

## **This schedule applies to: County Clerks and Superior Court Records**

### **Scope of records retention schedule**

This records retention schedule covers the public records of County Clerks and Superior Courts relating to the functions of keeping and protecting the records of the Superior Court (including all records appertaining to the Juvenile Court pursuant to RCW 13.04.021); collecting statutory fees and fines, disbursing funds, and investing monies on behalf of the Superior Court; summoning and managing jurors in accordance with chapter 2.36 RCW; filing and recording public documents; and other duties in accordance with chapter 36.23 RCW, RCW 2.32.050 and other state/local statute or court rule. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

### **Disposition of public records**

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

Public records designated as “Archival (Permanent Retention)” or Non-Archival (with a retention period of “Permanent”) must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives 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.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules for records that are covered by this retention schedule are revoked. Local government agencies must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 4, 2019.

*Signature on File*

**For the State Auditor: Al Rose**

*Signature on File*

**For the Attorney General: Matt Kernutt**

*Signature on File*

**The State Archivist: Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 1983	First version.
2.0	August 1993	Major revision.
3.0	February 2001	Major revision.
4.0	December 2001	Updates to records series originating in <i>Local Government General Records Retention Schedule (LGRRS)</i> .
5.0	2006 - 2007	Accounting and Electronic Information sections updated.
6.0	January 29, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>County Clerk and Clerk of the Superior Court Records Retention Schedules</i> now begin with the prefix "CL"; there have been no changes to titles, descriptions, retention periods, or archival designations.
7.0	June 26, 2014	Complete revision; all records series consolidated and updated. 10 new series; 20 revised; 35 discontinued. Juvenile Court is a division of Superior Court; consequently, official <b>Juvenile Court</b> records are covered in this retention schedule. <ul style="list-style-type: none"> <li>• The <i>Juvenile Courts and Services Records Retention Schedule (Ver. 1.0)</i> was <u>revoked</u> effective 6/26/2014.</li> <li>• Juvenile "social files" are covered in the <i>Social Services Records Retention Schedule</i> approved 6/26/2014.</li> <li>• References to chapter 13.50 RCW have <b>not</b> been updated to reflect 2014 Legislation; awaiting web update on <a href="http://leg.wa.gov">leg.wa.gov</a>.</li> </ul> <b>All changes detailed in the Summary of Changes.</b>
7.1	December 4, 2019	Minor revisions to the "County Clerk Filings and Recordings" and "Juvenile Offender Records Eligible For Early Destruction Pursuant to Chapter 13.50 RCW" sections.

For assistance and advice in applying this records retention schedule,  
please contact your agency's Records Officer  
or Washington State Archives at: [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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SUPERSEDED

Washington State Court Rules are referenced using the following abbreviations:

Rules on Appeal

**RAP** Rules of Appellate Procedure

Rules of General Application

**GR** General Rules

Rules for Superior Court

**AR** Superior Court Administrative Rules

**CR** Superior Court Civil Rules

**SPR** Superior Court Special Proceedings

**SPRC** Superior Court Special Proceedings Rules – Criminal

**JuCR** Juvenile Court Rules

## 1. COUNTY CLERK/SUPERIOR COURT

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

### 1.1 SUPERIOR COURT RECORDS AND EXHIBITS

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

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

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-22 Rev. 0	<p><b>Exhibits</b></p> <p>Papers, documents and other objects received by the court as evidence during a trial or hearing in Superior Court (including Juvenile Court). Also includes exhibits included in appeals from lower courts and administrative agencies.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Exhibits marked but not offered and/or marked but rejected pursuant to CR 5(i);</li> <li>Orders to destroy exhibits and the written findings supporting orders to destroy, which are covered by CL65-01-08 or CL50-28-10 (pursuant to GR 15(h)(4)(C));</li> <li>Reporter's notes covered by <i>Oral Testimony and Proceedings</i> (DAN CL65-01-12).</li> </ul> <p>Reference:</p> <ul style="list-style-type: none"> <li>SPRC 7 "No ...exhibits...shall be considered for destruction in a case in which the <b>death penalty</b> has been imposed while the defendant is still alive. Before destroying ...exhibits... in a <b>capital case</b>, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant's last known attorney of record, and to the defendant....."</li> <li>GR 15(i) Trial Exhibits. "...<i>trial exhibits may be destroyed or returned to the parties if all parties so stipulate in writing and the court so orders.</i>" (RAP 5.2 Time Allowed to File Notice.)</li> <li>RCW 36.23.070 "A county clerk may at any time more than <b>six years after the entry of final judgment in any action</b> apply to the superior court for an authorizing order and, upon such order being signed and entered, turn such exhibits of possible value over to the sheriff for disposal ...and destroy any other exhibits...which have...been filed in such cause ...."</li> <li>CR 5(i) Discovery materials not to be filed (<i>effective 9/1/1988</i>).</li> <li>GR 20 Security in Handling Court Exhibits.</li> </ul> <p><i>Note: <b>Certain exhibits may have enduring historical value for future research.</b> For guidance on how to identify historically valuable exhibits, please refer to Washington State Archives (WSA) publication <b>Notorious/Historically Significant Court Exhibits &amp; Recordings of Proceedings</b>, or contact WSA.</i></p>	<p><b>Retain</b> until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered and <b>Retain</b> until death of defendant <i>in capital cases where the death penalty has been imposed</i> and <b>Provide</b> 60 days' notice pursuant to <u>SPRC 7 in all capital cases</u> then <b>As ordered by the court,</b> <b>Return</b> (to law enforcement agency, plaintiff, defendant, or lower court) or <b>Transfer</b> exhibits of possible value to the county sheriff pursuant to RCW 36.23.070 or <b>Transfer</b> exhibits of historical value <i>as determined by the Clerk</i> to Washington State Archives and <b>Destroy</b> remaining exhibits.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-010 Rev. 0	<p><b><i>Filed Documents (Miscellaneous)</i></b></p> <p>All documents filed with the Superior Court Clerk that are <b><i>not filed with/in a case file and</i></b> that are <b><i>not covered by a more specific records series</i></b>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Administrative orders;</li> <li>• Judicial resolutions;</li> <li>• Jury show-cause orders and bench warrants;</li> <li>• Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Appointed Counsel – Certification of Compliance (DAN CL2014-009);</i></li> <li>• <i>Search Warrants (DAN CL65-01-37).</i></li> </ul>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
CL65-01-23 Rev. 1	<p><b><i>Grand Jury</i></b></p> <p>Records relating to a grand jury impaneled by Superior Court to hear, examine and investigate evidence concerning criminal activity and corruption in accordance with chapter 10.27 RCW.</p> <p>Excludes juror records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Jury Duty – General (DAN CL65-01-27);</i></li> <li>• <i>Jury Duty – Special Questionnaires (DAN CL2014-016);</i></li> <li>• <i>Jury List (Master and Source) (DAN CL65-01-26).</i></li> </ul>	Retain one copy permanently <i>and</i> Contact Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

## 1.1 SUPERIOR COURT RECORDS AND EXHIBITS

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-12 Rev. 1	<p><b>Oral Testimony and Proceedings</b></p> <p>Record of oral testimony and other oral proceedings in Superior Court captured by court reporter pursuant to RCW 2.32.200 and/or electronic or mechanical device pursuant to CR 80 and retained by the Superior Court Clerk in accordance with SPRC 3 and SPRC 7. Includes recordings of juvenile court proceedings pursuant to JuCR 10.2.</p> <p>Formats include, but are not limited to, audio, video, analog, digital, shorthand notes, etc.</p> <p>Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by <i>Superior Court Case File (DAN CL65-01-08)</i>) and/or transferred to appellate court (covered by <i>Verbatim Report of Proceedings (DAN CL65-01-44)</i>).</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>SPRC 7 "No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the death penalty has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a capital case, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant's last known attorney of record, and to the defendant..."</li> <li>RCW 36.23.070 "A county clerk may at any time more than six years after the entry of final judgment in any action apply to the superior court for an authorizing order and, upon such order being signed and entered...destroy...reporters' notes which have theretofore been filed in such cause: PROVIDED, That reporters' notes in criminal cases must be preserved for at least fifteen years...."</li> <li>WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period." Please see WSA publications for digital/analog recordings preservation best practices at: <a href="http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx">http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx</a>.</li> </ul> <p>Note: Certain records may have enduring historical value for future research. For guidance on how to identify historically valuable records, please see Washington State Archives' advice sheet <i>Notorious/Historically Significant Court Exhibits &amp; Recordings of Proceedings</i>, or contact WSA.</p>	<p>Retain until court order authorizing transfer or destruction of record(s) has been signed and entered</p> <p>and</p> <p>Retain until death of defendant in capital cases where the death penalty has been imposed</p> <p>and</p> <p>Provide 60 days' notice pursuant to SPRC 7 in all capital cases</p> <p>then</p> <p>As ordered by the court, Transfer record(s) of historical value as determined by the Clerk to Washington State Archives</p> <p>and</p> <p>Destroy remaining records.</p>	<p><b>ARCHIVAL</b></p> <p>(Appraisal Required)</p> <p>NON-ESSENTIAL</p> <p>OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-35 Rev. 1	<p><b>One-Party Consent Orders</b></p> <p>Records relating to one-party consent orders issued by a Superior Court judge pursuant to chapter 9.73 RCW for the interception of wire or electronic communication or conversation, where not filed with/in a case file.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Wiretaps, sealed and unsealed (applications, reviews, etc.);</li> <li>Pen registers/trap &amp; trace devices, sealed (RCW 9.73.260).</li> </ul>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-37 Rev. 1	<p><b>Search Warrants</b></p> <p>Records relating to search warrants issued in accordance with RCW 10.79.015, RCW 9A.72.085, and/or other state or federal statute or court rule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Affidavit/sworn testimony establishing the grounds for issuing a warrant;</li> <li>Inventory of property taken;</li> <li>Return.</li> </ul> <p>Reference:</p> <ul style="list-style-type: none"> <li>AR 2.3 (c) Search and Seizure. "The sworn testimony may be an electronically recorded telephonic statement. The recording...shall be a part of the court record and shall be transcribed if requested by a party if there is a challenge to the validity of the warrant or if ordered by the court...."</li> <li>GR 15(h)(5) "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."</li> <li>WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period."</li> </ul>	<p><b>Retain</b> for 75 years after filed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
CL65-01-38 Rev. 1	<p><b>Special Inquiry Judge</b></p> <p>Records relating to a special inquiry judge hearing and receiving evidence of crime and corruption in accordance with RCW 10.27.170 – 190.</p>	<p><b>Retain</b> permanently.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 1.1 SUPERIOR COURT RECORDS AND EXHIBITS

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-08 Rev. 1	<p><b>Superior Court Case Files</b></p> <p>Official documentation of Superior Court proceedings and filings. Includes sealed records. Cases include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal (including juveniles tried as adults pursuant to RCW 13.40.110);</li> <li>• Civil (tax warrant, tax foreclosure, change of name pursuant to RCW 4.24.130, etc.);</li> <li>• Family/Domestic (child custody, adoption, juvenile dependency, parentage, etc.);</li> <li>• Wills/probate, guardianship, mental illness, alcohol, etc.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Dockets, indexes, registers, etc.;</li> <li>• Charging information, summons, clerk's minutes;</li> <li>• Motions, published depositions, decrees, verdicts, orders, no-contact orders &amp; other filings;</li> <li>• Judgments (abstracts, civil, transcripts, foreign, etc.);</li> <li>• Warrants, notices of appearance, failure to appear, etc.;</li> <li>• Juror and witness daily attendance lists (see note, below);</li> <li>• Letters of administration/conservatorship/guardianship/testamentary;</li> <li>• Guardian ad Litem (GAL) reports;</li> <li>• Arbitration awards;</li> <li>• Verbatim report of proceedings received from lower courts or administrative forums.</li> </ul> <p>Excludes records covered more specifically elsewhere, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Juvenile Court case files covered by CL50-28-10;</li> <li>• Exhibits, which are covered by CL65-01-22;</li> <li>• Juror records covered by CL2014-016, CL65-01-26 and/or CL65-01-27 and juror/witness cost bill records covered by CORE series GS2011-184;</li> <li>• Legacy records covered in the Legacy section in this schedule.</li> </ul> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<p><b>Retain</b> one copy permanently <i>and</i> <b>Contact</b> Washington State Archives for appraisal and transfer of <b>paper/hard copy, electronic copy, microfilm, and/or any other format.</b></p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

## 1.1 SUPERIOR COURT RECORDS AND EXHIBITS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL50-28-10 Rev. 0	<p><b><i>Superior Court Case Files (Juvenile Court)</i></b></p> <p>Official documentation of Juvenile Court proceedings and filings. Includes sealed records. Juvenile Court is a division of the Superior Court pursuant to RCW 13.04.021.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Dockets, indexes, registers, etc.;</li> <li>• Charging information, summons, clerk's minutes;</li> <li>• Motions, orders, judgments, no-contact orders and other filings;</li> <li>• Warrants, notices of appearance, failure to appear, etc.;</li> <li>• Witness daily attendance lists;</li> <li>• Guardian ad Litem (GAL) reports.</li> </ul> <p>Excludes juvenile records destroyed earlier in accordance with chapter 13.50 RCW covered by:</p> <ul style="list-style-type: none"> <li>• <i>Juvenile Diversion Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC) (DAN CL2014-011);</i></li> <li>• <i>Juvenile Diversion Records – Destruction Ordered by Court (DAN CL2014-012).</i></li> <li>• <i>Juvenile Records – Pardon Notification Received from Office of the Governor (DAN CL2014-013);</i></li> </ul> <p>Excludes juvenile "social files" covered in the <i>Social Services Records Retention Schedule</i>.</p>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

## 1.1 SUPERIOR COURT RECORDS AND EXHIBITS

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-44 Rev. 1	<b><i>Verbatim Report of Proceedings</i></b> Written transcript of proceedings or stipulated statement prepared for transmittal to Court of Appeals. The original transcript is docketed in electronic docket entry and sent to the Court of Appeals. A case file may contain transcripts of certain proceedings or portions of proceedings and become part of the case file. Transcripts or tapes are sent to the appellate court, are <u>not</u> kept with the Superior Court case file, and are <u>not</u> returned from the appellate court.	<b>Retain</b> until entered into the court docket <i>then</i> <b>Transfer</b> to appellate court.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

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

*This section covers juvenile records which are eligible for early destruction pursuant to chapter 13.50 RCW.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-011 Rev. 1	<p><b>Juvenile Diversion Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC)</b></p> <p>Records maintained by the Juvenile Court that relate to juveniles whose criminal history consists entirely of one diversion agreement or counsel <u>and that have been identified by the Administrative Office of the Courts (AOC) as eligible to be destroyed</u> pursuant to RCW 13.50.270(1).</p> <p>Includes the juvenile court file, the social file, and records in the Juvenile Court System (JCS) database.</p> <p>Excludes the notification of eligibility <u>itself</u> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p>	<p><b>Retain</b> until notification of destruction eligibility received from the Administrative Office of the Courts (AOC), eligibility verified, and notification issued to WSP, local law enforcement, and prosecutor's office <u>and</u></p> <p><b>Destroy</b> within 90 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL2014-012 Rev. 1	<p><b>Juvenile Diversion Records – Destruction Ordered by Court</b></p> <p>Juvenile records ordered by the court to be destroyed in accordance with RCW 13.50.270(3), or any (other) court order.</p> <p>Excludes the court order <u>itself</u> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p>	<p><b>Retain</b> until court order received <u>then</u></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL2014-013 Rev. 1	<p><b>Juvenile Records – Pardon Notification Received from Office of the Governor</b></p> <p>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>itself</u> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p>	<p><b>Retain</b> until pardon notification received from the Office of the Governor <u>then</u></p> <p><b>Destroy</b> within 30 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 1.3 FINANCIAL RECORDS OF THE SUPERIOR COURT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-014 Rev. 0	<p><b>Restitution – Victim Deceased/Not Found</b></p> <p>Records relating to restitution paid pursuant to court order <i>where the victim entitled to restitution cannot be found or has died</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Efforts to locate victim (correspondence, registered mail receipts, last known address, etc.);</li> <li>• Transfer of funds to County Treasurer pursuant to RCW 7.68.290.</li> </ul> <p>Excludes other unclaimed property/funds covered by CORE series GS55-05B-32 or GS55-05B-33.</p> <p><i>Note: Reference to funds transfer should be recorded in case file.</i></p>	<p><b>Retain</b> for 6 years after funds transferred to County Treasurer <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-46 Rev. 1	<p><b>Trust Fund Ledger</b></p> <p>The entire record of trust account debits, credits, deposits and withdrawals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Periodic statements and reconciliations covered by <i>Financial Transactions – General</i> (DAN GS2011-184);</li> <li>• General and subsidiary ledgers for financial records of the County Clerk's Office and Superior Court covered by <i>General and Subsidiary Ledgers</i> (DAN GS50-03A-15).</li> </ul>	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.4 JURY MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-27 Rev. 1	<p><b><i>Jury Duty – General</i></b></p> <p>Records relating to individuals being summoned to serve on a jury, serving as jurors, and/or being dismissed by the court, in accordance with Chapter 2.36 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Summons (acknowledged, returned by postal service as undeliverable, etc.);</li> <li>• Biographical data for preliminary determination of statutory qualification (RCW 2.36.072);</li> <li>• Waiver requests (RCW 2.36.100);</li> <li>• Disqualifications pursuant to RCW 2.36.072(4);</li> <li>• General questionnaires and information forms.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Jury Duty – Special Questionnaires</i> (DAN CL2014-016);</li> <li>• Lists of impaneled juror <b>names</b> filed with/in the case file covered by <i>Superior Court Case Files</i> (DAN CL65-01-08);</li> <li>• Records covered by <i>Jury List (Master and Source)</i> (DAN CL65-01-26);</li> <li>• Records used to prepare cost bill covered by <i>Financial Transactions – General</i> (DAN GS2011-184);</li> <li>• Juror show cause orders and bench warrants for failure to appear covered by <i>Filed Documents (Miscellaneous)</i> (DAN CL2014-010).</li> </ul> <p><i>Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p> <p><i>Per GR 15(h)(5), "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."</i></p>	<p><b>Retain</b> until end of term for which juror was summoned</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.4 JURY MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-016 Rev. 1	<p><b><i>Jury Duty – Special Questionnaires</i></b></p> <p>Special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the voir dire (juror selection) process for a specific case/trial.</p> <p>Excludes general questionnaires filled out by all potential jurors summoned for jury duty covered by <i>Jury Duty – General</i> (DAN CL65-01-27).</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>GR 31(j), “Individual juror information, other than name, is presumed to be private.”</li> <li>SPRC 7 “No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the death penalty has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a capital case, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant’s last known attorney of record, and to the defendant...”</li> </ul>	<p><b>Retain</b> until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected</p> <p><i>and</i></p> <p><b>Retain</b> until death of defendant in <i>capital cases</i> where the <b>death penalty has been imposed</b></p> <p><i>and</i></p> <p><b>Provide</b> 60 days’ notice pursuant to SPRC 7 in <i>all capital cases</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 1.4 JURY MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-26 Rev. 1	<p><b><i>Jury List (Master and Source)</i></b></p> <p>Records relating to the master jury list certified by the Superior Court and filed with the County Clerk in accordance with RCW 2.36.055 and GR 18.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Jury source list containing names of registered voters (Office of the Secretary of State) and driver's license/identocard holders (Department of Licensing) pursuant to RCW 2.36.054);</li> <li>Master jury list (source lists merged, duplications removed, conflicts resolved).</li> </ul> <p>Excludes jury records covered by:</p> <ul style="list-style-type: none"> <li><i>Jury Duty – General (DAN CL65-01-27);</i></li> <li><i>Superior Court Case Files (DAN CL65-01-08).</i></li> </ul>	<p><b>Retain</b> until list superseded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.5 COUNTY CLERK FILINGS AND RECORDINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-33 Rev. 1	<b><i>Bonds – Elected Official</i></b> Bonds of elected officials filed with the County Clerk in accordance with federal, state, or local statute. <i>Note: The County Clerk's bond is recorded with the County Auditor and filed with the County Treasurer.</i>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
CL65-01-32 Rev. 1	<b><i>Oaths of Office – Staff and Contractors</i></b> Oaths of office of Superior Court staff and contractors filed with the County Clerk in accordance with federal, state, or local statute or court rule. Includes court commissioners, court reporters, bailiffs, etc. Excludes oaths of elected officials covered by: <ul style="list-style-type: none"> <li><i>Oaths of Office – Filed or Recorded with County Auditor (DAN GS50-05A-15);</i></li> <li><i>Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023).</i></li> </ul>	Retain for 6 years after end of appointment or termination of service then <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.5 COUNTY CLERK FILINGS AND RECORDINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2019-002 Rev. 0	<p><b>Voluntary Waivers of Firearm Rights</b></p> <p>Records relating to the filing and revocation of voluntary waivers of firearm rights with the Clerk of the Court in accordance with RCW 9.41.350.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Waivers;</li> <li>• Revocation of waivers;</li> <li>• Submission of waivers/revocations to Washington State Patrol;</li> <li>• Related correspondence/communications.</li> </ul> <p><i>Note: Retention is based on an average anticipated lifespan of an adult and the destruction of all records upon receipt of revocation is based on RCW 9.41.350(2).</i></p>	<p><b>Retain</b> for 75 years after submission to Washington State Patrol</p> <p>or</p> <p>Upon receipt of revocation, <i>whichever is sooner</i></p> <p>then</p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2. INFORMATION MANAGEMENT

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

### 2.1 RECORDS CONVERSION

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

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

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

### 3. LEGACY RECORDS

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

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

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

SUPERSEDED

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-015 Rev. 0	<p><b>Legacy Records – Paper/Hard Copy</b></p> <p>Superior Court records that were created or filed in paper/hard copy form, that have been reproduced in accordance with RCW 36.23.065, and that have been determined to possess enduring historical value in paper/hard copy form.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Territorial case files (official record of Washington Territory cases prior to statehood);</li> <li>• Articles of incorporation;</li> <li>• Business registers (or assumed business name certificates), trade names, etc.;</li> <li>• Child support ledgers (payments received, to whom funds were disbursed, etc.);</li> <li>• Coroner investigation files;</li> <li>• Delayed birth certificates;</li> <li>• Marriage index, applications, certificates, and/or waivers;</li> <li>• Mother's petition/pension, old age assistance claims, etc.;</li> <li>• Naturalization (declarations, petitions, records, certificates, oaths, correspondence, dockets, etc.);</li> <li>• Professional registers/journals/certificates (medical practitioners, architects, etc.);</li> <li>• Record of wills (not associated with a case file; may be bound volumes);</li> <li>• Tide land appeals;</li> <li>• U.S. Land Office records.</li> </ul> <p>Includes indexes and other finding aids.</p>	<p><b>Retain</b> one copy permanently <i>and</i> <b>Transfer</b> paper/hard and electronic copy to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

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