

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](#) have not been updated to reflect changes passed by the Legislature in 2014.

Note: *CORE* = [Local Government Common Records Retention Schedule](#)

TABLE OF CONTENTS

1. SUPERIOR COURT CASE FILES (*CONSOLIDATION OF 14 RECORDS SERIES*)..... 3

2. FINANCIAL TRANSACTIONS - GENERAL (*CONSOLIDATION OF 9 RECORDS SERIES*)..... 5

3. NEW RECORDS SERIES 7

4. REVISED RECORDS SERIES 9

5. *ADDITIONAL* DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) 14

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) <i>or</i>	<i>Superior Court Case Files</i>	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)	<i>Superior Court Case Files (Juvenile Court)</i>	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 <i>CORE</i> series GS2011-184, <i>Financial Transactions - General</i> .
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 <i>other than</i> 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) <i>or</i>	<i>Superior Court Case Files</i>	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)	<i>Superior Court Case Files</i> <i>(Juvenile Court)</i>	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	PERMANENT 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 <u>RCW 4.64.120</u> , 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
<p><i>Financial Transactions – General</i> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>

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, <i>Financial Transactions - General</i> . 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 <u>lists</u> 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 <u>lists</u> 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
<p>Financial Transactions – General Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>

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 <i>then</i> 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 <i>longest possible legal value</i> 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 <i>Juvenile Courts and Services Records Retention Schedule</i> (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) <i>and</i> Destroy within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the early destruction of Juvenile Court records <i>where destruction eligibility notification is received from Administrative Office of the Courts (AOC)</i> in accordance with RCW 13.50.050(17)(a) , and <i>where the records have not already been destroyed in accordance with another current, approved disposition authority.</i>
Juvenile Records – Destruction Notification Received by Court Order	CL2014-012 p. 12	Retain until court order received <i>then</i> 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 <i>where the records have not already been destroyed in accordance with another current, approved disposition authority.</i>

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 <i>then</i> 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 <i>where the records have not already been destroyed in accordance with another current, approved disposition authority.</i>
Restitution – Victim Deceased/Not Found	CL2014-014 p. 13	Retain for 6 years after funds transferred to County Treasurer <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for these court records. (Records relating to any <i>other</i> unclaimed property or funds are covered by <i>CORE</i> 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 <u>and</u> 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 <i>have been</i> migrated into the Clerk’s electronic recordkeeping system. These records possess enduring historical value <i>in paper/hard copy form</i> and have been designated <i>Archival – Permanent</i> by the State Archivist. Please transfer both the original <u>and</u> electronic form to Washington State Archives for permanent preservation.
Jury Duty – Special Questionnaires	CL2014-016 p. 15	Retain until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected <i>and</i> Retain until death of defendant <i>in capital cases where the death penalty has been imposed</i> <i>and</i> Provide 60 days’ notice pursuant to <u>Criminal SPRC 7 in all capital cases</u> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the <i>voir dire</i> (juror selection) process for a specific case/trial. Does <u>not</u> 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 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Transferred GS2010-085 from <i>CORE</i> . 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	ARBITRATION 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 <i>and</i> 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 <i>and</i> 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 <i>where not placed in individual case files.</i>

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	<i>Oral Testimony and Proceedings</i>	Retain until court order authorizing transfer or destruction of record(s) has been signed and entered <i>and Retain</i> until death of defendant <i>in capital cases where the death penalty has been imposed</i> <i>and Provide</i> 60 days' notice pursuant to <u>SPRC 7</u> in all capital cases <i>then As ordered by the court,</i> Transfer record(s) of historical value as <i>determined by the Clerk</i> 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	<i>Exhibits</i>	Retain until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered <i>and Retain</i> until death of defendant <i>in capital cases where the death penalty has been imposed</i> <i>and Provide</i> 60 days' notice pursuant to <u>SPRC 7</u> in all capital cases <i>then As ordered by the court,</i> Return (to law enforcement agency, plaintiff, defendant, or lower court) <i>or Transfer</i> exhibits of possible value to the county sheriff pursuant to <u>RCW 36.23.070</u> <i>or Transfer</i> exhibits of historical value as <i>determined by the Clerk</i> 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 <i>and</i> 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 <i>master jury list</i> and <i>jury source list</i> . 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 <i>then</i> Destroy.	Title, description, and retention & disposition action language enhanced to provide clarity. Includes <i>general</i> questionnaires, but excludes special questionnaires covered by CL2014-016. Also excludes daily attendance lists, which are retained in the case file. <i>“Individual juror information, other than name, is presumed to be private.” per GR 31(j).</i>
CL65-01-28 Ver. 6 p. 16 Ver. 7 p. 19	LAND REGISTRATION FILES (TORRENS ACT)	Permanent – Potential archival value		Retain one copy permanently <i>and</i> 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 <i>then</i> Destroy.	Description enhanced for clarity. Title modified to align with related <i>CORE</i> 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 <i>CORE</i> 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	<i>One-Party Consent Orders</i>	Retain permanently.	Description updated to include trap & trace devices, wiretaps, pen registers, etc. Pen register... <i>device that records or decodes electronic ...impulses that identify the numbers dialed ...on the telephone line to which such device is attached.</i> Trap and trace... <i>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.</i>
CL65-01-37 Ver. 6 p. 20 Ver. 7 p. 8	SEARCH WARRANT RECORDS	PERMANENT	<i>Search Warrants</i>	Retain for 75 years after filed <i>then</i> 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	<i>Special Inquiry Judge</i>	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.

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 PROCEDURE 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 <i>then</i> 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 <i>or</i>	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. RCW 7.68.290 applies only to the Clerk of the Court.
			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 <i>then</i> Destroy.	
CL65-01-18 Ver. 6 p. 10	DIKING AND DRAINAGE DISTRICT JOURNALS	Permanent, Potential Archival Value	<i>Civil cases involving diking and draining districts are covered by CL65-01-08.</i> 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 <i>“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.”</i>	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: <i>“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.”</i> 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 <i>and</i> Transfer paper/hard copy <u>and</u> electronic copy to WSA for permanent retention.	These records are no longer created/received by the Clerk. They possess enduring historical value <i>in paper/hard copy form</i> and have been designated <i>Archival – Permanent</i> 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 <i>and</i> Transfer paper/hard copy <u>and</u> electronic copy to WSA for permanent retention.	These records are no longer created/received by the Clerk. They possess enduring historical value <i>in paper/hard copy form</i> and have been designated <i>Archival – Permanent</i> 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					