

## **This schedule applies to: Criminal Justice Training Commission**

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

This records retention schedule authorizes the destruction/transfer of the public records of the Criminal Justice Training Commission relating to the unique functions of the establishment of high standards and exceptional training for criminal justice professionals in Washington State. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

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

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

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

All previously issued records retention schedules to the Criminal Justice Training Commission are revoked. The Criminal Justice Training Commission must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2020.

*Signature on File*

**For the State Auditor:**  
**Al Rose**

*Signature on File*

**For the Attorney General:**  
**Suzanne Becker**

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**For the Office of Financial Management:**  
**Gwen Stamey**

*Signature on File*

**The State Archivist:**  
**Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	April 4, 2018	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 3, 2020	Minor revisions throughout the schedule.

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

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## 1. CERTIFICATION

This section covers records relating to the administration and maintenance of public safety employee certification.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69192 Rev. 0	<p><b><i>Clock Hours – Approvals</i></b></p> <p>Records relating to the commission’s approval of certain programs and courses acceptable to meet clock hours and continuing education requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Program agendas, curriculum;</li> <li>• Compliance checks;</li> <li>• Summary of course evaluations;</li> <li>• Approval documentation.</li> </ul>	<p><b>Retain</b> for 2 years after date of approval <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69193 Rev. 0	<p><b><i>Peace Officer and Tribal Police Officer Certification Files</i></b></p> <p>Records relating to peace officer and tribal police officer certifications created in accordance with chapter 43.101.095 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notice of Hire;</li> <li>• Notice of Separation;</li> <li>• Peace Officer Certification Application;</li> <li>• Denial to Take Revocation Actions.</li> </ul> <p>Excludes records covered by <i>Official Student Transcripts (DAN 74-11-07335)</i>.</p>	<p><b>Retain</b> for 6 years after retirement of peace/police officer <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69194 Rev. 1	<p><b><i>Peace Officer and Tribal Police Officer Certification and Firearms Certificate – Revocation and Reinstatement Hearings</i></b></p> <p>Records relating to revocation or reinstatement hearings for peace officer and tribal police officer certification.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Pleadings;</li> <li>• Statement of Charges;</li> <li>• Findings of Fact and Conclusions of Law;</li> <li>• Appeal Documents (if applicable);</li> <li>• Commission’s Response to Reinstatement Petition;</li> <li>• Petition for reinstatement.</li> </ul>	<p><b>Retain</b> for 40 years after final disposition of case <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69195 Rev. 1	<p><b><i>Peace Officer and Tribal Police Officer Certification and Firearms Certificate – Revocation and Reinstatement Investigations</i></b></p> <p>Records relating to the investigations leading to a revocation or reinstatement of certification.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Submitting agency investigative file;</li> <li>• CJTC Investigative case logs and supporting documentation.</li> </ul>	<p><b>Retain</b> for 1 year after final disposition of case <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69196 Rev. 1	<p><b><i>Certifications (Other than Peace Officer or Tribal Police Officer) – Completed</i></b></p> <p>Records relating to certifications and other credentials administered and issued by the commission, including career level certification in accordance with RCW 43.101.350, instructor certification and K9 certification.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Documentation of completions;</li> <li>• Records relating to the revocation or reinstatement of eligibility for miscellaneous certifications, including any hearing proceedings to determine reinstatement.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Official Student Transcripts (DAN 74-11-07335);</i></li> <li>• <i>Peace Officer and Tribal Police Officer Certification Files (DAN 18-04-69193).</i></li> </ul> <p><i>Note: Individuals are responsible for their own training and certifications, and if employed by a public entity those records are covered under their employee training history files.</i></p>	<p><b>Retain</b> for 6 years after expiration of certification <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
18-04-69197 Rev. 0	<p><b><i>Certifications (Other than Peace Officer or Tribal Police Officer) – Disapproved, Incomplete or Withdrawn</i></b></p> <p>Records relating to incomplete or withdrawn applications, or disapproved professional certifications where requirements have not been met.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Documentation of completions.</li> </ul>	<p><b>Retain</b> for 2 years after date of last contact <i>or</i> 2 years after date of disapproval <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2. CRIMINAL JUSTICE TRAINING

This section covers records relating to the provision of knowledge and skills training to criminal justice professionals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-11-07335 Rev. 2	<p><b>Official Student Transcript</b></p> <p>Records relating to an individual student achievement and progression of training completed as provided by the Criminal Justice Training Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certifications;</li> <li>• Final results of course or training outcomes, pass/fail, grades and progression;</li> <li>• Successful requests for and changes to official transcript.</li> </ul> <p><i>Note: All other records pertaining to the student belong in the cumulative folder or are covered by other record series.</i></p>	<p><b>Retain</b> for 50 years after completion or withdrawal <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69191 Rev. 1	<p><b>Basic Training Student Cumulative Files (Student File Folder)</b></p> <p>Records relating to information collected on each student in addition to the Official Student Record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Registration application and dates of enrollment or withdrawal/re-admission;</li> <li>• Attestation Forms;</li> <li>• Failure letters or notifications;</li> <li>• Staff interactions and evaluations.</li> <li>• Investigation documentation (hard copies or audio files) to include any disciplinary memos</li> <li>• Test Failures – All test failures &amp; re-tests</li> </ul> <p>Excludes student training records produced by other CJTC divisions which are covered by <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)</i>.</p>	<p><b>Retain</b> for 6 years after completion or withdrawal <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69493 Rev. 0	<p><b>Additional Student Records (related to BTJ Student File Folder)</b></p> <p>Records relating to information collected on each student in addition to the Basic Training Division Student Cumulative Files. These records are unrelated to Academy performance and are only used for improving internal operations, not for assessing students' performance/learning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Pre-course assignments;</li> <li>• Minor infraction memos;</li> <li>• Injury check list.</li> </ul> <p><i>Note: Retention is based on agency business need. These records are not needed for any legal or auditing purposes.</i></p>	<p><b>Retain</b> for 30 days after graduation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69494 Rev. 0	<p><b><i>Individual Students' Training Test Materials – Student Passed</i></b></p> <p>Individual student's tests administered to document the completion of training courses <u>provided by</u> the Criminal Justice Training Commission (including through contracted trainers) <b>where the student receives a passing score on the test.</b></p> <p>Excludes all other test materials, including master copies of test booklets, answer sheets, final scores, and individual students' training test materials where the student failed the test. These records are covered by <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)</i>.</p>	<p><b>Retain</b> for 30 days after class completion <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

### **OFM (Office Files and Memoranda)**

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and*

*including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”*

***Records Series***

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

***State Records Committee***

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

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*See the State Government General Records Retention Schedule for “Archival” records.*

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