

This schedule applies to: Social Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the unique functions of providing social services to adults and juveniles. The schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

Disposition of public records

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

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

Revocation of previously issued records retention schedules

All previously issued records retention schedules for records that are covered by this retention schedule are revoked. Local government agencies must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 5, 2018.

Signature on File

**For the State Auditor:
Al Rose**

Signature on File

**For the Attorney General:
Matt Kernutt**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "SS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
1.1	June 26, 2014	The <i>Juvenile Courts and Services Records Retention Schedule (Version 1.0)</i> was revoked June 26, 2014. All records series relating to the provision of social services to juveniles were transferred into this retention schedule. (Official juvenile court records are now covered by the <i>County Clerk and Superior Court Records Retention Schedule (Version 7.0)</i>). Three series were added to cover juvenile records eligible for early destruction pursuant to chapter 13.50 RCW. No changes to minimum retention periods were made to any of the records series in this retention schedule; a comprehensive revision will be completed at a later date. All modifications are detailed in the Summary of Changes.
1.2	December 5, 2018	References to chapter 13.50 RCW updated. Minor formatting changes.

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For assistance and advice in applying this records retention schedule,

please contact your agency’s Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

1. SOCIAL SERVICES

This section covers records of the local government agency providing social services. Includes contractors and volunteers. Excludes social services covered in the **Social Services – Juveniles** section, beginning on page 6.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-08 Rev. 0	<i>Client Case Files (Support Services)</i> Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women, veterans and housing. Case files document the support services provided and participation in the program.	Retain for 6 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-25-02 Rev. 0	<i>Client Case Files (Treatment Completed and Case Closed)</i> <i>Note: Reference RCW 4.16.350.</i>	Retain for 8 years after case closed <i>and</i> 3 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-03 Rev. 0	<i>Client Screening And Referral Files (Completed and Closed)</i> <i>Note: Reference RCW 4.16.350.</i>	Retain for 10 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-04 Rev. 0	<i>Facilities Inspections and Certifications</i>	Retain for 6 years after superseded or terminated <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-05 Rev. 0	<i>Involuntary Commitment Case Files (Proceedings Completed and Case Closed)</i> <i>Note: Reference RCW 4.16.350.</i> <i>Note: The official court record is retained permanently by the Superior Court in accordance with the County Clerk and Superior Court Records Retention Schedule.</i>	Retain for 10 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2. SOCIAL SERVICES – JUVENILE

This section covered records of the local government agency providing social services to juveniles. Includes contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-28-02 Rev. 0	<i>Custody Investigations</i> Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers. Includes investigations for other states.	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-04 Rev. 0	<i>Detention Log</i>	Retain for 6 years <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-28-05 Rev. 0	<i>Detention Roster</i>	Retain for 1 year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-28-07 Rev. 0	<i>Foster Care Files</i> Excludes the official court records, which are covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> . <i>Reference RCW 13.34.136.</i>	Retain for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-28-08 Rev. 0	<i>Guardian Ad Litem (GAL) Reports</i> Documentation maintained to substantiate recommendations made, conclusions drawn, and actions taken by guardians ad litem as required by <u>GAL 2(p)</u> . Excludes official report submitted to the court, which is covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> . <i>Reference RCW 13.34.105 and 26.09.220.</i>	Retain for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-11 Rev. 0	<i>Marriage Waiver</i> Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. Excludes the official court records, which are covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> . <i>Reference RCW 26.04.010.</i>	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-28-12 Rev. 0	<i>Medical History Files</i> <i>Reference RCW 13.50.050.</i>	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-28-13 Rev. 1	<i>Social Files</i> Department working files containing copies of court orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation. <i>Reference chapter 13.34 RCW, RCW 13.50.270(3) and (4), and 13.50.100.</i>	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

3. JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION PURSUANT TO RCW 13.50.050

This section covers juvenile records which may otherwise have a longer retention, but which are eligible for early destruction pursuant to RCW 13.50.050.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS2014-017 Rev. 1	<i>Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court</i> Juvenile records that relate to juveniles whose criminal history consists entirely of one diversion agreement or counsel <i>and that have been identified by Juvenile Court as eligible to be destroyed</i> pursuant to RCW 13.50.270(1). Excludes the notification of eligibility <i>itself</i> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i> .	Retain until notification of destruction eligibility received from juvenile court <i>then</i> Destroy within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS2014-018 Rev. 1	<i>Juvenile Records – Destruction Ordered by Court</i> Juvenile records ordered by the court to be destroyed in accordance with RCW 13.50.270(3), or any (other) court order, <i>and where the records have not already been destroyed in accordance with another current approved disposition authority.</i> Excludes the notification of destruction (court order) <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i> .	Retain until court order received <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS2014-019 Rev. 1	<i>Juvenile Records – Juvenile Attains Age 23</i> Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age <i>and</i> where the local government agency has developed procedures for the routine destruction of <i>certain</i> records in accordance with RCW 13.50.270(4) <i>and where the records have not already been destroyed in accordance with another current approved disposition authority.</i> Excludes records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i> .	Retain until juvenile attains 23 years of age <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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See the Local Government Common Records Retention Schedule (CORE) for “Archival” records.

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See the Local Government Common Records Retention Schedule (CORE) for additional “Essential” records.

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