This schedule applies to: Department of Licensing

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of the public records of the Department of Licensing relating to the unique functions of advancing public safety and consumer protection by licensing, regulating and educating of drivers, vehicles, vessels and professions. 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" 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 predecessor agencies of the Department of Licensing are revoked. The Department of Licensing 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	June 3, 2020	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	October 7, 2020	New series added to the Driver License Applications and Testing section.

For assistance and advice in applying this records retention schedule,

please contact the Department of Licensing's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. BUSINESS AND PROFESSIONAL LICENSING

This section covers records relating to managing the agency's business and professional licensing.

1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69498 Rev. 0	***Background Check Results*** Records relating to the fingerprint background check results from the Washington State Patrol and/or the Federal Bureau of Investigation, other contracted background checks, and Washington State Patrol's WATCH database. Includes, but not is not limited to: • Criminal records; • "RAP" sheets; • Fingerprint cards.	**Retain** until court cases to be investigated have been determined *or* application has been approved or denied *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69499 Rev. 0	***Business and Professional License Records – Granted/Denied/Withdrawn*** Records relating to the approval, denial, withdrawal, renewal, awarding, or tracking of professional and business licenses and certificates of authority as required to operate as a business or business professional in the State of Washington. Also includes records relating to the approval, denial, withdrawal, and issuance of temporary licenses or permits for individuals and businesses which do not become standard licenses. Includes, but is not limited to: • Application and renewal information; • Changes to name/address/location of business; • Changes to officers and stakeholders; • Surety bonds and riders; • Trust or escrow fund; • Articles of incorporation or business establishment; • License plates, vehicle or vessel certificates, tabs, or decals issued; • Temporary dealer event licenses; • Applicant or licensee exam scores and reports, proof of graduation, proof of PDH; • Child Support Suspension; • Appraisal Experience Logs. Excludes records covered by: • *Business and Professional License Applications (Granted) – Architects and Architecture Firms (DAN 20-05-69500)*; • *Business and Professional Licenses Granted – Summary Records (DAN 20-05-69501)*.	**Retain** for 6 years after expiration or cancellation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69500 Rev. 0	***Business and Professional License Records (Granted) – Architects and Architecture Firms*** Records relating to the application or renewal for a license or approval issued to individuals who have met the qualifying criteria for the license or certificate. Includes, but is not limited to: • Applications, supporting documents, and renewals; • Licensee's exams scores and reports; • Certificates and certifications; • Out of state verifications; • Reciprocity information and experience; • Proof of hours, training, or experience completed; • Proof of graduation from accredited college/school/institution; • Photos; • Surety bonds or other insurance; • Other required documentation for licensure; • Requests for duplicate licenses if payment is required; • Requests to change license status.	**Retain** for 6 years after date of expiration or cancellation *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69501 Rev. 0	***Business and Professional Licenses Granted – Summary Records*** Summary record of each license granted to individuals and businesses by the Department of Licensing documenting some or all of the following: . • Full Name of applicant; • Previous names/old aliases; • Photograph (if available); • Gender; • Birthdate; • Home address; • School attended; • Graduation date; • Location of license/business; • Name of business; • Type of business; • License type; • License number; • Date license first granted; • Date license last expired. Includes, but is not limited to: • Records in the Department of Licensing's databases; • Applicable paper documents containing summary information.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

1.2 LICENSEE SUBMITTED REPORTS

The activity of receiving reports as required by statue.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69502 Rev. 0	***Planned Forced Entry Reports*** Records relating to forced entry reports provided by licensed bail bondsmen companies or bail bond recovery agents to DOL as required by RCW 18.185.300. Includes, but is not limited to: • Name and address of the defendant; • Name of the bail bond recovery or contracting bail bond agent; • Alleged offense or conduct the defendant committed; • Supporting document.	**Retain** for 1 year after date of report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.3 UNIFORM COMMERCIAL CODE ADMINISTRATION

The activity of administering the Uniform Commercial Code (UCC) rules and requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69503 Rev. 0	***Federal Tax Liens*** Records relating to Uniform Commercial Code (UCC) filings that are Internal Revenue Service (IRS) federal tax liens or other federal filings. Includes, but is not limited to: • IRS Federal Tax Liens and adjustments; • Pension Benefit Guarantee Corporation (PBGC) filings; • Adjustments (IRS). Excludes records covered by: • *Uniform Commercial Code (UCC) (DAN 20-05-69504)*.	**Retain** for 30 days after filing lapses or is terminated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69504 Rev. 0	***Uniform Commercial Code (UCC)*** Records relating to legitimate Uniform Commercial Code (UCC) filings and submitted lien notice transactions. Includes, but is not limited to: • UCC Financial statements and amendments; • Lien notices by Federal Estate Tax, Criminal Profiteering, or Department of Justice; • UCC1 Transmitting Utility filings. Excludes records covered by: • *Federal Tax Liens (DAN 20-05-69503)*.	**Retain** for 1 year after filing lapses or is terminated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.3 UNIFORM COMMERCIAL CODE ADMINISTRATION

The activity of administering the Uniform Commercial Code (UCC) rules and requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69505 Rev. 0	***Uniform Commercial Code Filings Found Not Appropriate or Legitimate*** Records relating to filings to the Uniform Commercial Code (UCC) that are not appropriate filings or are deemed not legitimate by courts or other jurisdictional authorities. Excludes the notification to the filer, covered by *Provision of Advice, Assistance or Information (DAN GS 09022)*.	**Retain** until filer is notified *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2. AUDITS, INVESTIGATIONS, INSPECTIONS, AND CONTRACT COMPLIANCE

This section covers records relating to activities associated with conducting investigations, inspections, and external audits (including advising) for compliance.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69506 Rev. 0	***Business and Professional Licenses Audits and Inspections*** Records related to audits and inspections performed by the agency on certificate holders, licensees, examination sites and routes to determine compliance with applicable laws and practice standards. Includes, but not limited to: • Inspection reports; • Continuing education audits; • Records audits; • Financial audits; • Audit activities of individual brokers, and real estate firms; • Audit findings and reports; • Daily field reports; • Documentary evidence. Excludes records covered by: • *Disciplinary/Legal Files (DAN 20-05-69507)*; • *External Data Security and Permissible Use Audits – Corrective Action Enforced (DAN 20-05-69508)*; • *External Data Security and Permissible Use Audits – Routine (DAN 20-05-69508)*; • *Tax and Lien Records Audits (DAN 20-05-69529)*.	**Retain** for 6 years after completion of audit/inspection *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69507 Rev. 0	***Disciplinary/Legal Files*** Records relating to complaints or to allegations of fraud and associated investigations regarding a holder of certificate of authority, professional licensee, licensed business, or unlicensed individual or business where action is taken. This includes agents and subagents acting on behalf of the agency and driver training, commercial driver license, and motorcycle safety schools. Includes, but is not limited to: • Complaint form, respondent information; • Case worksheet, general summary, activity report, contact list; • Investigation, which may include audit, or inspection records; • Statement of charges or other charging document; • Evidence or case summary; • Board member/case manager decision; • Notice of correction; • Revocation; • Orders (initial, agreed, default, final).	**Retain** for 6 years after case closed *or* the sanction is completed, *whichever is longer* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69508 Rev. 0	***External Data Security and Permissible Use Audits – Corrective Action Enforced*** Finalized records demonstrating contract compliance, such as privacy, data security, release of interest, and permissible use. Includes, but not limited to: • Audits; • Corrective action plans; • Self-assessments and monitoring reports. Excludes records covered by: • *External Data Security and Permissible Use Audits – Routine (DAN 20-05-69509)*.	**Retain** for 6 years after the date of termination of contract *or* signed final audit, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69509 Rev. 0	***External Data Security and Permissible Use Audits – Routine*** Working papers provided to agency showing contract compliance, such as privacy, data security, release of interest, and permissible use. Includes, but is not limited to: • Entrance documents; • Status reports; • Related correspondence and communications; • Preliminary drafts; • Review notes; • Supporting test and validation criteria. Excludes records covered by: • *External Data Security and Permissible Use Audits – Corrective Action Enforced (DAN 20-05-69508)*.	**Retain** until conclusion of review or audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69510 Rev. 0	***Investigation Files – Unfounded*** Records relating to complaints or to allegations of fraud and associated investigation regarding a professional licensee or an unlicensed individual or firm performing licensee tasks where the complaint is unfounded and no action is taken. Includes, but is not limited to: • Original complaint and respondent information; • Case worksheet; • Investigation records; • General summary; • Activity report; • Contact list; • Letter of education; • Technical assistance letter. *Note: If the agency takes action as a result of the investigation, the investigation file is incorporated into the disciplinary/legal file.*	**Retain** for 1 year after investigation complete and no finding *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. EXAMINATIONS AND EDUCATION

This section covers records relating to the activity of monitoring and providing testing and education for licensing of businesses and professionals, and driver training, including commercial driver license and motorcycle safety schools. Testing may be administered by the Department of Licensing or by a vendor.

3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69511 Rev. 0	***Closed Schools*** Records relating to the required transfer of school, course, instructor, and/or student records to the Department of Licensing (DOL) upon school or course closure.	**Retain** for 3 years after closure *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69512 Rev. 0	***Education Provider (Schools, Courses, and Instructors) Supplemental Information*** Supplemental records relating to schools, course providers, courses, programs, apprenticeship programs, and instructors who have applied for or been approved for providing education to licensees, prospective licensees, certificate of authority holders or prospective certificate of authority holders. Includes, but is not limited to: • Curriculum and courses and routes; • Exam content and materials; • Evaluation reports; • Substantial interest holder records; • Records documenting vehicles and motorcycles used for instruction; • Copies of contracts. Excludes records covered by: • *Student Records (DAN 20-05-69515)*; • *Background Check Results (DAN 20-05-69498)*; • *Business and Professional License Records – Granted/Denied/Withdrawn (DAN 20-05-69499)*. *Note: Documentation of individual license requirements and certifications are held in the applicant's licensing files.*	**Retain** for 4 years after denial, expiration or cancelation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69513 Rev. 0	***Professional License Examination Materials*** Records relating to examinations created by or for the Department of Licensing to be used as part of the professional licensing or certificate authorization process. Includes, but is not limited to: • Exam questions, documents, and other content; • Instructions; • Reports on examination validity; • Exam answer keys. Excludes records covered by: • *Professional License Examinations (DAN 20-05-69514)*.	**Retain** for 3 months after the exam has been discontinued or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69514 Rev. 0	***Professional License Examinations*** Records relating to exams taken by professional licensing candidates. Includes, but is not limited to: • Completed question sheet; • Exam media containing the candidate's responses.	**Retain** 60 days after score or pass/fail has been recorded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69515 Rev. 0	***Student Records*** Records relating to student enrollment and certification where the records do not form part of the licensing record. Includes, but is not limited to: • Applications; • Enrollment or disenrollment status; • Waivers, scores, completed exams; • Evaluations; • Hours of training; • Revenue accounting deposit verification; • Course completion; • Refunds and fees.	**Retain** for 3 years after student leaves or graduates *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 DRIVER EDUCATION AND SAFETY

The activity of regulating, monitoring, and licensing individual for driver license and special endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69516 Rev. 0	***Driver License Testing*** Record relating to driver license exams by examinees through Non-Automated or Automated testing conducted at Licensing Services Offices. Includes, but is not limited to: • Recordings of oral driver knowledge test exams; • Driver knowledge exams; • Answer sheets; • Test questions and scores.	**Retain** until license issued *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69581 Rev. 0	***Address Confidentiality Program Applications*** Records relating to the Address Confidentiality Program facilitated by the Secretary of State in accordance with chapter 40.24 RCW and chapter 434-840 WAC. Records document the change of registered addresses for drivers and vehicles to participant mail box (PMB) numbers and the addition of system indicators to prevent address disclosure to the public. Includes, but is not limited to: • Application from Secretary of State.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58408 Rev. 1	***Driver Licenses – Withdrawn or Incomplete Applications*** Records relating to applications voluntarily withdrawn by the applicant or failure to provide information. Includes, but is not limited to: • Notice of withdrawal; • Refunds of filing fees.	**Retain** for 30 days after application withdrawn *or* failure to provide requested information *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-03-59612 Rev. 1	***Driver License Extension or Renewal*** Records related to the extension or renewal of the driving privilege for an individual who will be out of state at the time their license expires or medically impaired for a period of time. Includes, but is not limited to: • Documentation of out of state status; • Licensee's signed affidavit regarding medical condition; • Intent to surrender/keep endorsement.	**Retain** for 6 years after date of extension or renewal *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58416 Rev. 1	***Driver License Testing – Disqualification*** Records related to errors made during or of test results that caused a disqualification on a driver.	**Retain** until license issued or case record expired *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69517 Rev. 0	***Special Endorsements to Driver's License*** Records relating to issuance of special endorsements for personal driver's license that may be required to operate certain vehicles, including hazardous materials transportation, motorcycles, and for-hire commercial purposes. Includes, but is not limited to: • Application and instructional course records; • Out of state violations reports; • Re-examination documentation; • License endorsement surrenders.	**Retain** for 6 years after expiration of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61294 Rev. 4	***Standard and Enhanced Driver License (EDL)*** Records relating to the establishment and maintenance of driver's permit, license, and driving record. Includes, but is not limited to: • Applications; • Parental authorizations; • Name or gender change documentation; • Social Security Number and declaration forms; • Proof of U.S. citizenship; • Proof of state residency; • Supporting documents, such as copies of certified birth certificates, certificates of naturalization, certificates of citizenship, etc.; • Biometric data and facial indicators. Excludes records covered by: • *Washington State Identification Card (DAN 20-06-69527).* *Note: Retention based on requirement per 6 CFR § 37.31.*	**Retain** for 21 years after license issued or returned to agency *then* **Transfer** to the Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM

4. DRIVER LICENSING

This section covers records relating to the training, licensing, and the administration of driving licenses for individual and commercial drivers.

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69518 Rev. 0	***Collisions Civil Court Judgement*** Records relating to judgement against a driver for a vehicle collision for lack of financial responsibility. Includes, but is not limited to: • Driver name, address, birth date and license number; • Supporting documentation; • Copy of driver's history; • Out of state violations reports; • Insurance company name, policy number and effective date, vehicle insured; • Collision reports from Washington State Patrol. Excludes records under *Financial Transactions – General (DAN GS 01001)*. *Note: Retention based on length of time a person can be suspended if a civil court judgment is awarded against them.*	**Retain** for 23 years after date of collision *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
06-03-61118 Rev. 1	***Driver Collision Reports*** Records relating to vehicle collision reports received from the Washington State Patrol, including commercial drivers. *Note: Retention based on 10-year federal business need for CDL history.*	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-02-61108 Rev.1	***Driver Hearings and Interviews – Final Orders*** Records relating to final legal orders regarding a driver's hearing. Includes, but is not limited to: • Law enforcement and court records; • Subpoenas; • Treatment providers' reports; • Insurance companies' documentation; • Compliance notifications; • Digital recordings; • Supporting documentation; • Evidence provided by Department of Licensing, law enforcement, driver, or attorney; • Final order; • Reconsideration request and decision; • Appeals. *Note: Retention based on 5-year requirement for driver records (RCW 46.01.260).*	**Retain** for 5 years after final order completed *or* any appealed cases are finalized, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61289 Rev. 1	***Driver Privilege Restrictions – Permanent*** Records related to all suspensions, revocations, cancellations, disqualifications, and denial files affecting the restriction of driving privileges, both in state and out of state infractions. Includes, but is not limited to: • RCW 46.61.502 – Driving under the influence; • RCW 46.61.503 – Driving under twenty-one consuming alcohol or marijuana; • RCW 46.61.504 – Physical control of vehicle under the influence; • RCW 46.61.520 – Vehicular homicide; • RCW 46.61.522 – Vehicular assault; • RCW 10.05.120 – Dismissal of charges (treatment plan). *Note: Retention based on requirement per RCW 46.01.260 (2)(a).*	**Retain** for life of agency.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OPR

20-06-69519
Rev. 0
	Driver Privilege Restrictions – Temporary
	Records related to non-mandatory and mandatory citations, convictions, or adjudications files affecting the restriction of driving privileges, both in state and out of state.
	Includes, but is not limited to:
	• Occupational Restricted License Applications and Ignition Interlock License application;
	• Originally charged as violation for:
	  • RCW 46.61.500 – Reckless driving;
	  • RCW 46.61.5249 – Negligent driving.
		Retain 5 years from date of convictions
		or
		10 years from adjudications
		then
		Destroy.
			NON-ARCHIVAL
			NON-ESSENTIAL
			OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69520 Rev. 0	***Driver, Vehicle, and Vessel Fraud Investigations*** Records relating to fraud investigations on drivers, vehicles, and vessels. Includes, but not limited to: • Original complaint; • Fraudulent applications; • Witness statements; • Supporting evidence; • Photos and negative files; • Driver, vehicle, or vessel history; • Final report. Excludes records covered by: • *Investigation Files – Unfounded (DAN 20-05-69510)*; • *Disciplinary/Legal Files (DAN 20-05-69507)*.	**Retain** for 6 years after investigation is closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-03-61130 Rev. 1	***Financial Responsibility – Collisions*** Records relating to insurance coverage and financial responsibility due to a vehicle collision. Records are used to determine if a driver license suspension action will be taken due to the lack of financial responsibility. Includes, but is not limited to: • Driver name, address, birth date and license number; • Supporting documentation; • Copy of driver's history; • Out of state violations reports; • Insurance company name, policy number and effective date, vehicle insured; • Collision reports from Washington State Patrol. *Note: Retention based on 5-year need for employment purposes.*	**Retain** for 5 years after date of collision *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61290 Rev.2	***Financial Responsibility – Insurance*** Records relating to drivers required to maintain vehicle insurance by using financial securities, deposits, and surety bonds as collateral. Includes, but is not limited to: • Driver name, address, birth date and license number; • SR-22/26; • Insurance company name, policy number, and effective date. Excludes records covered by: • *Financial Responsibility – Collisions (DAN 06-03-61130)*; • *Financial Transactions – General (DAN GS 01001)*. *Note: Retention based on 5-year need for financial responsibility records (RCW 46-29-600 and SR 22/26).*	**Retain** for 5 years after filing cancelled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69521 Rev. 0	***Medical and Vision Driver Records*** Records relating to existing medical and vision conditions of driver. Includes, but is not limited to: • Medical waivers (CDL and PDL); • Re-examination documentation. *Note: Retention based on business use of records throughout driver life-span.*	**Retain** for 100 years after first cancelation of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-01-61069 Rev.1	***Self-Insurance Certificates*** Records relating to motor vehicle liability for more than 25 vehicles per RCW 46.29.630. Includes, but is not limited to: • Applications and financial statement; • Issued certificate or denial letter; • Supporting documentation.	**Retain** until certificate is surrendered or cancelled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.2 STATUS CHECKING

The activity of providing status checks and requests for driver, vehicle, or vessel information to authorized requestors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-31959 Rev. 4	***Abstract of Driving Record Requests (ADR)*** Records relating to requests for driver information from individuals/entities who are eligible to receive the information per RCW 46.52.130. Includes, but not limited to: • Status of person's driving privilege in this state; • Failure to appear in response to traffic citation or notice of infraction; • History of violations, convictions, collisions; • Departmental actions that may exist on a driver's record; • Alcohol-related offenses.	**Retain** for 6 years after request has been fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69522 Rev. 0	***Certified Copy of Driver Record (CCDR)*** Records of drivers, along with status, Abstract of Driving Record requests, photo, and address history for law enforcement and courts.	**Retain** for 2 years after request has been fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69523 Rev. 0	***Disclosure of Address – Driver and ID Cards*** Records relating to requests for current or historical driver address from individuals/entities who are eligible to receive the information per 18 USC Section 2721 (Driver's Privacy Protection Act) and chapter 42.56 RCW.	**Retain** for 6 years after request has been fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 STATUS CHECKING

The activity of providing status checks and requests for driver, vehicle, or vessel information to authorized requestors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-07-34214 Rev.1	***Disclosure of Name and Address – Vehicle and Vessel Owner*** Records relating to requests for name and address of vehicle or vessel owner from individuals/entities who are eligible to receive the information per RCW 46.12.635. Includes, but not limited to: • Notification to owner when attorney or private investigator requests the information; • Court order restricting release of owner, family, or household members information; • Denial to requestor.	**Retain** for 3 years after request has been fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.3 PROGRAM AND REGISTRY

Records relating to Department of Licensing's responsibility to various programs and registries connected to the issuance of driver licenses, permits, and endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	DISPOSITION AND RETENTION ACTION	DESIGNATION
93-05-54547 Rev. 2	***Organ Donor Program*** Records relating to agency's responsibility in the LifeCenter Northwest Organ and Tissue Donation program. Includes but not limited to: • Project documentation; • Supporting documents; • Statistics.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5. IDENTIFICATION CARD ADMINISTRATION

This section covers records relating to enforcement of licensing and registration.

5.1 IDENTIFICATION CARD APPLICATIONS

The activity of providing identification cards.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69524 Rev. 0	***Identification Card – Inmates*** Records relating to the notification from the Department of Corrections that an inmate is being released and has requested a Washington State Identification Card. Includes, but is not limited to: • Electronic application from Department of Corrections; • Supporting documentation; • Inmate's personal information including photo and address. *Note: All individuals leaving a state correctional facility are required to obtain a Washington State ID in accordance with Executive Order 16-05 "Building Safe and Strong Communities Through Successful Reentry."*	**Retain** for 6 years after application is finalized *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69525 Rev. 0	***Identification Card – Juveniles*** Records relating to a juvenile who has requested a Washington State identification card. Includes, but is not limited to: • Letter of request from Department of Social and Health Services; • Supporting documentation; • Juvenile's personal information including photo and address. *Note: All individuals leaving a state correctional facility are required to obtain a Washington State ID in accordance with Executive Order 16-05 "Building Safe and Strong Communities Through Successful Reentry."*	**Retain** for 6 years after letter is received *or* identification has been issued, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.1 IDENTIFICATION CARD APPLICATIONS

The activity of providing identification cards.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69526 Rev. 0	***Identification Cards – Withdrawn or Incomplete Applications*** Records relating to applications voluntarily withdrawn by the applicant or not processed due to failure to provide information. Includes, but is not limited to: • Notice of withdrawal; • Refunds of filing fees.	**Retain** for 1 year after application is withdrawn *or* failure to provide requested information *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69527 Rev. 0	***Washington State Identification Card*** Records relating to establishing an individual identification. Includes, but is not limited to: • Applications; • Parental authorizations; • Name or gender change documentation; • Social Security Number and declaration forms; • Proof of U.S. citizenship; • Proof of state residency; • Supporting documents, such as copies of certified birth certificates, certificates of naturalization, certificates of citizenship, etc. Excludes records covered by: • *Standard and Enhanced Driver License (EDL) (DAN 06-09-61294)*.	**Retain** for 6 years after issuance *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

6. VEHICLE AND VESSEL REGISTRATION

This section covers records relating to the licensing and registration of vehicles and vessels.

6.1 DEALER AND MANUFACTURER MANAGEMENT

The activity of regulating and licensing motor vehicle dealers and manufacturers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60187 Rev. 1	***Franchise Arbitration Hearing*** Records documenting dispute resolutions through official arbitration hearings between dealers and franchised manufacturers within the vehicle industry. Includes, but is not limited to: • Statement of charges; • Judicial findings; • Witness statements; • Documented evidence; • Final orders signed by the director.	**Retain** for 6 years after case closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 DISABLED PARKING ADMINISTRATION

The activity of issuing disabled parking permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-05-20735 Rev. 6	***Disabled Parking Privileges*** Records relating to individuals with disabilities granted either temporary or permanent special parking privileges as defined in RCW 46.19.010 and 46.16.385. Includes, but is not limited to: • Disabled parking applications with physician signature; • Requests for replacement or renewal applications; • Placard numbers and other related documentation.	**Retain** for 6 years after expiration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69528 Rev. 0	***Disabled Parking Privileges – Deceased*** Records relating to the death of individuals with disabilities previously granted either temporary or permanent special parking privileges. Includes, but not limited to: • Death record information. *Note: Retention based on 12-month purging requirement for deceased drivers (RCW 46.19.040).*	**Retain** for 1 year after death of individual *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-10-61328 Rev. 1	***Fuel Tax and Prorate Tax Claims – Exempt*** Records relating to exempt fuel tax claims. Includes, but is not limited to: • Gas, diesel and aircraft refund claim forms; • Invoices, tax schedules, related documentation; • Copies of the warrant fund voucher.	**Retain** for 2 months after claim filed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-08-60178 Rev. 1	***Fuel Tax Returns*** Records relating to fuel tax returns. Includes, but is not limited to: • Collection actions and supporting documentation; • Bad debt losses and write-offs; • Voided, cancelled, and reissued refund warrants; • Supporting documentation.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-06-62057 Rev. 1	***International Fuel Tax Agreement (IFTA) and Fuel Licenses*** Records relating to qualified International Fuel Tax Agreement accounts for all fuels (includes dyed diesel). Includes, but is not limited to: • Applications; • Supporting documentation; • Tax assessments; • Bond information.	**Retain** for 6 years after calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60155 Rev. 1	***International Fuel Tax Agreement (IFTA) License – Denied*** Records relating to new applicants who have been denied licensure for failure to meet minimum qualifications. Includes, but is not limited to: • Applications; • Related denial documentation.	**Retain** for 1 year after date of denial *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-06-46276 Rev. 3	***Prorate Accounts*** Records relating to the registration of Washington-based vehicles that are eligible to participate in the International Registration Plan (IRP) allowing individuals or fleets to pay license fees based on miles operated through other IRP member jurisdictions in accordance to the IRP compact. Includes, but is not limited to: • Account applications (owner-operator or carrier); • Mileage schedules and reporting; • Temporary permits; • Permit transmittals; • Motor Carrier Identification Report; • Federal Heavy Vehicle Use Tax form; • IRP credit ledger documentation; • Cab cards and license plates; • Decals; • Other related documentation. Excludes records covered by: • *Special Fuel Licenses (DAN 84-06-34041)*.	**Retain** for 6 years after end of active registration year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-06-34041 Rev. 3	***Special Fuel Licenses*** Records relating to the administration of licenses for the use of special fuel (such as diesel fuel, propane, natural gas, kerosene, biodiesel, and any other combustible liquid or gas). Includes, but is not limited to: • Account applications (owner-operator or carrier); • Mileage schedules and reporting; • Permits transmittals; • Motor Carrier Identification Report; • Federal Heavy Vehicle Use Tax form; • IRP credit ledger documentation; • Cab cards and license plates; • Other related documentation. Excludes records covered by: • *Prorate Accounts (DAN 90-06-46276)*.	**Retain** for 6 years after account deemed uncollectible *or* paid in full *or* final adjudication, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69529 Rev. 0	***Tax and Lien Records Audits*** Records relating to state prorate and fuel tax accounts, liens, audits, and supporting documents. Includes, but not limited to: • Foreign audits; • IRP/IFTA selection listing; • Determination of uncollectible; • Bankruptcy, suits, probate, etc.; • Appeals; • Tax warrants; • Vehicle liens and flags; • County auditors documentation; • Final adjudications. *Note: Retention based on 10-year timeframe to take action on a judgement (RCW 6.17.020).*	**Retain** for 10 years after date deemed uncollectible *or* final adjudication, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 TITLE MANAGEMENT

The activity of managing the proof of ownership of vehicles and vessels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69530 Rev. 0	***Vehicle and Vessel Title*** Records relating to titles and ownership of vehicles. Includes, but is not limited to: • Applications and supporting documentations; • Previous title documents (in-state or out-of-state); • Releases of interest, bills of sale, or sellers report of sale; • Unclaimed certificates of ownership or titles; • Refusals or cancellations of certificates; • Contaminated vehicle notifications; • Inspections by state patrol or other authorized inspector; • Ownership in doubt; • Stolen vehicle check; • Security interest in vehicle. Excludes recovers covered under: • *Stolen Vehicle Records (DAN 80-08-25259)*; • *Driver, Vehicle, and Vessel Fraud Investigations (DAN 99-11-59434)*; • *Financial Transactions – General (DAN GS 01001)*.	**Retain** for 6 years after vehicle or vessel ownership is transferred or vehicle or vessel is destroyed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69531 Rev. 0	***Personalized and Special License Plates*** Records relating to the issuance of personalized (vanity) or specialized plates for individual vehicles, such as: • Pearl Harbor survivor, veterans of foreign war; • Congressional Medal of Honor, disabled veteran, prisoner of war; • Other military affiliations; • Horseless carriage and collector plates; • Sports teams and recreational affiliations; • Colleges and University affiliations; • Amateur and military affiliate radio operators; • Ride Share (Vanpool); • Personalized slogans as allowed. Includes, but is not limited to: • Applications; • Requests for exemptions; • Licenses issued. Excludes records covered by: • *Disabled Parking Privileges (DAN 78-05-20735)*.	**Retain** for 6 years after plate expired, or vehicle sold, or owner is deceased, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69532 Rev. 0	***Special Design License Plates Program*** Records relating to the establishment and monitoring of specialized plates. Includes, but is not limited to: • Applications; • Request for exemptions; • Legislative reports; • License issued. Excludes records covered by: • *Disabled Parking Privileges (DAN 78-05-20735)*.	**Retain** for 6 years after design not in use *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69533 Rev. 0	***Stolen Vehicle Records*** Records relating to notifications from law enforcement of vehicles reported as stolen, located, or new information to modify previous reports. Includes, but not limited to: • American Association of Motor Vehicles Administrators reports; • Documents used to prevent vehicle title fraud.	**Retain** for 1 year after last status update *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69534 Rev. 0	***Vehicle Destruction*** Records relating to the destruction of vehicles by wreckers, scrap processors, owner, and insurance company. Includes, but not limited to: • Vehicle identification number (VIN); • Supporting documents; • Vehicles removed from the State of Washington.	**Retain** for 6 years after notification of status *or* report of sale, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-09-60204 Rev. 1	***Vehicle Temporary Permits*** Records documenting the issuance of temporary permits for individuals without ability to transfer titles or the means to legally drive their vehicle due to closure of dealership. Includes, but is not limited to: • Vehicle description; • Vehicle identification number (VIN); • Registered and legal owner information; • Name and number of dealer; • Original date of issue and any subsequent issued permits.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

7. FIREARMS RECORDS

This section covers records relating to the recordkeeping of firearms licenses issued, denied, revoked or transfers as issued by local law enforcement agencies or licensed firearms dealers, and licensure of weapons dealers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-07-60534 Rev. 2	***Federal Bureau of Alcohol, Tobacco and Firearm Reports*** Records of reports as required by the Federal Bureau of Alcohol, Tobacco and Firearms and RCW 9.41.135.	**Retain** for 6 years after report issued *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69535 Rev. 0	***Firearms Records*** Paper copies of the issuance, denial, or revocation of firearms licenses or transfer of firearms in accordance with chapter 9.41 RCW. Includes, but is not limited to: • Concealed pistol licenses (CPL); • Firearm dealer licenses; • Pistol transfer or firearms transfer applications (PTA, FTA); • Alien firearm license; • Court orders of firearm rights restoration; • Private transfer or sales for individual pistols, revolvers, and semi-automatic assault rifles; • Trace requests by law enforcement agencies. Excludes records covered by: • *Persons Ineligible to Possess Firearms (ITPF) (DAN 97-03-57541)*.	**Retain** for 6 years after receipt from the issuing authority or expiration, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-03-57541 Rev. 2	***Persons Ineligible to Possess Firearms (ITPF)*** Records of individuals that make them ineligible to possess firearms, received from Administrative Office of the Courts or law enforcement. Includes, but not limited to: • Notices to individuals of their status; • Court orders.	**Retain** for 2 months after issuance of denial or revocation, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
06-05-61175 Rev. 2	***Voided Concealed Pistol Licenses*** Records of the discontinued three-part concealed pistol license issued by law enforcement agency and used by State Auditor's Office that have been voided. Includes, but not limited to: • Audits and supporting documentation.	**Retain** for 6 years after date received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

8. CONFIDENTIAL RECORDS

This section covers confidential records relating to law enforcement, local and state government, in accordance with RCW 46.08.066.

8.1 IDENTIFICATION

The activity of providing confidential identification cards, driver license, and special endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69536 Rev. 1	***Confidential Driver License and Endorsements*** Records relating to issuance of confidential driver information and special endorsements to operate certain vehicles, including hazardous materials transportation, motorcycles, for-hire commercial purposes, and Commercial Drivers Licenses (CDL). Includes, but is not limited to: • Application and instructional course records; • Medical information and medical waivers; • License endorsement surrenders; • Supporting documentation. Excludes records covered by: • *Standard and Enhanced Driver License (EDL) (DAN 06-09-61294)*; • *Washington State Identification Card (DAN 20-06-69527)*; • *Special Endorsements to Driver's License (DAN 20-05-69517)*.	**Retain** for 6 years after expiration of license *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OFM

8.1 IDENTIFICATION

The activity of providing confidential identification cards, driver license, and special endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69537 Rev. 0	***Confidential Washington State Identification Card*** Records relating to establishing a confidential individual identification. Includes, but is not limited to: • Applications; • Social Security Number and declaration forms; • Proof of U.S. citizenship; • Proof of state residency; • Supporting documents, such as copies of certified birth certificates, certificates of naturalization, certificates of citizenship, etc. Excludes records covered by: • *Standard and Enhanced Driver License (EDL) (DAN 06-09-61294)*; • *Washington State Identification Card (DAN 20-05-69527)*.	**Retain** for 6 years after expiration of identification card *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OPR

8.2 VEHICLE AND VESSEL

The activity of managing confidential vehicle and vessel records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69538 Rev. 0	***Confidential Vehicle and Vessel Title*** Records relating to confidential vehicle and vessel titles, including campers, custom vehicles or vessels, kit vehicles, manufactured homes, street rod vehicles, and ownership of vehicle by person under eighteen. Includes, but is not limited to: • Applications and supporting documentations; • Releases of interest, bills of sale, or sellers report of sale. Excludes records covered by: • *Stolen Vehicle Records (DAN 80-08-25259)*; • *Driver, Vehicle, and Vessel Fraud Investigations (DAN 99-11-59434)*; • *Vehicle and Vessel Title (DAN 20-05-69530)*; • *Financial Transactions – General (DAN GS 01001)*.	**Retain** for 6 years after expiration of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69539 Rev. 0	***Confidential Vehicle Plate and Vessel Decal*** Records relating to confidential vehicle license plates and vessel decals.	**Retain** for 3 months after the termination of plate or decal *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

9. EVENTS

This section covers records relating to combative sports events.

9.1 EVENTS

The activity of overseeing each professional athletic event, such as boxing, martial arts, and wrestling, held in-state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69540 Rev. 0	***Combative Sports Events*** Records relating to information needed to oversee each professional athletic event, such as boxing, martial arts, and wrestling, held in-state, in accordance with chapter 67.08 RCW. Includes, but not limited to: • Certificate of medical insurance coverage; • Gross receipts and gross revenue tax; • Event reports; • Advance notices; • Suspension letters; • Physicians and weigh-in reports; • Inspector report; • Bout score cards; • Pay sheets and contracts; • Pre- and post-fight physicals results.	**Retain** for 6 years after date of event *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** 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.

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SUBJECT INDEX

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

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