



## REVISION GUIDE

### SUMMARY OF CHANGES FROM VERSION 5.0 TO VERSION 6.0

- Reorganization of the entire retention schedule.
- Consolidation of the entire schedule including elimination of redundant or unnecessary records series.
- Series descriptions have been added where previously absent.
- Retention and disposition actions have been revised to include a retention cutoff where previously absent.
- Elimination of both Version 5.0 Appendices and creation of new series for Criminal History Record Information.
- Several new records series have been added to cover Law Enforcement activities which were not previously covered. These include:
  - ✓ Automated traffic safety cameras;
  - ✓ Automatic license plate recognition images;
  - ✓ A number of case files series which reflect the unique administrative and/or archival needs;
  - ✓ Inmate grievances;
  - ✓ Inmate phone conversation recordings;
  - ✓ Search and rescue.
- **Electronic Records and Information Services:** Entire section has been removed. These records are now covered by the *Local Government Common Records Retention Schedule (CORE) Electronic Information Systems* section.
- **Prisoner Case Records (Jackets)** (LE15-01-40) has been updated and divided into two series: **Inmate Custody Files – Age 18 and Over** (LE15-01-40 Rev. 1) and **Inmate Custody Files – Under Age 18** (LE2010-046 Rev. 0). Retention periods for these two series reflect unique statutes of limitation for adults and minors.
- **Inmate Medical Files** has been divided into two separate series: **Inmate Health Records – Age 18 and Over** (LE15-01-40 Rev. 1) and **Inmate Health Records – Under Age 18** (LE2010-038 Rev. 0). Retention periods for these two series reflect unique statutes of limitation for adults and minors.
- **Formatting** of new sections has been changed as follows:
  - ✓ The column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).



- ✓ The “Remarks” column has been removed.
  - ✓ A new column entitled “Designation” classifies each records series using the following schemata:
    1. ARCHIVAL (Permanent Retention); or,
    2. ARCHIVAL (Appraisal Required); or,
    3. NON-ARCHIVAL.
    1. Essential; or,
    2. Non-Essential.
    1. Official Public Record (OPR); or,
    2. Office Files and Memoranda (OFM).
  - ✓ **Disposition Authority Number (DAN)** formatting has changed. Newly assigned numbers will adhere to the following format, “GS2010-001”, which is comprised of three parts:
    1. Retention schedule prefix (GS for *CORE* and *LGRRS*, AU for County Auditor schedule, etc.)
    2. Year (2010)
    3. Sequential three-digit number (001, 002, 003, etc.)
  - ✓ **Revision numbers** have been added. All DANs for records series which did not change from *Law Enforcement Version 5.0* – and all new series – have been assigned a revision number of “0.” Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1.”
- Changes to records series in the *Local Law Enforcement Records Retention Schedule Version 6.0* are detailed in the following table.
  - Throughout this revision guide, the following abbreviations will be used:
    - ✓ **LAW** (*Local Law Enforcement Records Retention Schedule*);
    - ✓ **CORE** (*Local Government Common Records Retention Schedule*);
    - ✓ **LGRRS** (*Local Government General Records Retention Schedule*).



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### Discontinued Records Series

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<i>Law Enforcement Version 5.0</i>				<i>New Disposition Authority Information</i>				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-01 p. 5	<b>Abatement and Property Seizure Files</b>	6 years.	LAW: Enforcement: Property and Auction Management	LE2010-058 Rev. 0 p. 39	<b>Property Forfeited</b>	Retain for 7 years after date of forfeiture then destroy.	<i>RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</i>
					LE03-01-08 Rev. 1 p. 39	<b>Property Seizure/Sale</b>	Retain for 6 years after sale of property then destroy.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-02 p. 5	<b>Accreditation File</b>	1 year after reaccreditation.	CORE: Agency Mgmt: Administration (General)	GS50-01-42 Rev. 0 p. 5	<b>Accreditation, Certification, and License Documentation for Agency Functions and Operations</b>	Until superseded or terminated plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-03 p. 5	<b>Activity and Statistical Reports</b>	1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – Potential archival value.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-11 p. 6	<b>Citation/Ticket Accountability Files</b>	Completion of State Audit or 3 years.	LAW: Enforcement: Violations and Traffic Enforcement	LE03-01-12 Rev. 1 p. 37	<b>Citations/Notices of Infraction – Issued to Officer</b>	Retain for 3 years after date of issuance or until completion of State Auditor’s report, whichever is sooner then destroy.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-15 p. 6	<b>Compliance Reports</b>	Permanent.	LAW: Human Resource Management	LE03-01-05 Rev. 1 p. 40	<b>Administrative Review</b>	Retain for 5 years after completion of review then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-19 p. 7	<b>Duty Rosters</b>	Current year plus 1 year.	CORE: Human Resource Mgmt: Performance Mgmt.	GS50-04B-29 Rev. 0 p. 135	<b>Work Assignment Record, Schedule or Log</b>	3 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-21 p. 7	<b>Formal Internal Department Inspection Report</b>	Permanent – Potential archival value.					<i>Local Law Enforcement report that they do not use these records.</i>
Administrative/ Operational	LE03-01-22 p. 7	<b>Historical References Files</b>	Permanent – potential archival value.	CORE: Agency Mgmt: Community Relations	GS50-06F-02 Rev. 0 p. 17	<b>Historical Files of the Agency</b>	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-23 p. 7	<i>Internal Investigations (Sustained)</i>	3 years (summary to personnel record).	CORE: Human Resource Mgmt: Misconduct/Discipline/Grievances	GS50-04B-46 Rev. 0 p. 126	<i>Employee Misconduct Investigation Files - Sustained</i>	Case Closed plus 3 years.	Covered by CORE.
					GS50-04B-48 Rev. 0 p. 127	<i>Employee Misconduct Reports</i>	Termination of employment plus 6 years.	Covered by CORE.
Administrative/ Operational	LE03-01-24 p. 8	<i>Internal Investigations (Unfounded)</i>	Destroy upon conclusion or retain as required if information is related to pending or expected legal action.	CORE: Human Resource Mgmt: Misconduct/Discipline/Grievances	GS50-04B-47 Rev. 0 p. 127	<i>Employee Misconduct Investigation Files - Unfounded</i>	Case closed.	Covered by CORE.
Administrative/ Operational	LE03-01-26 p. 8	<i>Minutes and Files of General Office Meetings</i>	2 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-43 Rev. 0 p. 8	<i>Minutes and Files of General Office Meetings</i>	Date of document plus 2 years.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-27 p. 8	<i>Monthly, Bimonthly, Quarterly, or Semi-Annual Reports (Non-UCR)</i>	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded – Potential archival value.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-28 p. 8	<i>Mutual Aid Agreements</i>	Until obsolete or superseded.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<i>Contracts and Agreements</i>	Termination plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-29 p. 8	<i>Non-Issue Weapons File</i>	Termination of employee.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	<i>Personnel File</i>	Termination plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-30 p. 9	<i>Off-Duty Weapons File</i>	Termination or retirement of employee	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	<i>Personnel File</i>	Termination plus 6 years – see remarks.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-31 p. 9	<i>Officer Daily Activity Logs/Records</i>	Current plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 Rev. 0 p. 5	<i>Administrative Working Files</i>	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-35 p. 9	<b>Police Range Administration File</b>	3 years.					<i>Retention should be determined by the content and function of the record.</i>
Administrative/ Operational	LE03-01-41 p. 10	<b>Special Security File</b>	Destroy when obsolete or superseded.	LAW: Investigation: Intelligence	LE2010-074 Rev. 0 p. 52	<b>Intelligence Files</b>	Retain until no longer needed for agency business then destroy.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-42 p. 11	<b>Station/Precinct Reports</b>	Until obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-43 p. 11	<b>Taxicab Inspection and Licensing Files</b>	6 years.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-25 p. 107	<b>Taxicab and For-Hire Vehicle License Files</b>	Expiration of permit plus 6 years.	<i>Covered by LGRRS.</i>
Administrative/ Operational	LE03-01-45 p. 11	<b>Traffic Management and Control Records</b>	Retain 60 days, then reuse or destroy. If pertaining to case files, retain until case resolved.	CORE: Agency Mgmt: Planning, Mission, and Charter	GS50-01-38 p. 26	<b>Work Plans</b>	Destroy when obsolete or superseded.	<i>Covered by CORE. Traffic management and control records pertaining to specific case investigations are retained with the pertinent case file.</i>



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Administrative/ Operational	LE03-01-46 p. 11	<b>UCR/WIBR Statistics, Supplemental Annual Reports</b>	Permanent.	CORE: Records with Minimal Retention Value	GS50-02-04 p. 161	<b>Secondary (Duplicate) Copies</b>	Retain until no longer needed for agency business then destroy.	<i>UCR annual reports are not a local law enforcement record; they are created by the WA Assoc. of Sheriffs &amp; Police Chiefs.</i>
Administrative/ Operational	LE03-01-48 p. 12	<b>Victim Advocacy</b>	5 years or until judicial termination.					<i>Local law enforcement agencies report that they do not create or use these records.</i>
Administrative/ Operational	LE03-01-49 p. 12	<b>Weapons Application File</b>	Current plus 3 years.	LAW: Enforcement: Authorization and Regulation	LE2010-048 Rev. 0 p. 28	<b>Alcohol, Tobacco, and Firearms (ATF) Forms</b>	Retain for 3 years after date form completed then destroy.	<i>More accurate description of law enforcement records.</i>
Agency Mgmt: Boards, Councils and Committees	LE50-05A-15 p. 13	<b>Oaths of Office</b>	Permanent.	CORE: Agency Mgmt: Boards, Councils and Committees	GS50-05A-15 p. 13	<b>Oaths of Office</b>	End of term of office plus 6 years.	<i>Covered by CORE.</i>
Agency Mgmt: Planning, Mission, and Charter	LE50-01-38 p. 14	<b>Work Plans</b>	Destroy when obsolete or superseded – potential archival value.	CORE: Agency Mgmt: Planning, Mission, and Charter	GS50-01-38 p. 26	<b>Work Plans</b>	Destroy when obsolete or superseded.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Agency Mgmt: Policies and Procedures	LE50-01-24 p. 15	<b>Official Agency Policy and Procedure Directives, Regulations, and Rules</b>	Permanent as adopted. One copy archival.	CORE: Agency Mgmt: Policies and Procedures	GS50-01-24 p. 27	<b>Official Agency Policy and Procedure Directives, Regulations, and Rules</b>	Adoption – Permanent.	Covered by CORE.
Agency Mgmt: Risk Management/ Insurance	LE50-06C-14 p. 16	<b>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)</b>	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 resulting in claims – age of majority plus 3 years. For accidents/ incidents involving minors resulting in claims – closure plus 6 years.	CORE: Human Resource Management: Industrial Insurance	GS50-01-10 p. 22	<b>Claims for Damages</b>	Retain for 6 years after claim closed.	Covered by CORE.
Agency Mgmt: Risk Management/ Insurance	LE50-06C-28 p. 16	<b>Liability Waivers</b>	Expiration or completion of activity plus 6 years.	CORE: Agency Mgmt: Risk Management/Ins urance	GS50-01-11 p. 20	<b>Contracts and Agreements</b>	Retain for 6 years after termination or expiration of instrument.	Covered by CORE.



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Certification Logs	LE04-01-01 p. 17	<b>Certification Logs</b>	Current plus 1 year.	CORE: Asset Mgmt: Maintenance	GS50-06B-07 p. 65	<b>Maintenance Logs</b>	Destroy when superseded plus 3 years.	Covered by CORE.
Certification Logs	LE04-01-02 p. 17	<b>Certification of Timing Devices</b>	1 year after device no longer in use.	CORE: Asset Mgmt: Maintenance	GS50-06E-06 p. 63	<b>Equipment and Vehicle Maintenance and History Files</b>	Until disposal or sale of equipment or vehicle	Covered by CORE.
Civil Records	LE05-01-03 p. 18	<b>Court Orders – Domestic Violence Service Papers</b>	Court has responsibility for primary copy. Secondary copies: until expired plus 1 years.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	<b>Court Orders – Filed with the Agency</b>	Retain until expired, vacated, terminated, or superseded then destroy.	Consolidation.
Civil Records	LE05-01-05 p. 19	<b>Order of Sale and Certificates</b>	Issuance plus 6 years.	LAW: Enforcement: Property and Auction Mgmt.	LE03-01-08 Rev. 1 p. 39	<b>Property Seizure/Sale</b>	Retain for 6 years after sale of property then destroy.	Consolidation and clarification.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Civil Records	LE05-01-06 p. 19	<b>Return of Service</b>	Keep until original served, cancelled or recalled. When served – county clerk or individual court becomes responsible for the primary copy.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	<b>Court Orders – Filed with the Agency</b>	Retain until expired, vacated, terminated, or superseded then destroy.	<i>Consolidation and clarification.</i>
Civil Records	LE05-01-01 p. 19	<b>Indemnity Bonds</b>	Issuance plus 6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	<i>Covered by CORE.</i>
Civil Records	LE05-01-02 p. 20	<b>Writs</b>	Court has primary responsibility for primary copy. Secondary copies: issuance plus 6 years.	LAW: Enforcement: Court Order Implementation	LE2010-095 Rev. 0 p. 32	<b>Court Orders – Warrants and Writs</b>	Retain until served, recalled, or cancelled then destroy.	<i>Combined previously separate warrant and writ records series because of similar functions and retention needs.</i>



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					LE05-01-07 Rev. 1 p. 34	<b>Executions Against Personal Property</b>	Retain for 6 years after date of seizure or stay then destroy.	<i>More accurate description of law enforcement record. consolidation.</i>
					LE03-01-08 Rev. 1 p. 39	<b>Property Seizure/Sale</b>	Retain for 6 years after sale of property then destroy.	<i>More accurate description of law enforcement record, consolidation.</i>
Communication	LE06-01-01 p. 21	<b>Ambulance Logs</b>	Until obsolete or superseded.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	Retain for 1 year after end of calendar year then destroy.	<i>Ambulance call information is part of the CAD incident file.</i>
Communication	LE06-01-12 p. 21	<b>Automatic Location Information (ALI) and Automatic Number Information (ANI) or Master Street Address Guide (MSAG) and Related Records</b>	Retain as a perpetual data file, and for 1 year after replaced by a superseding MSAG data file.	LGRRS: Communication	GS50-29-05 p. 19	<b>Master Address Street Logs - Communications</b>	1 year.	<i>ALI/ANI/MSAG information is automatically generated through regional GIS systems; these records are not created or held by local law enforcement agencies.</i>



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Communication	LE06-01-13 p. 22	<b>Geographic Information System (GIS) Records Used in Emergency Dispatch</b>	Maintained as perpetual data file, and for 1 year after superseded.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	Retain for 1 year after end of calendar year then destroy.	<i>GIS information pertinent to 911 calls is part of the CAD incident file for that call.</i>
Communication	LE06-01-05 p. 22	<b>Event/Activity Reports</b>	1 year.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	Retain for 1 year after end of calendar year then destroy.	<i>Consolidation.</i>
Communication	LE06-01-06 p. 22	<b>Manual Reference Files</b>	1 year.					<i>Agencies do not create or use these records anymore.</i>
Communication	LE06-01-09 p. 23	<b>Teletypes – Agency Answered</b>	1 year.					<i>Retention should be determined by the content and function of the record.</i>
Communication	LE06-01-10 p. 23	<b>Teletypes – Agency Initiated</b>	1 year.					<i>Retention should be determined by the content and function of the record.</i>



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Crime Prevention	LE25-01-02 p. 24	<b>Community Meeting Files</b>	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 p. 5	<b>Administrative Working Files</b>	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	<i>These files consist of notes, agenda copies, and other informational/working documents relating to community meetings; covered by CORE.</i>
Crime Prevention	LE25-01-03 p. 24	<b>Community Police Case Files</b>	Current year plus 1 year.	CORE: Agency Mgmt: Community Relations	GS50-01-09 p. 17	<b>Citizens' Complaints/Requests</b>	Matter closed plus 3 years.	<i>Covered by CORE.</i>
				CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	<b>Project Files (Miscellaneous)</b>	Completion of project plus 6 years – potential archival value.	<i>Covered by CORE.</i>
Crime Prevention	LE25-01-04 p. 24	<b>Community Police Special Projects</b>	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	<b>Project Files (Miscellaneous)</b>	Completion of project plus 6 years – potential archival value.	<i>Covered by CORE.</i>



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Crime Prevention	LE25-01-05 p. 24	<b>Community Policing Programs</b>	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	<b>Crime Prevention Programs</b>	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	Consolidation.
Crime Prevention	LE25-01-06 p. 25	<b>Crime Prevention Complaint Logs</b>	Current year plus 1 year.	CORE: Agency Mgmt: Community Relations	GS50-01-09 Rev. 0 p. 17	<b>Citizens' Complaints/Requests</b>	Matter closed plus 3 years.	Covered by CORE.
Crime Prevention	LE25-01-07 p. 25	<b>Crime Stoppers</b>	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	<b>Crime Prevention Programs</b>	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	Consolidation.
Crime Prevention	LE25-01-08 p. 25	<b>House Watch Checklist and Reports</b>	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	<b>Crime Prevention Programs</b>	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	Consolidation.
Crime Prevention	LE25-01-09 p. 25	<b>Special Event Files</b>	Destroy when obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 Rev. 0 p. 5	<b>Administrative Working Files</b>	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	Covered by CORE.



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Crime Prevention	LE25-01-10 p. 25	<b>Special Statistical Crime Reports, Maps for Selected Neighborhoods</b>	Until obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Criminal History	LE07-01-01 p. 26	<b>Alias Name/Moniker Files</b>	Reference CHRI Supplement – See Appendix A.	LAW: Investigation: Case Management	LE07-01-05 Rev. 1 p. 46	<b>Criminal History Record Information – Felonies and Gross Misdemeanors</b>	Retain until transmitted to WA State Patrol and until no longer needed for agency business.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
					LE2010-067 Rev. 0 p. 47	<b>Criminal History Record Information – Misdemeanors (with Fingerprints)</b>	Retain until transmitted to WA State Patrol and until no longer needed for agency business.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
					LE2010-068 Rev. 0 p. 47	<b>Criminal History Record Information – Misdemeanors (without Fingerprints)</b>	Retain until offender attains 99 years of age.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
Criminal History	LE07-01-07 p. 27	<b>Dissemination Logs</b>	1 year.	CORE: Information Mgmt: Public Disclosure	GS50-09-13 Rev. 1 p. 151	<b>Public Disclosure/Records Request Logs</b>	Retain for 3 years after date of latest entry.	Covered by CORE.



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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				LAW: Investigation: Case Management	LE07-01-11 Rev. 1 p. 50	<b>National Crime Information Center (NCIC) Inquiry Logs</b>	Retain until completion of Washington State Patrol audit.	<i>The only dissemination log unique to law enforcement is the NCIC/III dissemination log.</i>
Evidence Files	LE09-01-01 p. 42	<b>Certificate of Nondestruction of, or Notice of Intent to De- stroy, Weapon or Dangerous Instrument, Appliance, or Substances</b>	6 years after disposition of property, or 1 year after disposition of any related case investigation records, which- ever is longer.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	<b>Evidence/Property In Custody</b>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of records.</i>
Evidence Files	LE09-01-02 p. 42	<b>Latent Print Files, Crime Scene Prints, Partials, Palms, Etc.</b>	1 year after final court disposition.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to WA State Archives.	<i>This information is part of the case file.</i>
					LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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<b>Law Enforcement Version 5.0</b>				<b>New Disposition Authority Information</b>				
<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
					LE2010-062 Rev. 0 p. 43	<b>Case Files – Homicides (Solved)</b>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by WA State Archives.	
					LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 43	<b>Case Files – Juvenile Offenders</b>	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-063 Rev. 0 p. 44	<b>Case Files – Sex Offenders and Sexually Violent Offenses</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	
Evidence Files	LE09-01-03 p. 42	<b>Narcotics Lab Reports</b>	Current plus 3 years.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of the case file.</i>
					LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-062 Rev. 0 p. 43	<b>Case Files – Homicides (Solved)</b>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	
					LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 44	<b>Case Files – Juvenile Offenders</b>	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	



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					LE2010-063 Rev. 0 p. 44	<b>Case Files – Sex Offenders and Sexually Violent Offenses</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	
Evidence Files	LE09-01-04 p. 42	<b>Personal Property for Safe Keeping Record</b>	6 years after disposition of property.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	<b>Evidence/Property In Custody</b>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>
Evidence Files	LE09-01-05 p. 42	<b>Personal Property Records (Dangerous Weapons)</b>	6 years after disposition of property or 1 year after disposition of any related case investigation records – whichever is longer.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	<b>Evidence/Property In Custody</b>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Evidence Files	LE09-01-06 p. 43	<b>Personal Property Records (General)</b>	6 years after disposition of property.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	<b>Evidence/Property In Custody</b>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>
Evidence Files	LE09-01-07 p. 43	<b>Video/Audit Tape or Other Electronic Recordings of Booking or Arrest Processing</b>	1 year after final court disposition.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-63 Rev. 1 p. 23	<b>Recordings, Security – Incident Identified</b>	Retain until exhaustion of appeals process then destroy.	<i>Consolidation.</i>
Human Resource Management	LE50-06C-02 p. 45	<b>Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries</b>	For accidents/incidents involving adults NOT resulting in claims 3 years. For accidents/incidents involving adults resulting in claims closure plus 6	CORE: Human Resource Mgmt: Industrial Insurance	GS50-06C-03 p. 27	<b>Accident/Incidents – No Claim Filed (Under Age 18)</b>	Retain for 3 years after individual reaches age 18.	<i>Covered by CORE.</i>



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<i>Law Enforcement Version 5.0</i>				<i>New Disposition Authority Information</i>				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
			years. For accidents/incidents resulting in claims age of majority plus 3 years. For accidents/incidents involving minors resulting in claims closure plus 6 years.		GS2010-081 p. 27	<b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b>	Retain for 3 years after date of incident.	
Human Resource Management	LE50-06C-03 p. 46	<b>Accident/Incident Reports – Employees – Insured Through Labor and Industries</b>	For accidents/incidents involving adults NOT resulting in claims 3 years. For accidents/incidents involving adults resulting in claims closure plus 6	CORE: Human Resource Mgmt: Industrial Insurance	GS50-06C-03 p. 27	<b>Accident/Incidents – No Claim Filed (Under Age 18)</b>	Retain for 3 years after individual reaches age 18.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
			years. For accidents/incidents resulting in claims age of majority plus 3 years. For accidents/incidents involving minors resulting in claims closure plus 6 years.		GS2010-081 p. 27	<b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b>	Retain for 3 years after date of incident.	
Incident Reports	LE12-01-02 p. 47	<b>Animal Control Report File</b>	<ul style="list-style-type: none"> <li>• Dangerous animals: destroy when known dead or 5 years whichever comes first;</li> <li>• Animal abuse cases: destroy after 5 years;</li> <li>• Remaining records: destroy after 1 year.</li> </ul>	LGRRS: Animal Services	GS50-10B-10 p. 10	<b>Investigation Reports Not Resulting in Citations</b>	3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).
					GS50-10B-09 p. 10	<b>Investigation Reports Resulting in Citations</b>	6 years.	



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Incident Reports	LE12-01-06 p. 48	<b>Crime Classification Files</b>	5 years.					<i>Agencies no longer create these records. (Used only in manual systems.)</i>
Incident Reports	LE12-01-07 p. 48	<b>Crime Scene Negatives</b>	5 years.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of the case file.</i>
					LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	
					LE2010-062 Rev. 0 p. 43	<b>Case Files – Homicides (Solved)</b>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 44	<b>Case Files – Juvenile Offenders</b>	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	
					LE2010-063 Rev. 0 p. 44	<b>Case Files – Sex Offenders and Sexually Violent Offenses</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Incident Reports	LE12-01-09 p. 49	<b>Law Enforcement Reports, Studies or Data Queries</b>	5 years or longer if needed to meet any legal obligations.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Incident Reports	LE12-01-10 p. 50	<b>Missing Person/Runaway Records</b>	5 years or until located.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	This information is part of a case file.
					LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	
Incident Reports	LE12-01-11 p. 50	<b>Offense/Incident Reports</b>	5 years. Unsolved homicide: permanent. Abduction/violent sex offenses: see CHRI supplement.	LAW: Investigation: Case Management	LE2010-062 Rev. 0 p. 43	<b>Case Files – Homicides (Solved)</b>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	This information is part of a case file.



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					LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of a case file.</i>
					LE07-01-09 Rev. 1 p. 44	<b>Case Files – Juvenile Offenders</b>	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	<i>This information is part of a case file.</i>
					LE2010-063 Rev. 0 p. 44	<b>Case Files – Sex Offenders and Sexually Violent Offenses</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	<i>This information is part of a case file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-060 Rev. 0 p. 42	<b>Case Files – Notorious/Historically Significant Cases</b>	Retain until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of a case file.</i>
					LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	<i>This information is part of a case file.</i>
Incident Reports	LE12-01-12 p. 50	<b>Supplemental Index Files</b>	30 days.	<b>CORE:</b> Information Mgmt: Records Management	GS50-09-02 Rev. 1 p. 158	<b>Records Control</b>	Retain until no longer needed for agency business then destroy.	<i>Covered by CORE.</i>
Intelligence Records	LE14-01-03 p. 52	<b>Incidental Document File</b>	3 years.	<b>LAW:</b> Investigation: Intelligence	LE14-01-02 Rev. 1 p. 54	<b>Organized Crime</b>	Retain for 3 years after conclusion of investigation then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Intelligence Records	LE14-01-04 p. 52	<b>Intelligence Historical Files</b>	Permanent.	<b>CORE:</b> Agency Mgmt: Community Relations	GS50-06F-02 Rev. 0 p. 17	<b>Historical Files of the Agency</b>	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>



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Intelligence Records	LE14-01-05 p. 52	<b>Law Enforcement Intelligence Unit (LEIU)</b>	When obsolete or superseded.	LAW: Investigation: Intelligence	LE2010-074 Rev. 0 p. 52	<b>Intelligence Files</b>	Retain until no longer needed for agency business then destroy.	LEIU records are intelligence records.
Intelligence Records	LE14-01-06 p. 52	<b>Name/Individual Subject File</b>	3 years or when obsolete or superseded.	LAW: Investigation: Intelligence	LE14-01-02 Rev. 1 p. 54	<b>Organized Crime</b>	Retain for 3 years after conclusion of investigation then arrange for appraisal by Washington State Archives.	Consolidation.
Intelligence Records	LE14-01-07 p. 53	<b>Public Information File</b>	Current plus 1 year.	CORE: Records with Minimal Retention Value	GS50-02-02 Rev. 0 p. 160	<b>Agency-Generated Forms and Publications - Copies</b>	Retain until no longer needed for agency business then destroy.	Covered by CORE.
					GS50-02-04 Rev. 0 p. 161	<b>Secondary (Duplicate) Copies</b>	Retain until no longer needed for agency business then destroy.	
Jail Records	LE15-01-01 p. 54	<b>Application of Change in Maximum Facility Capacity</b>	2 years after superseded by subsequent change in capacity.	CORE: Agency Mgmt: Administration (General)	GS50-01-42 Rev. 0 p. 5	<b>Accreditation, Certification, and License Documentation for Agency Functions and Operations</b>	Until superseded or terminated plus 6 years.	Covered by CORE.



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Jail Records	LE15-01-02 p. 54	<b>Authorizations for Confinement</b>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
					LE2010-038 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
Jail Records	LE15-01-03 p. 54	<b>Bail Receipt/Bail Bonds</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>



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Jail Records	LE15-01-04 p. 54	<b>Bed Assignment Diagram</b>	Until superseded.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-39 Rev. 1 p. 22	<b>Population Counts (Inmate)</b>	Retain for 3 years after date of report or entry then arrange for appraisal by Washington State Archives.	Consolidation.
Jail Records	LE15-01-05 p. 54	<b>Billings for Contract Cities</b>	3 years or completion of audit.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	Covered by CORE.
Jail Records	LE15-01-06 p. 54	<b>Chronological Records</b>	Termination plus 5 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-08 Rev. 0 p. 5	<b>Chronological Reference File</b>	Destroy when obsolete or superseded.	Covered by CORE.
Jail Records	LE15-01-07 p. 55	<b>Classification Action Request</b>	3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-08 p. 55	<b>Commissary/Kit chens Accounts</b>	3 years or completion of audit.	CORE: Financial Mgmt: Accounting	GS50-03A-02 Rev. 0 p. 78	<b>Accounts Payable and Receivable Supporting Documents and Reports</b>	3 years.	Covered by CORE.
					GS50-03A-14 Rev. 0 p. 82	<b>General and Subsidiary Journals</b>	6 years.	Covered by CORE.
					GS50-03A-21 Rev. 0 p. 84	<b>Receipts</b>	6 years.	Covered by CORE.
					GS50-03A-30 Rev. 0 p. 88	<b>Vouchers</b>	6 years.	Covered by CORE.
Jail Records	LE15-01-11 p. 55	<b>Commissary/Kit chens Inventory</b>	3 years.	CORE: Asset Mgmt: Inventory	GS50-08B-02 Rev. 0 p. 59	<b>Inventory of Materials/Equipment, Changes and Transfers</b>	3 years.	Covered by CORE.



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Jail Records	LE15-01-12 p. 55	<b>Community Screening Results</b>	6 years.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	<b>General Information - External</b>	Retain until no longer needed for agency business then destroy.	<i>These records are created by DOC/Community Screening Committees. They are retained by DOC in accordance with the DOC records retention schedule.</i>
Jail Records	LE15-01-13 p. 56	<b>Complaint or Incident Report</b>	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE2010-040 Rev. 0 p. 20	<b>Grievances – Inmate (Age 18 and Over)</b>	Retain for 6 years after resolution of grievance then destroy.	<i>Creation of two new series for inmate grievances (complaints)</i>
					LE2010-041 Rev. 0 p. 21	<b>Grievances – Inmate (Under Age 18)</b>	Retain for 6 years after resolution of grievance and 3 years after juvenile attains age 18 then destroy.	<i>Creation of two new series for inmate grievances (complaints)</i>
					LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>Incident information is part of the inmate custody file.</i>



### Discontinued Records Series

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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Incident information is part of the inmate custody file.</i>
Jail Records	LE15-01-14 p. 56	<b>Court Orders (inmate copy)</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>These documents are part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-16 p. 56	<b>Denied/No-Show Work Release Files</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-18 p. 57	<b>Disciplinary Hearing Report</b>	6 years.	LAW: Jails and Corrections: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-20 p. 57	<b>Facility or Lock-Up Reports</b>	6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>
Jail Records	LE15-01-21 p. 58	<b>General Program Records (Work Release)</b>	3 years upon completion.	LAW: Jails and Corrections: Community Corrections	LE15-01-67 Rev. 1 p. 26	<b>Work Release Logs</b>	Retain for 6 years after date of log entry then destroy.	<i>May be applicable.</i>



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
				<i>LAW: Jails and Corrections: Inmate Security and Control</i>	LE15-01-40 Rev. 1 p. 18	<b><i>Inmate Custody Files (Age 18 and Over)</i></b>	Retain for 6 years after termination of incarceration then destroy.	<i>Inmate-specific work release documents are part of the custody file.</i>
				<i>LAW: Jails and Corrections: Inmate Security and Control</i>	LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Inmate-specific work release documents are part of the custody file.</i>
Jail Records	LE15-01-22 p. 58	<b><i>Health and Sanitation Inspection and Related Records</i></b>	3 years.	CORE: Asset Mgmt: Maintenance	GS50-06C-08 Rev. 0 p. 64	<b><i>Facility Safety Inspection History Records</i></b>	Disposition of facility.	<i>Covered by CORE.</i>
					GS50-06B-27 Rev. 0 p. 64	<b><i>Inspection Documentation</i></b>	6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-23 p. 59	<b><i>Infraction/Observation Reports and Reports of Inmate Disciplinary Action</i></b>	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b><i>Inmate Custody Files (Age 18 and Over)</i></b>	Retain for 6 years after termination of incarceration then destroy.	<i>Inmate-specific disciplinary information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Inmate-specific disciplinary information is part of the inmate custody file.</i>
Jail Records	LE15-01-24 p. 59	<b>In-House Education Files</b>	Case closed plus 1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>These records are part of the inmate custody file.</i>
Jail Records	LE15-01-27 p. 60	<b>Inmate/Employer Agreement</b>	6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-28 p. 60	<b>Inmate's Welfare Fund</b>	6 years.	CORE: Financial Mgmt: Accounting	GS50-03A-13 Rev. 0 p. 82	<b>Fund Accounts Supporting Documents and Reports</b>	3 years.	<i>Covered by CORE.</i>



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Jail Records	LE15-01-31 p. 60	<b>Key Log</b>	3 years.	CORE: Asset Mgmt: Security	GS50-06B-05 Rev. 0 p. 74	<b>Key/Card Key Inventory</b>	Destroy when obsolete or superseded.	<i>Covered by CORE.</i>
Jail Records	LE15-01-32 p. 60	<b>Mail/Visitor/At torney Logs</b>	1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-19 Rev. 1 p. 22	<b>Pass-On and Surveillance Logs</b>	Retain for 3 years after date of log entry then destroy.	<i>Consolidation.</i>
				CORE: Asset Mgmt: Security	GS50-06B-12 Rev. 0 p. 75	<b>Visitor Logs</b>	3 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-33 p. 61	<b>Monthly Jail Report</b>	2 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	<b>Research/Program Reports, Studies, Surveys, Models, and Analyses</b>	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>
Jail Records	LE15-01-34 p. 61	<b>Monthly Work Release Files</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-35 p. 61	<b><i>Notice of Termination Hearing, Allegations and Rights</i></b>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b><i>Inmate Custody Files (Age 18 and Over)</i></b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-36 p. 61	<b><i>Out of State Prisoner Transportation Authorization Records</i></b>	Extradition plus 6 years.	LAW: Corrections and Jails: Inmate Movement	LE22-01-03 Rev. 1 p. 16	<b><i>Extraditions</i></b>	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.	<i>Consolidation.</i>



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Jail Records	LE15-01-37 p. 61	<b>Out of State Prisoner Transportation Determination Records</b>	Extradition plus 6 years.	LAW: Corrections and Jails: Inmate Movement	LE22-01-03 Rev. 1 p. 16	<b>Extraditions</b>	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.	<i>Consolidation.</i>
				LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>These records may be part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>These records may be part of the inmate custody file.</i>
Jail Records	LE15-01-38 p. 62	<b>Payment Authorizations from Inmates</b>	6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-41 p. 63	<b>Prisoner Exercise Records</b>	3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-42 p. 64	<b>Prisoner Transport Files</b>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-43 p. 64	<b>Probation</b>	1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-44 p. 64	<b>Promissory Notes</b>	Payment plus 6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	Covered by CORE.
Jail Records	LE15-01-45 p. 64	<b>Property Receipts</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-48 p. 64	<b>Resident Identification Approval to Operate a Vehicle</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-50 p. 65	<b><i>Resident Property Inventory</i></b>	Completion of State Auditor's Report	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b><i>Inmate Custody Files (Age 18 and Over)</i></b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-49 p. 65	<b><i>Resident Liability Waiver and Resident Contract</i></b>	Termination plus 6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-11 Rev. 0 p. 20	<b><i>Contracts and Agreements</i></b>	Termination plus 6 years.	<i>Covered by CORE.</i>



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<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Jail Records	LE15-01-51 p. 65	<b>Resident Property Rules</b>	Until superseded.	<i>CORE:</i> Information Mgmt: Forms and Publications	GS50-06F-04 Rev. 1 p. 146	<b>Publications – Master Set</b>	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.	<i>Agencies report that this is part of the inmate handbook which is a published document distributed to inmates.</i>
Jail Records	LE15-01-52 p. 65	<b>Resident Search Notice</b>	5 years.	<i>LAW:</i> Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-53 p. 65	<b>Resident Treatment Plan</b>	Release plus 3 years.	<i>LAW:</i> Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-54 p. 65	<b>Resident Vehicle I.D. Approval to Operate</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-55 p. 66	<b>Resident Work Plan</b>	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-57 p. 66	<b>Social Outing Agreement</b>	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-58 p. 66	<b>Standard Rules</b>	Release plus 3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-60 p. 66	<b><i>Substitute Jail Order</i></b>	3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b><i>Inmate Custody Files (Age 18 and Over)</i></b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-65 p. 68	<b>Surveillance Recordings of Booking or Arrest Processing</b> <i>(when no litigation and/or criminal proceedings have commenced)</i>	3 years.	LAW: Corrections and Jails: Recordings, Security – Incident Not Identified	LE15-01-64 Rev. 1 p. 23	<b>Recordings, Security – Incident Not Identified</b>	Retain for 60 days after date of recording then destroy.	Consolidation.
Jail Records	LE15-01-61 p. 68	<b>Termination Custody Decision</b>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-68 p. 68	<b>Work/Detail Assignments</b>	1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<b>Inmate Custody Files (Age 18 and Over)</b>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<b>Inmate Custody Files (Under Age 18)</b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Licenses, Permits and Associated Documents	LE17-01-04 p. 68	<b>Firearms Stolen or Missing</b>	30 days after firearms are located or destroyed.	LAW: Investigations: Case Management	LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy,	<i>Firearms stolen or missing are documented in a case file.</i>
Licenses, Permits, and Associated Documents	LE17-01-05 p. 68	<b>Hulk/House Moving and Special Vehicle Permits</b>	1 year.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	<b>Non-Business Licenses and Permits</b>	Expiration plus 3 years.	<i>Covered by LGRRS (Local Government General Records Retention Schedule).</i>



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<b>Law Enforcement Version 5.0</b>				<b>New Disposition Authority Information</b>				
<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Licenses, Permits, and Associated Documents	LE17-01-07 p. 71	<b>List of Firearms Dealers</b>	Destroy when obsolete or superseded.	CORE: Minimal Retention Value	GS50-02-05 Rev. 0 p. 162	<b>Transitory Records</b>	Retain until no longer needed for agency business then destroy.	Covered by CORE.
Licenses, Permits, and Associated Documents	LE17-01-08 p. 71	<b>Miscellaneous Licenses</b>	Destroy when expired or superseded.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	<b>Non-Business Licenses and Permits</b>	Expiration plus 3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).
Licenses, Permits, and Associated Documents	LE17-01-09 p. 71	<b>Parade Permits</b>	1 year.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	<b>Non-Business Licenses and Permits</b>	Expiration plus 3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).
Motor Pool Vehicle and Equipment	LE50-06E-11 p. 71	<b>Vehicle Mileage Log</b>	3 years.	CORE: Asset Mgmt: Leasing/Usage	GS50-06E-04 Rev. 0 p. 61	<b>Equipment and Vehicle Data and Statistical Reports</b>	3 years	Covered by CORE.
Motor Pool Vehicle and Equipment	LE21-01-01 p. 73	<b>Impound Abatement Files</b>	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-04 Rev. 0 p. 161	<b>Secondary (Duplicate) Copies</b>	Retain until no longer needed for agency business.	Tow companies have primary copies of these records.



### Discontinued Records Series

This table contains records series that have been discontinued, and shows the current Disposition Authority Number for the records.  
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<i>Law Enforcement Version 5.0</i>				<i>New Disposition Authority Information</i>				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				LAW: Enforcement: Violations and Traffic Enforcement	LE21-01-02 Rev. 1 p. 38	<b>Impounds/Abandoned Vehicles</b>	Retain for 3 years after disposition of vehicle or until completion of State Auditor's report, whichever is sooner then destroy.	
Motor Pool Vehicle and Equipment	LE21-01-03 p. 73	<b>Towing Contracts or Agreements</b>	6 years after expiration or termination.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	<b>Contracts and Agreements</b>	Termination plus 6 years.	Covered by CORE.
Motor Vehicle Reports	LE21-01-05 p. 73	<b>Towing Company List</b>	Destroy when superseded or obsolete.	CORE: Agency Mgmt: Contracts/Agreements	GS50-08A-02 Rev. 0 p. 20	<b>Consultant and Contractor Rosters</b>	Destroy when superseded plus 6 years.	Covered by CORE.
Motor Pool Vehicle and Equipment	LE21-01-07 p. 74	<b>Wrecker Fee Schedules</b>	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	<b>General Information - External</b>	Retain until no longer needed for agency business then destroy.	Covered by CORE.
Personnel	LE02-01-01 p. 74	<b>Department Shooting Qualification Records</b>	Obsolete or superseded.	CORE: Human Resource Mgmt: Staff Development/Training	GS50-04G-02 Rev. 0 p. 144	<b>Training/Class Completion Report</b>	3 years	Covered by CORE.



### Discontinued Records Series

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<i>Law Enforcement Version 5.0</i>				<i>New Disposition Authority Information</i>				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Personnel	LE02-01-03 p. 75	<b>Employee Traffic Accident Report File</b>	Until retirement and/or 5 years following termination of employment.	CORE: Human Resource Mgmt: Occupational Health and Safety	GS50-06C-03 Rev. 0 p. 132	<b>Incident Reports Filed by Employees or Students</b>	Incidents involving adults only – 3 years. Incidents involving minors – 3 years after subject minors turn 18 years of age.	Covered by CORE.
Personnel	LE02-01-04 p. 75	<b>Employee Training Records File</b>	Termination plus 6 years.	CORE: Human Resource Mgmt: Staff Development/Training	GS50-04G-01 Rev. 0 p. 143	<b>Employee Training History File</b>	Termination plus 6 years	Covered by CORE.
Personnel	LE02-01-05 p. 75	<b>Field Training Manuals</b>	3 years.	CORE: Information Mgmt: Forms and Publications	GS50-06F-04 Rev. 1 p. 146	<b>Publications – Master Set</b>	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.	Covered by CORE.
Personnel	LE02-01-06 p. 75	<b>Polygraphs, Polygraph Reports, Voice Stress Analyzer Reports</b>	3 years.	CORE: Human Resource Mgmt: Personnel	GS50-04A-03 Rev. 0 p. 140	<b>Civil Service Examination (Passed But Not Hired)</b>	2 years	Covered by CORE.
					GS50-04B-06 Rev. 0 p. 137	<b>Personnel File</b>	Termination plus 6 years – see remarks.	Covered by CORE.



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<b>Law Enforcement Version 5.0</b>				<b>New Disposition Authority Information</b>				
<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Personnel	LE02-01-08 p. 76	<b>SWAT Training Activities</b>	Termination of employment plus 6 years.	CORE: Human Resource Mgmt: Staff Development/Training	GS50-04G-01 Rev. 0 p. 143	<b>Employee Training History File</b>	Termination plus 6 years.	Covered by CORE.
Personnel	LE02-01-07 p. 76	<b>Reserve or Auxiliary Officer Files</b>	Termination of employment plus 6 years.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	<b>Personnel File</b>	Termination plus 6 years.	Covered by CORE.
Special Police Authority	LE20-01-04 p. 77	<b>Sex Offender Notification Records (from DOC)</b>	1 year after death or 6 years after completion of registration period or 6 years after offender leaves jurisdiction whichever is earlier.	LAW: Enforcement: Court Order Implementation	LE20-01-03 Rev. 1 p. 34	<b>Sex/Kidnapping Offender Registration and Contacts</b>	Retain for 6 years after offender leaves the agency's jurisdiction or for 6 years after termination of offender's registration requirement, whichever is sooner then destroy.	Consolidation.
Special Police Authority	LE20-01-02 p. 77	<b>Special Police Commissions</b>	6 years.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	<b>Personnel File</b>	Termination plus 6 years.	Covered by CORE.



### Discontinued Records Series

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<b>Law Enforcement Version 5.0</b>				<b>New Disposition Authority Information</b>				
<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Specialized Equipment/Animals	LE26-01-03 p. 79	<b>Vehicle History and Maintenance Records (Including Watercraft)</b>	Vehicle sold.	CORE: Asset Mgmt: Maintenance	GS50-06E-06 Rev. 0 p. 63	<b>Equipment and Vehicle Maintenance and History Files</b>	Until disposal or sale of equipment or vehicle.	Covered by CORE.
Warrants/Court Orders	LE22-01-01 p. 80	<b>Copy of Order Protection</b>	6 months after order expires or otherwise becomes invalid.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	<b>Court Orders – Filed with the Agency</b>	Retain until expired, vacated, terminated, or superseded then destroy.	Consolidation.
Warrants/Court Orders	LE22-01-04 p. 80	<b>Informational/Wanted Bulletins</b>	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	CORE: Records with Minimal Retention Value	GS50-02-05 Rev. 0 p. 162	<b>Transitory Records</b>	Retain until no longer needed for agency business then destroy.	These records have minimal retention value because they are transitory.
Warrants/Court Orders	LE22-01-05 p. 81	<b>Settled Files (Deadletter/Strikers)</b>	3 years.	LAW: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	<b>Court Orders – Fulfilled by the Agency</b>	Retain for 6 years after last entry or action then destroy.	Consolidation.



### Discontinued Records Series

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<b>Law Enforcement Version 5.0</b>				<b>New Disposition Authority Information</b>				
<b>Activity</b>	<b>Discontinued DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Schedule: Function: Activity</b>	<b>DAN</b>	<b>Title</b>	<b>Retention</b>	<b>Rationale</b>
Warrants/Court Orders	LE22-01-06 p. 81	<b>Subpoena or Summons Service Records</b>	Keep original until served, cancelled or expired.	LAW: Enforcement: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	<b>Court Orders – Fulfilled by the Agency</b>	Retain for 6 years after last entry or action then destroy.	<i>Consolidation, clarification.</i>
Warrants/Court Orders	LE22-01-07 p. 81	<b>Warrant Execution</b>	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	LAW: Enforcement: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	<b>Court Orders – Fulfilled by the Agency</b>	Retain for 6 years after last entry or action then destroy.	<i>Consolidation, clarification.</i>
				LAW: Investigation: Case Management	LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy.	<i>In some cases, warrant service may be documented in a case file.</i>



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Agency Management	Community Relations	LE2010-025 Rev. 0 p. 5	<b><i>Crime Prevention Programs</i></b>	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.
Agency Management	Community Relations	LE2010-026 Rev. 0 p. 5	<b><i>Lock-Outs</i></b>	Retain for 3 years after date of lock-out then destroy.
Asset Management	Maintenance	LE2010-027 Rev. 0 p. 8	<b><i>Aircraft - Maintenance and Inspection</i></b>	Retain until work is repeated or superseded and 3 years after the work is performed then destroy.
Communication	Dispatch	LE2010-028 Rev. 0 p. 9	<b><i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems</i></b>	Retain for 6 years after resolution of problem then destroy.
Communication	Dispatch	LE2010-029 Rev. 0 p. 10	<b><i>Automatic Call Distribution Records (ACDR)</i></b>	Retain for 6 months after last action taken then destroy.
Communication	Dispatch	LE2010-030 Rev. 0 p. 10	<b><i>Computer-Aided Dispatch (CAD) Backup Data</i></b>	Retain for 3 years after conclusion of dispatch action then destroy.
Communication	Dispatch	LE2010-031 Rev. 0 p. 11	<b><i>Reverse Automatic Locator Requests</i></b>	Retain for 3 years after date of request then destroy.
Communication	Information Dissemination	LE2010-032 Rev. 0 p. 12	<b><i>A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) Validations</i></b>	Retain for 3 years after date of validation or until completion of Washington State Patrol audit, whichever is sooner then destroy.



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Corrections and Jails	Food and Commissary Services	LE2010-033 Rev. 0 p. 13	<b><i>Commissary Orders</i></b>	Retain for 3 years after date of order or until completion of State Auditor's Report, whichever occurs sooner then destroy.
Corrections and Jails	Inmate Health Information Management	LE2010-034 Rev. 0 p. 15	<b><i>Inmate Health Records (Under Age 18)</i></b>	Retain for 8 years after patient attains age 18 and 8 years after most recent discharge then destroy.
Corrections and Jails	Inmate Movement	LE2010-035 Rev. 0 p. 16	<b><i>Local Jail Reports</i></b>	Retain for 6 years after date of report then destroy.
Corrections and Jails	Inmate Movement	LE2010-036 Rev. 0 p. 17	<b><i>Sex/Kidnapping Offender Registration Acknowledgements</i></b>	Retain for 6 years after date of signature then destroy.
Corrections and Jails	Inmate Movement	LE2010-037 Rev. 0 p. 17	<b><i>Transfer of Custody</i></b>	Retain for 3 years after transport fulfilled or cancelled then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-038 Rev. 0 p. 18	<b><i>Inmate Custody Files (Under Age 18)</i></b>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-086 Rev. 0 p. 19	<b><i>Inmate Custody Files – Notorious/Historically Significant Inmates</i></b>	Retain for 6 years after termination of incarceration then transfer to Washington State Archives.
Corrections and Jails	Inmate Security and Control	LE2010-039 Rev. 0 p. 20	<b><i>Grievance Logs (Inmate)</i></b>	Retain for 6 years after date of log entry then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-040 Rev. 0 p. 20	<b><i>Grievances – Inmate (Age 18 and Over)</i></b>	Retain for 6 years after resolution of grievance then destroy.



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Corrections and Jails	Inmate Security and Control	LE2010-041 Rev. 0 p. 21	<b><i>Grievances – Inmate (Under Age 18)</i></b>	Retain for 6 years after resolution of grievance and 3 years after juvenile attains age 18 then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-042 Rev. 0 p. 23	<b><i>Recordings, Phone Conversation (Case-Specific)</i></b>	Retain until exhaustion of appeals process then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-043 Rev. 0 p. 23	<b><i>Recordings, Phone Conversation (Not Case-Specific)</i></b>	Retain for 1 year after date of conversation then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-044 Rev. 0 p. 24	<b><i>Trustee Files</i></b>	Retain for 1 year after revocation or termination of trustee status then destroy.
Corrections and Jail	Community Corrections	LE2010-045 Rev. 0 p. 26	<b><i>Earnings Disposition</i></b>	Retain for 6 years after termination of incarceration then destroy.
Emergency Management	Search and Rescue	LE2010-047 Rev. 0 p. 26	<b><i>Training – Search and Rescue</i></b>	Retain for 3 years after conclusion of training activity then destroy.
Emergency Management	Search and Rescue	LE2010-046 Rev. 0 p. 27	<b><i>Mission Files – Search and Rescue</i></b>	Retain for 6 years after mission concluded then destroy.
Enforcement	Authorization and Regulation	LE2010-048 Rev. 0 p. 28	<b><i>Alcohol, Tobacco, and Firearms (ATF) Forms</i></b>	Retain for 3 years after date form completed then destroy.
Enforcement	Authorization and Regulation	LE2010-049 Rev. 0 p. 30	<b><i>Firearm Purchase/Transfer Requests – Eligible</i></b>	Retain until no longer needed for agency business then destroy.



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Enforcement	Court Order Implementation	LE2010-050 Rev. 0 p. 33	<b><i>Court Orders – Served on the Agency</i></b>	Retain for 3 years after served, cancelled, or recalled then destroy.
Enforcement	Court Order Implementation	LE2010-051 Rev. 0 p. 33	<b><i>Court Orders – Warrants and Writs</i></b>	Retain until served, recalled, or cancelled then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-052 Rev. 0 p. 35	<b><i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Issued</i></b>	Retain until exhaustion of appeal process then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-053 Rev. 0 p. 35	<b><i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Not Issued</i></b>	Retain until verification that no infraction has been captured then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-054 Rev. 0 p. 35	<b><i>Automatic License Plate Recognition Images – Case-Specific</i></b>	Retain until exhaustion of appeal process then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-055 Rev. 0 p. 35	<b><i>Automatic License Plate Recognition Images – Not Case-Specific</i></b>	Retain until verification that a significant image has not been captured then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-095 Rev. 0 p. 36	<b><i>Citations/Notices of Infraction Issued – Driving Under the Influence</i></b>	Retain for 10 years after date of issuance then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-057 Rev. 0 p. 38	<b><i>Suspension/Trespass/Expulsion Notices</i></b>	Retain for 1 year after cancelled or expired and until exhaustion of appeals process then destroy.
Enforcement	Property Auction and Management	LE2010-058 Rev. 0 p. 39	<b><i>Property Forfeited</i></b>	Retain for 7 years after date of forfeiture then destroy.



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Human Resource Management	Misconduct/Discipline	LE2010-059 Rev. 0 p. 40	<b>Major Incident Review</b>	Retain for 6 years after date of incident then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-060 Rev. 0 p. 42	<b>Case Files – Notorious/Historically Significant Cases</b>	Retain until no longer needed for agency business then transfer to Washington State Archives.
Investigation	Case Management	LE2010-061 Rev. 0 p. 43	<b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.
Investigation	Case Management	LE2010-062 Rev. 0 p. 43	<b>Case Files – Homicides (Solved)</b>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-063 Rev. 0 p. 44	<b>Case Files – Sex Offenders and Sexually Violent Offenses</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.
Investigation	Case Management	LE2010-064 Rev. 0 p. 45	<b>Case Files – All Other Cases</b>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy.
Investigation	Case Management	LE2010-065 Rev. 0 p. 45	<b>Court Disposition Information</b>	Retain until no longer needed for agency business then destroy.
Investigation	Case Management	LE2010-067 Rev. 0 p. 47	<b>Criminal History Record Information – Misdemeanors (with Fingerprints)</b>	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.
Investigation	Case Management	LE2010-068 Rev. 0 p. 47	<b>Criminal History Record Information – Misdemeanors (without Fingerprints)</b>	Retain until offender attains 99 years of age then destroy.



**New Records Series**

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Investigation	Case Management	LE2010-069 Rev. 0 p. 48	<b><i>Evidence/Property In Custody</i></b>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.
Communication	Information Dissemination	LE2010-066 Rev. 0 p. 45	<b><i>Criminal History Audit Reports</i></b>	Retain for 6 years after completion of Washington State Patrol audit then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-070 Rev. 0 p. 48	<b><i>Expungement</i></b>	Retain for the current approved retention period for the records being expunged then destroy.
Investigation	Case Management	LE2010-071 Rev. 0 p. 49	<b><i>Investigative Funds</i></b>	Retain for 10 years after date of last payment activity or until completion of State Auditor's report, whichever occurs sooner then destroy.
Investigation	Case Management	LE2010-072 Rev. 0 p. 49	<b><i>Major Accident Response and Reconstruction (MARR)</i></b>	Retain for 50 years after conclusion of investigation then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-073 Rev. 0 p. 50	<b><i>Polygraph Tests</i></b>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-074 Rev. 0 p. 52	<b><i>Intelligence Files</i></b>	Retain until no longer needed for agency business then destroy.
Investigation	Intelligence	LE2010-075 Rev. 0 p. 53	<b><i>Intercepted Communications/Conversations – Recorded</i></b>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-076 Rev. 0 p. 53	<b><i>Intercepted Communications/Conversations – Not Recorded</i></b>	Retain until expiration of authorization then destroy.



**New Records Series**

<b>Function</b>	<b>Activity</b>	<b>Disposition Authority Number (DAN)</b>	<b>Title</b>	<b>Current Approved Minimum Retention</b>
Investigation	Intelligence	LE2010-077 Rev. 0 p. 53	<i>Investigational Conversation Transcriptions</i>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-078 Rev. 0 p. 54	<i>Strip/Body Cavity Searches</i>	Retain for 6 years after date of search then destroy.



### QUICK CHECK: Increased Retention Periods

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Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
LE26-01-02 p. 78	<b>Animal Records</b>	Until retirement or sale of animal plus 2 years.	LE26-01-02 Rev. 1 p. 7	Asset Mgmt: Maintenance	<b>Agency-Owned Animals</b>	Retain for 6 years after removal from active service then destroy.
LE06-01-01 p. 21	<b>Ambulance Logs</b>	Until obsolete or superseded.	LE06-01-02 Rev. 1 p. 10	Communication: Dispatch	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	Retain for 1 year after end of calendar year then destroy.
LE03-01-47 p. 11	<b>UCR/WIBR Statistics, Supplemental Monthly Reports</b>	Obsolete or superseded.	LE03-01-47 Rev. 1 p. 12	Communication: Information Dissemination	<b>Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)</b>	Retain until no longer needed for agency business then transfer to Washington State Archives.
LE15-01-09 p. 55	<b>Commissary/ Kitchens Files – Menus/Special Diet Order Log</b>	2 years.	LE15-01-09 Rev. 1 p. 14	Corrections and Jails: Food Services	<b>Food Services – Special Dietary Requirements</b>	Retain for 3 years after termination of incarceration then destroy.
LE15-01-25 p. 59	<b>Inmate Medical Files</b>	Release plus 6 years.	LE15-01-25 Rev. 1 p. 15	Corrections and Jails: Inmate Security and Control	<b>Inmate Health Records (Age 18 and Over)</b>	Retain for 8 years after provision of health-related services then destroy.
			LE2010-034 Rev. 0 p. 15	Corrections and Jails: Inmate Security and Control	<b>Inmate Health Records (Under Age 18)</b>	Retain for 8 years after patient attains age 18 and 8 years after provision of health-related services then destroy.
LE22-01-03 p. 80	<b>Extradition Files</b>	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	LE22-01-03 Rev. 1 p. 16	Corrections and Jails: Inmate Movement	<b>Extraditions</b>	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.



### QUICK CHECK: Increased Retention Periods

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Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
LE15-01-66 p. 68	<b>Visitation Files</b>	Until superseded.	LE15-01-66 Rev. 1 p. 19	Corrections and Jails: Inmate Security and Control	<b>Access Requests</b>	Retain for 1 year after access terminated/denied then destroy.
LE15-01-46 p. 64	<b>Razor Log</b>	1 year.	LE15-01-46 Rev. 1 p. 22	Corrections and Jails: Inmate Security and Control	<b>Receipt of Items (Inmate)</b>	Retain for 3 years after date of log entry or until completion of State Auditor's report, whichever is sooner then destroy.
LE15-01-63 p. 67	<b>Surveillance Recordings – Case-Specific</b>	Release plus 6 years.	LE15-01-63 Rev. 1 p. 23	Corrections and Jails: Inmate Security and Control	<b>Recordings, Security – Incident Identified</b>	Retain until exhaustion of appeals process then destroy.
LE17-01-01 p. 70	<b>Concealed Pistol License/Permit Files (Approved)</b>	6 years from date of issuance.	LE17-01-01 Rev. 1 p. 29	Enforcement: Authorization and Regulation	<b>Concealed Pistol License Applications – Approved/Voided</b>	Retain for 6 years after expiration/voided then destroy.
LE17-01-06 p. 70	<b>Licensed Firearms Dealers</b>	Destroy when obsolete or superseded.	LE17-01-06 Rev. 1 p. 30	Enforcement: Authorization and Regulation	<b>Firearm Dealer Licenses</b>	Retain for 1 year after expiration of license then destroy.
LE05-01-04 p. 18	<b>Day Tickets (Execution/Regist ry Dockets)</b>	6 years after last entry.	LE05-01-07 Rev. 1 p. 34	Enforcement: Court Order Implementation	<b>Executions Against Personal Property</b>	Retain for 6 years after date of seizure or stay then destroy.
LE21-01-02 p. 73	<b>Impound or Abandoned Vehicle Records</b>	Tow company 3 years. Secondary copies: destroy when superseded or obsolete.	LE21-01-02 Rev. 1 p. 38	Enforcement: Violations and Traffic Enforcement	<b>Impounds/Abando ned Vehicles</b>	Retain for 3 years after agency disposition of vehicle or until completion of State Auditor's report, whichever is sooner then destroy.



**QUICK CHECK: Increased Retention Periods**

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Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
LE07-01-09 p. 28	<b>Juvenile Record Information Files</b>	18 years of age and/or 23 years of age for Class A felony.	LE07-01-09 Rev. 1 p. 44	Investigation: Case Management	<b>Case Files – Juvenile Offenders</b>	Retain until juvenile attains 23 years of age or until notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.
LE06-01-04 p. 22	<b>Investigatorial Tapes of Conversations</b>	Until transcribed verbatim, witnessed and verified by questioner, signed by subject person, plus 90 days.	LE06-01-04 Rev. 1 p. 53	Investigation: Intelligence	<b>Investigational Conversation Recordings</b>	Retain for 1 year after transcribed verbatim and verified or until disposition of pertinent case file, whichever is sooner then destroy.



### QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
DAN	Title	Retention	DAN	Function: Activity	Title	Retention
LE26-01-01 p. 78	<b>Aircraft History and Maintenance Records</b>	Aircraft sold – then transfer to new owner.	LE26-01-01 Rev. 1 p. 7	Asset Mgmt: Maintenance	<b>Aircraft – Alteration, Status, and Time In Service</b>	Retain for 6 years after sale or aircraft then destroy.
			LE2010-027 Rev. 0 p. 8	Asset Mgmt: Maintenance	<b>Aircraft – Maintenance and Inspection</b>	Retain until repeated or superseded by subsequent maintenance work or 3 years after the work is performed then destroy.
LE12-01-05 p. 48	<b>Census Tract Files/Grid Files</b>	5 years.	LE12-01-05 Rev. 1 p. 10	Communication: Dispatch	<b>Census Tract/Grid Maps</b>	Retain until no longer needed for agency business then destroy.
LE06-01-02 p. 21	<b>911/Computer-Aided Dispatch (CAD)</b>	3 years.	LE06-01-02 Rev. 1 p. 10	Communication: Dispatch	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	Retain for 1 year after end of calendar year then destroy.
LE15-01-30 p. 60	<b>Jail Register/Blotter</b>	Release of last person entered plus 6 years. Potentially archival.	LE15-01-30 Rev. 1 p. 16	Corrections and Jails: Inmate Movement	<b>Facility Registers</b>	Retain until no longer needed for agency business then transfer to Washington State Archives.
LE14-01-29 p. 60	<b>Inspection Logs (Weekly)</b>	4 years	LE14-01-29 Rev. 1 p. 21	Corrections and Jails: Inmate Security and Control	<b>Inspection Logs (Cell/Unit)</b>	Retain for 3 years after date of log entry then destroy.
LE12-01-13 p. 51	<b>Traffic Accident Reports</b>	5 years.	LE12-01-13 Rev. 1 p. 37	Enforcement: Violations and Traffic Enforcement	<b>Collision Reports</b>	Retain until submitted to Washington State Patrol then destroy.
LE03-01-05 p. 6	<b>Administrative Review Files</b>	5 years or PERMANENT.	LE03-01-05 Rev. 1 p. 40	Human Resource Mgmt: Misconduct/Discipline	<b>Administrative Review</b>	Retain for 5 years after completion of review then arrange for appraisal by Washington State Archives.



### QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
LE12-01-03 p. 47	<b>Case Assignment Control Records</b>	90 days.	LE12-01-03 Rev. 1 p. 42	Investigation: Case Management	<b>Case Assignment Control</b>	Retain until no longer needed for agency business then destroy.
LE07-01-05 p. 27	<b>Criminal History Information</b>	Purge when defender is 80 and/or 20 years from date of discharge, whichever is longer.	LE07-01-05 Rev. 1 p. 46	Investigation: Case Management	<b>Criminal History Record Information – Felonies and Gross Misdemeanors</b>	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.
			LE2010-067 Rev. 0 p. 47	Investigation: Case Management	<b>Criminal History Record Information – Misdemeanors (with Fingerprints)</b>	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.
			LE2010-068 Rev. 0 p. 47	Investigation: Case Management	<b>Criminal History Record Information – Misdemeanors (without Fingerprints)</b>	Retain until offender attains 99 years of age then destroy.
LE07-01-03 p. 26	<b>Career Criminal Program Files</b>	Current year plus 6 years.	LE07-01-03 Rev. 1 p. 52	Investigation: Intelligence	<b>Career Criminals</b>	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.
LE14-01-01 p. 52	<b>Confidential Informant Files</b>	5 years or until obsolete or superseded.	LE14-01-01 Rev. 1 p. 52	Investigation: Intelligence	<b>Confidential Informants</b>	Retain until termination of confidential informant status then destroy.



### Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Function: Activity	Title	DAN(s)	Function: Activity	Title	DAN(s)	Changes
Administrative/Operational	<b>Administrative Review Files</b>	LE03-01-05 p. 6	Human Resource Mgmt: Misconduct/Discipline	<b>Administrative Review</b>	LE03-01-05 Rev. 1 p. 40	<i>Clearer, more accurate description of the law enforcement record. The state archivist has identified this as a series with enduring historical/research value.</i>
Administrative/Operational	<b>Auction Reports</b>	LE03-01-08 p. 6	Enforcement: Property Auction and Management	<b>Property Seizure/Sale</b>	LE03-01-08 Rev. 1 p. 39	<i>Consolidation.</i>
Administrative/Operational	<b>Citation/Ticket Voided Files</b>	LE03-01-12 p. 6	Enforcement: Violations and Traffic Enforcement	<b>Citations/Notices of Infraction – Issued to Officer</b>	LE03-01-12 Rev. 1 p. 37	<i>Clearer, more accurate description of the law enforcement record.</i>
Administrative/Operational	<b>Daily Bulletins Files</b>	LE03-01-18 p. 7	Communication: Information Dissemination	<b>Daily Bulletins</b>	LE03-01-18 Rev. 1 p. 12	<i>Clarification.</i>
Administrative/Operational	<b>Officer Safety</b>	LE03-01-32 p. 9	Communication: Dispatch	<b>Dangerous Individuals and Premises</b>	LE03-01-32 Rev. 1 p. 11	<i>Clearer, more accurate description of the law enforcement record.</i>
Administrative/Operational	<b>Ride-Along Program File</b>	LE03-01-38 p. 10	Agency Mgmt: Community Relations	<b>Ride-Along Program</b>	LE03-01-38 Rev. 1 p. 6	<i>Clarification.</i>
Administrative/Operational	<b>Roll Call Files</b>	LE03-01-39 p. 10	Human Resource Mgmt: Personnel Management	<b>Roll Call Files</b>	LE03-01-39 Rev. 1 p. 41	<i>Clarification.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Administrative/Operational	<b>Special Assignment Plans</b>	LE03-01-40 p. 10	Investigation: Intelligence	<b>Special Weapons and Tactics (SWAT)</b>	LE03-01-40 Rev. 1 p. 54	<i>Consolidation. The State Archivist has identified this as a series with enduring historical/research value.</i>
Administrative/Operational	<b>UCR/WIBR Statistics, Supplemental Monthly Reports</b>	LE03-01-47 p. 11	Communication	<b>Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)</b>	LE03-01-47 Rev. 1 p. 12	<i>Clarification, more accurate description of records.</i>
Civil Records	<b>Day Tickets (Execution/Registry Dockets)</b>	LE05-01-04 p. 18	Enforcement: Court Order Implementation	<b>Court Orders – Fulfilled by the Agency</b>	LE05-01-04 Rev. 1 p. 32	<i>Consolidation; more accurate description of the law enforcement record.</i>
Civil Records	<b>Executions</b>	LE05-01-07 p. 18	Enforcement: Court Order Implementation	<b>Executions Against Personal Property</b>	LE05-01-07 Rev. 1 p. 34	<i>Consolidation.</i>
Communication	<b>911/Computer-Aided Dispatch (CAD)</b>	LE06-01-02 p. 21	Communication: Dispatch	<b>Computer-Aided Dispatch (CAD) Incident Files</b>	LE06-01-02 Rev. 1 p. 10	<i>More accurate description of the law enforcement record.</i>
Communication	<b>All Radio Transmissions</b>	LE06-01-03 p. 21	Communication: Dispatch	<b>All Radio Transmissions</b>	LE06-01-03 Rev. 1 p. 9	<i>Clarification.</i>
Communication	<b>Automated Reference Files</b>	LE06-01-11 p. 21	Communication: Dispatch	<b>911 Conversations – Master Recordings</b>	LE06-01-11 Rev. 1 p. 9	<i>More accurate description of the law enforcement record; agreement with existing series in LGRRS schedule.</i>
Communication	<b>Investigatorial Tapes of Conversations</b>	LE06-01-04 p. 22	Investigation: Intelligence	<b>Investigational Conversation Recordings</b>	LE06-01-04 Rev. 1 p. 52	<i>Addition of new series to account for investigational</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
				<i>Investigational Conversation Transcriptions</i>	LE2010-077 Rev. 0 p. 52	<i>conversations that have been transcribed.</i>
Communication	<b>Radio Logs</b>	LE06-01-07 p. 22	Communication: Dispatch	<b>Radio Logs</b>	LE06-01-07 Rev. 1 p. 11	<i>Clarification.</i>
Communication	<b>Recurrent Caller File</b>	LE06-01-08 p. 22	Communication: Dispatch	<b>Recurrent Callers</b>	LE06-01-08 Rev. 1 p. 11	<i>Clarification.</i>
Crime Prevention	<b>Bicycle Registration Files</b>	LE25-01-01 p. 24	Agency Mgmt: Community Relations	<b>Property Registration</b>	LE25-01-01 Rev. 1 p. 5	<i>Revision of series title and description for clarification.</i>
Criminal History	<b>Crime Analysis Files</b>	LE07-01-04 p. 26	Investigation: Intelligence	<b>Crime Analysis Files</b>	LE07-01-04 Rev. 1 p. 52	<i>Clarification.</i>
Criminal History	<b>Audit Trail Files</b>	LE07-01-02 p. 26	Investigation: Case Management	<b>Criminal History Audit Trail Files</b>	LE07-01-02 Rev. 1 p. 46	<i>Clarification.</i>
Criminal History	<b>Career Criminal Program Files</b>	LE07-01-03 p. 26	Investigation: Intelligence	<b>Career Criminals</b>	LE07-01-03 Rev. 1 p. 52	<i>Clarification.</i>
Criminal History	<b>Criminal History Information</b>	LE07-01-05 p. 27	Investigation: Case Management	<b>Criminal History Record Information – Felonies and Gross Misdemeanors</b>	LE07-01-05 Rev. 1 p. 46	<i>LE agencies are required to take fingerprints for all felonies and gross misdemeanors. Fingerprints must be transmitted to WSP.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
				<b>Criminal History Record Information – Misdemeanors (with Fingerprints)</b>	LE2010-067 Rev. 0 p. 47	<i>LE agencies are not required to take fingerprints for misdemeanors. Therefore, two series are necessary to accommodate when that information has been transmitted to WSP.</i>
				<b>Criminal History Record Information – Misdemeanors (without Fingerprints)</b>	LE2010-068 Rev. 0 p. 47	<i>LE agencies are not required to take fingerprints for misdemeanors. Therefore, two series are necessary to accommodate when that information has been transmitted to WSP.</i>
Criminal History	<b>Criminal or Non Criminal Citations Issued</b>	LE07-01-06 p. 27	Enforcement: Violations and Traffic Enforcement	<b>Citations/Notices of Infraction Issues – Driving Under the Influence</b>	LE2010-095 Rev. 0 p. 35	<i>New series added to accommodate unique retention needs of DUI citations (10 years).</i>
				<b>Citations/Notices of Infraction Issued – All Others</b>	LE07-01-06 Rev. 1 p. 36	
Criminal History	<b>Docket File or Process Logs (Arrest Book)</b>	LE07-01-08 p. 27	Enforcement: Court Order Implementation	<b>Dockets/Process Logs</b>	LE07-01-08 Rev. 1 p. 33	<i>Clarification.</i>
Criminal History	<b>Juvenile Record Information Files</b>	LE07-01-09 p. 28	Investigation: Case Management	<b>Case Files – Juvenile Offenders</b>	LE07-01-09 Rev. 1 p. 44	<i>Clearer, more accurate description of juvenile offense records held by local law enforcement.</i>



### Revisions to Records Series

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Criminal History	<b>Juvenile Sealed Records/Court Orders</b>	LE07-01-10 p. 28	Investigation: Case Management	<b>Juvenile Sealed Records</b>	LE07-01-10 Rev. 1 p. 49	Clarification.
Criminal History	<b>National Crime Information Center (NCIC) III (CHRI Appendix A) Inquire Log</b>	LE07-01-11 p. 28	Investigation: Case Management	<b>National Crime Information Center (NCIC) Inquiry Logs</b>	LE07-01-11 Rev. 1 p. 50	Clarification.
Criminal History	<b>Restrictive Area Orders (SODA &amp; SOAD)</b>	LE07-01-12 p. 28	Enforcement: Court Order Implementation	<b>Court Orders – Filed with the Agency</b>	LE07-01-12 Rev. 1 p. 32	Consolidation.
Evidence Files	<b>Video Tapes or Other Recordings from Mobile Unit (where recording does not relate to a specific case investigation)</b>	LE09-01-09 p. 43	Investigation: Case Management	<b>Recordings from Mobile Units – Incident Not Identified</b>	LE09-01-09 Rev. 1 p. 51	Clarification.
Evidence Files	<b>Video/Audio Tapes or Other Recordings from Mobile Unit (where recording does relate to a specific case investigation)</b>	LE09-01-08 p. 44	Investigation: Case Management	<b>Recordings from Mobile Units – Incident Identified</b>	LE09-01-08 Rev. 1 p. 50	Clarification.
Incident Reports	<b>Alarm Call Reports File</b>	LE12-01-01 p. 47	Communication: Dispatch	<b>Alarm Call Response</b>	LE12-01-01 Rev. 1 p. 9	Clarification.
Incident Reports	<b>Case Assignment Control Records</b>	LE12-01-03 p. 47	Investigation: Case Management	<b>Case Assignment Control</b>	LE12-01-03 Rev. 1 p. 42	Clarification.



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Incident Reports	<b>Case Logs</b>	LE12-01-04 p. 47	Investigation: Case Management	<b>Case Logs</b>	LE12-01-04 Rev. 1 p. 45	Clarification.
Incident Reports	<b>Census Tract Files/Grid Files</b>	LE12-01-05 p. 48	Communication: Dispatch	<b>Census Tract/Grid Maps</b>	LE12-01-05 Rev. 1 p. 10	Clarification.
Incident Reports	<b>Field Interrogation Reports</b>	LE12-01-08 p. 48	Investigation: Intelligence	<b>Field Interrogation Reports</b>	LE12-01-08 Rev. 1 p. 52	Clarification.
Incident Reports	<b>Traffic Accident Reports</b>	LE12-01-13 p. 51	Enforcement: Violations and Traffic Enforcement	<b>Collision Reports</b>	LE12-01-13 Rev. 1 p. 37	Clarification.
Intelligence Records	<b>Confidential Informant Files</b>	LE14-01-01 p. 52	Investigation: Intelligence	<b>Confidential Informants</b>	LE14-01-01 Rev. 1 p. 52	Clarification.
Intelligence Records	<b>Criminal Activity Profile (CAP)</b>	LE14-01-02 p. 52	Investigation: Intelligence	<b>Organized Crime</b>	LE14-01-02 Rev. 1 p. 54	Consolidation.
Jail Records	<b>Commissary/Kitchens Files – Menus/Special Diet Order Log</b>	LE15-01-09 p. 55	Corrections and Jails: Food and Commissary Services	<b>Food Services – Special Dietary Requirements</b>	LE15-01-09 Rev. 1 p. 14	Consolidation, clarification.
				<b>Food Services - General</b>	LE15-01-17 Rev. 1 p. 13	
Jail Records	<b>Deck Logs</b>	LE15-01-15 Rev. 1 p. 56	Corrections and Jails: Inmate Movement	<b>Activity Logs (Floor/Block/Unit)</b>	LE15-01-15 Rev. 1 p. 16	Consolidation, clarification.
Jail Records	<b>Dietary Services Records</b>	LE15-01-17 p. 56	Corrections and Jails: Food and Commissary Services	<b>Food Services – General</b>	LE15-01-17 Rev. 1 p. 13	Consolidation.



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Jail Records	<b>Commissary/Kitchen's Free Issue Check Sheets (Indigents)</b>	LE15-01-10 p. 55	Corrections and Jails: Inmate Security and Control	<b>Free Issue</b>	LE15-01-10 Rev. 1 p. 14	<i>Consolidation, clarification.</i>
Jail Records	<b>Facility Housing Supervisor Log/Inmates' Surveillance Activities Log</b>	LE15-01-19 p. 57	Corrections and Jails: Inmate Security and Control	<b>Inspection Logs (Cell/Unit)</b>	LE14-01-29 Rev. 1 p. 21	<i>New series for cell/unit inspections.</i>
				<b>Mail and Property Surveillance</b>	LE15-01-56 Rev. 1 p. 21	<i>New series for mail and property surveillance.</i>
				<b>Pass-On and Surveillance Logs</b>	LE15-01-19 Rev. 1 p. 22	<i>New series for inmate surveillance and coordination of inmate surveillance among jail staff.</i>
Jail Records	<b>Inmate Medical Files</b>	LE15-01-25 p. 59	Corrections and Jails: Inmate Health Information Management	<b>Inmate Health Records (Age 18 and Over)</b>	LE15-01-25 Rev. 1 p. 15	<i>Broken into two series to accommodate unique retention needs for juveniles. Retention period revised to be consistent with statute.</i>
				<b>Inmate Health Records (Under Age 18)</b>	LE2010-034 Rev. 0 p. 15	<i>Broken into two series to accommodate unique retention needs for juveniles. Retention period revised to be consistent with statute.</i>
Jail Records	<b>Inmate Requests (Kites)</b>	LE15-01-26 p. 59	Corrections and Jails: Inmate Security and Control	<b>Requests (Inmate)</b>	LE15-01-26 Rev. 1 p. 24	<i>Clarification.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Jail Records	<b>Inspection Logs (Weekly)</b>	LE14-01-29 p. 60	Corrections and Jails: Inmate Security and Control	<b>Inspection Logs (Cell/Unit)</b>	LE14-01-29 Rev. 1 p. 21	<i>Clarification. Reduction of retention period to allow for statute of limitations.</i>
Jail Records	<b>Jail Register/Blotter</b>	LE15-01-30 p. 60	Corrections and Jails: Inmate Security and Control	<b>Facility Registers</b>	LE15-01-30 Rev. 1 p. 16	<i>Clarification. Retention changed to agency permanent because of administrative need.</i>
Jail Records	<b>Population Counts (Daily Tank Roster)</b>	LE15-01-39 p. 62	Corrections and Jails: Inmate Security and Control	<b>Population Counts (Inmate)</b>	LE15-01-39 Rev. 1 p. 22	<i>Clarification.</i>
Jail Records	<b>Prisoner Case Records (Jackets)</b>	LE15-01-40 p. 63	Corrections and Jails: Inmate Security and Control	<b>Inmate Custody Files (Age 18 and Over)</b>	LE15-01-40 Rev. 1 p. 18	<i>Creation of new series to accommodate unique retention needs for juveniles, clarification.</i>
				<b>Inmate Custody Files (Under Age 18)</b>	LE2010-38 Rev. 0 p. 18	<i>Creation of new series to accommodate unique retention needs for juveniles, clarification.</i>
Jail Records	<b>Release Recap</b>	LE15-01-47 p. 64	Corrections and Jails: Inmate Movement	<b>Release Recaps</b>	LE15-01-47 Rev. 1 p. 16	<i>Clarification.</i>
Jail Records	<b>Razor Log</b>	LE15-01-46 p. 64	Corrections and Jails: Inmate Security and Control	<b>Receipt of Items (Inmate)</b>	LE15-01-46 Rev. 1 p. 22	<i>Consolidation.</i>
Jail Records	<b>Review and Censorship Records for Incoming Printed Materials and Publications</b>	LE15-01-56 p. 66	Corrections and Jails: Inmate Security and Control	<b>Mail and Property Surveillance</b>	LE15-01-56 Rev. 1 p. 21	<i>Consolidation; clarification.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Jail Records	<b>State Hold Reports</b>	LE15-01-59 p. 66	Corrections and Jails: Inmate Security and Control	<b>Warrant Holds</b>	LE15-01-59 Rev. 1 p. 25	<i>Clarification; more accurate description of law enforcement record.</i>
Jail Records	<b>Surveillance Recordings – Case- Specific</b>	LE15-01-63 p. 67	Corrections and Jails: Inmate Security and Control	<b>Recordings, Security – Incident Identified</b>	LE15-01-63 Rev. 1 p. 23	<i>Clarification.</i>
Jail Records	<b>Surveillance Recordings – Routine</b>	LE15-01-64 p. 67	Corrections and Jails: Inmate Security and Control	<b>Recordings, Security – Incident Not Identified</b>	LE15-01-64 Rev. 1 p. 24	<i>Clarification.</i>
Jail Records	<b>Trustee Roster</b>	LE15-01-62 p. 68	Corrections and Jails: Inmate Security and Control	<b>Trustee Rosters</b>	LE15-01-62 Rev. 1 p. 24	<i>Clarification.</i>
Jail Records	<b>Visitation Files</b>	LE15-01-66 p. 68	Corrections and Jails: Inmate Security and Control	<b>Access Requests</b>	LE15-01-66 Rev. 1 p. 19	<i>Clarification to distinguish between unique law enforcement record and other visitor records covered by CORE.</i>
Jail Records	<b>Work Release Log Book</b>	LE15-01-67 p. 69	Corrections and Jails: Community Corrections	<b>Work Release Logs</b>	LE15-01-67 Rev. 1 p. 26	<i>Clarification.</i>
Licenses, Permits and Associated Documents	<b>Concealed Pistol License/Permit Files (Approved)</b>	LE17-01-01 p. 70	Enforcement: Authorization and Regulation	<b>Concealed Pistol License Applications – Approved/Voided</b>	LE17-01-01 Rev. 1 p. 29	<i>More accurate description of law enforcement record.</i>
Licenses, Permits and Associated Documents	<b>Concealed Pistol License/Permit Files (Disapproved)</b>	LE17-01-02 p. 70	Enforcement: Authorization and Regulation	<b>Concealed Pistol License Applications - Denied</b>	LE17-01-02 Rev. 1 p. 29	<i>More accurate description of law enforcement record.</i>
Licenses, Permits and Associated Documents	<b>Firearm Purchase/Transfer Request</b>	LE17-01-03 p. 70	Enforcement: Authorization and Regulation	<b>Firearm Purchase/Transfer Requests - Eligible</b>	LE2010-049 Rev. 0 p. 29	<i>Broken into two series to accommodate unique retention needs for denied</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
				<b>Firearms Purchase/Transfer Requests - Ineligible</b>	LE17-01-03 Rev. 1 p. 29	transfer requests.
Licenses, Permits and Associated Documents	<b>Licensed Firearms Dealers</b>	LE17-01-06 p. 70	Enforcement: Authorization and Regulation	<b>Firearm Dealer Licenses</b>	LE17-01-06 Rev. 1 p. 30	Clarification.
Licenses, Permits and Associated Documents	<b>Pawn Slip Files/Daily Reports</b>	LE17-01-10 p. 71	Enforcement: Authorization and Regulation	<b>Pawnbroker/Secondhand Dealer Slip Files/Daily Reports</b>	LE17-01-10 Rev. 1 p. 31	Clarification.
Licenses, Permits and Associated Documents	<b>Pawnbroker/Used Goods Dealer Inspection Report</b>	LE17-01-11 p. 71	Enforcement: Authorization and Regulation	<b>Pawnbroker/Secondhand Dealer Inspections</b>	LE17-01-11 Rev. 1 p. 31	Clarification.
Motor Vehicle Reports	<b>Impound or Abandoned Vehicle Records</b>	LE21-01-02 p. 73	Enforcement: Violations and Traffic Enforcement	<b>Impounds/Abandoned Vehicles</b>	LE21-01-02 Rev. 1 p. 38	Clarification, more accurate description of records.
Motor Vehicle Reports	<b>Tow Logs</b>	LE21-01-04 p. 73	Enforcement: Violations and Traffic Enforcement	<b>Impound Logs</b>	LE21-01-04 Rev. 1 p. 37	Clarification.
Motor Vehicle Reports	<b>Vehicle History Files (Not Associated with Master Case)</b>	LE21-01-06 p. 74	Investigation: Intelligence	<b>Vehicle Histories</b>	LE21-01-06 Rev. 1 p. 54	Clarification.
Special Police Authority	<b>Extensions of Police Authority</b>	LE20-01-01 p. 77	Human Resource Mgmt: Personnel	<b>Off-Duty Authorizations and Commissions</b>	LE20-01-01 Rev. 1 p. 41	Clarification, more accurate description of records.
Special Police Authority	<b>Sex Offender Registration Records and Associated Documentation</b>	LE20-01-03 p. 77	Enforcement: Court Order Implementation	<b>Sex/Kidnapping Offender Registration and Contacts</b>	LE20-01-03 Rev. 1 p. 34	Clarification.



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Specialized Equipment/Animals	<b>Aircraft History and Maintenance Records</b>	LE26-01-01 p. 78	Asset Mgmt: Maintenance	<b>Aircraft – Alteration Status, and Time In Service</b>	LE26-01-01 Rev. 1 p. 7	<i>Broken into two series to accommodate unique retention requirements in 41 CFR (to transfer certain records to purchaser at time of aircraft sale).</i>
				<b>Aircraft – Maintenance and Inspection</b>	LE2010-027 Rev. 0 p. 8	<i>Broken into two series to accommodate unique retention requirements in 41 CFR (to transfer certain records to purchaser at time of aircraft sale).</i>
Specialized Equipment/Animals	<b>Animal Records</b>	LE26-01-02 p. 78	Asset Mgmt: Maintenance	<b>Agency-Owned Animals</b>	LE26-01-02 Rev. 1 p. 7	<i>Clarification.</i>
Specialized Equipment/Animals	<b>Weapons Records</b>	LE27-01-04 p. 79	Asset Mgmt: Maintenance	<b>Weapons (Agency-Issued)</b>	LE27-01-04 Rev. 1 p. 8	<i>Clarification.</i>
Warrants/Court Orders	<b>Extradition Files</b>	LE22-01-03 p. 80	Corrections and Jails: Inmate Movement	<b>Extraditions</b>	LE22-01-03 Rev. 1 p. 16	<i>Clarification.</i>