



This schedule applies to: District and Municipal Courts

Scope of records retention schedule

This records retention schedule covers the public records of District and Municipal Courts relating to the functions of trying criminal and civil cases. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

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 or Permanent must not be destroyed. Records designated as 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 RCW 42.56. 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 previous versions of the *District and Municipal Court Records Retention Schedules* are revoked. Agency heads 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 March 26, 2009.

Signature on File

For the Attorney General: Cindy Evans

Signature on File

For the State Auditor: Mark Rapozo

Signature on File

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	1999	Initial version.
2.0	2000 - 2001	Major revision and multiple updates.
3.0	2002 - 2004	Major revision and multiple updates.
4.0	2006	Major revision.
5.0	2007	Major revision.
6.0	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>District and Municipal Courts Records Retention Schedule</i> now begin with the prefix "DM"; there have been no changes to titles, descriptions, retention periods, or archival designations.

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at: recordsmanagement@secstate.wa.gov or contact your Regional Archivist.



TABLE OF CONTENTS

1.	AGENCY MANAGEMENT	4
1.1	PLANNING, MISSION AND CHARTER	4
1.2	RISK MANAGEMENT / INSURANCE	5
2.	COURT RECORDS	6
2.1	CIVIL	6
2.2	CIVIL INFRACTIONS.....	8
2.3	CRIMINAL	9
2.4	DOMESTIC VIOLENCE AND ANTI-HARASSMENT.....	15
2.5	GENERAL	17
2.6	JURY.....	20
2.7	PARKING INFRACTIONS.....	21
2.8	SMALL CLAIMS	22
3.	HUMAN RESOURCE MANAGEMENT	23
3.1	INDUSTRIAL INSURANCE	23
4.	INFORMATION MANAGEMENT.....	25
4.1	ELECTRONIC INFORMATION SYSTEMS.....	25
5.	PROBATION OFFICE	26
	GLOSSARY.....	27
	INDEXES	28

SUPERSEDED



1. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 PLANNING, MISSION AND CHARTER <i>The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.</i>						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	WORK PLANS Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions. New series: January 2002.	OFM	Destroy when obsolete or superseded. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM50-01-38	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.



1.2 RISK MANAGEMENT / INSURANCE

The activity of identifying and mitigating risks to the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.1	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims - 3 years.• For accidents/incidents involving adults resulting in claims - closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded.	DM50-06C-14	
1.2.2	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years.	Destroy when obsolete or superseded.	DM50-06C-28	



2. COURT RECORDS

2.1 CIVIL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	<p>CIVIL CASE FILES</p> <p>The case file may contain most or some of the following forms: Affidavit of Service and Notice of Suit, Motion and Order for Default, Affidavit for Garnishment, Order to Pay into Court/Garnishment, Order Discharging Garnished Defendant, Writ of Attachment, Executions, Abstract of Damages (for Motor Vehicle Accident).</p> <p>ESSENTIAL RECORD – <i>see remarks.</i></p>	OPR	<p>Judgment unsatisfied: 10 years after date of judgment - <i>see remarks.</i></p> <p>Case dismissed or judgment satisfied: 3 years.</p>	Destroy when obsolete or superseded.	DM52-06C-02	<p>Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3).</p> <p>Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.</p>
2.1.2	<p>CIVIL DOCKETS</p> <p>ESSENTIAL RECORD – <i>see remarks.</i></p>	OPR	<p>10 years after final disposition.</p> <p>Potential archival value - <i>see remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06C-01	<p>Reference RCW 40.16.020(2).</p> <p>Contact your Regional Archivist before destroying dockets covering periods prior to 1940.</p>



2.1 CIVIL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.3	CIVIL INDEXES ESSENTIAL RECORD - <i>see remarks.</i>	OFM	10 years after final disposition of last item on index. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06C-07	Reference RCW 40.16.0202(2) Contact your Regional Archivist before destroying indexes covering periods prior to 1940. Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.
2.1.4	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental problems. If charges are filed, the order becomes part of the case file. New series: 09/2002	OFM	3 years after release from hold.	Destroy when obsolete or superseded.	DM52-06C-09	



2.2 CIVIL INFRACTIONS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	NOTICE OF FAILURE TO RESPOND, APPEAR, OR PAY ESSENTIAL RECORD - <i>see remarks.</i>	OFM	3 years after final disposition - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06B-02	Department of Licensing holds official copy. Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.
2.2.2	TRAFFIC INFRACTION INDEXES	OFM	3 years after final disposition of the last case listed.	Destroy when obsolete or superseded.	DM52-06B-06	
2.2.3	UNIFORM NOTICE OF INFRACTION, COURT DOCKET, AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.	OPR	3 years after final disposition.	Destroy when obsolete or superseded.	DM52-06B-01	



2.3 CRIMINAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	<p>CRIMINAL INDEXES COVERING JUDGMENT AND SENTENCING RECORDS FILED JUNE 4, 1997 AND LATER</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p> <p>Series Revised – Removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...the Judicial Information System (JIS): JIS...’; removed ‘...DISCIS:’ from ‘For courts not on...’ part of the retention period for the primary copy and replaced with ‘...JIS:’ and added information regarding ‘Reference Court Rules’ in the remarks column. – 03/07</p>	OFM	<p>PERMANENT.</p> <p>For courts on the Judicial Information System (JIS): JIS holds the permanent record.</p> <p>For courts not on JIS: The court holds the permanent record.*</p> <p><i>See remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06A-12	<p>Reference Court Rules – CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in perpetuity as required by the court rule.</p> <p>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p> <p>*Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.</p>
2.3.2	<p>CRIMINAL INDEXES COVERING JUDGMENT AND SENTENCING RECORDS FILED PRIOR TO JUNE 4, 1997</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p>	OFM	<p>3 years after disposition of last item on index-potential archival value - <i>see remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06A-07	<p>Contact your Regional Archivist before destroying indexes covering periods prior to 1940.</p>



2.3 CRIMINAL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.3	<p>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED JUNE 4, 1997 AND LATER</p> <p>A record of the sentencing proceedings shall be made. The judgment and sentencing records shall be preserved in perpetuity. CrRLJ7.2.</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p> <p>Series Revised – Removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...JIS: JIS...’; removed ‘...DISCIS:’ from ‘For courts not on...’ part of the retention period for the primary copy and replaced with ‘...JIS:’ and sentence under ‘Reference Court Rules’ in the remarks column. – 03/07</p>	OPR	<p>PERMANENT.</p> <p>For courts on DISCIS: DISCIS holds the permanent record.</p> <p>For courts not on DISCIS: The court holds the permanent record.* <i>See remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06A-08	<p>Reference Court Rules - CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in perpetuity as required by the court rule.</p> <p>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p> <p>*Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.</p>



2.3 CRIMINAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.4	<p>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED PRIOR TO JUNE 4, 1997</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p> <p>REV: New DAN assigned. (Original DAN GS52-06A-01 was a duplicate.) 3/2009</p> <p>Series Revised – Removed description which read ‘A record of the sentencing proceedings shall be made. The judgment and sentencing records shall be preserved in perpetuity. CrRLJ7.2’ and added statement under ‘Reference Court Rules’ in the remarks column. – 03/07</p>	OPR	<p>Retain with Criminal Case Files 3 years after final disposition (DAN DM52-06A-01).</p> <p>Potential archival value - <i>see remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06A-13	Reference Court Rules - CrRLJ 7.2. The requirement to maintain the record of the judgment and sentence proceedings in perpetuity became effective June 4, 1997.
2.3.5	<p>PETITION AND ORDER DEFERRED PROSECUTION</p> <p>Includes docket and case files.</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p>	OFM	3 years after case is closed.	Destroy when obsolete or superseded.	DM52-06A-03	Electronic record needs security backup - Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.



2.3 CRIMINAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.6	SEARCH WARRANTS Authorization for search of private property by a local law enforcement agency. Includes search warrants, affidavits, and returns of search.	OFM	2 years after expiration of warrant.	Destroy when obsolete or superseded.	DM52-06A-02	

SUPERSEDED



2.3 CRIMINAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.7	<p>UNIFORM CITATION, COMPLAINT, COURT DOCKET AND CASE FILES</p> <p>Completed criminal citation form, which serves as statement of citation, summons, and court docket, and official documentation of court action. Case related documents and information kept by the court showing motions, orders, judgments, no-contact orders, and other filings. May include warrants, notices of appearance, notices of failure to appear, 60-day rules of waiver, notices of appeal, summonses, subpoenas, and other documents.</p> <p><i>Note: DAN GS52-06A-01 was also assigned to JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED PRIOR TO JUNE 4, 1997 (which has been changed to DAN DM52-06A-13). 3/2009</i></p> <p>Series Revised – Added ‘and information’ to the description in the second sentence. – 03/07</p>	OPR	<p>3 years after final disposition.</p> <p>Potential archival value - <i>see remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06A-01	Contact your Regional Archivist before destroying dockets covering periods prior to 1940.

SUPERSEDED



2.3 CRIMINAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.8	WIRETAPS AND RECORDINGS APPLICATIONS AND AUTHORIZATIONS Applications, orders and authorizations issued under RCW 9.73.	OPR	2 years after expiration of authorization.	Destroy when obsolete or superseded.	DM52-06A-09	

SUPERSEDED



2.4 DOMESTIC VIOLENCE AND ANTI-HARASSMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.1	<p>DOMESTIC VIOLENCE AND ANTI-HARASSMENT CASE FILES May include Petition for Protection Order or Protection Order.</p> <p>ESSENTIAL RECORD - <i>see remarks.</i></p> <p>Series Revised – Removed ‘All cases in which a permanent order has been granted:’ from the title and retention period for primary records and added court statements in both the retention period for primary records column and the remarks column. – 03/07</p>	OPR	<p>PERMANENT.</p> <p>For courts on the Judicial Information System (JIS), the permanent record is held by the JIS.</p> <p>For courts not on the JIS, the permanent record is held by the court.</p>	Destroy when obsolete or superseded.	DM52-06E-02	<p>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p> <p>JIS courts may destroy the non-electronic case file 3 years after final disposition.</p> <p>*Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.</p>
2.4.2	DOMESTIC VIOLENCE AND ANTI-HARASSMENT DOCKETS	OPR	3 years after final disposition.	Destroy when obsolete or superseded.	DM52-06E-01	



2.4 DOMESTIC VIOLENCE AND ANTI-HARASSMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.3	<p>DOMESTIC VIOLENCE AND ANTI-HARASSMENT INDEXES OF CASE FILES</p> <p>Series Revised – Removed ‘...for which permanent orders have been granted’ from the title and removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...JIS: JIS...’; removed ‘...DISCIS:’ from ‘For courts not on...’. – 03/07</p>	OFM	<p>PERMANENT.</p> <p>For courts on JIS: JIS holds the permanent record.</p> <p>For courts not on JIS: The court holds the permanent record.* <i>See remarks.</i></p>	Destroy when obsolete or superseded.	DM52-06E-05	<p>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p> <p>*Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.</p>
2.4.4	<p>EXHIBITS - CASES APPEALED</p> <p><i>Note: See DAN DM52-06C-10 for exhibits (cases appealed) relating to civil, civil infractions, criminal, parking infractions, and small claims cases. 03/2009</i></p>	OPR	30 days after remand of appeal - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06C-06	<p>NEEDS PERMANENT OFF-SITE BACKUP.</p> <p>The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</p>



2.5 GENERAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.1	BOOKING SHEETS Reference copies of booking sheets covering defendants incarcerated during criminal proceedings. This information is used to set the Court Calendar.	OFM	1 year.	Destroy when obsolete or superseded.	DM52-06G-08	Official copy held by the issuing jail.
2.5.2	BREATHALYZER TECHNICIAN CERTIFICATES	OFM	3 years - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06G-06	Official copy held by Washington State Patrol
2.5.3	CLERK'S MINUTES BOOK Also known as Clerk's Notes.	OFM	1 year.	Destroy when obsolete or superseded.	DM52-06G-03	
2.5.4	COURT CALENDAR	OFM	1 year.	Destroy when obsolete or superseded.	DM52-06G-01	
2.5.5	LISTS OF PRISONERS TO BE TRANSPORTED FROM THE COUNTY JAIL FOR COURT HEARINGS	OFM	1 year.	Destroy when obsolete or superseded.	DM52-06G-09	



2.5 GENERAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.6	LOG BOOKS Index for electronic recordings of court proceedings. Series Revised – Removed ‘tapes’ from the description and replaced with ‘electronic recordings’. – 03/07	OFM	3 years.	Destroy when obsolete or superseded.	DM52-06G-02	Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.
2.5.7	PROCEDURAL MANUALS AND MATERIALS	OFM	Destroy when obsolete or superseded - see remarks.	Destroy when obsolete or superseded.	DM52-06G-05	Official copy held by the Office of the Administrator for the Courts.
2.5.8	REPORT TO THE ADMINISTRATOR FOR THE COURTS	OFM	Destroy when obsolete or superseded. Potential archival value - see remarks.	Destroy when obsolete or superseded.	DM52-06G-04	Contact your Regional Archivist before disposing of this record. Administrator for the Courts holds this record for 1 year.
2.5.9	SPEED VERIFICATION CERTIFICATES Certificate of verification of speed device calibration accuracy filed by radar technician.	OFM	Destroy when obsolete or superseded - see remarks.	Destroy when obsolete or superseded.	DM52-06G-07	Reference CrRLJ 6.6. Official copy held by Washington State Patrol.
2.5.10	ELECTRONIC RECORDING LOG Chronological listing of electronic recordings of court proceedings.	OFM	Erasure of last recordings entered on log.	Destroy when obsolete or superseded.	DM52-06C-05	Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.



2.5 GENERAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.11	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS - CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions. <i>See remarks.</i>	OPR	30 days after remand of appeal.	Destroy when obsolete or superseded.	DM52-06C-03	Upon completion of appellate court action, recordings are to be returned to the courts of limited jurisdiction where they originated.
2.5.12	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS - CASES NOT APPEALED	OFM	Expiration of appeal period.	Destroy when obsolete or superseded.	DM52-06C-04	Upon completion of appellate court action, the recordings are to be returned to the court of limited jurisdiction where they originated.
2.5.13	EXHIBITS - CASES APPEALED <i>Note: See DAN DM52-06C-06 for exhibits (cases appealed) relating to domestic violence and anti-harassment cases.</i> REV: New DAN assigned. (Original DAN DM52-06C-06 was a duplicate.) 03/2009	OPR	30 days after remand of appeal - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06C-10	Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
2.5.14	EXHIBITS - CASES NOT APPEALED	OPR	Expiration of appeal period.	Destroy when obsolete or superseded.	DM52-06C-08	

SUPERSEDED



2.6 JURY						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6.1	JUROR QUESTIONNAIRES Filled out by juror - confidential information filed with court.	OPR	Expiration of juror term.	Destroy when obsolete or superseded.	DM52-06F-05	
2.6.2	JUROR REGISTRATION OR SIGN-IN SHEET Supporting documentation to Jury Cost Bills.	OFM	1 year.	Destroy when obsolete or superseded.	DM52-06F-06	
2.6.3	JUROR SUMMONS	OPR	Expiration of juror term.	Destroy when obsolete or superseded.	DM52-06F-04	
2.6.4	JURY COST BILLS Documentation of juror payment.	OFM	1 year - <i>see remarks.</i>	Destroy when obsolete or superseded.	DM52-06F-03	Official copy held by County Auditor or City Finance Office.
2.6.5	JURY LISTS Master list of voters selected to serve as jurors for a specific term.	OFM	Expiration of juror term.	Destroy when obsolete or superseded.	DM52-06F-01	
2.6.6	WAIVER FROM JURY DUTY	OFM	Expiration of juror term.	Destroy when obsolete or superseded.	DM52-06F-02	



2.7 PARKING INFRACTIONS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.1	PARKING DELINQUENT NOTICES OR VEHICLE HOLDS ESSENTIAL RECORD - <i>see remarks.</i>	OPR	3 years after final disposition, or after audit, whichever is later.	Destroy when obsolete or superseded.	DM52-06J-02	Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.
2.7.2	PARKING INFRACTION INDEXES	OFM	3 years after disposition of last item on Index.	Destroy when obsolete or superseded.	DM52-06J-06	
2.7.3	UNIFORM NOTICE OF INFRACTION, COURT DOCKET, AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.	OPR	3 years after final disposition.	Destroy when obsolete or superseded.	DM52-06J-01	



2.8 SMALL CLAIMS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.1	SMALL CLAIMS CASE FILES If not satisfied within 30 days after settlement of case, may be transferred to Civil Department. May include: Notice of Claim, Affidavit/Proof of Service, and Abstract of Damages (for motor vehicle accidents). ESSENTIAL RECORD - <i>see remarks.</i>	OPR	Judgment unsatisfied: 10 years after date of judgment - <i>see remarks.</i> Case dismissed or judgment satisfied: 3 years.	Destroy when obsolete or superseded.	DM52-06D-02	Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.
2.8.2	SMALL CLAIMS DOCKET	OPR	10 years after final disposition.	Destroy when obsolete or superseded.	DM52-06D-01	
2.8.3	SMALL CLAIMS INDEX ESSENTIAL RECORD - <i>see remarks.</i>	OFM	10 years after final disposition of last item on index.	Destroy when obsolete or superseded.	DM52-06D-03	Electronic records need security backup. Electronic records should be protected from damage or loss by off-site storage of backup tapes or diskettes.



3. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 INDUSTRIAL INSURANCE						
<i>The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.</i>						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none"> For accidents/incidents involving adults NOT resulting in claims - 3 years. For accidents/incidents involving adults resulting in claims - closure plus 6 years. For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years. For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	Destroy when obsolete or superseded.	DM50-06C-02	<p>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</p> <p>Consult your risk manager.</p>



3.1 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.2	<p>ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES</p> <p>Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.</p>	OPR	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims - 3 years. • For accidents/incidents involving adults resulting in claims - closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	Destroy when obsolete or superseded.	DM50-06C-03	<p>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</p> <p>Consult your risk manager.</p>

SUPERSEDED



4. INFORMATION MANAGEMENT

This section covers records relating to information management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

4.1 ELECTRONIC INFORMATION SYSTEMS						
<i>The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.</i>						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	<p>ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION</p> <p>May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance.</p> <p>ESSENTIAL RECORD - needs security backup. <i>See remarks.</i></p>	OFM	<p>Fiscal/accounting systems: Termination plus 3 years.</p> <p>All other systems: Until all record data produced by the system pass their approved retention periods.</p>	Destroy when obsolete or superseded.	DM50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



5. PROBATION OFFICE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	PROBATION CASE FILES Reports and correspondence regarding the progress and status of individuals on probation. Also includes copies of the Court's orders related to probation.	OFM	3 years after completion or termination of probation.	Destroy when obsolete or superseded.	DM52-06H-01	

SUPERSEDED



GLOSSARY

<i>Archival</i>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<i>Essential</i>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>
	<i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<i>OFM</i>	<i>Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.</i>
<i>OPR</i>	<i>Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.</i>
<i>Permanent</i>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.</i>
<i>Potential Archival Value and Potentially Archival</i>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<i>Record Series</i>	<i>A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.</i>

SUPERSEDED



INDEXES: ARCHIVAL / POTENTIALLY ARCHIVAL / PERMANENT RECORDS

AGENCY MANAGEMENT

PLANNING, MISSION AND CHARTER

Work Plans 4

COURT RECORDS

CIVIL

Civil Dockets 6

Civil Indexes 7

CRIMINAL

Criminal Indexes Covering Judgement and Sentencing Records Filed June 4, 1997 and Later 9

Criminal Indexes Covering Judgement and Sentencing Records Filed Prior to June 4, 1997 9

Judgment and Sentencing Records of the Courts Filed June 4, 1997 and Later 10

Judgment and Sentencing Records of the Courts Filed Prior to June 4, 1997 11

Uniform Citation, Complaint Court Docket and Case Files 13

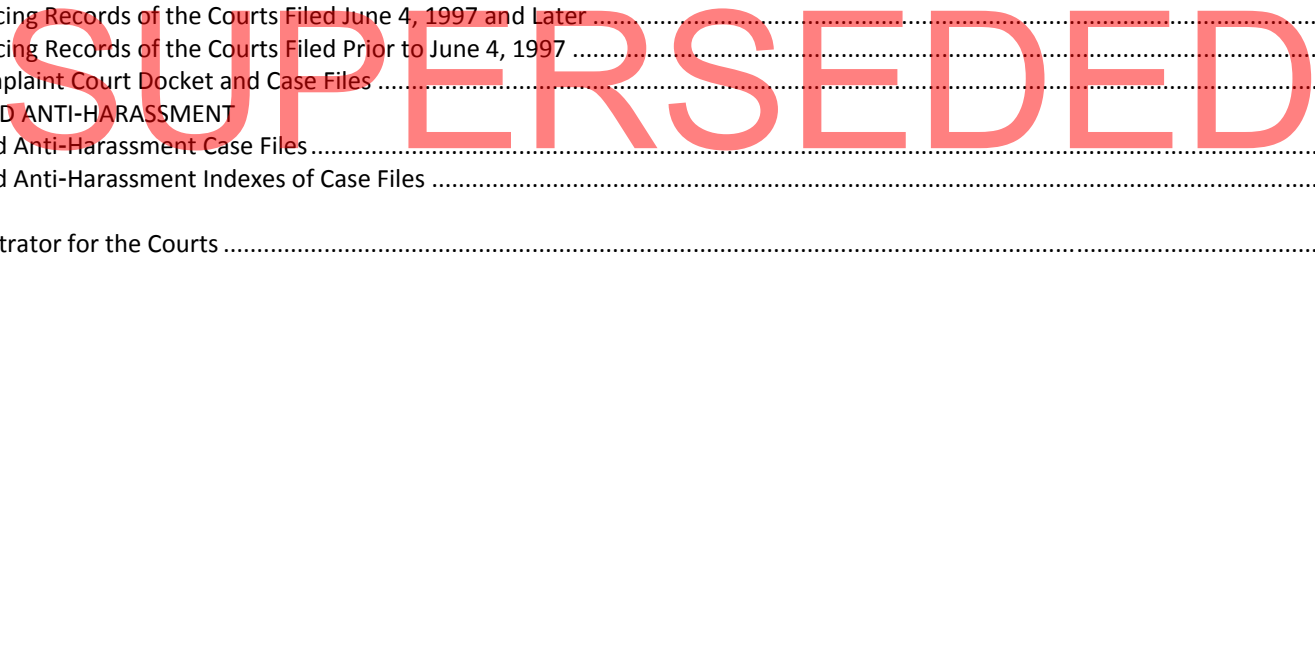
DOMESTIC VIOLENCE AND ANTI-HARASSMENT

Domestic Violence and Anti-Harassment Case Files 15

Domestic Violence and Anti-Harassment Indexes of Case Files 16

GENERAL

Report to the Administrator for the Courts 18





ESSENTIAL RECORDS

COURT RECORDS

CIVIL

Civil Case Files	6
Civil Dockets	6
Civil Indexes.....	7

CIVIL INFRACTIONS

Notice of Failure to Respond, Appear, or Pay	8
--	---

CRIMINAL

Criminal Indexes Covering Judgement and Sentencing Records Filed Prior to June 4, 1997.....	9
Criminal Indexes Covering Judgment and Sentencing Records Filed June 4, 1997 and Later.....	9
Judgment and Sentencing Records of the Courts Filed June 4, 1997 and Later	10
Judgment and Sentencing Records of the Courts Filed Prior to June 4, 1997	11
Petition and Order Deferred Prosecution	11

DOMESTIC VIOLENCE AND ANTI-HARASSMENT

Domestic Violence and Anti-Harassment Case Files.....	15
Domestic Violence and Anti-Harassment Indexes of Case Files	16
Exhibits - Cases Appealed.....	16

PARKING INFRACTIONS

Parking Delinquent Notices or Vehicle Holds.....	21
--	----

SMALL CLAIMS

Small Claims Case Files.....	22
Small Claims Index.....	22

INFORMATION MANAGEMENT

ELECTRONIC INFORMATION SYSTEMS

Electronic Information System Design Documentation	25
--	----

SUPERSEDED



INDEX: DISPOSITION AUTHORITY NUMBERS (DANS)

DM50-01-38.....	4	DM52-06A-13	11	DM52-06C-10.....	19	DM52-06G-01	17
DM50-06A-03	25	DM52-06B-01.....	8	DM52-06D-01	22	DM52-06G-02	18
DM50-06C-02.....	23	DM52-06B-02.....	8	DM52-06D-02	22	DM52-06G-03	17
DM50-06C-03.....	24	DM52-06B-06.....	8	DM52-06D-03	22	DM52-06G-04	18
DM50-06C-14.....	5	DM52-06C-01.....	6	DM52-06E-01.....	15	DM52-06G-05	18
DM50-06C-28.....	5	DM52-06C-02.....	6	DM52-06E-02.....	15	DM52-06G-06	17
DM52-06A-01	13	DM52-06C-03.....	19	DM52-06E-05.....	16	DM52-06G-07	18
DM52-06A-02	12	DM52-06C-04.....	19	DM52-06F-01.....	20	DM52-06G-08	17
DM52-06A-03	11	DM52-06C-05.....	18	DM52-06F-02.....	20	DM52-06G-09	17
DM52-06A-07	9	DM52-06C-06.....	16	DM52-06F-03.....	20	DM52-06H-01	26
DM52-06A-08	10	DM52-06C-07.....	7	DM52-06F-04.....	20	DM52-06J-01	21
DM52-06A-09	14	DM52-06C-08.....	19	DM52-06F-05.....	20	DM52-06J-02	21
DM52-06A-12	9	DM52-06C-09.....	7	DM52-06F-06.....	20	DM52-06J-06	21

SUPERSEDED



INDEX: SUBJECTS

6
60 day rules of waiver 13

7
72 hour hold..... 7

A
abstracts of damages (motor vehicle accidents) 6, 22
accidents/incidents/injuries..... 5
 occupational 23, 24
accounting..... *see* CORE
action plans (agency) 4
Administrator for the Courts, Office of 18
affidavits
 garnishment..... 6
 proof of service..... 6, 22
 search warrants 12
appeals
 electronic recordings 19
 exhibits 19
 notice of..... 13
appear (failure to)..... 8, 13
asset management..... *see* CORE
audits *see* CORE

B
benefits (human resources)..... *see* CORE
boards/councils/committees *see* CORE
booking sheets 17
breathalyzer technician certificates..... 17

C
calendar (court) 17
case files
 civil..... 6
 civil infractions..... 8
 criminal 11, 13
 deferred prosecution..... 11
 domestic violence/anti-harassment..... 15
 harassment indexes..... 16
 parking infractions..... 21
 probation 26
 small claims 22
certificates
 breathalyzer technicians 17
 speed verification/radar 18
civil
 case files 6
 dockets 6
 indexes..... 7
civil infractions 8
failure to respond/appear/pay 8

notice/docket/case files 8
traffic 8
clerk’s minutes books/notes..... 17
communications *see* CORE
community relations *see* CORE
construction *see* CORE
contracts *see* CORE
cost bills (juror) 20
court calendar 17
criminal
 citation/complaint/docket/case files 13
 indexes of judgment/sentencing records..... 9
 judgment/sentencing records 10, 11

D
damages against the agency 5
deferred prosecution 11
Department of (state agency)
 Labor and Industries 24
 Licensing 8
design/construction *see* CORE
dockets
 civil..... 6, 13
 civil infractions..... 8
 criminal 11
 domestic violence/anti-harassment 15
 small claims 21, 22
domestic violence/anti-harassment 15
 case files/dockets 15

SUPERSEDED



indexes of case files 16

E

electronic information systems 25, *see also* CORE
 electronic recordings *see also* CORE
 cases not appealed 19
 logs/books 18
 employee *see also* CORE
 accidents/incidents..... 23, 24
 executions..... 6
 exhibits..... 19

F

facilities/property management..... *see* CORE
 failure to respond/appear/pay 8, 13
 financial..... *see* CORE
 fleet/motor pool *see* CORE

H

human resources *see* CORE

I

incidents/accidents 5
 indexes
 civil..... 7
 civil infractions..... 8
 criminal 9

domestic violence/anti-harassment 16
 electronic recordings 18
 parking infractions 21
 small claims 22
 industrial injury 23, 24, *see also* CORE
 information systems 25
 inventory..... *see* CORE
 invoices *see* CORE
 involuntary commitment 7

J

judgment and sentencing records (criminal).... 10, 11
 jury/jurors 20

L

Labor and Industries, Department of..... 24
 legal (advice, litigation, legal affairs) *see* CORE
 liability waivers 5
 Licensing, Department of..... 8
 lists
 jury..... 20
 prisoners (to be transported) 17
 logs (electronic recordings)..... 18

M

mail/delivery *see* CORE
 maintenance *see* CORE
 manuals (procedural) 18

minutes *see also* CORE
 notes (clerk's) 17
 motions/orders
 default 6
 garnishment..... 6
 motor vehicle accidents (damages) 6, 22

N

notices of
 appeal 13
 appearance 13
 claim (small) 22
 failure to respond/appear/ pay 8
 infraction 8, 21
 suit 6

O

Office of the Administrator for the Courts..... 18
 orders
 deferred prosecution..... 11
 garnishment..... 6
 involuntary commitment..... 7
 no contact..... 13
 probation 26
 protection 15
 wiretaps/recordings 14

SUPERSEDED



P

parking infractions 21
 pay (failure to) 8
 payroll *see* CORE
 personnel *see* CORE
 petition/order deferred prosecution 11
 private property (search) 12
 probation case files 26
 procedural manuals/materials 18
 property management *see* CORE
 prosecution, deferred 11
 protection orders 15
 public
 disclosure *see* CORE
 records *see* CORE
 relations *see* CORE

Q

questionnaires (juror) 20

R

radar certification 18
 recordings *see also* CORE
 court proceedings 18, 19
 wiretaps 14

records management *see* CORE
 registration/sign-in (juror) 20
 reports
 administrator for the courts 18
 incident/accident 5, 23, 24
 probation 26
 risk management 5

S

search warrants 12
 security *see* CORE
 self-insured (accidents/incidents) 23
 small claims
 case files 22
 docket 22
 index 22
 speed verification 18
 staff records *see* CORE
 State Patrol (Washington) 17, 18
 subpoenas 13
 summons 13
 juror 20

T

traffic infractions 8
 transport of prisoners 17

U

uniform
 citation, complaint, court docket, case files 13
 notice of infraction/court docket/case files ... 8, 21

V

vehicle accidents 5
 vehicle holds 21

W

waivers
 60 day rules 13
 jury duty 20
 liability 5
 warrants 13
 search 12
 Washington State Patrol 17, 18
 wiretaps and recordings 14
 work plans 4
 worker's compensation *see* CORE
 writ of attachment 6

SUPERSEDED