

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 the *County Coroners and Medical Examiners Records Retention Schedule Version 1.0* 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 agency staff. It highlights changes to records retention requirements as approved by the Local Records Committee on June 25, 2015 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 (2.0).

Changes include:

- ✓ 3 records series updated and enhanced to provide clarity and user ease;
- ✓ 4 records series discontinued because the records have been consolidated into existing series.

TABLE OF CONTENTS

1.	REVISED RECORDS SERIES	2
2.	DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)	4

Note: *CORE* = Local Government Common Records Retention Schedule
DAN = Disposition Authority Number

REVISED RECORDS SERIES

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

DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title	Version 2.0 Retention and Disposition	Version 2.0 Change and/or rationale
CO50-34-03 Ver. 1.0 p. 4 Ver. 2.0 p. 3	INVESTIGATION FILES	Retain until no longer needed for agency business then transfer to WSA for permanent retention.	<i>Death Investigation Case Files</i>	Retain one copy permanently and contact WSA for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	<p>Any and all records relating to the investigation of deceased persons including those <i>where jurisdiction is <u>not</u> assumed and/or where a full investigation is <u>not</u> warranted</i>. Records include:</p> <ul style="list-style-type: none"> • Initial notice • Determination of manner and cause of death • Identification of the deceased • Certification of death, and • Disposition of remains (including indigent). <p>Also includes records relating to Coroner’s inquests held pursuant RCW 36.24.020.</p> <p>Financial records relating to indigent burial are covered by GS2011-184, Financial Transactions – General, located in the Local Government Common Records Retention Schedule (CORE).</p>
CO50-34-02 Ver. 1.0 p. 5 Ver. 2.0 p. 5	LEDGER	Retain until no longer needed for agency business then transfer to WSA for permanent retention.	<i>Death Register</i>	Retain until no longer needed for agency business <i>and</i> Contact WSA for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Legacy record created between early statehood and early/mid 20 th century. These records possess enduring legal and/or historical value and may be transferred to WSA. During individual agency appraisal process, WSA will determine which format(s) it will accept for permanent retention (paper/hard copy, microfilm, electronic image, etc.)

REVISED RECORDS SERIES

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

DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title	Version 2.0 Retention and Disposition	Version 2.0 Change and/or rationale
CO50-34-06 Ver. 1.0 p. 5 Ver. 2.0 p. 4	MORGUE REGISTER	Retain for 6 years after last log entry <i>then</i> Destroy.	<i>Morgue Register</i>	Retain for 6 years after last log entry <i>then</i> Destroy.	Description enhanced.

For assistance and advice in applying records retention schedules,
please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.0 records series listed on the left have been discontinued. Current DANs for the records described are on the right.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Version 2.0 Designations	Rationale
CO50-34-01 p. 4	CARD FILE INDEX	Retain until no longer needed for agency business then transfer to WSA for permanent retention.	CO50-34-02	Death Register	Retain until no longer needed for agency business <i>and</i> Contact Washington State Archives for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Archival – Permanent ESSENTIAL	Indexes created/used to identify or locate individual case files (or other death record or documentation) must be kept with the records for which they provide search information – regardless of format (card index, register, list, spreadsheet, database, etc.).
			CO50-34-03	Death Investigation Case Files	Retain one copy permanently <i>and</i> Contact Washington State Archives for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Archival – Appraisal Required ESSENTIAL	
CO50-34-05 p. 4	INQUESTS	Retain until no longer needed for agency business then transfer to WSA for permanent retention.					Any and all records relating to the investigation of deceased <i>persons including those where jurisdiction is not assumed and/or where a full investigation is not warranted.</i>
CO50-34-07 p. 5	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS	Retain for 3 years after filing with the County Auditor <i>then</i> Destroy.	CO50-34-03	Death Investigation Case Files	Retain one copy permanently <i>and</i> Contact Washington State Archives for appraisal and transfer of paper/hard copy, electronic copy, microfilm, and/or any other format.	Archival – Appraisal Required ESSENTIAL	Coroners' inquests are part of the investigative process. Financial records relating to indigent burial are covered by GS2011-184, Financial Transactions – General , located in the Local Government Common Records Retention Schedule (CORE) .
CO50-34-04 p. 4	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION	Retain for 6 years after matter closed then Destroy.					