

I. ROUTINE ITEMS

B. Adoption of Today's Agenda – December 3, 2015

C. Approval of Minutes – August 20, 2015



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

December 3, 2015 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Adoption of Today's Agenda
- C. Approval of Minutes for August 20, 2015

II. NEW BUSINESS/ACTION ITEMS

- A. *Law Enforcement Records Retention Schedule (Ver. 7.0)* – Julie Blecha
- B. Adoption of 2016 Meeting Schedule – Blecha

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Announcements from the State Archivist – Steve Excell
- B. Information Governance Enterprise Content Management Initiative Update – Russell Wood
- C. Local Government Records Retention Program Update – Wood
- D. Revision of Records Retention Schedules – Blecha

IV. NEXT MEETING

- A. TBD

V. ADJOURNMENT



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

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

August 20, 2015 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans, Chair – Office of the State Auditor; Matt Kernutt – Office of the Attorney General; Steve Excell – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Scott Sackett – Electronic Records Consultant (PolyCom from Central Regional Branch, Ellensburg).

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:00 a.m.

B. Adoption of Today's Agenda

Motion to adopt the agenda as presented; Steve Excell; second by Matt Kernutt.

Resolution: Motion carried.

C. Approval of Minutes for June 25, 2015

Motion to approve the minutes as presented: Kernutt; second by Excell.

Resolution: Motion carried.

II. NEW BUSINESS/ACTION ITEMS

A. *Health Departments and Districts Records Retention Schedule (Ver. 4.1)* – Julie Blecha

Since the 2011 approval of Version 4.0, local agencies have been submitting suggestions and corrections. Updates were drafted internally (including formatting and minor housekeeping matters), and the draft proposal was distributed on the local government listserv for a 3-week review period. All feedback received was positive.

Motion to approve the *Health Departments and Districts Records Retention Schedule (Version 4.1)* as presented; Evans, second by Kernutt.

Resolution: Motion carried.

Blecha thanked records specialists Andrew Penta and Nasir McKnight (Clark County) and Ryan Wadleigh (King County) for their valuable assistance.

B. Local Government Common Records Retention Schedule (CORE) (Ver. 3.2) – Blecha

Blecha presented updated series, **Financial Transactions – Sensitive Cardholder Data** (DAN GS2014-030) and clarified that while it continues to exclude elements required to be retained by the Office of the State Auditor, including transaction number, date, amount, etc., it has been modified to cover sensitive authentication data (SAD) as well as the primary account number.

The draft was distributed to 2,937 local agency listserv subscribers for review.

Motion to approve the *Local Government Common Records Retention Schedule (CORE) (Ver. 3.2)* as presented; Kernutt, second by Excell.

Resolution: Motion carried.

III. WASHINGTON STATE ARCHIVES (WSA) UPDATES

A. Announcements from the State Archivist – Excell

Excell announced that the lease has been signed for the temporary records storage annex facility, the racks have been ordered, and the transfer of records is scheduled.

B. Information Governance Enterprise Content Management (ECM) Initiative Update – Russell Wood

Wood stated that five companies are currently in negotiations with Department of Enterprise Services; contracts are expected to be finalized in October. ECM “Boot Camps” are being offered across the state during the next few weeks, and one or more of the sessions will be recorded and made available on Washington State Archives’ website.

C. Local Government Records Retention Program Update – Wood

Regarding records retention schedule updates, we continue to prioritize problem areas where we’re getting the most questions from the largest number of people.

Leslie (Koziara) Turner is now working out of our Eastern Regional Branch in Cheney, which should help alleviate the records management workload that currently falls on the Digital Archives staff.

A plan is in place to fill the vacant staff position that supports state government agencies. Excell added that a recruitment announcement will be distributed seeking candidates who have records management knowledge, the ability to do training, the analytical ability to write records retention schedules, and the skills to work with outside stakeholders to make order out of chaos.

D. Revision of Records Retention Schedules – Blecha

As part of the *CORE*-Human Resource Management update, Blecha is consulting with state Department of Retirement Systems in an attempt to identify which records are required for retirement verification..

The local government listserv now has 2,955 subscribers, with 50 new members since the June LRC meeting.

IV. NEXT MEETING October 29, 2015

V. ADJOURNMENT: 10:18 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 August 20, 2015, 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

II. NEW BUSINESS/ACTION ITEMS

A. *Law Enforcement Records Retention Schedule (Ver. 7.0)*

- *Draft Version 7.0*
- *Summary of Changes*
- *Advice Sheet: Internal Review/Investigation of Notorious/Historically Significant Incidents within the Law Enforcement Agency's Jurisdiction*

This schedule applies to: Law Enforcement Agencies

Scope of records retention schedule

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency.

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

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

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of "Life of the Agency" must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter [42.56 RCW](#). Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

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

Revocation of previously issued records retention schedules

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

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on *December 3, 2015*.

For the State Auditor: Cindy Evans

For the Attorney General: Matt Kernutt

The State Archivist: Steve Excell

REVISION HISTORY

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

NOTES: “[CORE](#)” refers to the *Local Government Common Records Retention Schedule*. *RRS* stands for *Records Retention Schedule*.

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1. AGENCY MANAGEMENT

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

1.1 COMMUNITY RELATIONS

The activity of the local government agency interacting with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-025 Rev. 0	<p>Crime Prevention Programs Records relating to the management of crime prevention programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Crime Stoppers; • Block watch; • Business watch; • House watch. <p>Excludes Ride-Along program records covered by LE03-01-38.</p>	<p>Retain for 1 year after obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
LE2013-001 Rev. 0	<p>Fingerprint Requests (Public) Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons <u>unrelated to criminal or other investigations of the law enforcement agency</u>. For example, the requestor may be requesting fingerprints to provide for a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Law enforcement fingerprint analyses covered by LE2013-010; • Financial transaction records covered by CORE series GS2011-184. 	<p>Retain for 3 years after request fulfilled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LE2010-026 Rev. 0	<p>Lock-Outs Records relating to the provision of assistance to citizens who have locked themselves out of houses or vehicles.</p> <p>Excludes waivers of liability covered by CORE series GS50-01-11.</p>	<p>Retain for 3 years after date of lock-out <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.1 COMMUNITY RELATIONS

The activity of the local government agency interacting with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE25-01-01 Rev. 1	Property Registration Records relating to personal property registered with the agency for recovery if lost or stolen.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-38 Rev. 1	Ride-Along Program Records relating to public participation in agency Ride-Along programs.	Retain for 3 years after participant's ride-along <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2. ASSET MANAGEMENT

The function of managing the local government agency's assets where not covered by the *Local Government Common Records Retention Schedule (CORE)*, including physical assets (animals, facilities, land, equipment, vehicles, supplies, hazardous materials, etc.).

Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section of the [CORE](#).

2.1 MAINTENANCE

The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled and unscheduled repair, remediation and abatement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE26-01-02 Rev. 1	<p>Agency-Owned Animals Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915(7).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training and canine team certification; • Animal acquisition and microchip information; • Records showing purpose, use, or assignment of animal. 	<p>Retain for 6 years after removal from active service <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE27-01-04 Rev. 1	<p>Weapons (Agency-Issued) Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records of issuance, gift, and loss; • Records of inspection, maintenance, and certification. 	<p>Retain for 3 years after disposal of weapon <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

3. COMMUNICATION

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

Agencies operating emergency services communications systems may (also) use the [Emergency Communications \(911\) Records Retention Schedule](#).

3.1 DISPATCH			
<i>The activity of coordinating emergency response in regards to specific emergency situations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE06-01-03 Rev. 1	All Radio Transmissions Recordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity.	Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE12-01-01 Rev. 1	Alarm Call Response Reports documenting officer response to alarms and/or the outcome of the agency response.	Retain for 30 days after event <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE12-01-05 Rev. 1	Census Tract/Grid Maps Maps showing census tracts used for the purposes of compiling law enforcement statistics, trending, and analysis.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-32 Rev. 1	Dangerous Individuals and Premises Information relating to specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response. Includes, but is not limited to, information documenting: <ul style="list-style-type: none"> • Individuals known to have unique medical needs; • Address-specific hazards to law enforcement; • Address-specific security systems; • Individuals known to present risk to law enforcement personnel. 	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

3.1 DISPATCH

The activity of coordinating emergency response in regards to specific emergency situations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-002 Rev. 0	<p>Non-Emergency Reports Reports of non-emergency crimes or incidents received by law enforcement agencies. Does not include calls or reports received by designated public safety answering points.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports of non-emergency incidents received via phone or web-form; • Master recordings of non-emergency calls received. <p>Excludes:</p> <ul style="list-style-type: none"> • 911 conversation recordings covered by EM50-29-01 in the <i>Emergency Communications (911) Records Retention Schedule</i>; • Computer-Aided Dispatch (CAD) – Incident Files covered by EM06-01-02 in the <i>Emergency Communications (911) Records Retention Schedule</i>; • Incident reports. 	<p>Retain for 90 days after report received <i>or</i> conclusion of dispatch action, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE06-01-07 Rev. 1	<p>Radio Logs Logs documenting incoming and/or outgoing emergency radio communications.</p>	<p>Retain for 60 days after date of entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE06-01-08 Rev. 1	<p>Recurrent Callers Records relating to individuals who make emergency calls on an unusually frequent basis.</p>	<p>Retain for 3 years after last activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-031 Rev. 0	<p>Reverse Automatic Locator Requests Records relating to requests to phone companies for location information associated with specific phone numbers from which calls have been received.</p>	<p>Retain for 3 years after date of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 INFORMATION DISSEMINATION

The activity of distributing information among agency personnel, other agencies, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-032 Rev. 0	<i>Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC)</i> Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050 .	Retain for 3 years after date of validation <i>or</i> until completion of Washington State Patrol audit, whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-18 Rev. 1	<i>Daily Bulletins</i> Bulletins created on a daily basis to disseminate pertinent information to officers.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-47 Rev. 1	<i>Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)</i> Reports prepared on a monthly basis documenting UCR and/or NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR

4. CORRECTIONS AND JAILS

The function of operating correctional facilities and community corrections programs.

See the Local Government Common Records Retention Schedule ([CORE](#)) for additional records relating to asset management and financial management.

4.1 FOOD AND COMMISSARY SERVICES

The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-033 Rev. 0	Commissary Orders Orders submitted by inmates for the purchase of commissary items.	Retain for 3 years after date of order <i>or</i> until completion of State Auditor's report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-17 Rev. 1	Food Services – General Records relating to meals and food programs provided to the general inmate population. Includes, but is not limited to, meal counts and menus. Excludes records relating to special dietary requirements covered by LE15-01-09.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-09 Rev. 1	Food Services – Special Dietary Requirements Records relating to the unique or specific dietary needs of individual inmates and the provision of food/dietary products. Includes, but is not limited to: <ul style="list-style-type: none"> • Diet orders; • Documentation of food/products provided to individuals. 	Retain for 3 years after termination of incarceration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-10 Rev. 1	Free Issue Records documenting items provided to inmates at no cost to the inmate.	Retain for 3 years after date of issue <i>or</i> until completion of State Auditor's report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.2 INMATE HEALTH INFORMATION MANAGEMENT

The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental, and psychiatric records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-25 Rev. 2	<p><i>Inmate Health Records (Age 18 and Over)</i> Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening and history information; • Information about medical encounters with health care providers; • Notes and correspondence related to the patient; • Laboratory and test results; • Diagnostic images (such as x-rays, MRIs or CAT scans). <p>Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by LE15-01-40 or LE2010-038.</p>	<p>Retain for 8 years after provision of health-related services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-034 Rev. 1	<p><i>Inmate Health Records (Under Age 18)</i> Records documenting the provision of health-related services or surveillance for juvenile inmates on an individual basis.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening and history information; • Information about medical encounters with health care providers; • Laboratory and test results; • Diagnostic images (such as x-rays, MRIs or CAT scans). <p>Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by LE15-01-40 or LE2010-038.</p>	<p>Retain for 8 years after patient attains age 18 <i>and</i> 8 years after provision of health-related services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.3 INMATE MOVEMENT

The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facility.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-15 Rev. 1	Activity Logs (Floor/Block/Unit) Logs documenting inmate activity and/or movement on each floor, block or unit. Includes, but is not limited to logs documenting: <ul style="list-style-type: none"> • Departure to/return from classes or programs; • Phone use. 	Retain for 6 years after date of log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE22-01-03 Rev. 2	Extraditions Records relating to agency planning and coordination of inmate extraditions to out-of-state detention facilities. Excludes extradition documents which are part of an Inmate Custody File covered by LE15-01-40 or LE2010-038.	Retain for 6 years after extradition fulfilled, cancelled, or expired <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-30 Rev. 1	Facility Registers Facility registers created in accordance with RCW 70.48.100 documenting summary information about inmates as they are admitted into, transferred between, or released from corrections facilities.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
LE2010-035 Rev. 0	Local Jail Reports Reports submitted to the Office of Financial Management in accordance with RCW 10.98.130 regarding offenders released from jails who were convicted of felonies or incarcerated for noncompliance with a felony sentence.	Retain for 6 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-47 Rev. 2	Release Recaps Chronological listings of all inmates released from incarceration the previous day. Excludes local jail reports covered by LE2010-035.	Retain for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.3 INMATE MOVEMENT

The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facility.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-036 Rev. 0	<i>Sex/Kidnapping Offender Registration Acknowledgements</i> Records documenting acknowledgement of notification of offender registration requirements (in accordance with RCW 70.48.470(1)) by inmates convicted of sex or kidnapping offenses.	Retain for 6 years after date of signature <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-037 Rev. 0	<i>Transfer of Custody</i> Records relating to agency planning and coordination of transportation for inmates into another agency's custody.	Retain for 3 years after transport fulfilled or cancelled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-40 Rev. 1	<p><i>Inmate Custody Files (Age 18 and Over)</i> Records documenting the custody of inmates age 18 and over. Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • Admittance, booking, and transfer; • Background data and history; • Classification (change requests, reviews, hearings, etc.); • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.) <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p>	<p>Retain for 6 years after termination of incarceration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-038 Rev. 0	<p><i>Inmate Custody Files (Under Age 18)</i> Records documenting the custody of inmates under age 18. Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • Admittance, booking, and transfer; • Background data and history; • Classification; • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.) <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p>	<p>Retain for 5 years after subject attains age 18 <i>and</i> 6 years after termination of incarceration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-086 Rev. 1	<p><i>Inmate Custody Files – Notorious/Historically Significant Inmates</i> Records documenting the custody of inmates who have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • Admittance, booking, and transfer; • Background data and history; • Classification (change requests, reviews, hearings, etc.); • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.). <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p> <p><i>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files/Inmate Custody Records.</i></p>	<p>Retain for 6 years after termination of incarceration <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
LE2010-039 Rev. 2	<p><i>Grievance Logs (Inmate)</i> Logs documenting the tracking of grievances received from inmates.</p> <p><i>Note: Inmate grievances are covered by LE2010-040, LE2010-041, or LE2015-003.</i></p>	<p>Retain for 6 years after date of log entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-040 Rev. 1	<p>Grievances – Inmate (Age 18 and Over) Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency’s response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allegation documentation; • Actions taken in response to allegations; • Documentation of inmate injuries; • Grievances (incident reports, investigations, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Juvenile offender/inmate grievances covered by LE2010-041; • <i>Prison Rape Elimination Act (PREA)</i> accusations/investigations covered by LE2015-003; • Employee misconduct investigations. See the Investigation – Internal Review section. 	<p>Retain for 6 years after resolution of grievance <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LE2010-041 Rev. 1	<p>Grievances – Inmate (Under Age 18) Records relating to formal complaints and/or allegations received from inmates under age 18, and the agency’s response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allegation documentation; • Actions taken in response to allegations; • Documentation of inmate injuries; • Grievances (incident reports, investigations, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Prison Rape Elimination Act (PREA)</i> accusations/investigations covered by LE2015-003; • Employee misconduct investigations. See the Investigation – Internal Review section. 	<p>Retain for 6 years after resolution of grievance <i>and</i> 3 years after juvenile attains age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE14-01-29 Rev. 2	<i>Inmate Surveillance Logs</i> Logs relating to the surveillance and monitoring of inmates for security purposes. Includes, but is not limited to cell/unit inspection logs, pass-on logs, and surveillance logs used by agency employees to provide continuity in security across work shifts. Excludes mail and property surveillance covered by LE15-01-56.	Retain for 3 years after date of final entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-56 Rev. 1	<i>Mail and Property Surveillance</i> Records relating to the inspection and review of mail and other materials sent to inmates by outside parties.	Retain for 3 years after conclusion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-39 Rev. 1	<i>Population Counts (Inmate)</i> Records documenting inmate population demographics, counts, or assignments. Includes, but is not limited to: <ul style="list-style-type: none"> • Bed and housing assignments; • Population census and reports; • Tank rosters. 	Retain for 3 years after date of report or entry <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-003 Rev. 0	<p>Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review Records documenting administrative and/or criminal investigations into allegations of sexual abuse or sexual harassment pursuant to <u>28 CFR Part 115, Prison Rape Elimination Act (PREA)</u> national standards.</p> <p>Also includes records relating to sexual abuse incident reviews conducted pursuant to <u>28 CFR § 115.86, § 115.186, § 115.286, and § 115.386.</u></p> <p>Excludes:</p> <ul style="list-style-type: none"> Records covered by LE2010-063, Case Files – Sex Offenders and Sexually Violent Offenses that are transferred to the Washington Association of Sheriffs and Police Chiefs. Notorious/historically significant incidents covered by LE2015-006. Annual report(s) prepared pursuant to <u>28 CFR § 115.88, § 115.188, § 115.288, and § 115.388</u> which are covered by CORE series GS50-06F-04, Publications – Master Set. <p><i>Note: Pursuant to <u>RCW 9A.04.080</u>, certain violations against a victim under the age of eighteen can be prosecuted up to the victim’s 30th birthday.</i></p>	<p>Retain for 6 years after inmate no longer incarcerated <i>and</i> <i>If minor involved in incident, until minor’s 30th birthdate</i> <i>and</i> <i>If agency employee involved in incident, 6 years after separation from employment</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-004 Rev. 0	<p>Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse Data Accurate, uniform data collected and aggregated by the agency for every allegation of sexual abuse at facilities under its control pursuant to <i>Prison Rape Elimination Act (PREA)</i>, <u>28 CFR §115.87, §115.187, §115.287, and §115.387.</u></p> <p>Note 10 year retention requirement(s): <u>28 CFR §115.89, §115.189, §115.289, and §115.389.</u></p> <p>Excludes:</p> <ul style="list-style-type: none"> PREA accusations, investigations and reviews which are covered by LE2015-003. Annual report(s) prepared pursuant to <u>28 CFR § 115.88, § 115.188, § 115.288, and § 115.388</u> which are covered by CORE series GS50-06F-04, Publications – Master Set. 	<p>Retain for 10 years after data collected <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-46 Rev. 1	<p>Receipt of Items (Inmate) Logs documenting the agency's provision of items for inmates at no cost to the inmate. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Razors; • Personal hygiene products; • Clothing. 	<p>Retain for 3 years after date of log entry <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-042 Rev. 1	<p>Recordings, Phone Conversation (Case-Specific) Recordings of inmate phone conversations, created in accordance with RCW 9.73.095, where the recorded conversation <i>is</i> related to litigation or a criminal proceeding. Excludes phone conversation recordings covered by LE06-01-04.</p>	<p>Retain until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-043 Rev. 1	<p>Recordings, Phone Conversation (Not Case-Specific) Recordings of inmate phone conversations, created in accordance with RCW 9.73.095, where the recorded conversation <i>is not</i> related to litigation or a criminal proceeding. Excludes phone conversation recordings covered by LE06-01-04.</p>	<p>Retain for 1 year after date of conversation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-63 Rev. 1	<p>Recordings, Security – Incident Identified Recordings, created as security measures, which <u>do</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inmate surveillance; • Booking and arrest area security recordings. 	<p>Retain until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-64 Rev. 1	<p>Recordings, Security – Incident Not Identified Recordings, created as security measures, which <u>do not</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inmate surveillance; • Booking and arrest area security recordings. 	<p>Retain for 60 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-26 Rev. 1	<p>Requests (Inmate) Records relating to inmate requests for items or services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical or pharmacy services; • Commissary services; • Access to service programs (including applications for admission into community corrections programs). 	<p>Retain for 3 years after date of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-044 Rev. 1	<p>Trustee Files Records relating to inmates selected for trustee status and their involvement as trustees.</p> <p>Excludes trustee records that are part of an inmate custody file covered by LE15-01-40 or LE2010-038.</p>	<p>Retain for 1 year after revocation or termination of trustee status <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-62 Rev. 1	<p>Trustee Rosters Rosters of inmates selected to be trustees.</p>	<p>Retain for 1 year after last entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

4.4 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-59 Rev. 1	<p>Warrant Holds Records relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Hold warrants; • Documentation relating to transfer of offender. 	<p>Retain for 6 years after cancelled or inmate transferred <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-045 Rev. 0	<p>Earnings Disposition Records relating to payroll deductions and disbursements of inmate earnings in accordance with RCW 72.65.050.</p>	<p>Retain for 6 years after termination of incarceration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-67 Rev. 2	<p>Work Crews Documentation of community corrections or community service work crews overseen by the law enforcement agency, including rosters of inmates or volunteers who worked, orders, directions, shift activity documentation, and any other coordination materials.</p>	<p>Retain for 6 years after conclusion of work activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5. EMERGENCY MANAGEMENT

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

5.1 SEARCH AND RESCUE

The activity of coordinating and providing search and rescue services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-046 Rev. 0	Mission Files – Search and Rescue Records relating to the planning and/or implementation of search and rescue missions in accordance with chapter 38.52 RCW .	Retain for 6 years after mission concluded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE2010-047 Rev. 0	Training – Search and Rescue Records relating to the training of search and rescue volunteers.	Retain for 3 years after conclusion of training activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6. ENFORCEMENT

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

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

6.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-048 Rev. 0	<p>Alcohol, Tobacco and Firearms (ATF) Forms Copies of federal forms completed or signed by local law enforcement and returned to citizens requesting ATF permission to acquire regulated weapons.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • ATF Form 4 – Application for Tax Paid Transfer and Registration of Firearm; • ATF Form 7CR – Application for Federal Firearms License (Collector of Curios and Relics); • ATF Form 1 – Application to Make and Register a Firearm. 	<p>Retain for 3 years after date form completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-003 Rev. 0	<p>Alien Firearm Licenses Records relating to applications to obtain alien firearm licenses in accordance with RCW 9.41.173 regardless of whether the applicant has been approved or denied.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses. <p><i>Note: Alien firearm license notifications received by the Washington State Department of Licensing are retained for 6 years after expiration of license in accordance with the Department of Licensing records retention schedule.</i></p>	<p>Retain for 6 years after expired, voided, or denied, whichever occurs sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE17-01-01 Rev. 2	<p><i>Concealed Pistol License Applications – Approved/Voided/Revoked</i> Records relating to public applications to obtain concealed pistol licenses in accordance with RCW 9.41.070 and agency issuance of concealed pistol licenses where the applicant <u>is</u> approved to receive a concealed pistol license or where the license is subsequently voided or revoked in accordance with RCW 9.41.075.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial/revocation notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses. <p><i>Note: Concealed Pistol License approvals received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.</i></p>	<p>Retain for 6 years after expired, voided or revoked <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LE17-01-02 Rev. 2	<p><i>Concealed Pistol License Applications – Denied</i> Records relating to public applications to obtain concealed pistol licenses in accordance with RCW 9.41.070, and supporting documentation, where the applicant is <u>not</u> approved to receive a concealed pistol license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial notifications sent to Department of Licensing; • Background investigation materials. <p><i>Note: Concealed Pistol License denials received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.</i></p>	<p>Retain for 2 years after date of denial <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE17-01-06 Rev. 1	Firearm Dealer Licenses Records relating to the licensing of firearms dealers in accordance with chapter 9.41 RCW . <i>Note: Department of Licensing retains firearm dealer licenses for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	Retain for 1 year after expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-049 Rev. 1	Firearm Purchase/Transfer Requests – Eligible Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is <i>eligible</i> to receive a firearm in accordance with 18 U.S.C. §922 . Excludes purchase/transfer requests covered by LE17-01-03. <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	Retain no later than 20 days after request received <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE17-01-03 Rev. 2	Firearm Purchase/Transfer Requests – Ineligible Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is <i>ineligible</i> to receive a firearm in accordance with 18 U.S.C. §922 . Excludes purchase/transfer requests covered by LE2010-049. <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	Retain for at least 20 days after receipt of transfer request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE17-01-10 Rev. 1	Pawnbroker/Secondhand Dealer Slip Files/Daily Reports Records relating to daily slips received from pawnbrokers/secondhand dealers regarding their sales transactions.	Retain for 1 year after date of receipt <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE17-01-11 Rev. 1	Pawnbroker/Secondhand Dealer Inspections Records relating to the inspection of pawnbroker/secondhand dealers to determine compliance with rules and regulations.	Retain for 3 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2013-004 Rev. 1	Solicitor Licenses Records relating to applications for licenses to solicit/hawk/peddle within the agency's jurisdiction in accordance with chapter 36.71 RCW . Includes, but is not limited to: <ul style="list-style-type: none"> • Applications received (including those denied); • Reference check forms and notes; • Fingerprint materials; • Background check notes or printouts; • Copies or originals of licenses provided (if approved); • Correspondence relating to the application. Excludes financial transaction records covered by CORE series GS2011-184.	Retain for 6 years after expiration/final renewal of license or 6 years after denial of license, if applicable <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-12 Rev. 2	<p><i>Court Orders/Warrants/Writs – Not Acted Upon</i> Orders issued by a court and filed with the law enforcement agency where the agency has taken no subsequent action. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Anti-harassment, no contact, protection, restrictive area, SODA/SOAP orders; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). <p>Excludes court orders served on the agency covered by CORE series GS2011-172.</p>	<p>Retain until expired, vacated, terminated, or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LE05-01-04 Rev. 2	<p><i>Court Orders/Warrants/Writs – Acted Upon</i> Records relating to the tracking and delivery of official documents requiring a process to be served by the agency, including action taken on orders, warrants and writs not originally filed with the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Domestic violence information sheets; • Service slips and logs (including face sheets and day tickets); • Returns of service; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). <p>Excludes summonses that become part of a case file.</p>	<p>Retain for 6 years after last entry or action <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.2 COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-08 Rev. 1	Dockets/Process Logs Logs, dockets, or lists of civil and criminal processes received by the agency.	Retain for 3 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE05-01-07 Rev. 1	Executions Against Personal Property Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with chapter 6.17 RCW . Includes, but is not limited to: <ul style="list-style-type: none"> • Civil worksheets; • Writs and granting orders; • Continuation reports; • Descriptions of property involved. 	Retain for 6 years after date of seizure or stay <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE20-01-03 Rev. 2	Sex/Kidnapping Offender Registration, Monitoring and Contacts Records documenting the registration and/or monitoring of sex and kidnapping offenders in the agency's jurisdiction, and/or any associated contacts with offenders. Includes, but is not limited to, records relating to sex/kidnapping offender community notifications .	Retain for 6 years after offender leaves the agency's jurisdiction <i>or</i> for 6 years after termination of offender's registration requirement, whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.3 PROPERTY AND AUCTION MANAGEMENT

The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance, or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-006 Rev. 0	<p>Evidence Audits Records relating to evidence room audits conducted by the law enforcement agency's own staff to determine compliance with applicable policies, procedures and requirements for the management of evidence.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence relating to evidence audits; • Notes, logs, or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings. <p>Excludes records relating to:</p> <ul style="list-style-type: none"> • Financial audits covered by CORE series GS50-03F-02. • State Auditor's examination reports covered by CORE series GS50-03A-26. • Audits performed by the Washington Association of Sheriffs and Police Chiefs (WASPC). 	<p>Retain for 4 years after completion of auditor's report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-058 Rev. 0	<p>Property Forfeited Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use; • Forfeiture hearing tapes. <p>Excludes records relating to property retained for law enforcement use in accordance with chapters 63.32, 63.40, and 63.42 RCW.</p> <p><i>Note: RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</i></p>	<p>Retain for 7 years after date of forfeiture <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 PROPERTY AND AUCTION MANAGEMENT

The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance, or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE03-01-08 Rev. 2	<p><i>Property Seizure/Disposition</i> Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds. 	<p>Retain for 6 years after disposition of property <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing traffic, vessel, or vehicle-related laws and ordinances, and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-052 Rev. 0	Automated Traffic Safety Cameras – Citation or Notice of Infraction Issued Images captured by automated traffic safety cameras which <u>have</u> resulted in the issuance of a citation or notice of infraction.	Retain until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-053 Rev. 0	Automated Traffic Safety Cameras – Citation or Notice of Infraction Not Issued Images captured by automated traffic safety cameras which have not resulted in the issuance of a citation or notice of infraction.	Retain until verification that no infraction has been captured <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-054 Rev. 0	Automatic License Plate Recognition Images – Case-Specific Images of vehicle license plates captured by automatic license plate imaging equipment and which <u>do</u> contain images significant to case investigations or court proceedings.	Retain until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-055 Rev. 0	Automatic License Plate Recognition Images – Not Case-Specific Images of vehicle license plates captured by automatic license plate imaging equipment and which <u>do not</u> contain images significant to case investigations or court proceedings.	Retain until verification that a significant image has not been captured <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing traffic, vessel, or vehicle-related laws and ordinances, and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-095 Rev. 1	<p>Citations/Notices of Infraction Issued – Driving Under the Influence</p> <p>Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as defined in RCW 46.61.502.</p> <p><i>Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.</i></p> <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Citations/Notices of Infraction covered by LE07-01-06. 	<p>Retain for 10 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE07-01-06 Rev. 2	<p>Citations/Notices of Infraction Issued – All Others</p> <p>Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Citations/Notices of Infraction covered by LE2010-095. 	<p>Retain for 3 years after date of issuance <i>or</i> until completion of State Auditor’s report, whichever is sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing traffic, vessel, or vehicle-related laws and ordinances, and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE03-01-12 Rev. 1	<p>Citations/Notices of Infraction – Issued to Officer</p> <p>Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipts for books and/or devices issued. 	<p>Retain for 3 years after date of issuance <i>or</i> until completion of State Auditor’s report, whichever is sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE12-01-13 Rev. 1	<p>Collision Reports</p> <p>Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State Patrol in accordance with RCW 46.52.030.</p>	<p>Retain until submitted to Washington State Patrol <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE21-01-04 Rev. 1	<p>Impound Logs</p> <p>Logs documenting impounds reported to the agency by registered tow truck operators.</p>	<p>Retain for 3 years after date of log entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing traffic, vessel, or vehicle-related laws and ordinances, and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE21-01-02 Rev. 1	<p><i>Impounds/Abandoned Vehicles</i> Records relating to vehicles impounded by the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Impound/abatement records; • Tow-away notices; • Requests for information; • Notices to owner(s) and/or lien holder(s); • Affidavits; • Transfers of ownership; • Bills of sale. 	<p>Retain for 3 years after disposition of vehicle <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-057 Rev. 0	<p><i>Suspension/Trespass/Expulsion Notices</i> Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Transit suspensions; • Trespass notices; • Expulsion notices. 	<p>Retain for 1 year after cancelled or expired <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-005 Rev. 0	<p><i>Vessel Inspections</i> Records relating to boat/vessel inspections performed by the local law enforcement agency to determine compliance with applicable laws and regulations where a violation has or has not been cited. Excludes citations/notices of infraction covered by LE2010-095 or LE07-01-06.</p>	<p>Retain for 6 years after date of inspection <i>then</i> Destroy</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7. HUMAN RESOURCE MANAGEMENT

The function of managing the local law enforcement agency's workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*. See [CORE – Human Resource Management](#) for additional records series covering staff/employee/volunteer records.

For records relating to agency employee conduct/misconduct, incidents and actions, see **INVESTIGATION - Internal Review (p. 53)**.

7.1 PERSONNEL MANAGEMENT

The activity of assessing and directing employee progress toward performance goals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE20-01-01 Rev. 1	<p>Off-Duty Authorizations and Commissions Records relating to authorizations for individuals to perform law enforcement functions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Extensions of authority; • Special police commissions. <p>Excludes agency employee records covered by CORE series GS50-04B-06..</p>	<p>Retain for 6 years after termination of authorization or commission <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-39 Rev. 1	<p>Roll Call Files Records relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.</p>	<p>Retain for 1 year after event <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8. INVESTIGATION

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

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-005 Rev. 0	<p>Background Checks/Tests/Investigations (Non-Criminal) Records relating to background checks, tests, and/or investigations completed by the law enforcement agency on behalf of the agency or any other government agency or private employer/entity that are unrelated to the agency's criminal investigation cases.</p> <p>Includes employment-related investigations of employees, volunteers, contractors, etc.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Criminal History Record Information (CHRI) and/or "No Record Found" results; • Fingerprints, analysis, etc.; • Third party references, statements, reports (including credit checks, etc.); • Polygraph and psychological testing; • Related communications (regardless of format). <p>Excludes:</p> <ul style="list-style-type: none"> • Results (including "record/no record" notification) provided to/retained by Human Resources for recruitment/hiring purposes, which are typically retained in the "personnel file" (covered by CORE series GS50-04B-06) or, for unsuccessful applicants, as "recruitment files" (covered by GS50-04B-22). • Public disclosure logs or requests covered by CORE series GS50-09-13 or GS2010-014. 	<p>Retain for 3 years after request fulfilled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LE12-01-03 Rev. 1	<p>Case Assignment Control Logs documenting the assignment of criminal cases to detectives.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-060 Rev. 2	<p>Case Files – Notorious/Historically Significant Cases Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Records pertaining to sex offenders as defined in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i). • Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. <p><i>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files and Inmate Custody Records.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-061 Rev. 1	<p>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies Case reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons where the case has not been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Notorious/historically significant cases covered by LE2010-060; • Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. 	<p>Retain for 75 years after case opened <i>and</i> until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>
LE2010-062 Rev. 1	<p>Case Files – Homicides (Solved) Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Notorious/historically significant cases covered by LE2010-060; • Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. 	<p>Retain for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-063 Rev. 2	<p>Case Files – Sex Offenders and Sexually Violent Offenses</p> <p>Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in chapter 9A.44 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. <p><i>Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).</i></p>	<p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington Association of Sheriffs and Police Chiefs for permanent retention.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-064 Rev. 1	<p>Case Files – All Other Cases Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Notorious/historically significant cases covered by LE2010-060; • Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. 	<p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE12-01-04 Rev. 1	<p>Case Logs Logs documenting case tracking information within the agency.</p>	<p>Retain until all inclusive case files have been destroyed/transferred <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-065 Rev. 1	<p>Court Disposition Information Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-066 Rev. 0	<p>Criminal History Audit Reports Final reports of Washington State Patrol audit findings. <i>Note: Criminal history audit reports are retained by Washington State Patrol in accordance with the Washington State Patrol records retention schedule.</i></p>	<p>Retain for 6 years after completion of Washington State Patrol audit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
LE07-01-02 Rev. 1	<p>Criminal History Audit Trail Files Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.</p>	<p>Retain for 1 year after completion of Washington State Patrol audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LE07-01-05 Rev. 2	<p>Criminal History Record Information – Felonies and Gross Misdemeanors Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with a felony and/or gross misdemeanor. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.050 or RCW 43.43.570; • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by CORE series GS50-02-03.</p>	<p>Retain until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-067 Rev. 1	<p>Criminal History Record Information – Misdemeanors (with Fingerprints) Criminal history record information (as defined by RCW 10.97.030(1)) on individuals who are charged with a misdemeanor where fingerprints have been recorded and must be transmitted to Washington State Patrol in accordance with RCW 10.98.050 or RCW 43.43.570. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by CORE series GS50-02-03.</p>	<p>Retain until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-068 Rev. 1	<p>Criminal History Record Information – Misdemeanors (without Fingerprints) Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by CORE series GS50-02-03.</p>	<p>Retain until offender attains 99 years of age <i>or</i> until offender is deceased, whichever occurs sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-007 Rev. 0	<p>Criminal History Record Information – Non-Conviction Data Criminal history record information (as defined by RCW 10.97.030(1)) that consists entirely of non-conviction data (as defined by RCW 10.97.030) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with RCW 10.97.060.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Criminal history records covered by LE07-01-05, LE2010-067 or LE2010-068; • Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by CORE series GS50-02-03. 	<p>Retain until deletion request from subject of non-conviction data is granted <i>or</i> until subject is deceased, whichever occurs sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
LE2010-069 Rev. 0	<p>Evidence/Property In Custody – Management Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Inmate custody files covered by LE15-01-40 and LE2010-038; • Seized property covered by LE05-01-07 or LE03-01-08; • Public records requests covered by CORE series GS2010-014. 	<p>Retain for 6 years after disposition of property <i>and</i> 1 year after disposition of pertinent case file(s) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-070 Rev. 1	Expungement/Sealing/Vacation of Records Records relating to requests and orders for the expungement, sealing or vacation of criminal information or records in accordance with WAC 446-16-025 .	Retain for the current approved retention period for the records being expunged/sealed/vacated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-010 Rev. 0	Fingerprint Analysis Requests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and <i>that do not relate to criminal or other investigations undertaken by the agency</i> . Includes latent prints from crime scenes, arrestee or inmate prints, and ten prints or other prints received for identification purposes, correspondence, and reports. Excludes: <ul style="list-style-type: none"> • Public fingerprint requests covered by LE2013-001; • Ten prints or other fingerprints taken or received in regards to a concealed pistol license application or other permit/registration being processed by the agency and covered by a more specific DAN. 	Retain for 3 years after request fulfilled <i>or</i> until returned to requesting agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-071 Rev. 0	Investigative Funds Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to: <ul style="list-style-type: none"> • Expense vouchers; • Receipt books for funds spent; • Ledgers; • Receipts for purchases. 	Retain for 10 years after date of last expenditure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-072 Rev. 0	<p>Major Accident Response and Reconstruction (MARR) Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accident scene drawings and measurements; • Crash data logs. 	<p>Retain for 50 years after conclusion of investigation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
LE07-01-11 Rev. 1	<p>National Crime Information Center (NCIC) Inquiry Logs Logs documenting all NCIC/III inquiries performed by the agency.</p>	<p>Retain until completion of Washington State Patrol audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LE2010-073 Rev. 1	<p>Polygraph Tests Records relating to polygraph examinations administered as part of a criminal case investigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Uninterpreted polygraph results; • Interpretive reports. <p>Excludes polygraph tests administered for non-criminal purposes covered by LE2015-005.</p>	<p>Retain until disposition of pertinent case file <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-08 Rev. 2	<p>Recordings from Mobile Devices – Incident Identified Recordings, created by the law enforcement agency using mobile recording devices, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes all mobile recordings, regardless of where recording device is mounted, such as:</p> <ul style="list-style-type: none"> • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.); • Dogcam (on an animal's body - canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). <p>Excludes recordings of private communications intercepted pursuant to <u>RCW 9.73.040</u> which are covered by LE2010-075.</p>	<p>Retain until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE09-01-09 Rev. 2	<p>Recordings from Mobile Devices – Incident Not Identified Recordings, created by the law enforcement agency using mobile recording devices, that are <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes all mobile recordings, regardless of where recording device is mounted, such as:</p> <ul style="list-style-type: none"> • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of the vehicle– car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.); • Dogcam (on an animal's body - canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). <p>Excludes recordings of private communications intercepted pursuant to <u>RCW 9.73.040</u> which are covered by LE2010-075.</p>	<p>Retain for 90 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-008 Rev. 0	<p><i>Suspicious Matter Testing</i> Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Test requisitions; • Testing and analysis notes, data, and reports (findings of fact reports, leaf marijuana test notes, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Suspicious matter testing logs covered by LE2013-009; • Testing reports and other testing records that are part of a case file. 	<p>Retain until disposition of pertinent case file <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM.
LE2013-009 Rev. 0	<p><i>Suspicious Matter Testing – Logs</i> Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter.</p> <p>Excludes suspicious matter test records covered by LE2013-008.</p>	<p>Retain for 3 years after date of latest entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-03 Rev. 1	Career Criminals Records relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case file.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE14-01-01 Rev. 1	Confidential Informants Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.	Retain until termination of confidential informant status <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE07-01-04 Rev. 2	Crime Analysis Files Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.	Retain for 1 year after completion of analysis <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE12-01-08 Rev. 1	Field Interrogation Reports Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.	Retain for 1 year after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-074 Rev. 0	Intelligence Files Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-075 Rev. 0	<i>Intercepted Communications/Conversations – Recorded</i> Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040 . Includes, but is not limited to: <ul style="list-style-type: none"> • Authorization(s); • Recordings. 	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-076 Rev. 0	<i>Intercepted Communications/Conversations – Not Recorded</i> Records relating to <u>unfulfilled</u> authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.	Retain until expiration of authorization <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE06-01-04 Rev. 1	<i>Investigational Conversation Recordings</i> Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain for 1 year after transcribed verbatim and verified <i>or</i> until disposition of pertinent case file, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-077 Rev. 0	<i>Investigational Conversation Transcriptions</i> Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE14-01-02 Rev. 1	<p>Organized Crime Records relating to the investigation of organized crime. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Criminal Activity Profiles (CAPs); • Incidental documents; • Name/individual subject records. 	<p>Retain for 3 years after conclusion of investigation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
LE2010-078 Rev. 0	<p>Strip/Body Cavity Searches Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Authorizations and warrants; • Statements of results/reports. 	<p>Retain for 6 years after date of search <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LE03-01-40 Rev. 1	<p>Special Weapons and Tactics (SWAT) Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case file.</p>	<p>Retain for 2 years after completion of mission/operation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
LE21-01-06 Rev. 1	<p>Vehicle Histories Records relating to information compiled on vehicle types and/or models involved in criminal activities.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

8.3 INTERNAL REVIEW

The activity of reviewing and/or investigating agency actions and inactions (including employee conduct and alleged misconduct, etc.).
See [CORE – Human Resource Management](#) for other employee matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>LE2010-059 Rev. 1</p>	<p>Internal Review/Investigation (Formal Discipline Imposed)</p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency regulations/orders, federal, state or local statute, where charges are sustained and formal discipline is imposed.</p> <p>Formal discipline includes any sanction that penalizes an employee financially through loss of pay or accrued leave (e.g., demotion, suspension, removal, leave without pay, etc.).</p> <p>Investigative records (regardless of format) include, but are not limited to:</p> <ul style="list-style-type: none"> • Statements by complainant, employee, witnesses, etc.; • Recordings (regardless of format or source); • Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.); • Other investigative reports and communications (Internal Affairs, etc.); • Final action summary (memo, correspondence, log, report); • Notification of termination provided to the Washington State Criminal Justice Training Commission pursuant to RCW 43.101.135. <p>Excludes:</p> <ul style="list-style-type: none"> • Investigations of notorious/historically significant incidents covered by LE2015-006. • <i>Prison Rape Elimination Act</i> (PREA) investigations covered by LE2015-003. • Recordings (after they have been transcribed verbatim) that are covered by LE2015-007. • Criminal investigation case files, which are covered elsewhere in this retention schedule. <p>Note: Includes confidential records, which will retain their confidentiality at Washington State Archives in accordance with RCW 40.14.030(2).</p>	<p>Retain for 6 years after completion of disciplinary action <i>and</i> 3 years after minor reaches age 18, <i>if minor involved in incident</i> <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

8.3 INTERNAL REVIEW

The activity of reviewing and/or investigating agency actions and inactions (including employee conduct and alleged misconduct, etc.).
See [CORE – Human Resource Management](#) for other employee matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>LE03-01-05 Rev. 2</p>	<p>Internal Review/Investigation (Formal Discipline Not Imposed) Records relating to internal review and investigation of agency employee conduct and/or allegations of misconduct or violation of agency regulations/orders, or federal, state or local statute, where formal discipline is <u>not</u> imposed.</p> <p>Includes incidents where:</p> <ul style="list-style-type: none"> • Agency response is determined to be within policy/procedure; • Employee is exonerated and/or charges are determined to be unsustainable, unfounded, or inconclusive; • Charges are sustained and <i>informal</i> discipline is imposed (written or verbal reprimands, memoranda, counseling, retraining or additional corrective training, etc.). <p>Investigative records (regardless of format) include, but are not limited to:</p> <ul style="list-style-type: none"> • Statements by complainant, employee, witnesses, etc.; • Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.); • Recordings (regardless of format or source); • Other investigative reports and communications; • Final action summary (memo, correspondence, log, report). <p>Excludes:</p> <ul style="list-style-type: none"> • Notorious/historically significant incidents covered by LE2015-006. • Incidents where formal discipline <u>is</u> imposed covered by LE2010-059. • <i>Prison Rape Elimination Act</i> (PREA) investigations covered by LE2015-003. • Recordings (after they have been transcribed verbatim) that are covered by LE2015-007. • <u>Criminal</u> investigation case files, which are covered elsewhere in this retention schedule. 	<p>Retain for 6 years after final disposition and 6 years after completion of informal disciplinary action, <i>if imposed</i> <u>and</u> <i>if minor involved in incident</i>, 3 years after minor reaches age 18, <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.3 INTERNAL REVIEW

The activity of reviewing and/or investigating agency actions and inactions (including employee conduct and alleged misconduct, etc.).
See [CORE – Human Resource Management](#) for other employee matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-006 Rev. 0	<p>Internal Review/Investigation – Notorious/Historically Significant Incidents Records documenting the internal review and investigation of agency actions relating to or arising from incidents within the agency’s jurisdiction which have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to, incidents involving:</p> <ul style="list-style-type: none"> • Major (<i>subsequent</i>) modification to agency policy/procedure, training, or equipment; • Use of force by <u>or</u> against an officer that results in “great bodily harm” as defined by RCW 9A.04.110 or death to any person; • Officer’s use of “deadly force” as defined by RCW 9A.16.010 (regardless of whether or not death results); • Agency response to a natural disaster, terrorist threat, declared state of emergency, major riot/protest or other incident of similar magnitude and impact. <p><i>Note: For guidance on how to identify notorious/significant incidents, please refer to Washington State Archives’ published advice sheet Internal Investigations of Notorious/Historically Significant Incidents within the Law Enforcement Agency’s Jurisdiction or contact your Regional Branch Archives.</i></p> <p><i>Note: Includes confidential records, which will retain their confidentiality at Washington State Archives pursuant to state law.</i></p>	<p>Retain for 6 years after resolution of review/investigation <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
LE2015-007 Rev. 0	<p>Internal Review/Investigation – Recordings (Transcribed Verbatim) Digital or analog recording(s) of investigational conversations with victim, suspect, witness, or other individual associated with an internal review or investigation provided that the:</p> <ol style="list-style-type: none"> 1) The digital/analog recording is transcribed verbatim and verified; and, 2) The transcription is retained with the associated investigation/review records covered by LE2015-006, LE2010-059, or LE03-01-05. 	<p>Retain recording(s) for 1 year after transcribed and verified <i>then</i> Destroy the recording(s).</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.4 JUVENILE CASE FILES ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which *may* otherwise have a longer retention but are eligible for *early* destruction pursuant to [RCW 13.50.270](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-008 Rev. 0	<p>Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with RCW 13.50.270(1)(b).</p> <p>Excludes the notification of eligibility <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.</p>	<p>Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-009 Rev. 0	<p>Juvenile Records – Pardon Notification Received from Office of the Governor Juvenile records relating to an individual who has been granted a full and unconditional pardon by the Governor, and where the Office of the Governor has notified the agency in accordance with RCW 13.50.270(2).</p> <p>Excludes the notification of pardon <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.</p>	<p>Upon receipt of pardon notification received from the Office of the Governor, Destroy juvenile records within 30 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-010 Rev. 0	<p>Juvenile Records – Destruction Ordered by Court Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.270(3) or any (other) court order.</p> <p>Excludes the notification of destruction <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.</p>	<p>Upon receipt of court order, Destroy juvenile records.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-011 Rev. 0	<p>Juvenile Records – Juvenile Attains Age 23 Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age <u>and</u> where the local government agency has developed procedures for the routine destruction of certain records pursuant to RCW 13.50.270(4).</p> <p>Excludes records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.</p>	<p>Retain until juvenile attains 23 years of age <i>then</i> Destroy according to agency policy/procedures.</p>	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.

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

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 *Law Enforcement Records Retention Schedule (Version 7.0) (LERRS)* 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 summary 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 December 3, 2015 pursuant to RCW 40.14.070. **This summary is NOT the records retention schedule, itself.** Rather, it is provided as a “crosswalk” to be used while transitioning from the previous version (6.1) to the *current, approved* version (7.0).

In addition to updating the format and other “housekeeping matters”, changes are based on input, feedback, and requests from various law enforcement agency staff, and city/county records managers. Because the changes are either of a clarifying or critical nature, Washington State Archives prepared the updates in consultation with various agencies who have provided input, feedback and requests over the past 2 years. Please note that every *records series* was not reviewed or analyzed. A future revision project will include a review of other records series as well as discussions about additional gaps and possible redundancies. In the meantime:

- ✓ 2 series modified and 1 created in new activity, **Investigation - Internal Review**, which covers agency review and/or investigation of agency employee actions and conduct - *including alleged misconduct*. (*CORE* misconduct series **exclude** law enforcement agency employees.)
- ✓ 2 new series to cover federal *Prison Rape Elimination Act (PREA)* requirements.
- ✓ 1 new series to cover background checks completed by the agency that are *unrelated to criminal investigations*.
- ✓ Juvenile offender case files are covered the same as the adult case files.
 - 2 records series covering **juvenile records** discontinued;
 - 4 new series added to cover the early destruction of **juvenile records** pursuant chapter 13.50 RCW (updated in 2014 and 2015).
- ✓ 3 series updated and enhanced relating to mobile recordings and solicitor licenses.
- ✓ Typographical error corrections and inconsequential language modifications. (These are not considered “revisions”; hence, they are not listed in this guide, and new “Rev. #”s were not assigned.)

Note: *CORE* = Local Government Common Records Retention Schedule *DAN* = Disposition Authority Number *WSA* = Washington State Archives



NEW RECORDS SERIES				
Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Rationale
Corrections and Jails: Inmate Security and Control	Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review	LE2015-003 Rev. 0 p. 18	Retain for 6 years after inmate no longer incarcerated and <u><i>If minor involved in incident, until minor’s 30th birthdate and If agency employee involved in incident, 6 years after separation from employment</i></u> then Destroy.	The federal Prison Rape Elimination Act of 2003 (PREA) provides for the analysis of the incidence and effects of <i>prison rape</i> in federal, state, and local institutions, and it provides information, resources, recommendations and funding to protect individuals from <i>prison rape</i> (and other types of sexual abuse), including inmates, staff, visitors, contractors, etc. These two new records series provide legal disposition authority for records of LE agencies including local jails, police lockups, and juvenile facilities. Statistics and reporting requirements cover allegations relating to Note: Pursuant to RCW 9A.04.080 , certain violations against a victim under the age of eighteen can be prosecuted up to the victim’s 30 th birthday.
	Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse Data	LE2015-004 Rev. 0 p. 18	Retain for 10 years after data collected then Destroy.	
Investigation: Case Management	Background Checks/Tests/ Investigations (Non-Criminal)	LE2015-005 Rev. 0 p. 36	Retain for 3 years after request fulfilled then Destroy.	This series covers the investigatory records made and received by the LE agency while completing background checks for non-criminal investigative purposes <u>on behalf of</u> the agency or any other government agency or private employer/entity and which are NOT needed as point-in-time evidence related to hiring/personnel actions. For example , the Sheriff’s Office (SO) may complete background checks on <u>all</u> county hires. Once the results are conveyed to the HR department (HR), then the investigation (and notification) records need only be retained by the SO for 3 years – <i>to document how it arrived at its conclusions – and that it notified HR.</i> This series does NOT cover the records received by HR (such as “Record/No Record” notification), which are typically retained in the “personnel file” for 6 years after termination of employee. See CORE – Human Resource Management . (Agencies <i>may</i> continue to retain the entire investigatory file for 6 years after termination pursuant to agency policy/procedure.)



Summary of Changes
Law Enforcement Records Retention Schedule (LERRS)
Crosswalk from Version 6.1 to Version 7.0 (December, 2015)

NEW RECORDS SERIES				
Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Rationale
Investigation: Internal Review	Internal Review/ Investigation – Notorious/Historically Significant Incidents	LE2015-006 Rev. 0 p. 53	Retain for 6 years after resolution of review/ investigation <i>then</i> Transfer to WSA for permanent retention.	Title and description provide more clarity on how to identify incidents that may have historical interest. WSA has prepared an advice sheet to provide additional guidance. Please see: Internal Review/Investigations of Notorious/Historically Significant Incidents within the Law Enforcement Agency's Jurisdiction .
Investigation: Internal Review	Internal Review/Investigation – Recordings (Transcribed Verbatim)	LE2015-007 Rev. 0 p. 53	Retain for 1 year after recording transcribed verbatim and verified <i>then</i> Destroy .	This new series covers digital or analog conversation recordings , made during internal investigations, that have been transcribed verbatim and verified . The transcription must be retained for the minimum retention period of the related case, but the recording, itself, may be destroyed. (Aligns with LE06-01-04, which provides disposition authority for conversation recordings made during criminal investigation.)
Juvenile Case Files Eligible for Early Destruction	Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court	LE2015-008 Rev. 0 p. 54	Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.	<p>Chapter 13.50 RCW, Keeping and Release of Records by Juvenile Justice or Care Agencies, has been modified annually by the Legislature since 2008. In order to assist law enforcement agencies, records series covering juvenile records have been updated to reflect these changes.</p> <p>LE07-01-09, Juvenile Case Files, has been discontinued – and removed from the LE retention schedule.</p> <p>Juvenile case files are <u>now</u> covered by the same records series as adult case files. For example:</p> <ul style="list-style-type: none"> • LE2010-062, Case Files – Homicides (Solved) • LE2010-063, Case Files – Sex Offenders and Sexually Violent Offenses • LE2010-064, Case Files – All Other Cases <p>The four new series cover juvenile records which may otherwise have had a longer retention (above) but are eligible for early destruction pursuant to RCW 13.50.270.</p>
	Juvenile Records – Pardon Notification Received from Office of the Governor	LE2015-009 Rev. 0 p. 54	Upon receipt of pardon notification from the Office of the Governor, Destroy juvenile records within 30 days.	
	Juvenile Records – Destruction Ordered by Court	LE2015-010 Rev. 0 p. 54	Upon receipt of court order, Destroy juvenile records.	
	Juvenile Records – Juvenile Attains Age 23	LE2015-011 Rev. 0 p. 54	Retain until juvenile attains 23 years of age <i>then</i> Destroy according to agency policy/procedures.	

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

The two records series listed below have been discontinued; the records are now covered by new or existing records series in LERRS Version 7.0.

Discontinued DAN Ver 6.1	Version 6.1 Title	Version 6.1 Retention	LERRS Ver 7.0 DAN	LERRS Ver. 7.0 Title	LERRS Ver. 7.0 Retention and Disposition	Rationale
LE07-01-09 p. 43	Case Files – Juvenile	Retain until juvenile attains 23 years of age or until notification of destruction eligibility is received from the juvenile court, whichever is sooner then Destroy.	LE2010-060 Rev. 0 p. 37	Case Files – Notorious/ Historically Significant Cases	Retain until no longer needed for agency business <i>then Transfer</i> to WSA for permanent retention.	Juvenile case files should be retained according to the <i>type of case</i> - the same as adult case files. (LE2010-060, LE2010-062, LE2010-063, or LE2010-064.) If/when juvenile records qualify for early destruction – then the records can be destroyed early/earlier. Sealed records are retained for the same minimum retention period as unsealed records.
			LE2010-062 Rev. 0 p. 38	Case Files – Homicides (Solved)	Retain for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then Transfer</i> to WSA for appraisal and selective retention.	
			LE2010-063 Rev. 2 p. 39	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then Transfer</i> to WASPC for permanent retention.	
			LE2010-064 Rev. 1 p. 40	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then Destroy</i> .	
LE07-01-10 p. 49	Juvenile Sealed Records	Retain until juvenile attains 23 years of age or until court-ordered expungement, whichever is sooner then Destroy.	LE2015-008 Rev. 0 p. 54	Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court	Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.	Sealed records are retained for the same minimum retention period as unsealed records.
			LE2015-009 Rev. 0 p. 54	Juvenile Records – Pardon Notification Received from Office of the Governor	Upon receipt of pardon notification from the Office of the Governor, Destroy juvenile records within 30 days.	
			LE2015-010 Rev. 0 p. 54	Juvenile Records – Destruction Ordered by Court	Upon receipt of court order, Destroy juvenile records.	
			LE2015-011 Rev. 0 p. 54	Juvenile Records – Juvenile Attains Age 23	Retain until juvenile attains 23 years of age <i>then Destroy</i> according to agency policy/procedures.	

REVISED RECORDS SERIES

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

Version 6.1		Version 7.0			
DAN	Title	Retention	Title (If different)	Retention & Disposition (if different)	Change and/or rationale
LE2010-039 Ver. 6.1 p. 18 Ver. 7.0 p. 15	Grievances Logs (Inmate)	Retain for 6 years after date of log entry then Destroy .	No change.	No change.	Exclusion added for <i>Prison Rape Elimination Act</i> (PREA) grievances covered by LE2015-003.
LE2010-040 Ver. 6.1 p. 19 Ver. 7.0 p. 16	Grievances – Inmate (Age 18 and Over)	Retain for 6 years after resolution of grievance then Destroy .	No change.	No change.	Exclusion added for <i>Prison Rape Elimination Act</i> (PREA) accusations/investigations covered by LE2015-003. Updated obsolete employee misconduct bulleted item to reflect new Investigation – Internal Review section (and records series).
LE2010-041 Ver. 6.1 p. 20 Ver. 7.0 p. 16	Grievances – Inmate (Under Age 18)	Retain for 6 years after resolution of grievance and 3 years after juvenile attains age 18 then Destroy .	No change.	No change.	Removed bulleted item excluding employee grievances because series title is sufficient.
LE2013-004 Ver. 6.1 p. 29 Ver. 7.0 p. 26	Solicitor Licenses	Retain for 6 years after expiration of license or final renewal, whichever is later then Destroy .	No change.	Retain for 6 years after expiration/final renewal of license or 6 years after denial of license, if applicable then Destroy .	Clarified that this series covers denied applications, in addition to those that are approved.
LE2010-060 Ver. 6.1 p. 40 Ver. 7.0 p. 37	Case Files – Notorious/ Historically Significant Cases	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	No change.	No change.	Exclusion of “juvenile offenses” removed; this series covers both adult and juvenile offenders. Exclusion language clarified to remind agencies that records pertaining to sex offenses <u>must</u> be transferred to WA Association of Sheriffs and Police Chiefs pursuant to RCW 40.14.070(2)(b)(i) .

REVISED RECORDS SERIES

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

Version 6.1		Version 7.0			
DAN	Title	Retention	Title (If different)	Retention & Disposition (if different)	Change and/or rationale
LE2010-063 Ver. 6.1 p. 42 Ver. 7.0 p. 39	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to WA Association of Sheriffs and Police Chiefs (WASPC) for permanent retention.	No change.	No change.	Removed exclusion of notorious/historically significant cases covered by LE2010-060 because the case file MUST be transferred to WASPC pursuant to RCW 40.14.070(2)(b)(i) .
LE2010-073 Ver. 6.1 p. 50 Ver. 7.0 p. 45	Polygraph Tests	Retain until disposition of pertinent case file <i>then</i> Destroy.	No change.	No change.	Updated exclusion to reflect new series LE2015-005, Background Checks/Tests/Investigations (Non-Criminal) ,
LE09-01-08 Ver. 6.1 p. 50 Ver. 7.0 p. 46	Recordings from Mobile Devices – Incident Identified	Retain until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.	No change.	No change.	Enhanced description and included bulleted items (e.g., bodycam, dashcam, handheld, drone, etc.) for clarity. No changes to retention requirements.
LE09-01-09 Ver. 6.1 p. 50 Ver. 7.0 p. 46	Recordings from Mobile Devices – Incident <u>Not</u> Identified	Retain for 90 days after date of recording <i>then</i> Destroy.			

REVISED RECORDS SERIES

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

Version 6.1		Version 7.0			
DAN	Title	Retention	Title (If different)	Retention & Disposition (if different)	Change and/or rationale
LE2010-059 Ver. 6.1 p. 38 Ver. 7.0 p. 51	Major Incident Review	Retain for 6 years after date of incident <i>then</i> Transfer to WSA for appraisal and selective retention.	Internal Review/ Investigation (Formal Discipline Imposed)	Retain for 6 years after completion of disciplinary action <i>and</i> 3 years after minor reaches age 18, <i>if minor involved in incident</i> <i>then</i> Contact WSA for appraisal and selective retention.	Covers reviews of incidents and investigations of alleged misconduct where formal discipline is imposed . Formal discipline includes any sanction that penalizes an employee financially through loss of pay or accrued leave (e.g., demotion, suspension, removal, leave without pay, etc.). <i>See</i> LE03-01-05 for definition of <i>informal discipline</i> .
LE03-01-05 Ver. 6.1 p. 38 Ver. 7.0 p. 52	Administrative Review	Retain for 5 years after completion of review <i>then</i> Transfer to WSA for appraisal and selective retention.	Internal Review/ Investigation (Formal Discipline Not Imposed)	Retain for 6 years after final disposition and completion of informal disciplinary action, <i>if imposed</i> <i>and</i> 3 years after minor reaches age 18, <i>if minor involved in incident</i> <i>then</i> Destroy.	Covers reviews of incidents and investigations of alleged misconduct where formal discipline is not imposed . Includes incidents where agency response is determined to be within policy/procedure; where employee is exonerated and/or charges are unsustainable, unfounded or inconclusive; and investigations where informal discipline is imposed. Also includes Use of Force reports <i>where no formal review or investigation is determined to be necessary</i> . Informal discipline includes written or verbal reprimand, memoranda, counseling, retraining or additional corrective training, etc. <i>See</i> LE2010-059 for definition of <i>formal discipline</i> .

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

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

Using Records Retention Schedules: Internal Review/Investigation of Notorious/Historically Significant Incidents within the Law Enforcement Agency's Jurisdiction

Purpose: Provide guidance to local law enforcement agencies on the identification and retention of notorious/historically significant incidents within the agency's jurisdiction.

The *Law Enforcement Records Retention Schedule* includes the following records series: **DAN LE2010-059, Internal Review/Investigation – Notorious/Historically Significant Incidents**. It is intended to cover internal review and investigation of incidents that (may) have enduring historical value for future research.

Factors to consider

Did the incident:

- Cause controversy within the community, the county, or the state?
- Involve a serious injury or fatality?
- Involve a community-wide disaster (e.g., earthquake, mudslide, flood)?
- Create a major public threat that required a significant law enforcement response (e.g. major protest, riot, demonstration, terrorist threat)?
- Have a lasting impact on the community?
- Result in a major modification to the agency's policy, training, or equipment?
- Cause a change in federal, state, or local law?
- Result in the participation of *or investigation by* a federal agency/body (e.g., National Guard, Federal Bureau of Investigation, U.S. Department of Justice, etc.)?
- Attain significant contemporary public notoriety beyond the community?
- Become the subject of a well-known book or feature film?
- Become frequently cited in scholarly or professional literature or other resources?

If you answered YES to *any* of the above then the records need to be appraised for transfer to Washington State Archives (WSA). Please contact your regional branch to organize appraisal and transfer; records declined by WSA *may be* destroyed.

Records pertaining to sex offenders/offenses are covered by **Case Files – Sex Offenders and Sexually Violent Offenses** (DAN LE2010-063). These records must be transferred to the Washington Association of Sheriffs and Police Chiefs.

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

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

II. NEW BUSINESS/ACTION ITEMS

B. Adoption of 2016 Meeting Schedule

- 2016 Calendar
- Draft Meeting Schedule

2016

January 2016							February 2016							March 2016							April 2016								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	6					1	2	3		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	18	19	20	21	22	23	24	18	19	20	21	22	23	24		
25	26	27	28	29	30	31	29							21	22	23	24	25	26	27	25	26	27	28	29	30			
May 2016							June 2016							July 2016							August 2016								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21		
23	24	25	26	27	28	29	23	24	25	26	27	28	29	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
30	31						27	28	29	30				25	26	27	28	29	30	31	29	30	31						
September 2016							October 2016							November 2016							December 2016								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
				1	2	3	4					1	2					1	2	3	4					1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
26	27	28	29	30			24	25	26	27	28	29	30	26	27	28	29	30			26	27	28	29	30	31			



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

LOCAL RECORDS COMMITTEE MEETINGS, POWERS AND DUTIES

Records that document government conduct and protect citizens' rights are vital to the strength and integrity of that foundation. In today's knowledge-based economy, our public records are our state's most valuable resource.

FOR LOCAL GOVERNMENT AGENCIES

The local records committee may adopt appropriate procedures for records disposition authorization, scheduling, and other matters relating to the retention, preservation, or destruction of public records of local government agencies. **(WAC 434-630-030)**

The local records committee shall review lists of records submitted to it for destruction authorization and may veto the destruction of any or all items contained therein.

The local records committee shall also review recurring disposition schedules recommended to it by agencies of local government and may veto, approve, or amend such schedules. **(WAC 434-630-040)**

You may verify meeting cancellations by visiting our website at <http://www.sos.wa.gov/archives/> or by calling Washington State Archives at (360) 586-4901. The 2015 meeting dates are as follows:

LOCAL RECORDS COMMITTEE – 10:00 a.m.

Location: 1129 Washington Street SE, Olympia

2016

1. January 28
2. April 28
3. July 28
4. October 27