I. ROUTINE ITEMS

C. Adoption of Today's Agenda – June 26, 2014

D. Approval of Minutes – January 30, 2014

STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor ● Office of the Attorney General ● Office of the State Archivist

PO Box 40238 ● Olympia, Washington 98504-0238 ● (360) 586-4900

June 26, 2014 – 10:00 a.m.
Archives Conference Room
1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

A. Call to Order
B. Introduction of Guests
C. Adoption of Today's Agenda
D. Approval of Minutes for January 30, 2014

II. NEW BUSINESS/ACTION ITEMS

A. *County Clerks and Superior Court Records Retention Schedule (Version 7.0)* – Julie Blecha
B. *Social Services Records Retention Schedule (Version 1.1)* – Julie Blecha
C. Revocation of *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* – Julie Blecha

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha
B. Announcements from the State Archivist – Steve Excell

IV. NEXT MEETING – July 31, 2014

V. ADJOURNMENT

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STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor ● Office of the Attorney General ● Office of the State Archivist

PO Box 40238 ● Olympia, Washington 98504-0238 ● (360) 586-4900

January 30, 2014 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans, Chair – State Auditor's Office; Sharon James – Attorney General's Office; Steve Excell – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archives; Debbie Bahn (via PolyCom) – Digital Archives.

Guests Present: Andi Reed – Bremerton Housing Authority; Tim Baker – King County Housing Authority.

I. ROUTINE ITEMS

A. Call to Order
Cindy Evans called the meeting to order at 10:03 a.m.

B. Introduction of Guests

C. Adoption of Today's Agenda
Motion to adopt the agenda as presented; Evans; second by Sharon James.

Resolution: Motion carried

D. Approval of Minutes for October 31, 2013
Motion to approve the minutes as presented: James; second by Steve Excell.

Resolution: Motion carried

II. NEW BUSINESS/ACTION ITEMS

A. *Housing Authorities Records Retention Schedule (Version 2.0)* – Julie Blecha

Blecha thanked Tim Baker, King County Housing Authority, for instigating this revision in 2009. The project finally commenced in April of 2013 with an email to each Association of Washington Housing Authorities member. 8 volunteers have been working diligently on this revision.

According to the U.S. Housing and Urban Development (HUD) website, there are 36 housing authorities in Washington State that receive operating funds from HUD.

Besides the format restructuring, the most significant change is the increased minimum retention for tenant files from *termination of lease plus 3 years* to *termination of lease plus 6 years* due to the 6-year statute of limitations. Because the tenant and participant files now share the same retention requirements, they have been consolidated – along with 15 *additional* series – into one "big bucket".

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The reference group also determined that four records series should be designated as "Essential", including *Tenant/Participant Files* (HA60-01-52), and the three records series covering low income housing tax credit (LIHTC) property records (HA2014-005, HA2014-006, and HA2014-007). Evans stated that the State Auditor's Office finds LIHTC audits very challenging due to the complexity of the programs. Blecha thanked Andi Reed, Bellingham Housing Authority, for her assistance with these complex series, and mentioned that the Washington State Housing Finance Commission approved the specific language used in the LIHTC series.

Evans described her familiarity with housing authorities and all of the federal programs and the federal monies they receive, and she declared the revision "nicely done".

Tim Baker presented a letter addressed to the Committee signed by Stephen Norman, Executive Director of King County Housing Authority, which urged members to approve the revision. Blecha read the letter aloud, including this statement: *"The new schedule has condensed, consolidated and clarified the many types of documents that PHAs use, as well as standardizing retention dates and is a welcome change by our agency."*

Evans stated that due to the complexity of the statutes that regulate PHAs, the input the reference group members provided is vital to the success of the retention schedule. James appreciates that this version no longer lists numbered HUD forms, which are so quickly obsolete, and, instead, provides series that are more descriptive and, therefore, more broadly understood.

Motion to approve the *Housing Authorities Records Retention Schedule (Version 2.0) as presented*; James, second by Excell.

Resolution: Motion carried

Blecha thanked the reference group participants:

- James Fearn, General Counsel, Seattle Housing Authority
- Andi Reed, Bremerton Housing Authority
- Lisa Richwine, Housing Authority of City of Pasco & Franklin County
- Tim Baker, King County Housing Authority
- Joylyn Meyer, Spokane Housing Authority
- Kim Foster, Spokane Housing Authority
- Lisa Boone, Housing Authority of Grays Harbor County
- Sandy Byrd, Renton Housing Authority
- Rosanna Morgan, Housing Authority of City of Walla Walla
- Katherine Gray, Housing Authority of Island County
- Klayton Kuzminski, Bremerton Housing Authority

Blecha also expressed thanks to Felicia Den Adel and Brian Picchi of the State Auditor's Office who provided helpful input. In addition, thanks to Melissa Donahue, Manager of the Asset Management & Compliance Division at WA State Housing Finance Commission, where they monitor for compliance with the LIHTC program.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha

Blecha presented members with an updated retention schedule revision plan, which will be posted on the website.

Progress continues on the *County Clerks and Superior Court Clerks Records Retention Schedule* revision project. Blecha will be meeting with the Clerks reference group in March in Leavenworth, where the clerks will be gathering for a conference. The goal is to present a final draft to the larger Clerk body at their WA State Association of County Clerks (WSACC) conference in May.

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Continuing to refine the *School Districts and ESDs Records Retention Schedule at* monthly WA Association of School Business Officials Records Management subcommittee (WASBO-RM) meetings. Evans noted that the new *public* charter schools should be considering during this revision project. Blecha stated assistance will be provided to public charter schools.

CORE *Human Resource Management* and CORE *Legal Affairs* are the next major revision projects planned.

In response to frequent requests from local and state agency staff, *sample* destruction logs have been prepared for **voluntary** use by local and state government agencies. Additionally, advice sheets on several records destruction topics are being developed and everything will be available on the WSA website.

There are currently 2,768 subscribers on the local government listserv, which includes 304 new subscribers since the last LRC meeting. WASBO-RM created an email (which was distributed by OSPI to every superintendent in the state) requesting agency records manager contact information so that each district could receive records management updates from WSA. Of the 225 responses received, 164 were from districts and ESDs *that were previously not receiving bulletins.* WASBO-RM members plan to contact each district that has not yet responded.

Guests asked several questions, including:

Q: When does the new Housing Authorities Records Retention Schedule (HARRS) take effect?

A: Immediately. Version 6.0 is revoked and Version 7.0 will be posted online today.

Q: How many years will Version 7.0 be in effect?

A: If a new program or requirement creates a gap where the records are not covered by an existing series, inform Blecha and the issue will be reviewed and prioritized.

Q: Do agencies *have to* use the new destruction log?

A: State law does not require that you document records destruction; however, it is highly recommended best practice. The logs are provided as *examples* for agencies to use and/or modify, as they so desire.

Q: Any advice on how to respond to staff who may argue, *"why does it say 6 years when HUD says we only need to keep it for 3 years – and HUD is our funding source!?"*

A: Per chapter 40.14 RCW, Washington's local government agencies are responsible for retaining records for the minimum period(s) *approved by the Local Records Committee*, which is tasked with analyzing Washington state law, statutes of limitations, audit cycles, historic significance, etc. In addition to these requirements, agencies *may be* obligated (by a federal law, local statute, court rule, grant agreement, etc.) to retain the same records for a longer (or shorter) retention period(s). **All requirements must be satisfied.** Folks who believe they can disregard current approved retention schedules should be shown RCWs 40.16.010 and 40.16.020, both of which detail penal provisions for the willful destruction of public records.

B. Announcements from the State Archivist – Steve Excell

Two decision packages went to OFM and the Governor, one for temporary warehouse space since the three Olympia area facilities are full, and the other a $250,000 pre-design to study a permanent solution for a space for the records center, State Archives and State Library. The Governor turned both decision packages down, but the Secretary of State is continuing attempts to secure approval this session.

Washington State Archives is supporting a pair of AG request bills that require mandatory records management training every four years for all newly elected officials and public records officers.

In 1931, the American Exchange Bank in Seattle folded during the Great Depression, and when the contents of safety deposit boxes were returned to bank customers, one unclaimed box contained a

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copper pot holding the ashes of John Montgomery, showing a 1910 cremation date. Various state agency employees have searched since 1931 for Montgomery relations, to no avail. An article appeared in the Wall Street Journal about a group of *genealogists who assist coroners in returning unclaimed remains to family members* recently, and WSA contacted them about John Montgomery. The group of genealogists is associated with the television show, "Who Do You Think You Are", and the book, "America, Your Roots are Showing". They agreed to take the case, solving it after only three months. Several family members were identified and contacted, and a plan is in the works to bury the ashes of six-year-old John with his father at Calvary Cemetery in Seattle.

IV. NEXT MEETING – April 24, 2014

ADJOURNMENT: 10:47 am

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:
I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on January 30, 2014, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.

_____ _____
Chair Signature *Date*

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II. NEW BUSINESS/ACTION ITEMS

A. *County Clerks and Superior Court Records Retention Schedule (Ver. 7.0)*

- Summary of Changes
- Letter from Ruth Gordon, President, Washington State Association of County Clerks (WSACC)
- Advice Sheet – *Notorious/Historically Significant Court Exhibits and Recordings of Proceedings*

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This schedule applies to: County Clerks and Superior Court Records

Scope of records retention schedule

This records retention schedule covers the public records of County Clerks and Superior Courts relating to the functions of keeping and protecting the records of the Superior Court (including all records appertaining to the Juvenile Court pursuant to RCW 13.04.021); collecting statutory fees and fines, disbursing funds, and investing monies on behalf of the Superior Court; summoning and managing jurors in accordance with chapter 2.36 RCW; filing and recording public documents; and other duties in accordance with chapter 36.23 RCW, RCW 2.32.050 and other state/local statute or court rule. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE),* which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* 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 (WSA) 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) or Non-Archival (with a retention period of "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives (WSA) 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. 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 should 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 on June 26, 2014.

For the State Auditor: Cindy Evans	For the Attorney General: Sharon James	The State Archivist: Steve Excell

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.
7.0	June 26, 2014 (Estimated)	Complete revision; all records series consolidated and updated. 10 new series; 20 revised; 35 discontinued. Juvenile Court is a division of Superior Court; consequently, official **Juvenile Court** records are covered in this retention schedule. • The *Juvenile Courts and Services Records Retention Schedule (Ver. 1.0)* was revoked effective 6/26/2014. • Juvenile "social files" are covered in the *Social Services Records Retention Schedule* effective 6/26/2014. • References to chapter 13.50 RCW have been updated to reflect 2014 Legislation. *Awaiting web update on leg.wa.gov*. **All changes detailed in the Summary of Changes**.

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Washington State Court Rules are referenced using the following abbreviations:

Rules on Appeal
- **RAP** Rules of Appellate Procedure

Rules of General Application
- **GR** General Rules

Rules for Superior Court
- **AR** Superior Court Administrative Rules
- **CR** Superior Court Civil Rules
- **SPR** Superior Court Special Proceedings
- **SPRC** Superior Court Special Proceedings Rules – Criminal
- **JuCR** Juvenile Court Rules

1. COUNTY CLERK/CLERK OF THE SUPERIOR COURT

The function of making or receiving records by the County Clerk/Clerk of the Superior Court while performing duties pursuant to chapter 36.23 RCW, RCW 2.32.050, and other state and local statute or court rule.

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-009 Rev. 0	***Appointed Counsel – Certification of Compliance*** Signed certifications of compliance filed by attorneys who have been appointed to represent indigent persons pursuant to Supreme Court Order #25700-A-1004 (beginning 9/1/2012).	**Retain** for 75 years after filed with the court *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-03 Rev. 1	***Arbitration*** Records relating to parties settling disputes through arbitration pursuant to Chapter 7.04A RCW ***where the records are not filed with/in a case file.*** Excludes orders confirming, vacating, modifying, or correcting awards covered by CL65-01-08.	**Retain** until expiration of award appeal period *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-09 Rev. 1	***Clerk's Minutes*** Notes/record/journal/minutes of Superior Court proceedings created by the Clerk in accordance with RCW 2.32.050 and ***where not placed in individual case files***. Includes minutes recorded on court calendars.	**Retain** permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-22 Ver. 1	***Exhibits*** Papers, documents and other objects received by the court as evidence during a trial or hearing in Superior Court (including Juvenile Court). Also includes exhibits included in appeals from lower courts and administrative agencies. Excludes: • Exhibits marked but not offered and/or marked but rejected pursuant to CR 5(i); • Orders to destroy exhibits and the written findings supporting orders to destroy, which are covered by CL65-01-08 or CL50-28-10 (pursuant to GR15(h)(4)(C)); • Reporter's notes covered by CL65-01-12. *Reference:* • SPRC 7 "No …exhibits…shall be considered for destruction in a case in which the **death penalty** has been imposed while the defendant is still alive. Before destroying …exhibits… in a **capital case**, the clerk will provide 60 days notice…to the prosecuting attorney, to the defendant's last known attorney of record, and to the defendant….." • GR15(i) Trial Exhibits**.** *"…trial exhibits may be destroyed or returned to the parties if all parties so stipulate in writing and the court so orders."* (RAP 5.2 Time Allowed to File Notice.) • RCW 36.23.070 "A county clerk may at any time more than **six years after the entry of final judgment in any action** apply to the superior court for an authorizing order and, upon such order being signed and entered, turn such exhibits of possible value over to the sheriff for disposal …and destroy any other exhibits…which have…been filed in such cause …." • CR 5(i) Discovery materials not to be filed *(effective 9/1/1988)*. • GR20 Security in Handling Court Exhibits. *Note: **Certain exhibits may have enduring historical value for future research**. For guidance on how to identify historically valuable exhibits, please refer to Washington State Archives (WSA) publication **Notorious/Historically Significant Court Exhibits & Recordings of Proceedings,** or contact WSA.*	**Retain** until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered *and* **Retain** until death of defendant *in capital cases where the **death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to SPRC 7 ***in all capital cases*** *then* ***As ordered by the court,*** **Return** (to law enforcement agency, plaintiff, defendant, or lower court) *or* **Transfer** exhibits of possible value to the county sheriff pursuant to RCW 36.23.070 *or* **Transfer** exhibits of historical value *as determined by the Clerk* to Washington State Archives *and* **Destroy** remaining exhibits**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-010 Rev. 0	***Filed Documents (Miscellaneous)*** All documents filed with the Superior Court Clerk that are ***not filed with/in a case file and*** *that are* ***not covered by a more specific records series****.* Includes, but is not limited to: • Administrative orders; • Judicial resolutions; • Jury show-cause orders and bench warrants; • Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.). Excludes: • Search warrants, which are covered by CL65-01-37; • Certifications of compliance filed by assigned counsel, which are covered by CL2014-009.	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR
CL65-01-23 Rev. 1	***Grand Jury*** Records relating to a grand jury impaneled by Superior Court to hear, examine and investigate evidence concerning criminal activity and corruption in accordance with Chapter 10.27 RCW. Excludes juror records covered by CL2014-016, CL65-01-26, and CL65-01-27.	**Retain** one copy permanently *and* **Contact** Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL50-01-12 Rev. 1	***Oral Testimony and Proceedings*** Record of oral testimony and other oral proceedings in Superior Court captured by court reporter pursuant to RCW 2.32.200 and/or electronic or mechanical device pursuant to CR 80 and retained by the Superior Court Clerk in accordance with SPRC 3 and SPRC 7. Includes recordings of juvenile court proceedings pursuant to JuCR 10.2. Formats include, but are not limited to, audio, video, analog, digital, shorthand notes, etc. Excludes verbatim reports of proceedings *received from lower courts*/administrative forums (covered by CL65-01-08) and/or *transferred to appellate court* (covered by CL65-01-44). *Reference:* • SPRC 7 "No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the **death penalty** has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a **capital case**, the clerk will provide 60 days notice…to the prosecuting attorney, to the defendant's last known attorney of record, and to the defendant..." • RCW 36.23.070 "A county clerk may at any time more than **six years after the entry of final judgment in any action apply to the superior court for an authorizing order** and, upon such order being signed and entered…destroy…reporters' notes which have theretofore been filed in such cause: PROVIDED, That **reporters' notes in criminal cases must be preserved for at least fifteen years**…." • WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period." Please see WSA publications for digital/analog recordings preservation best practices at: http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx. *Note: **Certain records may have enduring historical value for future research**. For guidance on how to identify historically valuable records, please see Washington State Archives' advice sheet **Notorious/Historically Significant Court Exhibits & Recordings of Proceedings**, or contact WSA.*	**Retain** until court order authorizing transfer or destruction of record(s) has been signed and entered *and* **Retain** until death of defendant *in capital cases where the **death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to SPRC 7 ***in all capital cases*** *then* ***As ordered by the court,*** **Transfer** record(s) of historical value *as determined by the Clerk* to Washington State Archives *and* **Destroy** remaining records**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-35 Rev. 1	***One-Party Consent Orders*** Records relating to one-party consent orders issued by a Superior Court judge pursuant to chapter 9.73 RCW for the interception of wire or electronic communication or conversation, ***where not filed with/in a case file.*** Includes, but is not limited to: • Wiretaps, sealed and unsealed (applications, reviews, etc.); • Pen registers/trap & trace devices, sealed (RCW 9.73.260).	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR
CL65-01-37 Rev. 1	***Search Warrants*** Records relating to search warrants issued in accordance with RCW 10.79.015, RCW 9A.72.085, and/or other state or federal statute or court rule. Includes, but is not limited to: • Affidavit/sworn testimony establishing the grounds for issuing a warrant; • Inventory of property taken; • Return. *Reference:* • AR 2.3 (c) Search and Seizure. *"The sworn testimony may be an electronically recorded telephonic statement. The recording…shall be a part of the court record and shall be transcribed if requested by a party if there is a challenge to the validity of the warrant or if ordered by the court…."* • GR15(h)(5) "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules." • WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period." *Note: See Washington State Archives publications for digital/analog recordings preservation best practices. http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx.*	**Retain** for 75 years after filed *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-38 Rev. 1	***Special Inquiry Judge*** Records relating to a special inquiry judge hearing and receiving evidence of crime and corruption in accordance with RCW 10.27.170 – 190.	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-08 Rev. 1	***Superior Court Case Files*** Official documentation of Superior Court proceedings and filings. Includes sealed records. Cases include, but are not limited to: • Criminal (including juveniles tried as adults pursuant to RCW 13.40.110); • Civil (tax warrant, tax foreclosure, change of name pursuant to RCW 4.24.130, etc.); • Family/Domestic (child custody, adoption, juvenile dependency, parentage, etc.); • Wills/probate, guardianship, mental Illness, alcohol, etc. Records include, but are not limited to: • Dockets, indexes, registers, etc.; • Charging information, summons, clerk's minutes; • Motions, published depositions, decrees, verdicts, orders, no-contact orders & other filings; • Judgments (abstracts, civil, transcripts, foreign, etc.); • Warrants, notices of appearance, failure to appear, etc.; • Juror and witness daily attendance lists (see note, below); • Letters of administration/conservatorship/guardianship/testamentary; • Guardian ad Litem (GAL) reports; • Arbitration awards; • Verbatim report of proceedings received from lower courts or administrative forums. Excludes records covered more specifically elsewhere, including, but not limited to: • Juvenile Court case files covered by CL50-28-10; • Exhibits, which are covered by CL65-01-22; • Juror records covered by CL2014-016, CL65-01-26 and/or CL65-01-27 and juror/witness cost bill records covered by *CORE* series GS2011-184; • Legacy records covered in the Legacy section (beginning on page 18). *Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."*	**Retain** one copy permanently *and* **Contact** Washington State Archives for appraisal and transfer of **paper/hard copy**, electronic copy, microfilm, and/or any other format.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.1 SUPERIOR COURT RECORDS AND EXHIBITS

The activity of recording, receiving, processing, maintaining, retaining, and preserving all documents and exhibits appertaining to the Superior Court in accordance with RCW 2.32.050 and RCW 36.23.030. Includes all records appertaining to the Juvenile Court pursuant to RCW 13.04.021.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL50-28-10 Rev. 0	***Superior Court Case Files (Juvenile Court)*** Official documentation of Juvenile Court proceedings and filings. Includes sealed records. Juvenile Court is a division of the Superior Court pursuant to RCW 13.04.021. Includes, but is not limited to: • Dockets, indexes, registers, etc.; • Charging information, summons, clerk's minutes; • Motions, orders, judgments, no-contact orders and other filings; • Warrants, notices of appearance, failure to appear, etc.; • Witness daily attendance lists; • Guardian ad Litem (GAL) reports. Excludes juvenile records destroyed earlier under any of the following circumstances: • Notification of destruction eligibility received from the Administrative Office of the Courts (AOC) pursuant to RCW 13.50.050(17)(a) (*see* DAN CL2014-011); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (*see* DAN CL2014-013); or, • Court order received pursuant to RCW 13.50.050(18) (*see* DAN CL2014-012). Excludes juvenile "social files" covered in the *Social Services Records Retention Schedule*.	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR
CL65-01-44 Rev. 1	***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.	**Retain** until entered into the court docket *then* **Transfer** to appellate court.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.2 JUVENILE OFFENDER RECORDS ELIGIBLE FOR EARLY DESTRUCTION PURSUANT TO CHAPTER 13.50 RCW

This section covers juvenile records which are eligible for early destruction pursuant to RCW 13.50.050.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-011 Rev. 0	***Juvenile Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC)*** Records maintained by the Juvenile Court that relate to juveniles whose criminal history consists entirely of one diversion agreement or counsel ***and that have been identified by the Administrative Office of the Courts (AOC) as eligible to be destroyed*** pursuant to RCW 13.50.050(17)(a)(ii). Includes the juvenile court file, the social file, and records in the Juvenile Court System (JCS) database. Excludes the notification of eligibility *itself* and the records documenting the destruction of the juvenile records, both of which are covered by *CORE* GS50-09-06, *Destruction of Public Records.* *Reference: RCW 13.50.050(17)(a)(i). Subject to subsection (23) of this section, all records maintained by any court…including the juvenile court…shall be automatically destroyed within ninety days of becoming eligible for destruction.*	**Retain** until notification of destruction eligibility received from the Administrative Office of the Courts (AOC), eligibility verified, and notification issued to WSP, local law enforcement, and prosecutor's office *and* **Destroy** within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL2014-012 Rev. 0	***Juvenile Records – Destruction Notification Received by Court Order*** Juvenile records ordered to be destroyed by the Juvenile Court in accordance with RCW 13.50.050(18), or any (other) court order. Excludes the court order *itself* and the records documenting the destruction of the juvenile records, both of which are covered by *CORE* GS50-09-06, *Destruction of Public Records.*	**Retain** until court order received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL2014-013 Rev. 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 13.50.050(17)(b). Excludes the notification of pardon *itself* and the records documenting the destruction of the juvenile records, both of which are covered by *CORE* GS50-09-06, *Destruction of Public Records.*	**Retain** until pardon notification received from the Office of the Governor *then* **Destroy** within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.3 FINANCIAL RECORDS OF THE SUPERIOR COURT

The activity of collecting and receipting statutory fees, fines, trust and support funds, disbursing funds, and investing monies of the Superior Court.
See *CORE – Financial Management* for all financial records relating to the operations of the County Clerk's office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-014 Rev. 0	***Restitution – Victim Deceased/Not Found*** Records relating to restitution paid pursuant to court order ***where the victim entitled to restitution cannot be found or has died.*** Includes, but is not limited to: • Efforts to locate victim (correspondence, registered mail receipts, last known address, etc.); • Transfer of funds to County Treasurer pursuant to RCW 7.68.290. Excludes *other* unclaimed property/funds covered by *CORE* series GS55-05B-32 or GS55-05B-33. *Note: Reference to funds transfer should be recorded in case file.*	**Retain** for 6 years after funds transferred to County Treasurer *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-46 Rev. 1	***Trust Fund Ledger*** The entire record of trust account debits, credits, deposits and withdrawals. Excludes: • Periodic statements and reconciliations, which are covered by *CORE* series GS2011-184, Financial Transactions – General; • General and subsidiary ledgers for financial records of the County Clerk's Office, which are covered by *CORE* series GS50-03A-15.	**Retain** permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.4 JURY MANAGEMENT

The activity of managing jurors and juries for Superior Court Chapter 2.36 RCW and all courts in the county or judicial district pursuant to RCW 2.36.095(2). Includes petit juries, grand juries, and juries of inquest.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-27 Rev. 1	***Jury Duty - General*** Records relating to individuals being summoned to serve on a jury, serving as jurors, and/or being dismissed by the court, in accordance with Chapter 2.36 RCW. Includes, but is not limited to: • Summons (acknowledged, returned by postal service as undeliverable, etc.); • Biographical data for preliminary determination of statutory qualification (RCW 2.36.072); • Waiver requests (RCW 2.36.100); • Disqualifications pursuant to RCW 2.36.072(4); • General questionnaires and information forms. Excludes: • Special questionnaires covered by CL2014-016; • Lists of impaneled juror ***names***, which are filed with/in the case file (CL65-01-08); • Master jury and source lists covered by CL65-01-27; • Records used to prepare cost bill, which are covered by *CORE* series GS2011-184; • Juror show cause orders & bench warrants for failure to appear covered by CL2014-010. Per GR 31(j), *"Individual juror information, other than name, is presumed to be private."* Per GR15(h)(5), *"This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."*	**Retain** until end of term for which juror was summoned *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.4 JURY MANAGEMENT

The activity of managing jurors and juries for Superior Court Chapter 2.36 RCW and all courts in the county or judicial district pursuant to RCW 2.36.095(2). Includes petit juries, grand juries, and juries of inquest.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-016 Rev. 1	***Jury Duty – Special Questionnaires*** Special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the *voir dire* (juror selection) process ***for a specific case/trial.*** Excludes *general* questionnaires filled out by all potential jurors summoned for jury duty, which are covered by CL65-01-27. *Reference:* • GR 31(j), "Individual juror information, other than name, is presumed to be private." • SPRC 7 "No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the **death penalty** has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a **capital case**, the clerk will provide 60 days notice…to the prosecuting attorney, to the defendant's last known attorney of record, and to the defendant..."	**Retain** until completion of proceeding and expiration of appeal period for case for which juror was selected *and* **Retain** until death of defendant *in capital cases where the* ***death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to SPRC 7 ***in all capital cases*** *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-26 Rev. 1	***Jury List (Master and Source)*** Records relating to the master jury list certified by the Superior Court and filed with the County Clerk in accordance with RCW 2.36.055 and GR 18. Includes, but is not limited to: • Jury source list containing names of registered voters (Office of the Secretary of State) and driver's license/identicard holders (Department of Licensing) pursuant to RCW 2.36.054); • Master jury list (source lists merged, duplications removed, conflicts resolved). Excludes jury records covered by CL65-01-08 and CL65-01-27.	**Retain** until list superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.5 COUNTY CLERK FILINGS AND RECORDINGS

The activity of filing and/or recording documents in accordance with federal, state and local statute or court rule. Includes maintaining official bonds of county and township officers, oaths of office, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-33 Rev. 1	***Bonds – Elected Official*** Bonds of elected officials filed with the County Clerk in accordance with federal, state or local statute. *Note: The County Clerk's bond is recorded with the County Auditor and filed with the County Treasurer.*	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR
CL65-01-32 Rev. 1	***Oaths of Office – Staff and Contractors*** Oaths of office of Superior Court staff and contractors filed with the County Clerk in accordance with federal, state or local statute or court rule. Includes court commissioners, court reporters, bailiffs, etc. Excludes oaths of elected officials covered by *CORE* series GS50-05A-15 or GS2012-023.	**Retain** for 6 years after end of appointment or termination of service *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic information systems, **where not covered by *CORE*.**

2.1 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Pursuant to WAC 434-662-040, **electronic records must be retained in electronic format**.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2010-085 Rev. 0	***Source Records – Reproduced (Superior Court Records)*** Superior Court records which have been reproduced in accordance with RCW 36.23.065 **and** *provided that* the converted records are retained in accordance with a current approved records retention schedule. Excludes legacy records covered by CL2014-015 and all other records designated as **Archival**, which must be appraised by Washington State Archives before destroying.	**Retain** until verification of successful conversion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-06 Rev. 1	***Bond Dockets*** 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. Excludes elected official bonds covered by *CL65-01-33,* ***Bonds – Elected Official.***	**Retain** permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-07 Rev. 1	***Book Of Levies*** May include post-judgment execution documents and events. *Record of debtors' properties seized by the Sheriff on court order and sold to leverage against debts in delinquency cases. Record shows names of parties, date of execution, date of levy, date of sale, date of confirmation, and description of real estate levied upon.*	**Retain** one copy permanently *and* **Contact** Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
CL65-01-14 Rev. 1	***Day Books*** List of documents delivered to the clerk for filing.	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR
CL65-01-16 Rev. 1	***Depositions, Unpublished/Unopened*** Effective 9/1/1988, unpublished/unopened depositions, interrogatories and responses are no longer filed with the Clerk. *Reference: CR 5(i), discovery material "shall not be filed with the court unless for use in a proceeding or trial or on order of the court".*	**Retain** until court order authorizing destruction of record(s) has been signed and entered *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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3. 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-28 Rev. 1	***Land Registration Files (Torrens Act)*** Records filed in a land registration/torrens case.	**Retain** one copy permanently *and* **Contact** Washington State Archives for appraisal & selective retention of paper/hard copy, electronic, and microfilm copies.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

3. 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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-015 Rev. 0	***Legacy Records – Paper/Hard Copy*** Superior Court records that were created or filed in paper/hard copy form, *that have been reproduced in accordance with RCW 36.23.065*, and that have been determined to possess enduring historical value ***in paper/hard copy form***. Includes, but is not limited to: • Territorial case files (official record of Washington Territory cases prior to statehood); • Articles of incorporation; • Business registers (or assumed business name certificates), trade names, etc.; • Child support ledgers (payments received, to whom funds were disbursed, etc.); • Coroner investigation files; • Delayed birth certificates; • Marriage index, applications, certificates, and/or waivers; • Mother's petition/pension, old age assistance claims, etc.; • Naturalization (declarations, petitions, records, certificates, oaths, correspondence, dockets, etc.); • Professional registers/journals/certificates (medical practitioners, architects, etc.); • Record of wills (not associated with a case file; may be bound volumes); • Tide land appeals; • U.S. Land Office records. Includes indexes and other finding aids.	**Retain** one copy permanently *and* **Transfer** paper/hard and electronic copy to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

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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.

SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

All *previously approved* disposition authorities for records that are covered by Version 7.0 are **revoked**, including those listed in all general **and** agency unique retention schedules. Agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

This revision guide has been prepared as a helpful tool for County Clerks/Superior Court Clerks and staff. It highlights changes to records retention requirements as approved by the Local Records Committee on June 26, 2014 pursuant to RCW 40.14.070. This guide is **NOT** the records retention schedule, itself. Rather, it is provided as a "crosswalk" to be used while transitioning from the previous version (6.0) to the current approved version (7.0).

Changes include:

- Title has been modified to be more inclusive.
- Juvenile Court is a division of Superior Court pursuant to RCW 13.04.021 and its records are now covered in this retention schedule *and/or* in the *Local Government Common Records Retention Schedule (CORE)*. The *Juvenile Court and Services Records Retention Schedule* (Version 1.0) has been **revoked**. Records relating to the provision of juvenile *social services* are now covered in the updated *Social Services Records Retention Schedule (Version 1.1)*.
- All records series have been updated and consolidated in order to simplify and streamline this records retention schedule.
  - ✓ **35** records series were discontinued (including 14 where the records were incorporated into case files series, and 9 where the records are covered by *CORE* ***Financial Transactions – General series*** (GS2011-184);
  - ✓ **20** records series were revised;
  - ✓ **8** new records series were created to cover specific records; and,
  - ✓ **2** records series were incorporated from other retention schedules for consolidation purposes (CL50-28-10 and CL2010-085).
- References to Chapter 13.50 RCW *will be* have been updated to reflect changes passed by the Legislature in 2014.

Note: ***CORE*** = *Local Government Common Records Retention Schedule*

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Washington State Archives

SUPERIOR COURT CASE FILES

14 Disposition Authority Numbers (DANs) covering various Superior Court records have been discontinued. The records are now covered by:

DAN	Title	Retention And Disposition Action	Designations
CL65-01-08 (p. 10) ***or***	***Superior Court Case Files***	**Retain** one copy permanently and **Contact** Washington State Archives for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
CL50-28-10 (p. 11)	***Superior Court Case Files (Juvenile Court)***	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR

DISCONTINUED DAN	DISCONTINUED Version 6.0 Title	Version 6.0 Retention	NOTES
CL65-01-02 Ver. 6 p. 5	ABSTRACT OF JUDGMENT	PERMANENT - Potential archival value	These are part of the case file.
CL65-01-05 Ver. 6 p. 6	ATTENDANCE RECORD – WITNESS	Until placed in case file*	**Attendance lists** are retained in the case file. ***Cost bill*** information is covered by *CORE* series GS2011-184, *Financial Transactions - General.*
CL65-01-13 Ver. 6 p. 9	DAILY ORDER JOURNALS/DAILY MICROFILM	PERMANENT ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.
CL65-01-15 Ver. 6 p. 9	DEPOSITIONS, PUBLISHED	PERMANENT - Potential archival value	These are part of the case file.
CL65-01-17 Ver. 6 p. 10	DIKE DISTRICT FILES	PERMANENT - Potential archival value ESSENTIAL	Official court case files are covered by CL65-01-08. Any dike district records *other than* official court case files should be retained by the dike district and/or may be transferred to Washington State Archives.
CL65-01-19 Ver. 6 p. 11	DOCKET	PERMANENT ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.
CL65-01-21 Ver. 6 p. 12	EXECUTION DOCKET/INDEX	PERMANENT - Potential archival value ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.
CL65-01-24 Ver. 6 p. 14	INDEX	PERMANENT - Potential archival value ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.

SUPERIOR COURT CASE FILES

14 Disposition Authority Numbers (DANs) covering various Superior Court records have been discontinued. The records are now covered by:

DAN	Title	Retention And Disposition Action	Designations
CL65-01-08 (p. 10) ***or***	***Superior Court Case Files***	**Retain** one copy permanently and **Contact** Washington State Archives for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
CL50-28-10 (p. 11)	***Superior Court Case Files (Juvenile Court)***	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR

DISCONTINUED DAN	DISCONTINUED Version 6.0 Title	Version 6.0 Retention	NOTES
CL65-01-25 Ver. 6 p. 15	JOURNALS	PERMANENT - Potential archival value ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.
CL65-01-29 Ver. 6 p. 17	LETTERS OF ADMINISTRATION/CONSERVATORSHIP GUARDIANSHIP/TESTAMENTARY	PERMA**NENT** ESSENTIAL	These are part of the case file.
CL65-01-36 Ver. 6 p. 19	REGISTER	PERMANENT - Potential archival value ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies.
CL65-01-39 Ver. 6 p. 21	TAX CASE FILES	PERMANENT - Potential archival value ESSENTIAL	Delinquent tax cases are civil cases covered by CL65-01-08.
CL65-01-40 Ver. 6 p. 22	TAX WARRANT CASE FILES	PERMANENT ESSENTIAL	Delinquent tax cases are civil cases covered by CL65-01-08.
CL65-01-42 Ver. 6 p. 22	TRANSCRIPTS OF JUDGMENT	PERMANENT- Potential archival value ESSENTIAL	After imaging, please contact Washington State Archives before destroying paper/hard copies. **Not to be confused** with transcripts from District Court or abstracts from other Superior Courts entered into the docket in accordance with *RCW 4.64.120*, and are covered by CL65-01-08.

FINANCIAL TRANSACTIONS - GENERAL

9 Disposition authority numbers (DANs) covering financial transactions records have been discontinued.
The records series that covers all of the records is GS2011-184 in the *Local Government Common Records Retention Schedule (CORE).*

CORE series GS2011-184	Retention And Disposition Action
Financial Transactions – General Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects***. Includes, but is not limited to: • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Petty cash.	**Retain** for 6 years after end of fiscal year *then* **Destroy.**

DISCONTINUED DAN	DISCONTINUED Version 6.0 Title	Version 6.0 Retention	Notes
CL65-01-04 Ver. 6 p. 6	ATTENDANCE RECORD – JUROR	6 years	***Cost bill*** information is covered by *CORE* series GS2011-184, *Financial Transactions - General.* ***Attendance lists*** are retained in the case file.
CL50-03A-31 Ver. 6 p. 17	TRUST FUND BALANCE REGISTER	6 years	Covers periodic statements and reconciliations. The **trust fund ledger** (entire record of debits, credits deposits and withdrawals) is covered by CL65-01-46.
CL65-01-47 Ver. 6 p. 25	CASH REGISTER REVENUE ACCOUNT DISTRIBUTION SUMMARY	6 years	Consolidation.
CL65-01-10 Ver. 6 p. 26	COST BILL – JUROR	6 years	Records used to compute payments owed to jurors (per diem, mileage, etc.) are covered by GS2011-184. Juror attendance/sign-in lists are retained with the associated **case files**.
CL65-01-11 Ver. 6 p. 26	COST BILL – WITNESS	6 years	Records used to compute payments owed to witnesses (per diem, mileage, etc.) are covered by GS2011-184. Witness **attendance**/sign-in lists are retained with the associated **case files**.

FINANCIAL TRANSACTIONS - GENERAL

9 Disposition authority numbers (DANs) covering financial transactions records have been discontinued.
The records series that covers all of the records is GS2011-184 in the *Local Government Common Records Retention Schedule (CORE).*

CORE series GS2011-184	Retention And Disposition Action
Financial Transactions – General Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects***. Includes, but is not limited to: • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Petty cash.	**Retain** for 6 years after end of fiscal year *then* **Destroy.**

DISCONTINUED DAN	DISCONTINUED Version 6.0 Title	Version 6.0 Retention	Notes
CL01-06-01 Ver. 6 p. 26	FEE TRANSMITTALS	County Treasurer keeps 6 years	Consolidation.
CL50-03B-08 Ver. 6 p. 26	RECEIPTS	6 years	Consolidation.
CL50-03B-09 Ver. 6 p. 27	TREASURER'S RECEIPTS	6 years	Consolidation.
CL50-03A-30 Ver. 6 p. 28	VOUCHERS	County Auditor keeps primary copy 6 years	Consolidation.

NEW RECORDS SERIES

The records series listed below are new to Version 7.0. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Appointed Counsel – Certification of Compliance	CL2014-009 p. 4	**Retain** for 75 years after filed with the court *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR	Attorneys appointed to represent indigent persons are required to file this certification with the court pursuant to Supreme Court Order #25700-A-1004 (eff. 2012). The forms may be important in responding to claims of ineffective assistance of counsel, which are most frequently brought in collateral attacks (PRPs and writs of habeas corpus). A minimum retention period of 75 years covers the *longest possible legal value* of the record(s).
Filed Documents (Miscellaneous)	CL2014-010 p. 6	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR	Miscellaneous filed documents that are NOT filed with/in a case file, such as administrative orders and judicial resolutions. Excludes filed documents **covered more specifically elsewhere**, such as assigned counsel certification of compliance (CL2014-009) and search warrants (CL65-01-37).
Superior Court Case Files (Juvenile Court)	CL50-28-10 p. 11	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OPR	Juvenile Court is a division of the Superior Court pursuant to RCW 13.04.021. This records series was transferred from *Juvenile Courts and Services Records Retention Schedule* (Version 1.0), which was **revoked** 6/26/2014.
Juvenile Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC)	CL2014-011 p. 12	**Retain** until notification of destruction eligibility received from the Administrative Office of the Courts (AOC), eligibility verified, and notification issued (to WSP, local law enforcement, and prosecutor's office) *and* **Destroy** within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the early destruction of **Juvenile Court** records *where destruction eligibility notification is received from Administrative Office of the Courts (AOC)* in accordance with RCW 13.50.050(17)(a), and *where the records have not already been destroyed in accordance with another current, approved disposition authority.*
Juvenile Records – Destruction Notification Received by Court Order	CL2014-012 p. 12	**Retain** until court order received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the early destruction of juvenile records where a destruction notification is received by court order in accordance with RCW 13.50.050(18), and *where the records have not already been destroyed in accordance with another current, approved disposition authority.*

NEW RECORDS SERIES

The records series listed below are new to Version 7.0. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Juvenile Records – Pardon Notification Received from Office of the Governor	CL2014-013 p. 12	**Retain** until pardon notification received from the Office of the Governor *then* **Destroy** within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the early destruction of juvenile records upon receipt of a pardon notification from the Governor in accordance with RCW 13.50.050(17)(b), and *where the records have not already been destroyed in accordance with another current, approved disposition authority.*
Restitution – Victim Deceased/Not Found	CL2014-014 p. 13	**Retain** for 6 years after funds transferred to County Treasurer *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for these court records. (Records relating to any *other* unclaimed property or funds are covered by *CORE* series GS55-05B-32 or GS55-05B-33.)
Legacy Records – Paper/Hard Copy	CL2014-015 p. 20	**Retain** one copy permanently and **Transfer** paper/hard and electronic copy to Washington State Archives for permanent retention.	**ARCHIVAL (Permanent Retention)** NON-ESSENTIAL OPR	This series covers records that are no longer created or received by the Clerk, but *have been* migrated into the Clerk's electronic recordkeeping system. These records possess enduring historical value *in* ***paper/hard copy form*** and have been designated *Archival – Permanent* by the State Archivist. Please transfer both the original and electronic form to Washington State Archives for permanent preservation.
Jury Duty – Special Questionnaires	CL2014-016 p. 15	**Retain** until completion of proceeding and expiration of appeal period for case for which juror was selected *and* **Retain** until death of defendant *in capital cases where the* ***death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to Criminal SPRC 7 ***in all capital cases*** *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the *voir dire* (juror selection) process ***for a specific case/trial.*** Does not include "general questionnaires" that are not related to a specific case/trial, which are covered by CL65-01-27.
Source Records – Reproduced (Superior Court Records)	CL2010-085 p. 17	**Retain** until verification of successful conversion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Transferred GS2010-085 from *CORE*. **Please note:** Records designated as **Archival** (such as those covered by CL2014-015) must be appraised by Washington State Archives before destroying.

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Version 6.0 Title	Version 6.0 Retention	Version 7.0 Title (If different)	Version 7.0 Retention (If different)	Version 7.0 Change and/or rationale
CL65-01-03 Ver. 6 p. 5 Ver. 7 p. 4	**ABITRATION FILES**	Until time for filing appeal from arbitration award has expired	***Arbitration***	Retain until expiration of award appeal period then Destroy.	Title, description, retention & disposition language enhanced.
CL65-01-06 Ver. 6 p. 6 Ver. 7 p. 18	**BOND DOCKETS**	PERMANENT			Added exclusion for elected official bonds covered by CL65-01-33. Moved to LEGACY RECORDS section.
CL65-01-07 Ver. 6 p. 6 Ver. 7 p. 18	**BOOK OF LEVIES**	PERMANENT – Potential archival value		Retain one copy permanently *and* Contact WSA for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Description added. Moved to LEGACY RECORDS section.
CL65-01-08 Ver. 6 p. 7 Ver. 7 p. 10	**CASE FILES**	PERMANENT – Potential archival value	***Superior Court Case Files***	Retain one copy permanently *and* Contact WSA for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Title, description, and retention & disposition action language enhanced to provide more clarity. Archival designation changed to Archival (Permanent Retention). **14** series consolidated to simplify and streamline records retention schedule.
CL65-01-09 Ver. 6 p. 8 Ver. 7 p. 4	**CLERK'S MINUTE BOOK**	PERMANENT	***Clerk's Minutes***	Retain permanently.	Description updated. This series covers Clerk's notes/records/journals/minutes of proceedings *where not placed in individual case files*.

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Version 6.0 Title	Version 6.0 Retention	Version 7.0 Title (If different)	Version 7.0 Retention (If different)	Version 7.0 Change and/or rationale
CL65-01-12 Ver. 6 p. 8 Ver. 7 p. 7	**COURT REPORTER/ RECORDER NOTES/ TAPES/ DISKETTES**	MINIMUM – CIVIL: Termination of case plus 6 years MINIMUM – CRIMINAL: Termination of case plus 15 years MINIMUM – CAPITAL PUNISHMENT: Until death of defendant	***Oral Testimony and Proceedings***	**Retain** until court order authorizing transfer or destruction of record(s) has been signed and entered *and* **Retain** until death of defendant *in capital cases where the* ***death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to SPRC 7 ***in all capital cases*** *then* ***As ordered by the court,*** **Transfer** record(s) of historical value *as determined by the Clerk* to Washington State Archives *and* **Destroy** remaining records**.**	Title, description, and retention & disposition action language updated and enhanced to provide more clarity. Description includes references for Clerks as to when authorizing court orders may be obtained.
CL65-01-14 Ver. 6 p. 9 Ver. 7 p. 18	**DAY BOOKS**	PERMANENT			Moved to LEGACY RECORDS section.
CL65-01-22 Ver. 6 p. 13 Ver. 7 p. 5	**EXHIBITS**	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	***Exhibits***	**Retain** until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered *and* **Retain** until death of defendant *in capital cases where the* ***death penalty has been imposed*** *and* **Provide** 60 days' notice pursuant to SPRC 7 ***in all capital cases*** *then* ***As ordered by the court,*** **Return** (to law enforcement agency, plaintiff, defendant, or lower court) *or* **Transfer** exhibits of possible value to the county sheriff pursuant to RCW 36.23.070 *or* **Transfer** exhibits of historical value *as determined by the Clerk* to Washington State Archives *and* **Destroy** remaining exhibits**.**	Title, description, and retention & disposition action language enhanced to provide more clarity. Description includes references for Clerks as to when authorizing court orders may be obtained.

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Version 6.0 Title	Version 6.0 Retention	Version 7.0 Title (If different)	Version 7.0 Retention (If different)	Version 7.0 Change and/or rationale
CL65-01-23 Ver. 6 p. 13 Ver. 7 p. 6	**GRAND JURY RECORDS**	Permanent – Potential archival value	***Grand Jury***	Retain one copy permanently *and* Contact WSA for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	Enhanced description and retention & disposition action language.
CL65-01-26 Ver. 6 p. 16 Ver. 7 p. 15	**JURY LISTS/ QUESTIONNAIRES – MASTER LIST**	Until superseded	***Jury List (Master and Source)***	Retain until list superseded then Destroy.	Description enhanced to provide clarity. Covers only *master jury list* and *jury source list*. Does NOT include questionnaires.
CL65-01-27 Ver. 6 p. 16 Ver. 7 p. 14	**JURY LISTS/ QUESTIONNAIRES – TERM LIST**	Until end of term	***Jury Duty - General***	Retain until end of term for which juror summoned *then* Destroy.	Title, description, and retention & disposition action language enhanced to provide clarity. Includes *general* questionnaires, but **excludes *special*** questionnaires covered by CL2014-016. Also excludes daily attendance lists, which are retained in the case file. *"Individual juror information, other than name, is presumed to be private." per GR 31(j).*
CL65-01-28 Ver. 6 p. 16 Ver. 7 p. 19	**LAND REGISTRATION FILES (TORRENS ACT)**	Permanent – Potential archival value		Retain one copy permanently *and* Contact WSA for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	Moved to LEGACY RECORDS section.
CL65-01-32 Ver. 6 p. 18 Ver. 7 p. 16	**OATHS: BAILIFF, COURT REPORTER, COURT COMMISSIONER, AND OTHERS**	Termination plus 6 years	***Oaths of Office – Staff and Contractors***	Retain for 6 years after end of appointment or termination of service *then* Destroy.	Description enhanced for clarity. Title modified to align with related *CORE* and sector series.
CL65-01-33 Ver. 6 p. 18 Ver. 7 p. 16	**OFFICIAL BOND FILES**	PERMANENT	***Bonds – Elected Officials***	Retain permanently.	Description enhanced for clarity. Title modified to align with related *CORE* and sector series.

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Version 6.0 Title	Version 6.0 Retention	Version 7.0 Title (If different)	Version 7.0 Retention (If different)	Version 7.0 Change and/or rationale
CL65-01-35 Ver. 6 p. 18 Ver. 7 p. 8	**ONE-PARTY CONSENT FILES**	PERMANENT	***One-Party Consent Orders***	Retain permanently.	Description updated to include trap & trace devices, wiretaps, pen registers, etc. ***Pen register…****device that records or decodes electronic …impulses that identify the numbers dialed …on the telephone line to which such device is attached.* ***Trap and trace****…device or process which captures the incoming electronic …impulses which identify the originating number or other dialing, routing, addressing, and signaling information …likely to identify the source of a wire or electronic communication.*
CL65-01-37 Ver. 6 p. 20 Ver. 7 p. 8	**SEARCH WARRANT RECORDS**	PERMANENT	***Search Warrants***	Retain for 75 years after filed *then* Destroy.	Description enhanced. Retention reduced to reflect the ***longest possible legal value*** of the record.
CL65-01-38 Ver. 6 p. 20 Ver. 7 p. 9	**SPECIAL INQUIRY RECORDS**	PERMANENT	***Special Inquiry Judge***	Retain permanently.	Description enhanced.
CL65-01-46 Ver. 6 p. 23 Ver. 7 p. 13	**TRUST FUND LEDGER**	PERMANENT		Retain permanently.	Enhanced description to exclude periodic statements and reconciliations AND ledgers pertaining to the County Clerk's Office, all of which are covered by CORE.
CL65-01-44 Ver. 6 p. 24 Ver. 7 p. 11	**VERBATIM REPORT OF PROCEEDINGS**	Destroy when obsolete or superseded		Retain until entered into the court docket then Transfer to appellate court.	Modified retention and cut-off language to reflect court practice. Transcripts prepared for appellate court are NOT retained by the Superior Court; rather, they are docketed and then transferred to the Court of Appeals.

Office of the Secretary of State
Washington State Archives

Summary of Changes
County Clerks and Superior Court Records Retention Schedule
Crosswalk from Version 6.0 to Version 7.0 (June 26, 2014)

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Version 6.0 Title	Version 6.0 Retention	Version 7.0 Title (If different)	Version 7.0 Retention (If different)	Version 7.0 Change and/or rationale
CL65-01-16 Ver. 6 p. 28 Ver. 7 p. 18	**DEPOSITIONS, UNPUBLISHED/ UNOPENED**	With court order - 60 days After final judgment - 6 years		Retain until court order authorizing destruction of record(s) has been signed and entered then Destroy.	Clerks haven't received these records since 9/88 per CR 5(i). Moved to LEGACY RECORDS section. Any unpublished/unopened depositions found by the Clerks will have met their 6 year minimum retention.

ADDITIONAL DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 6.0 records series listed on the left have been discontinued. Current DANs are on the right.

Discontinued DAN Ver 6.0	Version 6.0 Title	Version 6.0 Retention	Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
CL50-01-24 Ver. 6 p. 4	OFFICIAL AGENCY POLICY AND PROCE-DURE DIRECTIVES, REGULATIONS, AND RULES	PERMANENT as adopted - One copy archival	*CORE*: Agency Mgmt: Policies and Procedures	*CORE* GS50-01-24 p. 41	***Official Agency Policy and Procedure Directives, Regulations and Rules***	**Retain** until no longer needed for agency business *then* **Transfer** to WSA for permanent retention.	Consolidation. These records are covered by *CORE*.
CL65-01-01 Ver. 6 p. 5	ABANDONED OR UNCLAIMED PROPERTY REPORTS	6 years	*CORE*: Financial Mgmt: Reporting	*CORE* GS55-05B-31 p. 108 *or*	***Unclaimed Property Report – Filed With Department Of Revenue***	6 years after report filed	RCW 63.29.170 applies to all local government agencies and is covered in *CORE*.
			CLERKS: Financial Records of the Superior Court	CL2014-014 p. 13	***Restitution – Victim Deceased/Not Found***	**Retain** for 6 years after funds transferred to County Treasurer *then* **Destroy**.	RCW 7.68.290 applies only to the Clerk of the Court.
CL65-01-18 Ver. 6 p. 10	DIKING AND DRAINAGE DISTRICT JOURNALS	Permanent, Potential Archival Value	*Civil cases involving diking and draining districts are covered by CL65-01-08.* If diking and/or draining district agency records (journals, minutes, etc.) are found in the Clerk's custody, please contact Washington State Archives for transfer of these records.				
CL65-01-20 Ver. 6 p. 12	DOMESTIC VIOLENCE ORDERS *"Due to the early design & instructions for implementation, some orders were improperly entered. The only way to correct has been to delete the JIS and re-enter."*	3 years	*CORE*: Records with Minimal Retention Value	*CORE 3.0* GS50-02-03 p. 148	***General Information – External***	Retain until no longer needed for agency business then Destroy.	Per AOC: *"The Order Delete Report assists the court in monitoring and reviewing order deletion. The report prepares automatically each night, selecting all order(s) deleted during the day."* Domestic violence ***case files*** are covered by CL65-01-08.

ADDITIONAL DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 6.0 records series listed on the left have been discontinued. Current DANs are on the right.

Discontinued DAN Ver 6.0	Version 6.0 Title	Version 6.0 Retention	Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
CL65-01-31 Ver. 6 p. 17	NATURALIZATION RECORDS	PERMANENT – Potential Archival Value	CLERKS: Legacy Records	CL2014-015 p. 18	***Legacy Records – Paper/Hard Copy***	Retain one copy permanently *and* Transfer paper/hard copy and electronic copy to WSA for permanent retention.	These records are no longer created/received by the Clerk. They possess enduring historical value *in* ***paper/hard copy form*** and have been designated *Archival – Permanent* by the State Archivist.
CL65-01-45 Ver. 6 p. 20	SUPPORT LEDGER	PERMANENT					
CL65-01-43 p. 23	UNCLAIMED PROPERTY REPORTS	6 years	*CORE*: Financial Mgmt: Reporting	*CORE* GS55-05B-31 p. 108	***Unclaimed Property Report – Filed With Department Of Revenue***	6 years after report filed	RCW 63.29.170 applies to all local government agencies.
CL65-01-30 Ver. 6 p. 28	MOTHER'S PETITION/PENSION	PERMANENT – Potential Archival Value	CLERKS: Legacy Records	CL2014-015 p. 18	***Legacy Records – Paper/Hard Copy***	Retain one copy permanently *and* Transfer paper/hard copy and electronic copy to WSA for permanent retention.	These records are no longer created/received by the Clerk. They possess enduring historical value *in* ***paper/hard copy form*** and have been designated *Archival – Permanent* by the State Archivist.
CL65-01-34 Ver. 6 p. 28	OLD AGE ASSISTANCE CLAIMS	PERMANENT – Potential Archival Value					
CL65-01-41 Ver. 6 p. 28	TERRITORIAL CASE FILES	PERMANENT – Potential Archival Value					

WASHINGTON STATE
ASSOCIATION OF
COUNTY CLERKS

Ruth Gordon, President
Jefferson County Clerk
P.O. Box 1220
1820 Jefferson Street Room 210
Port Townsend, WA 98368
360-385-9128

June 9, 2014

Cindy Evans, Chair
Sharon James
Steve Excell
Washington State Local Records Committee
c/o Washington State Archives
1129 Washington Street SE
Olympia, WA 98504

Dear Committee Members,

Thank you for your consideration of the newly revised *County Clerks and Superior Court Records Retention Schedule (Version 7.0)*. As President of the Washington Association of County Clerks (WSACC) I write in support of the proposed changes and ask that you approve them as submitted.

WSACC members have reviewed the revised schedule individually and again collectively at our recent annual conference where it was formally approved. The general consensus is that there are many significant improvements herein, we look forward to citing these authorities, and we hope that you will approve the schedule at your June 26, 2014 meeting.

This schedule is the work product of a large and capable ad hoc committee of clerks and your own able Local Government Records Retention Specialist Julie Blecha, who has done a stellar job in grasping the purposes and functions of our diverse record series as well as in discerning the differences between business practices among the various counties. The document I commend to you efficiently segregates legacy records from those currently being produced, and it will feature hyperlinked citations to relevant statutes and rules while also providing improved concise directions. This schedule is the most user-friendly retention schedule I've seen. I also appreciate that the revised title allows this schedule to accommodate the reality that a few of the administrative records kept by clerks are in some counties kept by court administrative staff. It thus provides guidance and authority to which court staff may refer, if they wish.

I believe that this document will provide the basis for better management of our records because it is concise, well organized, logical, and comprehensive. I thank you for extending us the resources needed to create this updated retention schedule and thank you in advance for publishing it online for our ease of reference. I know I speak for all members of WSACC when I say we sincerely appreciate your support as we strive to keep the records of Washington State Superior Courts with impeccable professionalism in an environment of limited public resources.

Respectfully and with gratitude,

Ruth Gordon

Ruth Gordon
Jefferson County Clerk
WSACC President

Office of the Secretary of State
Washington State Archives

Records Management Advice
Issued: June 2014

Using Records Retention Schedules:
Notorious/Historically Significant Court Exhibits & Recordings of Proceedings

Purpose: Provide guidance to Superior Court Clerks on the identification and retention of notorious/historically significant exhibits & records of oral testimony and proceedings.

The *County Clerk and Superior Court Records Retention Schedule* includes a records series that covers **exhibits** (CL65-01-22) and another that covers records of **oral testimony and proceedings**, including court reporter notes & transcriptions as well as audio/video/digital recordings (CL50-01-12). Both series have "Archival" designations because certain records may have enduring historical value for future research.

The Superior Court Clerk determines the historical significance of exhibits and records of oral testimony & proceedings from civil, criminal, juvenile offender, and other types of cases.

The following list provides criteria that may be considered by the Clerk when evaluating whether exhibits or recordings are **notorious or historically significant**:

- *Did the incident have a lasting impact on the community (water rights, tidal lands, etc.)?*
- *Did the case attain significant contemporary public notoriety beyond the community?*
- *Is the case frequently cited in scholarly or professional literature or other resources?*
- *Has the case caused a change in policies or laws?*
- *Was the case controversial?*
- *Was the defendant acquitted of serious charges on grounds of insanity?*
- *Was the case a three-strikes/life imprisonment or death penalty case?*
- *Was the case the subject of a well-known book or feature film?*

The following list provides criteria relating to **format** that may be considered by the Clerk when evaluating whether exhibits or recordings should be transferred to Washington State Archives:

- *Are the records of oral testimony & proceedings in an accessible format (written transcriptions, decipherable reporter's notes, .wav, .mp3, .tiff)?*
- *Do the exhibits have long-term research value, such as maps, charts, photographs/visuals/graphics, artifacts (ransom notes, drawings, weapons, etc.)?*

If a case meets one or more of the above criteria, the exhibits and/or the records of oral testimony & proceedings must not be destroyed. Instead, the Clerk should contact Washington State Archives to discuss archival transfer pursuant to RCW 40.14.070(2)(a)(iii) and RCW 36.23.070.

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

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov

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II. NEW BUSINESS/ACTION ITEMS

B. *Social Services Records Retention Schedule (Ver. 1.1)*

- Summary of Changes

Office of the Secretary of State
Washington State Archives

This schedule applies to: Social Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the provision of social services to adults and juveniles. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE),* which authorizes the destruction/transfer of public records common to all local government agencies. Current approved retention schedules can be accessed online at: http://www.sos.wa.gov/archi ves/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) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) 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. 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 should 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 on June 26, 2014.

For the State Auditor: Cindy Evans	For the Attorney General: Sharon James	The State Archivist: Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the *Local Government General Records Retention Schedule (LGGRRS)*, which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "SS" and a revision number of "0" (zero). A glossary of terms is located in the *Local Government Common Records Retention Schedule (CORE)*.
1.1	June 26, 2014	The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was **revoked** June 26, 2014. All records series relating to the provision of social services to juveniles were transferred into this retention schedule. (Official juvenile court records are now covered by the *County Clerk and Superior Court Records Retention Schedule (Version 7.0)*). Three series were added to cover juvenile records eligible for early destruction pursuant to chapter 13.50 RCW . (References ***(will be)*** updated to reflect 2014 Legislative changes (SSHB 1651). No changes to minimum retention periods were made to **any** of the records series in this retention schedule; a comprehensive revision will be completed at a later date. **All modifications are detailed in the Summary of Changes**.

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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

1. SOCIAL SERVICES

The activity of the local government agency providing social services. Includes contractors and volunteers. Excludes social services covered in the **Social Services – Juveniles** *section, beginning on page 6.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-08 Rev. 0	CLIENT CASE FILES (SUPPORT SERVICES) Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program.	**Retain** for 6 years after case closed then **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-25-02 Rev. 0	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) *Note: Reference RCW 4.16.350.*	**Retain** for 8 years after case closed *and* 3 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
SS50-25-03 Rev. 0	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) *Note: Reference RCW 4.16.350.*	**Retain** for 10 years after case closed then **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
SS50-25-04 Rev. 0	FACILITIES INSPECTIONS AND CERTIFICATIONS	**Retain** for 6 years after superseded or terminated then **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1. SOCIAL SERVICES

The activity of the local government agency providing social services. Includes contractors and volunteers. Excludes social services covered in the **Social Services – Juveniles** *section, beginning on page 6.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-05 Rev. 0	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED) *Note: Reference RCW 4.16.350.* *Note: The official court record is retained permanently by the Superior Court in accordance with the County Clerks and ~~Clerk of the~~ Superior Court Records Retention Schedule.*	**Retain** for 10 years after case closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
SS50-25-07 Rev. 0	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES	**Retain** for 2 years after report submitted *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

2. SOCIAL SERVICES - JUVENILE

The activity of the local government agency providing social services to juveniles. Includes contractors and volunteers.
These records series were previously in the Juvenile Courts and Services Records Retention Schedule, which was revoked 6/26/2014.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-28-02 Rev. 0	CUSTODY INVESTIGATIONS Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	**Retain** for 5 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-04 Rev. 0	DETENTION LOG	6 years	NON-ARCHIVAL **ESSENTIAL** OPR
SS50-28-05 Rev. 0	DETENTION ROSTER	1 year	NON-ARCHIVAL **ESSENTIAL** OPR
SS50-28-07 Rev. 0	FOSTER CARE FILES Excludes the official court records, which are covered in the *County Clerks and Superior Court Records Retention Schedule.* *Reference RCW 13.34.136.*	**Retain** for 8 years after case closed or 3 years after individual reaches age 18, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2. SOCIAL SERVICES - JUVENILE

The activity of the local government agency providing social services to juveniles. Includes contractors and volunteers.
These records series were previously in the Juvenile Courts and Services Records Retention Schedule, which was revoked 6/26/2014.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-28-08 Rev. 0	GUARDIAN AD LITEM (GAL) REPORTS Documentation maintained to substantiate recommendations made, conclusions drawn, and actions taken by guardians ad litem as required by GAL 2(p). Excludes official report submitted to the court, which is covered in the *County Clerks and Superior Court Records Retention Schedule.* *Reference RCW 13.34.105 and 26.09.220.*	**Retain** for 8 years after case closed *or* 3 years after individual reaches age 18, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-11 Rev. 0	MARRIAGE WAIVER Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. Excludes the official court records, which are covered in the *County Clerks and Superior Court Records Retention Schedule.* *Reference RCW 26.04.010.*	**Retain** for 5 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-12 Rev. 0	MEDICAL HISTORY FILES *Reference RCW 13.50.050.*	**Retain** for 5 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
SS50-28-13 Rev. 0	SOCIAL FILES Department working files containing copies of court orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation. *Reference chapter 13.34 RCW, RCW 13.50.050(22) and 13.50.100.*	**Retain** for 5 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

2.1 JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION PURSUANT TO RCW 13.50.050

This section covers juvenile records which may otherwise have a longer retention, but which are eligible for early destruction pursuant to RCW 13.50.050.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS2014-017 Rev. 0	***Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court*** Juvenile records that relate to juveniles whose criminal history consists entirely of one diversion agreement or counsel ***and that have been identified by Juvenile Court as eligible to be destroyed*** pursuant to RCW 13.50.050(17)(a)(ii). Excludes the notification of eligibility *itself* and the records documenting the destruction of the juvenile records, both of which are covered by *CORE* series GS50-09-06, *Destruction of Public Records.*	**Retain** until notification of destruction eligibility received from juvenile court *then* **Destroy** within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS2014-018 Rev. 0	***Juvenile Records – Destruction Notification Received by Court Order*** Juvenile records ordered by the court to be destroyed in accordance with RCW 13.50.050(18), or any (other) court order, ***and where the records have not already been destroyed in accordance with another current approved disposition authority.*** Excludes the notification of destruction (court order) and the records documenting the destruction of the juvenile records, both of which are covered by *CORE* series GS50-09-06, *Destruction of Public Records.*	**Retain** until court order received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS2014-019 Rev. 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 in accordance with RCW 13.50.050(22) ***and where the records have not already been destroyed in accordance with another current approved disposition authority.*** Excludes records documenting the destruction of the juvenile records which are covered by *CORE* series GS50-09-06, *Destruction of Public Records.*	**Retain** until juvenile attains 23 years of age *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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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

SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

This revision guide has been prepared as a helpful tool for agency staff who manage records relating to the provision of social services. It highlights changes to records series as approved by the Local Records Committee on June 26, 2014 pursuant to RCW 40.14.070. This guide is **NOT** the records retention schedule, itself. Rather, it is provided as a "crosswalk" to be used while transitioning from the previous version (1.0) to the current approved version (1.1).

Changes include:

- Because Juvenile Court is a division of Superior Court pursuant to RCW 13.04.021, **official Juvenile Court** records are covered in the *County Clerks and Superior Court Records Retention Schedule (Version 7*.0). The *Juvenile Courts and Services Records Retention Schedule* (Version 1.0) was **revoked** on June 26, 2014, and no longer provides legal disposition authority for any local government agencies.
- **8** Records series covering the provision of **juvenile social services** have been transferred into this updated *Social Services Records Retention Schedule (Version 1.1)*, with minor modifications, such as:
  - ✓ DAN prefixes changed from "JS" to "SS" – otherwise, the numbers remain the same;
  - ✓ Exclusion notes added to provide clarity (e.g., "Excludes official court records, which are covered in the *County Clerks and Superior Court Records Retention Schedule*", etc.);
- **3** Records series have added to cover the early destruction of juvenile records pursuant to chapter 13.50 RCW. (References to Chapter 13.50 RCW *will be* updated to reflect changes passed by the Legislature in 2014.)

A comprehensive revision of this retention schedule will be completed at a later date.

NEW RECORDS SERIES

The records series listed below are new to Version 1.1. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Custody Investigations	**SS**50-28-02 p. 6	Retain for 5 years after individual reaches age 18 *then* Destroy.	NON-ARCHIVAL NON-ESSENTIAL ~~OFM~~ OPR	*****Previously in Juvenile Courts and Services Records Retention Schedule (JCSRRS) which was revoked 6/26/2014.*****
Detention Log	**SS**50-28-04 p. 6	6 years	NON-ARCHIVAL **ESSENTIAL** OPR	*****Previously in JCSRRS***
Detention Roster	**SS**50-28-05 p. 6	1 year	NON-ARCHIVAL **ESSENTIAL** OPR	*****Previously in JCSRRS***
Foster Care Files	**SS**50-28-07 p. 6	Retain for 8 years after case closed *or* 3 years after individual reaches age 18, *whichever is later then* Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	*****Previously in JCSRRS*** Social file portion only. Excludes the official court case file, which is covered in the *County Clerks and Superior Court Records Retention Schedule.*
Guardian ad Litem Reports	**SS**50-28-08 p. 7	Retain for 8 years after case closed *or* 3 years after individual reaches age 18, *whichever is later then* Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	*****Previously in JCSRRS*** This series covers records maintained to substantiate recommendations made, conclusions drawn, and actions taken by guardians ad litem as required by GAL 2(p). The final report submitted to the court is covered in the *County Clerks and Superior Court Records Retention Schedule*.
Marriage Waiver	**SS**50-28-11 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL NON-ESSENTIAL ~~OFM~~ OPR	*****Previously in JCSRRS*** Social file portion only. Excludes the official court case file, which is covered in the *County Clerks and Superior Court Records Retention Schedule.*
Medical History Files	**SS**50-28-12 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL **ESSENTIAL** OPR	*****Previously in JCSRRS***

Office of the Secretary of State
Washington State Archives

NEW RECORDS SERIES

The records series listed below are new to Version 1.1. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Social Files	**SS**50-28-13 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL **ESSENTIAL** OPR	*****Previously in JCSRRS***
Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court	SS2014-017 p. 8	**Retain** until notification of destruction eligibility received from juvenile court t*hen* **Destroy** within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the **early** destruction of juvenile records *where destruction eligibility notification is received from the Juvenile Court* in accordance with RCW 13.50.050(17)(a).
Juvenile Records – Destruction Notification Received by Court Order	SS2014-018 p. 8	**Retain** until court order received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the **early** destruction of juvenile records where a destruction notification is received by court order in accordance with RCW 13.50.050(18).
Juvenile Records – Juvenile Attains Age 23	SS2014-019 p. 8	**Retain** until juvenile attains 23 years of age *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the **early** destruction of juvenile records where the juvenile has attained age 23 AND where the agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(17)(b).

For assistance and advice in applying the *Social Services Records Retention Schedule*,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist

II. NEW BUSINESS/ACTION ITEMS

C. ***Revocation*** *of Juvenile Courts and Services Records Retention Schedule (Ver. 1.0)*

- Revocation Statement and Guide

LRC DRAFT

Revocation of the
Juvenile Courts and Services Records Retention Schedule (Version 1.0)

All disposition authorities in the *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* are hereby **revoked**. Local government agencies should take measures to identify current approved records series that will provide ***legal authority*** to disposition public records *previously* covered by the *Juvenile Courts and Services Records Retention Schedule*. They can be located in:

- The *County Clerk and Superior Court Records Retention Schedule (Version 7.0),* which covers **official juvenile court** records;
- The *Social Services Records Retention Schedule (Version 1.1), which covers* **juvenile social files**; and,
- The *Local Government Common Records Retention Schedule (CORE), which* authorizes the destruction/transfer of public records common to all local government agencies (including the management of the agency and its assets, finances, human resources, information resources, etc.).

This revocation guide has been prepared to aid local government agencies as they transition to the current approved records series.

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

Authority
The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was revoked by the Local Records Committee in accordance with RCW 40.14.070 on June 26, 2014.

For the State Auditor: Cindy Evans	For the Attorney General: Sharon James	The State Archivist: Steve Excell

LRC DRAFT

REVOCATION GUIDE

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was **revoked** by the Local Records Committee on June 26, 2014, in accordance with RCW 40.14.070, and it no longer provides legal disposition authority for any records. Agencies must take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

On June 26, 2014, the Local Records Committee **approved** the *County Clerks and Superior Court Records Retention Schedule (Version 7.0)*. As defined by RCW 13.04.021, Juvenile Court is a division of Superior Court; therefore, juvenile court records have been integrated into this newly approved retention schedule, which covers all official Superior Court records. Three **new** series have been added to cover the early destruction of certain juvenile records as provided in chapter 13.50 RCW.

Records series relating to the provision of "social services" have been transferred to the *Social Services Records Retention Schedule (Version 1.1)*. No changes have been made to the individual records series *except for* the DAN prefix and the addition of exclusion language, where necessary. Three **new** series cover the early destruction of certain juvenile records as provided in chapter 13.50 RCW.

This guide provides a "crosswalk" to map the destinations and new disposition authority numbers (DANs) of the 13 series revoked records series.

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DISCONTINUED RECORDS SERIES – OFFICIAL JUVENILE COURT RECORDS

All **official Juvenile Court records** are now covered in the ***County Clerks and Superior Court Records Retention Schedule*** **(Version 7.0)**.
The records series listed on the left have been revoked/discontinued. Current approved DANs appear on the right.

Juvenile Courts & Services Records Retention Schedule (Ver. 1.0) **– REVOKED 6/26/14**			***County Clerks and Superior Court Records Retention Schedule (Ver. 7.0)***				
Discontinued DAN	**Discontinued Title**	**Discontinued Retention**	**Section**	**DAN**	**Title**	**Retention & Disposition Action**	**Notes**
JS50-28-01 p. 4	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	Retain until expiration of appeal period then Destroy.	SUPERIOR COURT RECORDS AND EXHIBITS	CL50-01-12 p. 7	***Oral Testimony and Proceedings***	**Retain** until court order authorizing transfer or destruction of record(s) has been signed and entered *and* **Retain** until death of defendant *in capital cases where the death penalty has been imposed and* **Provide** 60 days' notice pursuant to SPRC 7 *in all capital cases then As ordered by the court*, **Transfer** record(s) of historical value *as determined by the Clerk* to Washington State Archives *and* **Destroy** remaining records**.**	Consolidation.
JS50-28-03 p. 4	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	SUPERIOR COURT RECORDS AND EXHIBITS	CL50-28-10 p. 11	***Superior Court Case Files (Juvenile Court)***	**Retain** permanently.	Consolidation. Excludes "social files" covered in the *Social Services Records Retention Schedule.*
JS50-28-06 p. 4	DOCKETS JUVENILE COURT						
JS50-28-09 p. 4	JUVENILE COURT CASE FILE INDEXES						
JS50-28-10 p. 4	JUVENILE COURT CASE FILES						
JS50-28-08 p. 6	GUARDIAN AD LITUM REPORTS (official report submitted to the court)	Retain for 8 years after case closed or 3 years after individual reaches age 18, whichever is later, then Destroy.					

DISCONTINUED RECORDS SERIES – JUVENILE SOCIAL SERVICE RECORDS

All **juvenile social service records** have been transferred to the ***Social Services Records Retention Schedule*** **(Ver. 1.1)** and have been assigned the prefix "SS".
IMPORTANT: Any/all official court records *to which the social files relate* (e.g., marriage waivers) are covered by CL50-28-10 or CL65-01-08 in the *County Clerk and Superior Court Records Retention Schedule*.

Juvenile Courts and Services Records Retention Schedule (Revoked)	***Social Services Records Retention Schedule (Ver. 1.1)***		
Discontinued DAN	**NEW DAN**	**SAME Title**	**SAME Retention & Disposition Action**
JS50-28-02 p. 5	**SS**50-28-02 p. 6	***Custody Investigations***	Retain for 5 years after individual reaches age 18 *then* Destroy.
JS50-28-04 p. 5	**SS**50-28-04 p. 6	***Detention Log***	6 years
JS50-28-05 p. 5	**SS**50-28-05 p. 6	***Detention Roster***	1 year
JS50-28-07 p. 5	**SS**50-28-07 p. 6	***Foster Care Files*** *(Social file portion only)*	Retain for 8 years after case closed *or* 3 years after individual reaches age 18, *whichever is later then* Destroy.
JS50-28-08 p. 6	**SS**50-28-08 p. 7	***Guardian ad Litem***	Retain for 8 years after case closed *or* 3 years after individual reaches age 18, *whichever is later then* Destroy.
JS50-28-11 p. 6	**SS**50-28-11 p. 7	***Marriage Waiver*** *(Social file portion only)*	Retain for 5 years after individual reaches age 18 then Destroy.
JS50-28-12 p. 6	**SS**50-28-12 p. 7	***Medical History Files***	Retain for 5 years after individual reaches age 18 then Destroy.
JS50-28-13 p. 7	**SS**50-28-13 p. 7	***Social Files***	Retain for 5 years after individual reaches age 18 then Destroy.

For assistance and advice on applying records retention schedules,
please contact Washington State Archives at: recordsmanagement@sos.wa.gov
or contact your Regional Archivist