This schedule applies to: Department of Fish and Wildlife

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of the public records of the Department of Fish and Wildlife relating to the unique functions of protecting and conserving Washington's fish and wildlife resources and ecosystems. 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 designation 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 Department of Fish and Wildlife and its predecessors are revoked. The Department of Fish and Wildlife 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 October 7, 2020.

For the State Auditor:	For the Attorney General:	For the Office of Financial Management:	The State Archivist:
Al Rose	Suzanne Becker	Gwen Stamey	Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 14, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 6, 2012	Minor correction of one incorrect Disposition Authority Number and minor corrections to the DAN index.
1.2	September 5, 2012	Major revision of Enforcement function (with some other minor revisions).
1.3	December 5, 2012	Minor revision of Asset Management – Maintenance section.
1.4	March 6, 2013	Addition of one new record series to the Enforcement – Case Management section.
1.5	December 4, 2013	Minor revisions to the Enforcement and Licenses and Permits sections.
1.6	June 4, 2014	Revision to existing and added series for Recreational Sports Fish/Crab Catch Report Cards.
1.7	December 2, 2015	Minor revisions to the Agency Management, Conservation, and Licenses and Permits sections.
1.8	March 2, 2016	Minor revisions to the Conservation and Licenses and Permits sections.
1.9	September 7, 2016	Minor revisions to the Agency Management, Enforcement – Case Management and the Licenses and Permits – Granting Licenses and Permits sections.
1.10	December 7, 2016	Minor revisions to the Conservation, Enforcement and Licenses and Permits sections.
1.11	October 7, 2020	Minor revisions to the Conservation and Enforcement sections.

For assistance and advice in applying this records retention schedule, please contact the Department of Fish and Wildlife's Records Officer or Washington State Archives at:
recordsmanagement@sos.wa.gov

TABLE OF CONTENTS

1. AGENCY MANAGEMENT 5
1.1 COMMUNITY RELATIONS 5
1.2 HEARINGS 6

2. ASSET MANAGEMENT 7
2.1 MAINTENANCE 7

3. CONSERVATION 10
3.1 HABITAT RESTORATION AND PROTECTION 10
3.2 SPECIES RECOVERY AND MANAGEMENT 13

4. ENFORCEMENT 17
4.1 ADMINISTRATIVE 17
4.2 CASE MANAGEMENT 21
4.3 COMMUNITY INTERACTION 24
4.4 INVESTIGATIONS 26
4.5 PROPERTY AND AUCTION MANAGEMENT 31
4.6 VIOLATIONS/CITATIONS 33

5. LICENSES AND PERMITS 35
5.1 DEALER AND VENDOR MANAGEMENT 35
5.2 GRANTING LICENSES AND PERMITS 36
5.3 REPORTING 41

GLOSSARY 43

INDEXES 46

1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration not currently covered by the *State Government General Records Retention Schedule.*

See State Government General Records Retention Schedule for additional records relating to agency management.

1.1 COMMUNITY RELATIONS

Records relating to the state government agency's interaction with its community not currently covered by the State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29817 Rev. 2	***Tribal Relations*** Records documenting agency interaction with tribes concerning contracts, agreements, regulations, resolutions, law or other official documents that concern and/or controls the government to government operations. Includes, but is not limited to: • Studies and management plans; • Tribal ceremonial agreements; • Court cases and other legal documents. Excludes enforcement case files covered by: • *Case Files – Criminal (DAN 79-03-22114)*; • *Case Files – Juvenile Offenders (DAN 12-09-68296)*; • *Case Files – Notorious (DAN 12-09-68299)*.	**Retain** for 11 years after end of calendar year *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** **(for Disaster Recovery)** OPR

1.2 HEARINGS

The activity of conducting administrative hearings.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-01-56406 Rev. 4	***Civil Administrative Hearings*** Records documenting the adjudicative proceedings of the Department's Administrative Hearing Officers that determine the rights, duties and privileges of petitioners in Department rulings. Includes, but is not limited to: • Seizure for forfeiture; • Notice of Forfeiture following 45 days; • Hunting/fishing license suspension and revocations; • Wildlife Rehabilitation permit revocation; • Wildlife permit denial, hunter education application and instructor's dismissal; • Master Hunter Permit Revocation; • Crop Damage claims; • Commercial license (fishing/crab) appeals. Excludes records related to other litigation actions through the Attorney General's Office.	**Retain** for 7 years after case closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2. ASSET MANAGEMENT

This section covers records relating to the management of the agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) not currently covered by the *State Government General Records Retention Schedule.*

See State Government General Records Retention Schedule for additional records relating to asset management.

2.1 MAINTENANCE

The activity involved of maintaining and servicing of agency owned assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68350 Rev. 0	***Agency-Owned Animals*** Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915(7). Includes, but is not limited to: • Training and canine team certification; • Animal acquisition and microchip information; • Records showing purpose, use, or assignment of animal.	**Retain** for 6 years after removal from active service *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.1 MAINTENANCE

The activity involved of maintaining and servicing of agency owned assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68351 Rev. 0	***Aircraft – Alteration, Status, and Time in Service*** Records identified by 14 CFR §91.417(b) (2) relating to the airworthiness, alterations, time in service and status of agency aircraft. Includes, but is not limited to: • Time in service records; • Life-limited parts; • Inspection status; • Alterations to aircraft. Excludes records covered by *Aircraft – Maintenance and Inspection (DAN 12-12-68352)*. *Note: At time of sale, copies of the agency's records should be transferred to purchaser. Original records must be retained by the agency until the current approved minimum retention period has been met in accordance with RCW 40.14.060.*	**Retain** for 6 years after sale of aircraft *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-12-68352 Rev. 0	***Aircraft – Maintenance and Inspection*** Records identified in 14 CFR §91.417(b) (1) relating to the maintenance and inspections of agency aircraft. Includes, but is not limited to: • Maintenance records; • Inspection records Excludes records covered by *Aircraft – Alteration, Status, and Time in Service (DAN 12-12-68351)*.	**Retain** until repeated or superseded by subsequent maintenance work *or* 3 years after the work is performed, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.1 MAINTENANCE

The activity involved of maintaining and servicing of agency owned assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68353 Rev. 1	***Weapons (Agency-Issued)*** Records relating to the purchasing, issuance, inspection and maintenance of weapons issued by and/or handled by agency personnel. Includes, but is not limited to: • Records of inspection, maintenance, and certification; • Primary and backup weapons.	**Retain** for 3 years after disposal of weapon *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. CONSERVATION

This section covers records relating to the conservation, restoration and recovery of fish and wildlife.

3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18453 Rev. 1	***Lakes and Streams Historical File*** Information gathered annually by Department of Fish and Wildlife lake and stream surveying used for documenting rotenone (pesticide) treatment and rehabilitation for the purpose of protecting fish species and enhancing fisheries and the effects on specific bodies of water within the State of Washington.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
00-07-59816 Rev. 1	***State Environmental Policy Act (SEPA)*** Documentation pertaining to SEPA permits issued by Department of Fish and Wildlife as a lead agency. Includes records of environmental review by the public and federal/state permitting agencies, and threshold determinations originated by the Washington Department of Fish and Wildlife and rendered before project initiation per RCW 43.21C. *Note: Department of Ecology holds the registry of SEPA permits issued by Department of Fish and Wildlife and other lead agencies in the State of Washington.*	**Retain** for 14 years after initiation of project or until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** **(for Disaster Recovery)**OPR

3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68949 Rev. 0	***Water Resources/Energy Development*** Records related to the Department of Fish and Wildlife's consultation in the proposed licensing and permitting of construction, expansion and implementation of projects related to energy development in WA State, such as: • Hydropower and water storage; • Wind power; • Mining and fossil energy generation and distribution; • Transmission lines and pipelines. Projects may be regulated by the Federal Energy Regulatory Commission (FERC), the Energy Facility Site Evaluation Council (EFSEC), local jurisdictions or other external entities. Includes, but is not limited to: • Biological assessments; • Associated maps; • Correspondence, email, meeting notes and memorandum to file; • Photographs; • Modifications or changes to the proposed action or project; • Any necessary internal compliance documentation and the WDFW concurrence.	**Retain** for 6 years after date of document *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-07-23036 Rev. 1	***State Environmental Policy Act (SEPA) – Requests By External Entities*** Records related to requests from external entities for environmental review and comments provided by the Department of Fish and Wildlife. *Note: For records resulting in SEPA mitigation use DAN 00-07-59816.*	**Retain** for 6 years after end of the calendar year or until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-01-61695 Rev. 1	***Watershed Analyses*** Detailed records of Local Habitat Assessments (LHA) performed by Department of Fish and Wildlife staff for counties and watersheds to identify important species and habitats for fish and wildlife protection.	**Retain** until completion of watershed analysis project *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-12-69022 Rev. 0	***Controlled Substance Authorized Lists*** Lists of personnel who are authorized to possess and administer controlled substances (such as sodium pentobarbital), created and maintained in accordance with WAC 246-886-160.	**Retain** for 2 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69023 Rev. 0	***Drug Management*** Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of drugs or Schedule I, II, III, IV or V controlled substances under the control or possession of the agency. Includes, but is not limited to: • Drug Enforcement Agency Form 222 and other requisition documentation (as required by 21 CFR 1305.17); • Drug inventories or transcriptions of inventories from oral recordings (WAC 246-886-210); • Documentation accounting for errors, discrepancies, or inventory reconciliations; • Drug Enforcement Agency Form 41; • Drug log books (in accordance with WAC 246-886-210); • Correspondence.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29818 Rev. 5	***Fish Species – Management, Protection and Restoration*** Records documenting the management, protection and recovery of fish species that exist in waters of Washington State. Includes, but is not limited to: • Management plans (includes local, interagency, federal or tribal); • Tagging, laboratory operations, populations, locations; • Documentation of diseases or other threats for different fish species; • Fishways, fish passages and screening. Exclude: • Raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by Records Documented as Part of More Formalized Records (DAN GS 50012)	**Retain** for 10 years after end of calendar year *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
74-10-07126 Rev. 5	***Hatcheries and Fish Farms*** Records documenting hatchery production, operation and management. Includes, but is not limited to: • Fish arriving at traps and numbers for brood year species; • Plant and carcass disposition of eggs taken, fish spawned; • Annual salmon hatchery production plans. Exclude: • Raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by Records Documented as Part of More Formalized Records (DAN GS 50012)	**Retain** for 10 years after end of calendar year *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18424 Rev. 3	***Wildlife Management*** Records documenting wildlife management, protection and preservation. Includes, but is not limited to: • Reports; • Status and Trends; • Management Plans; • Census studies. Exclude: • Raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by Records Documented as Part of More Formalized Records (DAN GS 50012).	**Retain** for 10 years after end of calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
16-12-69024 Rev. 0	***Microchip Records*** Records documenting the implantation of microchips in animals by the agency. Includes, but is not limited to: • Microchip label; • Data related to movement; Existing and deceased microchipped species.	**Retain** for anticipated lifetime of animal being microchipped *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
77-02-18439 Rev. 2	***Claims For Damage*** Records of claims filed by land owners who have a legal right to commercial crops, commercial livestock, or private land for monetary reimbursement for damages caused by wildlife interaction.	**Retain** for 6 years after claim closes *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68300 Rev. 0	***Problem/Dangerous Wildlife Field Incidents*** Documentation related to problem and/or dangerous wildlife incidents/encounters completed by commissioned enforcement staff. Includes, but is not limited to: • Black bear and cougar incident reports and forms.	**Retain** for 3 years after date of incident *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4. ENFORCEMENT

This section covers records created by the WDFW Enforcement Program including but not limited to criminal processes, actions, and resolutions implemented as a result of enforcement activities.

4.1 ADMINISTRATIVE

This section covers records relating to oversight and responsibility for the Enforcement Program's complaint and disciplinary procedures (including review and investigation of employee conduct, alleged misconduct, policy violations, etc.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69596 Rev. 0	***Internal Review/Investigation (Formal Discipline Imposed)*** Records relating to the internal review and investigation of agency employee conduct and/or allegation of **misconduct** or violation of agency regulations/orders, federal, state or local statute, ***where charges are sustained, and formal discipline is imposed.*** Formal discipline includes any sanction that penalizes an employee financially through loss of pay or accrued leave (e.g., demotion, suspension, removal, leave without pay, etc.). Investigative records include, but are not limited to: • Statements by complainant, employee, witnesses, etc.; • Recordings (regardless of format or source); • Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.); • Other investigative reports and communications (Internal Affairs, etc.); • Final action summary (memo, correspondence, log, report); • Notification of termination provided to the Washington State Criminal Justice Training Commission pursuant to *RCW 43.101.135*. *Note: Includes confidential records, which will retain their confidentiality at Washington State Archives in accordance with RCWs 42.56.240, 42.56.250(6), 10.97.050, and 10.97.130*	**Retain** for 6 years after completion of disciplinary action *and* 3 years ***after*** minor reaches age 18, *if minor involved in incident* *then* **Transfer to** Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** OPR

4.1 ADMINISTRATIVE

This section covers records relating to oversight and responsibility for the Enforcement Program's complaint and disciplinary procedures (including review and investigation of employee conduct, alleged misconduct, policy violations, etc.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69597 Rev. 0	***Internal Review/Investigation (Formal Discipline NOT Imposed)*** Records relating to internal review/investigation of agency employee conduct and/or allegations of misconduct or violation of agency regulations/orders, or federal, state or local statute, ***where formal discipline is not imposed*.** Includes incidents where: • Agency response is determined to be within policy/procedure; • Employee is exonerated and/or charges are determined to be not sustained, unfounded, or inconclusive; • Charges are sustained and informal discipline is imposed (written or verbal reprimands, memoranda, counseling, retraining or additional corrective training, etc.). Investigative records (regardless of format) include, but are not limited to: • Statements by complainant, employee, witnesses, etc.; • Incident reports (including **Use of Force**, discharge of weapon, fleet accident, etc.); • Recordings (regardless of format or source); • Other investigative reports and communications; • Final action summary (memo, correspondence, log, report). Excludes records covered by: • *Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 20-10-69598)*; • *Internal Review/Investigation (Formal Discipline NOT Imposed) (DAN 20-10-69597);* • *Case Files – Criminal (DAN 79-03-22114).*	**Retain** for 6 years after final disposition *and* 6 years after completion of informal disciplinary action, *if imposed* *and* *if minor involved in incident,* 3 years ***after*** minor reaches age 18, *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 ADMINISTRATIVE

This section covers records relating to oversight and responsibility for the Enforcement Program's complaint and disciplinary procedures (including review and investigation of employee conduct, alleged misconduct, policy violations, etc.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69598 Rev. 0	***Internal Review/Investigation – Notorious/Historically Significant Incidents*** Records documenting the **internal review and investigation** of agency actions relating to or arising from **incidents** within the agency's jurisdiction ***which have gained contemporary public notoriety or significance***. Includes, but is not limited to, incidents involving: • Major (subsequent) modification to internal Enforcement policy/procedure, training, or equipment; • Use of force by or against an officer that results in "great bodily harm" as defined by *RCW 9A.04.110* or death **to any person**; • Officer's use of "deadly force" as defined by *RCW 9A.16.010* (regardless of whether or not death results); • DFW Enforcement official investigation and response to a natural disaster, terrorist threat, declared state of emergency, major riot/protest or other incident of similar magnitude and impact. Excludes records covered by: • *Emergency/Disaster Response/Recovery – Significant (DAN GS 25006).* *Note: **For guidance on how to identify notorious/significant incidents**, please contact Washington State Archives.* *Note: Includes confidential records, which will retain their confidentiality at Washington State Archives in accordance with RCWs 42.56.240, 42.56.250(6), 10.97.050, and 10.97.130.*	**Retain** for 6 years after resolution of review/investigation *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

4.1 ADMINISTRATIVE

This section covers records relating to oversight and responsibility for the Enforcement Program's complaint and disciplinary procedures (including review and investigation of employee conduct, alleged misconduct, policy violations, etc.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69593 Rev. 0	***Directive Control Sheets*** Records documenting staff acknowledgement of new Enforcement Regulations and General Orders.	**Retain** for 5 years after end of the calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-10-69592 Rev. 0	***Background checks/tests/investigations (Non-Criminal)*** Records relating to background checks, tests, and/or investigations completed by the law enforcement agency on behalf of the agency or any other government agency or private employer/entity that are unrelated to the agency's criminal investigation cases. Includes employment-related investigations of employees, volunteers, contractors, etc. Including, but not limited to: • Criminal History Record Information (CHRI) and/or "no record found" results; • Fingerprints, analysis, etc.; • Third party references, statements, reports (including credit checks, etc.); • Polygraph and psychological testing; • Related communications (regardless of format).	**Retain** for 3 years after request fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 CASE MANAGEMENT

The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22114 Rev. 4	***Case Files – Criminal*** Detailed records pertaining to criminal cases. Includes, but is not limited to: • Arrest reports, citations, and general criminal case files; • License suspensions, revocations and reinstatements.	**Retain** for 10 years after case is closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68296 Rev. 0	***Case Files – Juvenile Offenders*** Case reports and files assembled by enforcement staff pertaining to offenses allegedly committed by juveniles.	**Retain** until juvenile attains 23 years of age *or* notification of destruction eligibility is received by the juvenile court, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68299 Rev. 1	***Case Files – Notorious*** Case files of any type, and related documentation of investigations of cases which have gained contemporary public notoriety or significance. Excludes juvenile offenders. *Note: For guidance on how to identify notorious or historically significant cases, contact Washington State Archives.*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

4.2 CASE MANAGEMENT

The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-03-68437 Rev. 0	***Citations/Notices of Infraction Issued*** Records relating to criminal or non-criminal citations and infractions issued to alleged violators. Includes, but is not limited to: • Originals and/or duplicates of issued citations and infractions; • Documentation of disposition of the charge when applicable.	**Retain** for 3 years after date of issuance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68297 Rev. 0	***Court Orders – Warrants and Writs*** Writs and warrants received from courts requiring law enforcement action and which have not been served, fulfilled, or recalled. *Note: Once served, warrants and writs are to be retained with the pertinent case file.*	**Retain** until served, recalled, or cancelled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68298 Rev. 1	***Criminal History Inquiry Logs*** Logs documenting all criminal history inquiries performed by enforcement. Including, but is not limited to: • Records documenting all National Crime Information Center (NCIC)/III inquiries performed by the agency.	**Retain** for 4 years after completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
16-09-68998 Rev. 0	***Hunting Accidents – Routine*** Records relating to Department of Fish and Wildlife Enforcement Program's investigations into routine hunting accidents. Routine hunting accidents are those not covered by *Hunting Accidents – Significant (DAN 79-03-22123)*.	**Retain** for 6 years after date of accident *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 CASE MANAGEMENT

The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22123 Rev. 2	***Hunting Accidents – Significant*** Records relating to Department of Fish and Wildlife Enforcement Program's investigations into significant hunting accidents. Significant hunting accidents are those which involve: • At least one fatality; or • Famous/infamous people; or • Receive significant national/international media attention. Excludes records covered by *Hunting Accidents – Routine (DAN 16-09-68998).*	**Retain** for 6 years after date of accident *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

4.3 COMMUNITY INTERACTION

The activity involves enforcement interactions with the community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68301 Rev. 0	***Crime Prevention Programs*** Records relating to the management of crime prevention programs, including but not limited to the *Eyes in the Woods* program. *Note: Excludes forms used to pay rewards or preference points for information leading to issuance of a citation.*	**Retain** for 1 year after obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69025 Rev. 0	***Non-Emergency Reports*** Reports of non-emergency crimes or incidents received by law enforcement agencies. Includes, but is not limited to: • Reports received via WDFW WILDCOMM dispatch; • Telephone; • Email; • Web-form.	**Retain** for 90 days after report is received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68302 Rev. 0	***Rewards Program*** Provides documentation of the payment of rewards or preference points for information leading to issuance of citation. Includes, but is not limited to: • Rewards request forms; • Copies of order payment forms; • Copies of case report; • Reward letters. *Note: Information is highly confidential.*	**Retain** for 5 years after date when violation was reported *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.3 COMMUNITY INTERACTION

The activity involves enforcement interactions with the community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68303 Rev. 0	***Ride-Along Program*** Provides documentation relating to the public participation in Enforcement's Ride-Along Program where citizens are allowed to ride along in vehicles with agents/officers from enforcement.	**Retain** for 3 years after participant's ride-along *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68305 Rev. 0	***Confidential Informants*** Records relating to individuals with confidential informant status who provide information to enforcement. *Note: Information is confidential and steps taken to ensure security and confidentiality.*	**Retain** for 5 years after termination of confidential informant status *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68306 Rev. 0	***Investigational Conversations – Recordings*** Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	**Retain** for 1 year after transcribed verbatim and verified *or* until disposition of pertinent case file(s), whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68307 Rev. 0	***Investigational Conversations – Transcriptions*** Transcriptions of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	**Retain** until disposition of pertinent case file(s) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68308 Rev. 0	***Special Operations Team*** Provides documentation relating to special or tactical enforcement operations planned and/or executed by the Special Operations team. Includes, but is not limited to: • Marijuana eradication; • Swift rescue. Excludes records that are part of a case file.	**Retain** for 2 years after completion of mission/operation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22119 Rev. 1	***Specialized Investigative Unit (SIU)*** Documentation that relates to undercover identity records produced for the purpose of creating an alternative identity for undercover investigations. Includes, but is not limited to: • Vehicle tabs and licenses; • Other alternate forms of identification such as a Social Security card; • Other investigative accrued expenses.	**Retain** for 3 years after investigation closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68309 Rev. 1	***Recordings from Mobile Devices – Incident Identified*** Recordings created by the law enforcement agency using mobile recording devices and, whether manually or automatically triggered, are known to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result. Including all mobile recordings, but is not limited to: • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc); • Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all-terrain vehicle (ATV), bike, scooter, etc.); • Dog-cam (on an animal's body – canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). *Note: Does not include agency building surveillance.*	**Retain** until matter resolved *or* until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68310 Rev. 1	***Recordings from Mobile Devices – Incident Not Identified*** Recordings created by the law enforcement agency using mobile recording devices and whether manually or automatically triggered. Including all mobile recordings, but is not limited to: • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all-terrain vehicle (ATV), bike, scooter, etc.); • Dog-cam (on an animal's body – canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). *Note: Does not include agency building surveillance. A retention of 90 days covers the required 60 days as referenced in RCW 42.56.240.*	**Retain** for 90 days after date of recording *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69600 Rev. 0	***Recordings from Mobile Devices – Buffered Data/Images*** Automatically and continuously generated data and images that are captured by mobile recording devices, stored temporarily in the device, and recorded over as part of routine device operations without being accessed. Excludes: • Data and images (including any "pre-event" or "post event" buffer) that are part of a manually or automatically triggered event recording, covered by *Records from Mobile Devices – Incident Identified (DAN 12-09-68309)* and *Recordings from Mobile Devices – Incident Not Identified (DAN 12-09-68310)*; • Any data and images that are access before being recorded over (e.g., if a triggered recording does not record successfully, if the agency reviews recorded images/data that are not part of a triggered event recording, etc.) are covered by *Recordings from Mobile Devices – Incident Identified (DAN 12-09-68309)* and *Recordings from Mobile Devices – Incident Not Identified (DAN 12-09-68310)*.	**Destroy** as part of routine devices operations as defined by program regulations.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.5 PROPERTY AND AUCTION MANAGEMENT

The activity involved in confiscating, seizing, acquiring, and/or auctioning non-agency property as mandated by statute, ordinance or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68312 Rev. 0	***Physical Property Seizure/Sale*** Records relating to the seizure and/or sale of non-agency physical property.	**Retain** for 6 years after sale of property *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-10-69595 Rev. 0	***Evidence/Property in Custody – Management*** Records documenting the intake, management, disposition of property acquired or taken by the law enforcement agency as evidence or for safekeeping. Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy. Includes, but is not limited to: • Correspondence; • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.)	**Retain** for 6 years after disposition of property *and* 1 year after disposition of pertinent case file(s); *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.5 PROPERTY AND AUCTION MANAGEMENT

The activity involved in confiscating, seizing, acquiring, and/or auctioning non-agency property as mandated by statute, ordinance or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69599 Rev. 0	***Property Forfeited*** Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505. Includes, but is not limited to: • Notice of seizure to the owner of the property; • Owner of property's claim of ownership or right to possession of items; • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use. Excludes: • Records relating to property retained for Law Enforcement use. • Records covered under *Scientific Collection Permits – (DAN 96-01-56406*).	**Retain** for 7 years after disposition of the property *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-10-69594 Rev. 0	***Evidence Audits*** Records relating to evidence room audits conducted by the law enforcement agency's own staff to determine compliance with applicable policies, procedures and requirements for the management of the evidence. Includes, but is not limited to: • Correspondence relating to evidence audits; • Notes, logs or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings.	**Retain** for 4 years after completion of auditor's report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.6 VIOLATIONS/CITATIONS

The activity involved in enforcing laws and ordinances and citing violations

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68313 Rev. 0	***Citations/Notices of Infraction Forms Issued to Officer*** Records relating to the issuance of blank, pre-numbered citations/notices of infractions to officers in accordance to RCW 46.64.010. Includes, but is not limited to: • Voided citations/tickets; • Receipt for books and/or devices issued; • New and unused books issued to enforcement; • Citation books turned into enforcement after being issued to commissioned staff.	**Retain** for 3 years after date issued *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68314 Rev. 1	***Impounds/Abandoned Vehicles*** Documentation related to vehicles impounded by enforcement. Includes, but is not limited to: • Impounds and abatements; • Tow-away notices.	**Retain** for 2 years after disposition of vehicle *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-09-68315 Rev. 0	***Officer Notebooks*** Notebooks used by commissioned enforcement staff and communications officers to take notes while on duty.	**Retain** for 10 years after last entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.6 VIOLATIONS/CITATIONS

The activity involved in enforcing laws and ordinances and citing violations

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68316 Rev. 2	***Vessel Reports/Inspections*** Documentation of vessel reports and safety inspections conducted to augment regulatory and safety requirements for vessels on state waterways. Includes, but is not limited to: • Records relating to ballast water reporting forms required for all vessels entering State waters; • Records relating to boater safety inspections for compliance with State boating regulations. *Note: Inspections may be performed as a courtesy or to meet compliance.*	**Retain** for 6 years after date of inspection *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5. LICENSES AND PERMITS

This section covers records relating to the licensing and permitting for hunting and fishing.

5.1 DEALER AND VENDOR MANAGEMENT

The activity of authorizing and monitoring the dealers and vendors who sell Department of Fish and Wildlife licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-05-22337 Rev. 1	***Dealer/Vendor License Records*** Records documenting licenses issued to dealers/vendors authorized to sell fishing and hunting licenses, stamps, razor clams and shrimp licenses. Including, but is not limited to: • Applications and approvals; • Bonds and sales reports; • Terminated dealers/vendors. *Note: License does not expire. Active until terminated by the vendor or by Department of Fish and Wildlife. Incomplete or withdrawn applications are held for reference purposes.*	**Retain** for 7 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-03-61743 Rev. 2	***Returned Licenses from Dealers/Vendors*** All records pertaining to hunting and fishing license transactions and documents returned by authorized dealers for credit. Vendors issue licenses via a terminal system and documents numbered at time of sale.	**Retain** for 3 months after dealer account is charged *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-08-25204 Rev. 4	***Commercial Licensing/Registration Records*** Records documenting the licensing of commercial boats and wholesalers for harvesting, selling and growing fish and shellfish. Includes, but is not limited to: • Buoy brand licenses • Commercial gear licenses; • Aquaculture registrations; • Wholesale fish dealers, Aquaculture farms.	**Retain** for 6 years after expiration of license or inactive status of registrations *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
13-12-68483 Rev. 0	***Hunter/Fisher Disability Privileges*** Records related to applications by persons with disabilities to be granted special status for access and special privileges for hunting, fishing and wildlife opportunities. Includes but is not limited to: • Special Use Permit applications; • Exception to the Special Use Permit Application Submission For; • Hunter/Fisher Disability Status applications; • Hunter/Fisher Reduced Fees applications; • Road Access Entry Program Submission; • Approvals, denials, renewals. *Note: Special Use Permits and Exceptions provide accommodations in hunting, fishing or wildlife viewing activities. Reduced fees application is for reduced fees only. The Fisher Disability Status Application must be completed to receive disability status. Information is entered into WILD System and status remains until updated.*	**Retain** for 7 years after the date of the original issuance or denial *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
72-05-02061 Rev. 4	***Hydraulic Project Approvals*** Records documenting permits approved/denied for construction activity that will divert, obstruct, or change the natural flow bed of state waters. Includes all marine waters and freshwaters of the state except artificial water courses.	**Retain** for 7 years after the date of the original issuance or denial of the permit *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
12-09-68317 Rev. 0	***License Suspensions/Revocations and Reinstatements*** Records relating to the notices issued to suspend, revoke or reinstate the rights of an individual to hunt or fish in the state of Washington.	**Retain** for 1 year after cancelled or expired *and* until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18412 Rev. 1	***Raptors/Wildlife Rehabilitator License Records*** Records pertaining to licensed falconers and wildlife rehabilitators who have been trained to care for and hunt raptors. Includes, but not limited to: • Applications/renewal applications for licenses; • Exams, inspections; • Annual reports/ledgers; • Records of withdrawn applications and failed attempts to pass requirements successfully. *Note: Falconers submit a Renewal Application, Rehabilitators submit an Annual Report for renewal. If renewal requirements are not met, license is terminated and falconers and rehabilitators must go through application process again.*	**Retain** for 6 years after end of calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
15-12-68948 Rev. 0	***Recreational Passes*** Records relating to the issuance of passes required for parking, access and use of park grounds and facilities such as Sno-Park or Discover passes. Includes, but is not limited to: • Applications • Supporting documentation for eligibility verification. Excludes financial records for payment covered by *Financial Reports, Quarterly, Monthly & Daily, Agency Copy (DAN GS 02005)*.	**Retain** until pass is expired *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-01-56409 Rev. 4	***Scientific Collection Permits*** Permits issued to scientists/researchers, educators/educational institutions, museums, aquariums and zoos that authorize the permit holder to collect samples and specimens (such as fish, shellfish, mammals, reptiles, amphibians, their nests and eggs) for scientific and educational purposes.	**Retain** for 3 years after permit expires *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
77-02-18435 Rev. 3	***Special Permits, Licenses, Certificates, Authorizations or Permissions*** Records related to special permits, licenses, certificates, permissions, waivers or authorizations granted by agency programs. Includes, but is not limited to: • Applications, approvals, denials, renewals; • Eligibility verification documents; • Entries for contests. Excludes records covered by: • *Hunter/Fisher Disability Privileges (DAN 13-12-68483)*; • *Hydraulic Project Approvals (DAN 72-05-02061)*; • *State Environmental Policy Act (SEPA) – Requests By External Agencies (DAN 79-07-23036)*.	**Retain** for 3 years after expiration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22120 Rev. 1	***Hunter Education Program*** Records related to the Hunter Education program. Includes, but is not limited to: • Course records and instructor files; • Course evaluations and surveys; • Registrations and Certificates of Completion.	**Retain** for 6 years after completion of course *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-03-68235 Rev. 0	***Master Hunter (AHE) Permit Program*** Records related to Advanced Hunter Education (AHE) Program. Provides training, education and upon successful completion of the course, a permit to participate in special hunts aimed at reducing property damage and/or public safety problems posed by wildlife. Includes, but is not limited to: • Applications, tests, certification/re-certification; • Course records and instructor files; • Issuing/renewals of permits; • Unsuccessful attempts.	**Retain** for 6 years after permit expires or non-recertification *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.3 REPORTING

The activity relating to reporting of counts and catches by licensees and permittees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51256 Rev. 5	***Commercial Fish Catches*** Records relating to commercial fish catches and reports submitted by licensees. Catches are reported to document legal and compliance requirements for commercial licenses for annual renewals and are used for other compilations gathered to create statistical and analytical reports. Includes, but is not limited to: • Catch reports and reconciliations (Non-Treaty & Treaty Quick Reports); • Commercial Fish Receiving Tickets • Aquaculture Production Reports • Season setting/closures; • Quota determinations. Excludes: • Published reports covered by *Publications (DAN GS 15008)*; • Research data and plans covered by *Fish Species – Management (DAN 82-04-29818)*. *Note: Paper records which have been imaged may be destroyed (excluding original Fish Tickets which must be kept for 6 years) in accordance with Source Records – Imaged (Non-Archival) (DAN GS 11012).*	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60306 Rev. 3	***Recreational Sports Fish/Crab Catch Record Cards – Not Selected for Sampling*** Individual recreational paper based catch cards submitted by licensed fishers/catchers that are NOT selected for sampling.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.3 REPORTING

The activity relating to reporting of counts and catches by licensees and permittees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-06-68506 Rev. 0	***Recreational Sports Fish/Crab Catch Record Cards – Selected for Sampling*** Records, regardless of format, relating to the data derived from sampled individual catch cards captured as images or other compilations gathered to create statistical and analytical reports. Includes, but is not limited to: • Fisheries management reports; • Season setting/closures; • Quota determinations. Excludes published reports covered by *Publications (DAN GS 15008)*. *Note: Paper records which have been imaged may be destroyed in accordance with Source Records – Imaged (Non-Archival) (DAN GS 11012).*	**Retain** for 5 years after the end of the licensing year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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.

INDEXES

ARCHIVAL RECORDS INDEX

See the State Government General Records Retention Schedule for additional "Archival" records.

AGENCY MANAGEMENT
Community Relations
Tribal Relations 5
CONSERVATION
Habitat Restoration and Protection
Lake and Streams Historical File 10
State Environmental Policy Act (SEPA) 10
Watershed Analyses 12
Species Recovery and Management
Fish Species – Management, Protection and Restoration 14
Hatcheries and Fish Farms 14
Wildlife Management 15
ENFORCEMENT
Administrative
Internal Review/Investigation – Notorious/Historically Significant Incidents . 19
Internal Review/Investigation (Formal Discipline Imposed) 17
Case Management
Case Files – Notorious 21
Hunting Accidents – Significant 23
LICENSES AND PERMITS
Granting Licenses and Permits
Hydraulic Project Approvals 37
Raptors/Wildlife Rehabilitators License Records 38

ESSENTIAL RECORDS INDEX

See the State Government General Records Retention Schedule for additional "Essential" records.

AGENCY MANAGEMENT
Community Relations
Tribal Relations 5
CONSERVATION
Habitat Restoration and Protection
State Environmental Policy Act (SEPA) 10
ENFORCEMENT
Administrative
Internal Review/Investigation (Formal Discipline Imposed) 17

DISPOSITION AUTHORITY NUMBERS (DANS) INDEX

00-07-59816 10
02-01-60306 41
08-01-61695 12
08-03-61743 35
12-03-68235 40
12-09-68297 22
12-09-68298 22
12-09-68299 21
12-09-68300 16
12-09-68301 24
12-09-68302 24
12-09-68303 25
12-09-68305 26
12-09-68306 26
12-09-68307 26
12-09-68308 27
12-09-68309 28
12-09-68310 29
12-09-68312 31
12-09-68313 33
12-09-68314 33
12-09-68315 33
12-09-68316 34
12-09-68317 37
12-09-68396 21
12-12-68350 7
12-12-68351 8
12-12-68352 8
12-12-68353 9
13-03-68437 22
13-12-68483 36
14-06-68506 42
15-12-68948 38
15-12-68949 11
16-09-68998 22
16-12-69022 13
16-12-69023 13
16-12-69024 15
16-12-69025 24
20-10-69592 20
20-10-69593 20
20-10-69594 32
20-10-69595 31
20-10-69596 17
20-10-69597 18
20-10-69598 19
20-10-69599 32
20-10-69600 30
72-05-02061 37
74-10-07126 14
77-02-18412 38
77-02-18424 15
77-02-18435 39
77-02-18439 15
77-02-18453 10
79-03-22114 21
79-03-22119 27
79-03-22120 40
79-03-22123 23
79-05-22337 35
79-07-23036 12
80-08-25204 36
82-04-29817 5
82-04-29818 14
92-09-51256 41
96-01-56406 6
96-01-56409 39

SUBJECT INDEX

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

A

abandoned vehicles 33
accidents
  hunting 22, 23
  vehicles/vessels ..... *see SGGRRS*
advanced hunter education program 40
aircraft
  alteration/status/time in service 8
  maintenance/inspection 8
all terrain vehicle (ATV) 30
animals (enforcement) 7
aquaculture
  production reports 41
  registrations 36
arrest reports 21
audio recordings
  mobile units 30
audio recordings (investigational conversations) ... 26
audits ..... *see SGGRRS*
  evidence 32

B

backups ..... *see SGGRRS*
bids (contracts) ..... *see SGGRRS*
bills (legislation) ..... *see SGGRRS*
black bears (incidents) 16
body worn camera (BWC) recordings 30
budgets ..... *see SGGRRS*
buffered data/images (recordings) 30
buoy brand licenses 36

C

cameras
  mobile recordings 30
canine
  mobile recordings 30
case files (criminal/juvenile) 21
  notorious cases 21
catch cards 41, 42
catch reports (commercial) 41
census studies (wildlife) 15
citations 21
  forms (issuance to officers) 33
  issued 22
civil administration hearings 6
claims for damage (wildlife) 15
commercial fishing (reports) 41
complaints ..... *see SGGRRS*
confidential informants 26
contracts ..... *see SGGRRS*
controlled substances 13
cougars (incidents) 16
court orders (warrants/writs) 22
crab catch cards 41, 42
crime prevention programs 24
criminal
  case files 21
  history inquiry logs 22

D

damages (claims) 15
dangerous wildlife 16
dashcam (mobile recording) 30
dealers (licensing) 35
directive control sheets 20
disability privileges 36
disposition of evidence/property 31
dogcam (mobile recording) 30
dogs
  enforcement 7
drones (mobile recordings) 30
drug management 13

E

education programs (hunters) 40
endangered species 15
Enforcement Regulations and General Orders 20

evidence audits 32
evidence/property in custody 31
Eyes in the Woods program 24

F

facilities ..... *see SGGRRS*
falconers (licenses) 38
financial records ..... *see SGGRRS*
fish
  catch cards 41, 42
  farms (production/operations/management) 14
  receiving tickets 41
  species (research/data) 14
fishways (production/operations/management) ... 14
forfeited property (to agency) 32
forfeiture (seizure) hearings 6

G

game management plan 15
grants ..... *see SGGRRS*
grievances ..... *see SGGRRS*

H

hatcheries (production/operations/management) 14
hearings (civil administration) 6
human resources ..... *see SGGRRS*
hunter/fisher disability privileges 36
hunters (education program) 40
hunting
  accidents 22, 23

I

impounds (vehicles) 33
in/out logs
  evidence/property 31
in-car recordings 30
informants (enforcement) 26
information systems ..... *see SGGRRS*
inspections
  aircraft/weapons 8, 9
  evidence room 32
  safety (vessels) 34
internal review/investigation 17, 18, 19
investigational conversations
  (recordings/transcriptions) 26

L

lakes (historical files) 10
leases ..... *see SGGRRS*
leave ..... *see SGGRRS*
licenses
  commercial fish/shellfish 36
  dealers/vendors 35
  returned from dealers/vendors 35
  suspensions/revocations/reinstatements 21, 37
    civil administrative hearings 6
Local Habitat Assessments 12
logs
  evidence/property 31

M

maintenance (aircraft/weapons) 8, 9
management plans (wildlife) 15
marijuana (eradication) 27
master hunter permit program 40
meetings ..... *see SGGRRS*
microchipped animals
  agency-owned 7
  wildlife 15
misconduct
  formal discipline imposed 17
  formal discipline not imposed 18
  notorious 19
mobile recording devices 30

N

non-emergency reports 24
notebooks (officer) 33
notices of infractions
  forms (issuance to officers) 33
  issued 22
notorious case files 21

O

officer notebooks 33

P

payroll ..... *see SGGRRS*
permits
  hydraulic projects approvals 37
  scientific collection 39
  State Environmental Policy Act (SEPA) 10
personnel ..... *see SGGRRS*
pesticide treatments (lakes/streams) 10
planning ..... *see SGGRRS*
policies ..... *see SGGRRS*
polygraph tests
  employment related 20
privileges, disability 36
problem/dangerous wildlife 16
procedures ..... *see SGGRRS*
property
  forfeited (to agency) 32
  in custody 31
property (seizure/sale) 31
public disclosure/records requests ..... *see SGGRRS*
public records requests ..... *see SGGRRS*
purchasing ..... *see SGGRRS*

R

Rafeedie decision 5
raptors (licenses) 38
recordings
  body worn camera (BWC) 30
  buffered data/images 30
  mobile units 30
records management ..... *see SGGRRS*
recreational sports fish/crab catch record cards ... 41, 42
reinstatements (licenses) 37
revocations (licenses) 37
rewards programs 24
ride along programs 25
rotenone treatments (lakes/streams) 10

S

safety inspections (vessels) 34
scientific collection permits 39
seizure for forfeiture hearings 6
shellfish (federal court cases) 5
special operations team 27
specialized investigative unit (SIU) 27
State Environmental Policy Act (SEPA) 10
  requests by external entities 12
streams (historical files) 10
surveillance recordings ..... *see also SGGRRS*
  incident indentified 28
  no incident identified 29
suspensions (licenses) 37

T

testing
  polygraph
    employment related 20
threatened species 15
timesheets ..... *see SGGRRS*
training ..... *see also SGGRRS*
  animals (enforcement) 7
  hunter education 40
transcriptions (investigational conversations) 26
travel ..... *see SGGRRS*
tribal relations 5

U

undercover investigations 27
unmanned aerial vehicle (drone) 30
unmanned aerial vehicle (UAV) recordings 30
use of force
  reports 17, 18, 19

V

vehicles ..... *see also SGGRRS*
  impounds/abandoned 33
vendors (licensing) 35
vessels
  safety inspections 34
video recordings (mobile devices) 30

W

warrants (court orders) 22
watershed analyses 12
weapons 9
wildlife
  management 15

problem/dangerous..... 16
writs (court orders) 22