
Using Records Retention Schedules: Internal Review/Investigation of Notorious/Historically Significant Incidents within the Law Enforcement Agency's Jurisdiction

Purpose: Provide guidance to local law enforcement agencies on the identification and retention of notorious/historically significant incidents within the agency's jurisdiction.

The *Law Enforcement Records Retention Schedule* includes the following records series: **DAN LE2010-059, Internal Review/Investigation – Notorious/Historically Significant Incidents**. It is intended to cover internal review and investigation of incidents that (may) have enduring historical value for future research.

Factors to consider

Did the incident:

- Cause controversy within the community, the county, or the state?
- Involve a serious injury or fatality?
- Involve a community-wide disaster (e.g., earthquake, mudslide, flood)?
- Create a major public threat that required a significant law enforcement response (e.g. major protest, riot, demonstration, terrorist threat)?
- Have a lasting impact on the community?
- Result in a major modification to the agency's policy, training, or equipment?
- Cause a change in federal, state, or local law?
- Result in the participation of *or investigation by* a federal agency/body (e.g., National Guard, Federal Bureau of Investigation, U.S. Department of Justice, etc.)?
- Attain significant contemporary public notoriety beyond the community?
- Become the subject of extensive news media coverage, a book, or a feature film?
- Become frequently cited in scholarly or professional literature or other resources?

If you answered YES to *any* of the above then the records need to be appraised for transfer to Washington State Archives (WSA). Please contact your regional branch to organize appraisal and transfer; records declined by WSA *may be* destroyed.

Records pertaining to sex offenders/offenses are covered by **Case Files – Sex Offenders and Sexually Violent Offenses** (DAN LE2010-063). These records must be transferred to the Washington Association of Sheriffs and Police Chiefs.

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

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