DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Bucchoz  For the State Auditor: George Geyer  The State Archivist: Phillip Coombs
THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:

<table>
<thead>
<tr>
<th>Series NO.</th>
<th>TITLE AND DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AGENCY PUBLICATIONS</td>
</tr>
<tr>
<td></td>
<td>Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR’S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.</td>
</tr>
<tr>
<td>2</td>
<td>CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS</td>
</tr>
<tr>
<td></td>
<td>Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.</td>
</tr>
<tr>
<td>3</td>
<td>INFORMATIONAL COPIES</td>
</tr>
<tr>
<td></td>
<td>Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.</td>
</tr>
<tr>
<td>4</td>
<td>LETTERS OF TRANSMITTAL</td>
</tr>
<tr>
<td></td>
<td>Letters of transmittal, which do not add any information to the transmitted materials.</td>
</tr>
<tr>
<td>5</td>
<td>MISCELLANEOUS MEMORANDA</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.</td>
</tr>
<tr>
<td>6</td>
<td>PRELIMINARY DRAFTS</td>
</tr>
<tr>
<td></td>
<td>Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.</td>
</tr>
<tr>
<td>7</td>
<td>REPRODUCTION MATERIALS</td>
</tr>
<tr>
<td></td>
<td>Includes materials such as stencils, hectograph masters and offset plates.</td>
</tr>
<tr>
<td>8</td>
<td>ROUTING SLIPS</td>
</tr>
<tr>
<td></td>
<td>Routing slips used to direct the distribution of documents.</td>
</tr>
<tr>
<td>9</td>
<td>SHORTHAND NOTES, STENO TYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS</td>
</tr>
<tr>
<td></td>
<td>After they have been transcribed into typewritten or printed form on paper or microfilm.</td>
</tr>
<tr>
<td>10</td>
<td>TELEPHONE MESSAGES</td>
</tr>
<tr>
<td></td>
<td>“While you were away” slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.</td>
</tr>
<tr>
<td>11</td>
<td>USED / CANCELLED EVENT TICKETS AND PASSES</td>
</tr>
</tbody>
</table>
DISTRIBUTED AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposal of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz
For the State Auditor: George Geyer
The State Archivist: Phillip Coombs
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-01-01</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ADMINISTRATIVE WORKING FILES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks</td>
<td>GS50-01-02</td>
<td>Please contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>3</td>
<td>ANNUAL REPORTS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival - See remarks</td>
<td>GS50-05A-04</td>
<td>Please contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>4</td>
<td>APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Personnel office keeps primary copy 3 years</td>
<td>GS50-04B-01</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>APPOINTMENT CALENDARS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded – See remarks</td>
<td>GS50-01-36</td>
<td>Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</td>
</tr>
<tr>
<td>6</td>
<td>BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>GS50-06F-01</td>
<td>Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>7</td>
<td>BUDGET AND BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Final budget is kept by clerk of governing council, commission, or board PERMANENT. Budget development and request files are retained 2 years by the finance or budget office</td>
<td>GS50-03D-03</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT</td>
<td>OFM</td>
<td>The State Office of Financial Management keeps primary copy PERMANENT</td>
<td>GS50-01-37</td>
<td>Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>SERIES NO.</td>
<td>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</td>
<td>OPR or OFM</td>
<td>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</td>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
<td>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</td>
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<tr>
<td>9</td>
<td>CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-01-08</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>CITIZENS’ COMPLAINTS/REQUESTS</td>
<td>OFM</td>
<td>3 years</td>
<td>GS50-01-09</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>CLAIMS FOR DAMAGES</td>
<td>OPR</td>
<td>Settlement plus 6 years</td>
<td>GS50-01-10</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>CONTRACTS, AGREEMENTS, AND WARRANTIES</td>
<td>OPR</td>
<td>Termination plus 6 years</td>
<td>GS50-01-11</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.</td>
<td>OFM</td>
<td>2 years - elected official, executive, and department head files are potentially archival - See remarks</td>
<td>GS50-01-12</td>
<td>Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>14</td>
<td>FINANCIAL REPORTS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>3 years or until completion of State Auditor’s examination report</td>
<td>GS50-3D-06</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>FISCAL, PURCHASE AND RECEIVING DOCUMENTS</td>
<td>OFM</td>
<td>Finance or Purchasing Office keeps primary copy 6 years</td>
<td>GS50-01-17</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Clerk of governing council, commission or board keeps primary copy 3 years</td>
<td>GS50-05A-03</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Clerk of governing council, commission or board keeps primary copy PERMANENT</td>
<td>GS50-05A-13</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>GS50-06F-02</td>
<td>Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>19</td>
<td>LEGAL OPINIONS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Agency attorney keeps primary copy PERMANENT - See remarks</td>
<td>GS53-02-03</td>
<td>If the agency contracts for outside legal representation, the primary record copy will probably be held by agency’s executive administration.</td>
</tr>
<tr>
<td>SERIES NO.</td>
<td>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</td>
<td>OPR or OFM</td>
<td>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</td>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
<td>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</td>
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</tr>
<tr>
<td>20</td>
<td>LITIGATION FILES – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Legal office or executive administration keeps until case closed plus 10 years. Potential archival value - See remarks</td>
<td>GS53-02-04</td>
<td>Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>21</td>
<td>MAILING LISTS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-01-21</td>
<td>Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>22</td>
<td>MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>GS50-06F-04</td>
<td>Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>23</td>
<td>NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>GS50-06F-05</td>
<td>Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>24</td>
<td>OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - See remarks. (See item #1 for administrative procedures and instructions).</td>
<td>OPR</td>
<td>PERMANENT as adopted - One copy archival - See remarks</td>
<td>GS50-01-24</td>
<td>Please contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</td>
</tr>
<tr>
<td>25</td>
<td>ORDINANCE AND RESOLUTION DEVELOPMENT FILES</td>
<td>OFM</td>
<td>3 years - Potential archival value - See remarks</td>
<td>GS50-01-25</td>
<td>Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>26</td>
<td>ORDINANCES AND RESOLUTIONS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT</td>
<td>GS50-05A-16</td>
<td></td>
</tr>
<tr>
<td>SERIES NO.</td>
<td>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</td>
<td>OPR or OFM</td>
<td>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</td>
<td>PRIMARY RECORD COPY</td>
<td>SECONDARY RECORD COPY</td>
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</tr>
<tr>
<td>27</td>
<td>PAYROLL REPORTS – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Payroll office keeps primary copy - 3 years, OR 60 years if needed for retirement audit</td>
<td>Office references copies - Destroy when obsolete or superseded</td>
<td>GS50-03E-25</td>
</tr>
<tr>
<td>28</td>
<td>PERSONNEL FILES – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Personnel office keeps primary copy until termination of employment plus 6 years</td>
<td>Office references copies - Destroy when obsolete or superseded</td>
<td>GS50-04B-06</td>
</tr>
<tr>
<td>29</td>
<td>PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>Office references copies - Destroy when obsolete or superseded</td>
<td>GS50-06F-06</td>
</tr>
<tr>
<td>30</td>
<td>PRESS RELEASES – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>Office references copies - Destroy when obsolete or superseded</td>
<td>GS50-06F-07</td>
</tr>
<tr>
<td>31</td>
<td>PUBLIC OPINION POLLS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-01-30</td>
</tr>
<tr>
<td>32</td>
<td>RECEIPTS FOR CASH RECEIVED – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Finance office keeps primary copy 6 years</td>
<td>Office references copies - Keep 3 years</td>
<td>GS50-03A-21</td>
</tr>
<tr>
<td>33</td>
<td>REQUESTS FOR LEAVE/OVERTIME</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-04B-09</td>
</tr>
<tr>
<td>34</td>
<td>RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-01-32</td>
</tr>
<tr>
<td>35</td>
<td>SCRAPBOOKS AND ALBUMS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06F-08</td>
</tr>
<tr>
<td>SERIES NO.</td>
<td>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</td>
<td>OPR or OFM</td>
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<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
<td>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</td>
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</tr>
<tr>
<td>36</td>
<td>SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – OFFICE REFERENCE COPIES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - See remarks</td>
<td>GS50-06F-09</td>
<td>Please contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.</td>
</tr>
<tr>
<td>37</td>
<td>SUPERVISOR’S EMPLOYEE PERFORMANCE BACKGROUND FILES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-04B-30</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>TELEPHONE LOGS AND USAGE DETAIL REPORTS</td>
<td>OFM</td>
<td>3 years</td>
<td>GS50-01-35</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - CIVIL

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - CIVIL - INCLUSIVE

Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz  
For the State Auditor: Cliff Whipple  
For the State Archivist: David Owens

SUPERSEDED
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>PRIMARY RECORD COPY</th>
<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DISPOSITION AUTHORITY</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIVIL CASE FILES The case file may contain most or some of the following forms: Affidavit of Service and Notice of Suit, Motion and Order for Default, Affidavit for Garnishment, Order to Pay into Court/Garnishment, Order Discharging Garnished Defendant, Writ of Attachment, Executions, Abstract of Damages (for Motor Vehicle Accident). ESSENTIAL RECORD — See remarks.</td>
<td>OPR</td>
<td>Judgment Unsatisfied: 10 years after date of judgment - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-02</td>
<td>Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CIVIL DOCKETS</td>
<td>OPR</td>
<td>10 years after final disposition - potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-01</td>
<td>Reference RCW 40.16.020(2). Contact your Regional Archivist before destroying dockets covering periods prior to 1940.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIVIL INDEXES ESSENTIAL RECORD — See remarks</td>
<td>OFM</td>
<td>10 years after final disposition of last item on index - potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-07</td>
<td>Reference RCW 40.16.020(2) Contact your Regional Archivist before destroying indexes covering periods prior to 1940. Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-06</td>
<td>Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TAPE RECORDING LOG Chronological listing of tape recordings of court proceedings</td>
<td>OFM</td>
<td>Erasure of last tape entered on log</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions.</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Superior Court has secondary copy</td>
<td>GS52-06C-03</td>
<td>Upon completion of Superior Court action, the tapes are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</td>
<td>OFM</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06C-04</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - CIVIL INFRACTIONS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - CIVIL INFRACTIONS - INCLUSIVE

Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>GS52-06B-07</td>
<td>Upon completion of Superior Court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
</tr>
<tr>
<td>2</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR</td>
<td>Expiration of appeal period</td>
<td>GS52-06B-08</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NOTICE OF FAILURE TO RESPOND, APPEAR, OR PAY ESSENTIAL RECORD – See remarks</td>
<td>OFM</td>
<td>3 years after final disposition - See remarks</td>
<td>GS52-06B-02</td>
<td>Department of Licensing holds official copy. Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
</tr>
<tr>
<td>4</td>
<td>TAPE RECORDING LOG</td>
<td>OFM</td>
<td>Erasure of last tape entered on log</td>
<td>GS52-06B-05</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by Superior Court on appeals of District and Municipal Court actions. Upon completion of Superior Court action, the tapes are to be returned to the court of limited jurisdiction where they originated.</td>
<td>OPR</td>
<td>30 days after remand of appeal</td>
<td>GS52-06B-03</td>
<td>Upon completion of Superior Court action, tapes are to be returned to the courts of limited jurisdiction where they originated.</td>
</tr>
<tr>
<td>6</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</td>
<td>OFM</td>
<td>Expiration of appeal period</td>
<td>GS52-06B-04</td>
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</tr>
<tr>
<td>7</td>
<td>TRAFFIC INFRACTION INDEXES</td>
<td>OFM</td>
<td>3 years after final disposition of the last case listed</td>
<td>GS52-06B-06</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>UNIFORM NOTICE OF INFRACTION, COURT DOCKET AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.</td>
<td>OPR</td>
<td>3 years after final disposition</td>
<td>GS52-06B-01</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - CRIMINAL

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - CRIMINAL - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CRIMINAL INDEXES COVERING JUDGEMENT AND SENTENCING RECORDS FILED JUNE 4, 1997 AND LATER</td>
<td>OFM PERMANENT</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-12</td>
<td>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</td>
</tr>
<tr>
<td>2</td>
<td>CRIMINAL INDEXES COVERING JUDGEMENT AND SENTENCING RECORDS FILED PRIOR TO JUNE 4, 1997</td>
<td>OFM 3 years after disposition of last item on index - potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-07</td>
<td>Contact your Regional Archivist before destroying indexes covering periods prior to 1940.</td>
</tr>
<tr>
<td>3</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR 30 days after remand of appeal - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-10</td>
<td>Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
</tr>
<tr>
<td>4</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-11</td>
<td>Reference Court Rules - CrRLJ 7.2</td>
</tr>
<tr>
<td>5</td>
<td>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED JUNE 4, 1997 AND LATER</td>
<td>OPR PERMANENT</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-08</td>
<td>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</td>
</tr>
<tr>
<td>6</td>
<td>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED PRIOR TO JUNE 4, 1997</td>
<td>OPR Retain with Criminal Case Files 3 years after final disposition (see Item 12) - potential archival value - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-01</td>
<td>Reference Court Rules - CrRLJ 7.2</td>
</tr>
</tbody>
</table>

*Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.
<table>
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<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>PETITION AND ORDER DEFERRED PROSECUTION (Includes docket and case files. ESSENTIAL RECORD - See remarks)</td>
<td>OFM</td>
<td>3 years after case is closed</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-03</td>
<td>Electronic record needs security backup - Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
</tr>
<tr>
<td>8</td>
<td>SEARCH WARRANTS (Authorization for search of private property by a local law enforcement agency. Includes search warrants, affidavits, and returns of search.)</td>
<td>OFM</td>
<td>2 years after expiration of warrant</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-02</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>TAPE RECORDING LOG (Chronological listing of tape recordings of court proceedings.)</td>
<td>OFM</td>
<td>Erasure of last tape entered on log</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-06</td>
<td>Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.</td>
</tr>
<tr>
<td>10</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS - CASES APPEALED (To be used by the superior courts on appeals of district and municipal court actions. - See remarks)</td>
<td>OPR</td>
<td>30 days after remand of appeal</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-04</td>
<td>Upon completion of appellate court action, the tapes are to be returned to the court of limited jurisdiction where they originated.</td>
</tr>
<tr>
<td>11</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS - CASES NOT APPEALED</td>
<td>OFM</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-05</td>
<td>Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.</td>
</tr>
<tr>
<td>12</td>
<td>UNIFORM CITATION, COMPLAINT, COURT DOCKET AND CASE FILES (Completed criminal citation form, which serves as statement of citation, summons, and court docket, and official documentation of court action. Case related documents kept by the court showing motions, orders, judgments, no-contact orders, and other filings. May include warrants, notices of appearance, notices of failure to appear, 60-day rules of waiver, notices of appeal, summonses, subpoenas, and other documents. - See remarks)</td>
<td>OPR</td>
<td>3 years after final disposition - potential archival value see remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-01</td>
<td>Contact your Regional Archivist before destroying dockets covering periods prior to 1940.</td>
</tr>
<tr>
<td>13</td>
<td>WIRETAPS AND RECORDINGS APPLICATIONS AND AUTHORIZATIONS (Applications, orders and authorizations issued under RCW 9.73.)</td>
<td>OPR</td>
<td>2 years after expiration of authorization</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06A-09</td>
<td></td>
</tr>
</tbody>
</table>
DISTRIBUTION AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

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COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
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<tr>
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<th>PRIMARY RECORD COPY</th>
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>DOMESTIC VIOLENCE AND ANTI-HARASSMENT CASE FILES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED</td>
<td>OPR</td>
<td>All cases in which a permanent order has been granted: PERMANENT</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-02</td>
<td>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DOMESTIC VIOLENCE AND ANTI-HARASSMENT CASE FILES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED</td>
<td>OPR</td>
<td>3 years after final disposition</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DOMESTIC VIOLENCE AND ANTI-HARASSMENT DOCKETS</td>
<td>OPR</td>
<td>3 years after final disposition</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-01</td>
<td></td>
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<tr>
<td>4</td>
<td>DOMESTIC VIOLENCE AND ANTI-HARASSMENT INDEXES OF CASE FILES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED</td>
<td>OFM</td>
<td>PERMANENT</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-05</td>
<td>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</td>
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<td>5</td>
<td>DOMESTIC VIOLENCE AND ANTI-HARASSMENT INDEXES OF CASE FILES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED</td>
<td>OFM</td>
<td>3 years after final disposition of last item on index</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-07</td>
<td>NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
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</tr>
<tr>
<td>7</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-08</td>
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<td>8</td>
<td>TAPE RECORDING LOG&lt;br&gt;Chronological listing of tape recordings of court proceedings.</td>
<td>OFM&lt;br&gt;Erasuer of last tape entered on log</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06E-04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED&lt;br&gt;To be used by appellate court on appeals of District and Municipal Court actions.</td>
<td>OPR&lt;br&gt;30 days after remand of appeal - See remarks</td>
<td>Superior Court</td>
<td>GS52-06E-03</td>
<td>Upon completion of appellate court action, the tapes are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</td>
<td>OFM&lt;br&gt;Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
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SUPERSEDED
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - GENERAL

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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COURT RECORDS - GENERAL - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
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<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>PRIMARY RECORD COPY</th>
<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOOKING SHEETS Reference copies of booking sheets covering defendants incarcerated during criminal proceedings. This information is used to set the Court Calendar.</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-08</td>
<td>Official copy held by the issuing jail.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BREATHALYZER TECHNICIAN CERTIFICATES</td>
<td>OFM</td>
<td>3 years - [See remarks]</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-06</td>
<td>Official copy held by Washington State Patrol</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CLERK’S MINUTES BOOK Also known as Clerk’s Notes.</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>COURT CALENDAR</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>LISTS OF PRISONERS TO BE TRANSPORTED FROM THE COUNTY JAIL FOR COURT HEARINGS</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>LOG BOOKS Index for tapes of court proceedings.</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PROCEDURAL MANUALS AND MATERIALS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - [See remarks]</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-05</td>
<td>Official copy held by the Office of the Administrator for the Courts.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>REPORT TO THE ADMINISTRATOR FOR THE COURTS</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - Potential archival value - [See remarks]</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-04</td>
<td>Contact your Regional Archivist before disposing of this record. Administrator for the Courts holds this record for 1 year.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SPEED VERIFICATION CERTIFICATES Certificate of verification of speed device calibration accuracy filed by radar technician.</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded - [See remarks]</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06G-07</td>
<td>Reference CrRLJ 6.6. Official copy held by Washington State Patrol.</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - JURY

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - JURY - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens

SUPERSEDED
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>PRIMARY RECORD COPY</th>
<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JUROR QUESTIONNAIRES Filled out by juror – confidential information filed with court.</td>
<td>OPR</td>
<td>Expiration of juror term</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-05</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>JUROR REGISTRATION OR SIGN-IN SHEET Supporting documentation to Jury Cost Bills.</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-06</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>JUROR SUMMONS</td>
<td>OPR</td>
<td>Expiration of juror term</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-04</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>JURY COST BILLS Documentation of juror payment.</td>
<td>OFM</td>
<td>1 year – See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-03</td>
<td>Official copy held by County Auditor or City Finance Office.</td>
</tr>
<tr>
<td>5</td>
<td>JURY LISTS Master list of voters selected to serve as jurors for a specific term.</td>
<td>OFM</td>
<td>Expiration of juror term</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-01</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>WAIVER FROM JURY DUTY</td>
<td>OFM</td>
<td>Expiration of juror term</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06F-02</td>
<td></td>
</tr>
</tbody>
</table>

SUPERSEDED
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - PARKING INFRACTIONS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - PARKING INFRACTIONS - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
## Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

### Schedule Title: COURT RECORDS - PARKING INFRINGEMENTS

#### DISPOSITION AUTHORITY: GS52-06F

<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>PRIMARY RECORD COPY</th>
<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-07</td>
<td>Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PARKING DELINQUENT NOTICES OR VEHICLE HOLDS ESSENTIAL RECORD - See remarks</td>
<td>OPR</td>
<td>3 years after final disposition, or after audit, whichever is later</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-02</td>
<td>Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PARKING INFRACTION INDEXES</td>
<td>OFM</td>
<td>3 years after disposition of last item on Index</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>TAPE RECORDING LOG</td>
<td>OFM</td>
<td>Erasure of last tape entered on log</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions. - See remarks.</td>
<td>OPR</td>
<td>30 days after remand of appeal</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-03</td>
<td>Upon completion of appellate court action, tapes are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</td>
<td>OFM</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>UNIFORM NOTICE OF INFRACTION, COURT DOCKET, AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.</td>
<td>OPR</td>
<td>3 years after final disposition</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06J-01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: COURT RECORDS - SMALL CLAIMS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

COURT RECORDS - SMALL CLAIMS - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General: Brian Buccholz
For the State Auditor: Cliff Whipple
For the State Archivist: David Owens
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
<th>OPR or OFM</th>
<th>OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD</th>
<th>PRIMARY RECORD COPY</th>
<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXHIBITS-CASES APPEALED</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-04</td>
<td>Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EXHIBITS-CASES NOT APPEALED</td>
<td>OPR</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SMALL CLAIMS CASE FILES (If not satisfied within 30 days after settlement of case, may be transferred to Civil Department). May include: Notice of Claim, Affidavit/Proof of Service, Abstract of Damages (for motor vehicle accidents). ESSENTIAL RECORD - See remarks.</td>
<td>OPR</td>
<td>Judgment Unsatisfied: 10 years after date of judgment - See remarks Case Dismissed or Judgment Satisfied: 3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-02</td>
<td>Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SMALL CLAIMS DOCKET</td>
<td>OPR</td>
<td>10 years after final disposition</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SMALL CLAIMS INDEX ESSENTIAL RECORD - See remarks.</td>
<td>OFM</td>
<td>10 years after final disposition of last item on index</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-03</td>
<td>Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TAPE RECORDING LOG Chronological listing of tape recordings of court proceedings.</td>
<td>OFM</td>
<td>Erasure of last tape entered on log</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions.</td>
<td>OPR</td>
<td>30 days after remand of appeal - See remarks</td>
<td>Superior Court</td>
<td>GS52-06D-07</td>
<td>Upon completion of appellate court action, the tapes are to be returned to the courts of limited jurisdiction where they originated.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>TAPE RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</td>
<td>OFM</td>
<td>Expiration of appeal period</td>
<td>Destroy when obsolete or superseded</td>
<td>GS52-06D-08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (see Documenting Records Destruction, page 13). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office’s copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

**ELECTRONIC INFORMATION - INCLUSIVE**
Approved by the Washington State Local Records Committee - July, 2001

For the Attorney General: Brian Buccholz  
For the State Auditor: George Geyer  
The State Archivist: Phillip Coombs
**DATA AND INPUT DOCUMENTATION**

<table>
<thead>
<tr>
<th>DATABASE AND SPREADSHEET DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINDING AIDS AND INDEXES (USER WORKING COPY)</td>
</tr>
<tr>
<td>INPUT DOCUMENTS</td>
</tr>
<tr>
<td>WORD PROCESSING FILES</td>
</tr>
</tbody>
</table>

Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series.

User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.

**ELECTRONIC MAIL**

Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. Such messages must be identified, filed and retained just like records in other formats.

Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.

**E-mail messages which are usually public records and must meet records retention requirements before being destroyed:**

1. Policy and Procedure Directives
2. Correspondence or memoranda related to official public business
3. Agendas and minutes of meetings
4. Documents relating to legal or audit issues
5. Messages which document agency actions, decisions, operations and responsibilities
6. Documents that initiate, authorize or complete a business transaction
7. Drafts of documents that are circulated for comment or approval
8. Final reports or recommendations
9. Appointment calendars
10. E-mail distribution lists
11. Routine information requests
12. Other messages sent or received that relate to the transaction of local government business

**E-mail Messages Which Are Usually Administrative Materials with No Retention Value:**

1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins
2. Phone message slips that do not contain information that may constitute a public record
3. Copies of published materials
4. Informational copies
5. Preliminary drafts
6. Routing slips
7. Transmittals (Letters/memos)

See e-mail guidelines in the records management section of this manual.

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**SUPERSEDED**
<table>
<thead>
<tr>
<th>SERIES NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</th>
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded GS50-06A-01</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. ESSENTIAL RECORD - Backup should be stored off site.</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded as determined by office of record</td>
<td>Destroy when obsolete or superseded GS50-06A-02</td>
<td>In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.</td>
</tr>
<tr>
<td>3</td>
<td>ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable; system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. ESSENTIAL RECORD - Needs security backup - See remarks.</td>
<td>OFM</td>
<td>Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods</td>
<td>Destroy when obsolete or superseded GS50-06A-03</td>
<td>Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</td>
</tr>
<tr>
<td>4</td>
<td>ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.</td>
<td>OFM</td>
<td>Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods</td>
<td>Destroy when obsolete or superseded GS50-06A-04</td>
<td>Source document microfilming is not recommended for this purpose.</td>
</tr>
<tr>
<td>5</td>
<td>ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.</td>
<td>OFM</td>
<td>1 year</td>
<td>Destroy when obsolete or superseded GS50-06A-05</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.</td>
<td>OFM</td>
<td>Until termination of system or program use</td>
<td>Destroy when obsolete or superseded GS50-06A-06</td>
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</tbody>
</table>

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<tr>
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<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specification and system acceptance criteria. ESSENTIAL RECORD - Needs security backup - See remarks.</td>
<td>OFM</td>
<td>Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods Destroy when obsolete or superseded</td>
<td>GS50-06A-07</td>
<td>Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</td>
</tr>
<tr>
<td>8</td>
<td>YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.</td>
<td>OPP</td>
<td>Termination of project and/or contract plus 6 years Destroy when obsolete or superseded</td>
<td>GS50-06G-01</td>
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</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

?? Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

?? Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

?? Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

INSURANCE/RISK MANAGEMENT SAFETY- INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz
For the State Auditor: George Geyer
The State Archivist: Phillip Coombs
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-01</td>
</tr>
<tr>
<td>2</td>
<td>ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES</td>
<td>OPR</td>
<td>For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-02</td>
</tr>
<tr>
<td>3</td>
<td>ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR &amp; INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.</td>
<td>OPR</td>
<td>For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-03</td>
</tr>
<tr>
<td>4</td>
<td>AUDIOMETRIC TEST RECORDS</td>
<td>OFM</td>
<td>Retain for the duration of the affected employee’s employment</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-10</td>
</tr>
<tr>
<td>5</td>
<td>CERTIFICATES OF INSURANCE ESSENTIAL RECORD – Needs security microfilm backup – See remarks.</td>
<td>OPR</td>
<td>PERMANENT</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-04</td>
</tr>
<tr>
<td>SERIES NO.</td>
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</tr>
<tr>
<td>6</td>
<td>CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY</td>
<td>OFM</td>
<td>Department of Labor and Industries keeps primary copy - Termination plus 6 years</td>
<td>GS50-06C-05</td>
<td>Keep until certification withdrawn or surrendered</td>
</tr>
<tr>
<td>7</td>
<td>COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY</td>
<td>OFM</td>
<td>Department of Labor and Industries keeps primary copy - 6 years</td>
<td>GS50-06C-06</td>
<td>3 years</td>
</tr>
<tr>
<td>8</td>
<td>DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.</td>
<td>OPR</td>
<td>Destroy when obsolete or superseded plus 6 years</td>
<td>GS50-06C-07</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>9</td>
<td>FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.</td>
<td>OFM</td>
<td>Disposition or sale of facility plus 10 years</td>
<td>GS50-06C-08</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>10</td>
<td>FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.</td>
<td>OFM</td>
<td>Life of facility</td>
<td>GS51-05D-01</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>11</td>
<td>FIDELITY AND SURETY COVERAGE BONDS</td>
<td>OPR</td>
<td>Termination of policy plus 6 years</td>
<td>GS50-06C-09</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>12</td>
<td>FIRE &amp; OTHER EMERGENCY DRILL REPORTS</td>
<td>OFM</td>
<td>3 years</td>
<td>GS50-06C-10</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>13</td>
<td>FIRE ALARM APPLICATION</td>
<td>OPR</td>
<td>Termination plus 6 years</td>
<td>GS50-06C-11</td>
<td>Destroy when obsolete or superseded</td>
</tr>
<tr>
<td>14</td>
<td>HOLD HARMLESS AGREEMENTS</td>
<td>OPR</td>
<td>Termination plus 6 years</td>
<td>GS50-06C-13</td>
<td>Destroy when obsolete or superseded</td>
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</tr>
<tr>
<td>15</td>
<td>INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.</td>
<td>OPR</td>
<td>For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-14</td>
</tr>
<tr>
<td>16</td>
<td>INSURANCE AND SAFETY INSPECTION REPORTS</td>
<td>OFM</td>
<td>Termination of policy plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-18</td>
</tr>
<tr>
<td>17</td>
<td>INSURANCE AUDITS, SURVEYS, REPORTS</td>
<td>OFM</td>
<td>4 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-15</td>
</tr>
<tr>
<td>18</td>
<td>INSURANCE POLICIES PURCHASED</td>
<td>OPR</td>
<td>Termination of policy plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</td>
</tr>
<tr>
<td>19</td>
<td>INSURANCE WAIVERS</td>
<td>OPR</td>
<td>6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-17</td>
</tr>
<tr>
<td>20</td>
<td>LIABILITY WAIVERS</td>
<td>OPR</td>
<td>Expiration or completion of activity plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-28</td>
</tr>
<tr>
<td>21</td>
<td>MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY</td>
<td>OPR</td>
<td>6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-19</td>
</tr>
<tr>
<td>22</td>
<td>NOISE EXPOSURE REPORTS</td>
<td>OFM</td>
<td>2 years– See remarks</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-04 Please reference WAC 296-62-09041 (4a).</td>
</tr>
<tr>
<td>23</td>
<td>NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY</td>
<td>OPR</td>
<td>6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-20</td>
</tr>
<tr>
<td>SERIES NO.</td>
<td>RECORDS SERIES TITLE AND DESCRIPTION OF SERIES</td>
<td>OPR or OFM</td>
<td>PRIMARY RECORD COPY</td>
<td>SECONDARY RECORD COPY</td>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
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</tr>
<tr>
<td>24</td>
<td>OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY</td>
<td>OFM</td>
<td>5 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-21</td>
</tr>
<tr>
<td>25</td>
<td>REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletin, pamphlets, notice.</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-04</td>
</tr>
<tr>
<td>26</td>
<td>REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.</td>
<td>OFM</td>
<td>4 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-24</td>
</tr>
<tr>
<td>27</td>
<td>RESPIRATOR FIT TEST RECORDS OFM Retain until next test administered– See remarks</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-07</td>
</tr>
<tr>
<td>28</td>
<td>RESPIRATOR PROGRAM FILES OFM Destroy when obsolete or superseded – See remarks</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-08</td>
</tr>
<tr>
<td>29</td>
<td>RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.</td>
<td>OFM</td>
<td>4 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06C-25</td>
</tr>
<tr>
<td>30</td>
<td>SAFETY COMMITTEE MINUTES OFM 1 year– See remarks</td>
<td>OPM</td>
<td>Destroy when obsolete or superseded</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-09</td>
</tr>
<tr>
<td>31</td>
<td>SAFETY INSPECTION, STATE NOTICE AND CITATION</td>
<td>OPR</td>
<td>6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-05</td>
</tr>
<tr>
<td>32</td>
<td>WORKER’S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS Department of Labor and Industries keeps primary copy - PERMANENT - See remarks</td>
<td>OFM</td>
<td>Department of Labor and Industries keeps primary copy - PERMANENT - See remarks</td>
<td>Last payment plus completion of State Auditor’s examination report.</td>
<td>GS50-06C-27</td>
</tr>
<tr>
<td>33</td>
<td>WORKPLACE HAZARD ASSESSMENT CERTIFICATION OPR</td>
<td>Destroy when superseded plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS51-05D-06</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

?? **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

?? **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

?? **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

**LEGAL COUNSEL- INCLUSIVE**

Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz

For the State Auditor: George Geyer

The State Archivist: Phillip Coombs
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<tbody>
<tr>
<td>1</td>
<td>ATTORNEY GENERAL OPINIONS</td>
<td>OFM</td>
<td>Attorney General - PERMANENT</td>
<td>GS53-02-01</td>
<td>Destroy when obsolete or superseded.</td>
</tr>
<tr>
<td>2</td>
<td>BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit &amp; non-conduit).</td>
<td>OPR</td>
<td>6 years after redemption of project or building bonds</td>
<td>GS53-02-06</td>
<td>Destroy when obsolete or superseded.</td>
</tr>
<tr>
<td>3</td>
<td>LEGAL ISSUES/ADVICE FILES</td>
<td>OFM</td>
<td>Destroy when obsolete or superseded</td>
<td>GS53-02-05</td>
<td>Destroy when obsolete or superseded.</td>
</tr>
<tr>
<td>4</td>
<td>LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.</td>
<td>OPR</td>
<td>PERMANENT - Potential archival value - See remarks</td>
<td>GS53-02-03</td>
<td>Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</td>
</tr>
<tr>
<td>5</td>
<td>LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.</td>
<td>OFM</td>
<td>Agency Record Copy - Case closed plus 10 years</td>
<td>GS53-02-04</td>
<td>Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</td>
</tr>
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**SUPERSEDED**
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MAIL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

?? **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

?? **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

?? **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MAIL SERVICES- INCLUSIVE
Approved by the Washington State Local Records Committee – July 2001

For the Attorney General: Brian Buccholz
For the State Auditor: George Geyer
The State Archivist: Phillip Coombs

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<th>SECONDARY RECORD COPY</th>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
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<tbody>
<tr>
<td>1</td>
<td>BULK MAILING PERMIT</td>
<td>OPR</td>
<td>6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CERTIFIED AND REGISTERED MAIL Log</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CERTIFIED MAIL RETURN RECEIPT</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>POSTAGE EXPENDITURE REPORT</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>POSTAGE METER LICENSE</td>
<td>OPR</td>
<td>Destroy when obsolete or superseded plus 6 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>POSTAGE METER LOG</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SENDER'S STATEMENT AND CERTIFICATION OF BULK MAILING</td>
<td>OFM</td>
<td>3 years</td>
<td>Post office has other copies</td>
<td>GS50-06D-07</td>
<td></td>
<td></td>
</tr>
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<td>8</td>
<td>UPS REGISTER</td>
<td>OFM</td>
<td>3 years</td>
<td>Destroy when obsolete or superseded</td>
<td>GS50-06D-08</td>
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**SUPERSEDED**
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category:  PROBATION OFFICE

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

PROBATION OFFICE - INCLUSIVE
Approved by the Washington State Local Records Committee – May 2000

For the Attorney General:  Brian Buccholz
For the State Auditor:  Cliff Whipple
For the State Archivist:  David Owens
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<th>OPR or OFM</th>
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>SPECIAL AND/OR DISPOSITION INSTRUCTIONS</th>
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<td>1</td>
<td>PROBATION CASE FILES Reports and correspondence regarding the progress and status of individuals on probation. Also includes copies of the Court's orders related to probation.</td>
<td>OFM</td>
<td>3 years after completion or termination of probation</td>
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</table>
DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: RECORDS MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee’s approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency’s legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

RECORDS MANAGEMENT - INCLUSIVE
Approved by the Washington State Local Records Committee – Revised July 2001

For the Attorney General: Brian Buccholz
For the State Auditor: George Geyer
The State Archivist: Phillip Coombs
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<td>1</td>
<td>FILES CLASSIFICATION GUIDELINES</td>
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<td>3</td>
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<td>4</td>
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<td>RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES</td>
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<td>11</td>
<td>RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.</td>
<td>OFM</td>
<td>Keep until materials returned to records center</td>
<td>GS50-09-11</td>
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