETS May be a discontinued record, replaced by electronic docket entry, or hard copy in case file. May have been bound volumes containing the original or copies of bonds filed by administrators, guardians, and executors as security copies of bonds in case files.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-06	
2.1.7	BOOK OF LEVIES May be a discontinued record; probably included post-judgment execution documents and events.	OPR	PERMANENT - Potential archival value	Destroy when obsolete or superseded	CL65-01-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.8	CASE FILES Official documentation of Superior Court proceedings and filings. May include sealed documents, published depositions, and exhibits. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender after 1978, tax warrant, tax case, territorial, territorial district court case files. See also, "Tax Case Files," "Tax Warrant Case Files", "Territorial Case Files", and "Territorial District Court Case Files." RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender prior to 1978, and family court case files. ESSENTIAL RECORD - See remarks	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-08	Some records may be archival or historically valuable as hard copy records. Contact your Regional Archivist for assessment of any such records. Destroy after transfer to any approved alternative storage medium in accordance with requirements of RCW 36.23.065. Before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065. Requirements for maintaining electronic case records are addressed elsewhere in this manual. Access to files or individual documents may be restricted by court order.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.9	CLERK'S MINUTE BOOK Separate collection of clerk's notes of proceedings if not originally placed in case file. May be minutes recorded on court calendars, bound and retained without transfer to case file.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-09	Destroy after transfer to approved alternative storage medium has been verified; before transfer it is recommended that electronic docket entry "copy case" be printed and placed in case file as the first viewable document.
2.1.10	COURT REPORTER/RECORDER NOTES/ TAPES/DISKETTES Paper record or approved electronic storage of record of court proceedings, including audio and video records.	OPR	MINIMUM - CIVIL: Termination of case plus 6 years MINIMUM - CRIMINAL: Termination of case plus 15 years MINIMUM - CAPITAL PUNISHMENT: Until death of defendant	Destroy when obsolete or superseded	CL65-01-12	Reference RCW 36.23.070, and SPRC7 Electronic notes must be backed up, migrated and delivered to the clerk in a format that is approved by State Archives as set forth in statute or administrative code. The clerk may require paper notes if no appropriate environment for storage of electronic data is available to the clerk. Court reporting machines that have no back up mechanism are not recommended.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.11	DAILY ORDER JOURNALS/DAILY MICROFILM Variously used to describe chronological listing of documents and events in particular cases. Generally replaced by electronic docket entry. May be open and/or restricted-access records. Also includes "daily microfilm" or "security microfilm" of documents, as the "journal " required of RCW 36.23.030. ESSENTIAL RECORD - See remarks.	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	CL65-01-13	This records series should be protected from loss or damage by storage of a security microfilm backup. Destroy original record after transfer to approved alternative storage medium
2.1.12	DAY BOOKS May be discontinued record. List of documents delivered to the clerk for filing.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-14	This records series should be protected from loss or damage by storage of a security backup.
2.1.13	DEPOSITIONS, PUBLISHED Published depositions become part of the permanent court record.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-15	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Destroy after transfer to approved alternative storage medium.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.14	DIKE DISTRICT FILES May be filed in civil files series. Court orders establishing Dike Districts, compensation for lands and appointment of Commissioners.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-17	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium.
2.1.15	DIKING AND DRAINAGE DISTRICT JOURNALS May be a discontinued record. Chronological listing of documents and events pertaining to a particular Dike and Drainage District.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-18	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.16	DOCKET Variously used to describe alphabetic or numerical listing of cases, chronology of events within particular cases and the schedule of cases heard during a particular span of time. Replaced by electronic record index and docketing. May be open and/or restricted-access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender files on or after July 1, 1978, judgment or execution, tax warrant, tax, coroners, civil appeals, civil, bond, criminal appeal and trial dockets. Access to files or documents may be restricted by court order. RESTRICTED-ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, family court dockets.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-19	This records series should be protected from loss or damage by storage of a security backup.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.17	DOMESTIC VIOLENCE ORDERS The order delete report documents Domestic Violence Protection orders deleted from JIS.	OFM	3 years	Destroy when obsolete or superseded	CL65-01-20	Due to the early design and instructions for implementation, some orders were improperly entered. The only way to correct has been to delete the JIS and re-enter.
2.1.18	EXECUTION DOCKET/INDEX May be discontinued record; replaced by electronic record; hard copy in case file. Chronological and/or alphabetic listing of judgments and post-judgment documents and events.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-21	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Before transfer it is recommended that an electronic "copy case" be printed and placed in case file as the first viewable document.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.19	EXHIBITS CIVIL EXHIBITS: May include civil exhibits marked but not offered, marked but rejected, and those admitted, transcripts, and exhibits included in appeals from lower courts and administrative agencies. CRIMINAL EXHIBITS: May include unpublished depositions and criminal exhibits marked but not offered, marked but rejected and those admitted. Does not include published depositions, as they are part of the case file.	OPR	For both CIVIL AND CRIMINAL EXHIBITS: 30 days with court orders or Stipulated Order for Return of Exhibits (STPORE) or 6 years after final judgment. For CRIMINAL CAPITAL CASES: Until death of defendant Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-22	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Reference RCW 36.23.070, 63.40.010. Also reference SPRC7.
2.1.20	GRAND JURY RECORDS May be discontinued record. Records pertaining to matters before any grand jury may be sealed or unsealed.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-23	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.21	INDEX Variously used to describe alphabetic listing of cases or persons. General replaced by electronic docket entry index. May be open and/or restricted access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender files on or after July 1, 1978, judgment or execution, tax warrant, tax, assignees, bar, dental midwives, drugless healers, osteopaths, chiropodists, medical, notary, bonds of county officials, optometry, powers of attorney, records of wills and attorney indices. Access to files or documents may be restricted by court order. RESTRICTED-ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, family court dockets.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Destroy after transfer to any approved alternative storage medium. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.22	JOURNALS Variously used to describe chronological listing of documents and events in particular cases. Generally replaced by electronic docket entry docket. May be open and/or restricted access records. Also includes "daily microfilm" or "security microfilm" of documents, as the "journal" required of RCW 36.23.030. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender filed on or after July 1, 1978, judgment or execution, tax warrant and tax case journals. RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/ termination of parental rights, juvenile offender filed on or before June 30, 1978, and family court case journals.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-25	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.23	JURY LISTS/QUESTIONNAIRES - MASTER LIST List of all persons eligible to serve as jurors who have been randomly selected for the jury pool.	OFM	Until superseded	Destroy when obsolete or superseded	CL65-01-26	
2.1.24	JURY LISTS/QUESTIONNAIRES - TERM LIST List of all prospective jurors for a particular jury term, randomly selected from the jury master list. AKA “venire”.	OFM	Until end of term	Destroy when obsolete or superseded	CL65-01-27	
2.1.25	LAND REGISTRATION FILES (TORRENS ACT) May be a discontinued record; may be replaced by civil case file; folder(s) containing all papers filed in a land registration/torrens case.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-28	Please contact your Regional Archivist before destroying original (pre-1900) record. This records series should be protected from loss or damage by storage of a backup. Destroy after transfer to any approved alternative storage media.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.26	LETTERS OF ADMINISTRATION/ CONSERVATORSHIP/GUARDIANSHIP/ TESTAMENTARY Instruments issued by the Clerk to enable a person (administrator/ conservator/guardian/personal representative) to take charge of a person or property.	OFM	PERMANENT - See remarks	Destroy when obsolete or superseded	CL65-01-29	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
2.1.27	NATURALIZATION RECORDS Various types of naturalization-related records, including declarations of intentions, delayed birth files, naturalization affidavits, notifications of application for admission to US citizenship, orders fixing naturalization terms, petitions and records, petitions, receipts for certificates of citizenship, record of final decrees of citizenship and record of petitions dockets. May be discontinued.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-31	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.28	OATHS: BAILIFF, COURT REPORTER, COURT COMMISSIONER, AND OTHERS Oaths signed as part of position. Similar to oaths signed by deputies to other elected officials. May be a part of a miscellaneous electronic (civil) file.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	CL65-01-32	
2.1.29	OFFICIAL BOND FILES File containing official bonds of county officials; may include junior taxing district officials' bonds; clerk's bond is recorded in County Auditor's Office and filed in Treasurer's Office.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-33	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
2.1.30	ONE-PARTY CONSENT FILES Those sealed and unsealed wiretap records and reviews of wiretaps, to the extent that they are not made a part of a case file.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-35	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media. Place in case file if unsealed, place in general purpose criminal case file if sealed or no charges filed.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.31	REGISTER Variously used to describe alphabetic listing of cases or persons. Generally replaced by electronic index. May be open and/or restricted-access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender filed on or after July 1, 1978, judgment or execution, tax warrant, tax, assignees, bar, dental, midwives, drugless healers, osteopaths, chiropodists, medical, notary, bonds of county officials, optometry, powers of attorney, records of wills and attorneys indices. RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, and family court dockets.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-36	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media. DISCONTINUED RECORD SERIES: Bar, dental, midwives, drugless healers, osteopaths, chiropodists, medical and optometry register - Transfer to Regional Archives. DISCONTINUED RECORDS SERIES: Notary register - Transfer to State Department of Licensing.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.32	SEARCH WARRANT RECORDS Those sealed and unsealed files containing search warrant applications, returns, and other data.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-37	This records series should be protected from loss or damage by storage of a security backup. Place in case file if unsealed, place in general purpose criminal case file if sealed or no charges filed.
2.1.33	SPECIAL INQUIRY RECORDS Records of proceedings before Special Inquiry Judge. Restricted access record.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-38	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
2.1.34	SUPPORT LEDGER Bound volumes, cards, electronic records, or microfiche showing from whom child support payments are received, dates, and to whom funds are disbursed. *Note: DAN GS65-01-45 was also assigned to CASH REGISTER REVENUE ACCOUNT DISTRIBUTION SUMMARY (which has been changed to DAN CL65-01-47.) 01/2009*	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-45	Destroy after transfer to any approved alternative storage medium.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.35	TAX CASE FILES May be discontinued records; replaced by civil case file. File folder(s) containing all papers filed in a delinquent real estate tax case. The documents in the folder have been entered on the electronic docket entry system or a manually prepared docket containing a chronological listing of documents and events.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-39	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.36	TAX WARRANT CASE FILES May be discontinued record or replaced by civil case file. File folder(s) containing all papers filed in a delinquent non-real estate tax case. The documents in the folder have been entered on the electronic docket entry system or a manually prepared docket containing a chronological listing of documents and events.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-40	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065.
2.1.37	TRANSCRIPTS OF JUDGMENT May be discontinued record; an index of or copies of judgments filed with the Clerk (not to be confused with transcripts from District Court or abstracts from other Superior Courts).	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-42	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to approved alternative storage medium has been verified; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.38	TRUST FUND BALANCE REGISTER The entire record of trust account debits and credits or deposits and withdrawals.	OPR	6 years	Destroy when obsolete or superseded	CL50-03A-31	
2.1.39	TRUST FUND LEDGER The entire record of trust account debits and credits or deposits and withdrawals.	OPR	PERMANENT	Destroy when obsolete or superseded	CL65-01-46	Destroy after transfer to any approved alternative storage medium.
2.1.40	UNCLAIMED PROPERTY REPORTS Annual reports made to the Department of Revenue, listing those monies or items whose owners are unknown or who cannot be located.	OPR	6 years	Destroy when obsolete or superseded	CL65-01-43	Department of Revenue keeps primary copy.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.41	VERBATIM REPORT OF PROCEEDINGS Written transcript of proceedings or stipulated statement prepared for transmittal to Court of Appeals. The original transcript is docketed in electronic docket entry and sent to the Court of Appeals. A case file may contain transcripts of certain proceedings or portions of proceedings and become part of the case file. Transcripts or tapes are sent to the appellate court, are not kept with the Superior Court case file, and are not returned from the appellate court.	OPR	Destroy when obsolete or superseded	Destroy when obsolete or superseded	CL65-01-44	Return unpaid original transcripts to reporter or transcriptions.

3. FINANCIAL MANAGEMENT

This section covers records relating to financial management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	CASH REGISTER REVENUE ACCOUNT DISTRIBUTION SUMMARY Any daily or other regularly compiled summary reflecting the distribution of receipts into revenue reporting codes, including BARS/ARMS standard Washington revenue codes and any successor or local revenue distribution method. Includes Receipt Reporting System (RRS) or successor system report reflecting distribution of receipts into various county and state funds, by revenue code. This record must be preserved as a separate record as long as individual counties have the ability to alter the BARS/ARMS distribution tables. REV: New DAN assigned. (Original DAN GS65-01-45 was a duplicate.) 01/2009	OFM	6 years	Destroy when obsolete or superseded	CL65-01-47	

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.2	COST BILL - JUROR Any records used to compute payments owed to jurors. Includes per diem, mileage, and any other reimbursable expenses.	OPR	6 years	Destroy when obsolete or superseded	CL65-01-10	
3.1.3	COST BILL - WITNESS Claim for witness fees, mileage, per diem, and any other reimbursable expenses approved by the court.	OPR	6 years	Destroy when obsolete or superseded	CL65-01-11	Place in case file or any approved alternative storage medium.
3.1.4	FEE TRANSMITTALS Office copy of or summary of periodic financial transactions transmitted to County Treasurer; principal transmittal held by County Treasurer.	OPR	County Treasurer keeps 6 years	Destroy when obsolete or superseded	CL01-06-01	
3.1.5	RECEIPTS Records of monies received. *Note: DAN GS50-03B-08 was also assigned to TREASURER'S RECEIPTS (which has been changed to DAN CL50-03B-09.) 01/2009*	OPR	6 years	Destroy when obsolete or superseded	CL50-03B-08	

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.6	TREASURER'S RECEIPTS Locally determined form for the periodic transmittal of receipts to the County Treasurer. Usually includes BARS fund and revenue numbers along with cumulative total of receipts for period. Should contain verification that monies were transferred to the County Treasurer. REV: New DAN assigned. (Original DAN GS50-03B-08 was a duplicate.) 01/2009	OPR	6 years	Destroy when obsolete or superseded	CL50-03B-09	
3.1.7	VOUCHERS Copies of all invoices for all funds and purposes with attached supporting documentation.	OFM	County Auditor keeps primary copy 6 years	Destroy when obsolete or superseded	CL50-03A-30	

LEGACY RECORDS

These are records no longer created and/or received by County Clerks and Clerks of the Superior Court; however, Clerks may still hold some of these records.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.8	DEPOSITIONS, UNPUBLISHED/ UNOPENED	OPR	With court order - 60 days After final judgment - 6 years	Destroy when obsolete or superseded	CL65-01-16	Discontinued record series as of 9/89. A copy of the cover with the file date should be maintained as part of the permanent record.
3.1.9	MOTHER'S PETITION/PENSION Discontinued record.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-30	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred
3.1.10	OLD AGE ASSISTANCE CLAIMS Discontinued record. Records containing chronological listing of documents pertaining to requests for financial assistance for elderly persons.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-34	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.11	TERRITORIAL CASE FILES Discontinued record. Official record of Washington Territory cases prior to statehood.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	CL65-01-41	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Reference RCW 36.23.065.

GLOSSARY

Archival	*Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.*
Essential	*Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.* *Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.*
OFM	*Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.*
OPR	*Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.*
Permanent	*These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.*
Potential Archival Value and Potentially Archival	*Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.*
Record Series	*A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.*

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