

Using Records Retention Schedules: How Long Do Police Radar Calibration Records Need to Be Kept?

Purpose: Provide guidance to local government law enforcement agencies on how long maintenance records for speed measuring devices need to be retained.

The minimum retention period for records relating to the testing, calibration, certification, and other maintenance of speed timing and measuring devices (such as radar guns) is listed in the *Local Government Common Records Retention Schedule (CORE)* approved by the Local Records Committee in accordance with RCW 40.14.070.

6 Years after Asset No Longer Owned by Agency

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 0	<p>Maintenance – Major and/or Regulated Records documenting all major maintenance AND all regulated maintenance (<u>required</u> by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/ vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which <i>may</i> also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i> • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services <u>and</u> documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

Copies of the *Local Government Common Records Retention Schedule (CORE)* are available from Washington State Archives' website at:

<https://www.sos.wa.gov/archives/recordsmanagement/managing-law-enforcement-records.aspx>

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

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