



## **This schedule applies to: Supreme Court**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Supreme Court. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

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

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

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Supreme Court are revoked. The Supreme Court must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on March 6, 2013.

*Signature on File*

**For the State Auditor:  
Cindy Evans**

*Signature on File*

**For the Attorney General:  
Kathryn McLeod**

*Signature on File*

**For the Office of Financial Management:  
Cherie Berthon**

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**The State Archivist:  
Steve Excell**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 6, 2013	Consolidation of all existing disposition authorities (with minor, non-substantive revisions).

For assistance and advice in applying this records retention schedule,  
please contact the Supreme Court's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. SUPREME COURT RECORDS

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90-03-45878 Rev. 1	<b>Attorney Admissions</b> A record of attorneys admitted to participate in Washington, with orders authorizing out-of-state swearing in. Includes recommendations for admission.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-10-62779 Rev. 0	<b>Attorney Discipline and Disability Proceedings</b> Files on attorneys subject to discipline; includes reprimands, suspensions, and disbarments. Also includes suspensions or other action taken based on disability. <i>Note: Some files may be confidential.</i>	<b>Retain</b> for 10 years after final disposition of case <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
90-03-45925 Rev. 4	<b>Attorney Files</b> Files on attorneys admitted to the Washington State Bar. Includes applications, admission documents.	<b>Retain</b> for 2 years after resignation, disbarment, or death <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45909 Rev. 1	<b>Audio Recordings of Oral Argument</b> Audio recording of oral argument by attorneys in cases before the courts.	<b>Retain</b> for 15 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
90-03-45881 Rev. 1	<b>Board and Committee Appointments</b> Orders creating various boards and committees, and appointing members.	<b>Retain</b> for 50 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
08-09-61849 Rev. 0	<b>Capital Case Committee Records</b> Original applications, meeting minutes and correspondence pertaining to the committee.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45901 Rev. 2	<b>Case Docket</b> A record of cases scheduled for oral argument before the court. Includes case assignment sheet and memos regarding scheduling of argument. <i>Note: These documents are confidential.</i>	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
90-03-45903 Rev. 4	<b>Case File with Opinion</b> All documents filed in each case before the court that is decided by issuance of an opinion. Includes briefs, opinion, orders, correspondence etc.	<b>Retain</b> for 10 years after final disposition of case <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
99-08-59264 Rev. 2	<b>Case File without Opinion</b> All documents filed in any case before the court which is disposed of without the issuance of an opinion by the court.	<b>Retain</b> for 6 years after final disposition of case <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-09-61852 Rev. 1	<b>Case Management System</b> Electronic database used for docketing of documents received in case files. Includes participant and attorney information, scheduling of motions and oral argument, status of case, and other information.	<b>Retain</b> for 50 years after final disposition of case <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-10-62780 Rev. 0	<b>Character and Fitness Reviews/Admission to Bar Denied</b> Files on applications for admission to the Washington State Bar Association (WSBA) that have been referred by the WSBA to the Supreme Court for character and fitness review.	<b>Retain</b> for 6 years after final decision by court <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
96-06-56803 Rev. 2	<b>Circulation Materials</b> Documents used in the circulation of cases for decision by the Court, including passing sheets, changes to opinions, memoranda of intention to sign majority, concurrence, or dissenting opinions, votes on opinions and related documents.	<b>Retain</b> for 6 years after mandate or certificate of finality issued <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-03-45875 Rev. 1	<b>Court Rules and Adoption Orders</b> Original orders adopting rules for all levels of Washington's courts. Includes orders publishing proposed rules for comment and comments received. The rules are codified and printed annually.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
90-03-45907 Rev. 1	<b>Department Motion Calendar</b> The agenda for the motion calendar heard by the Departments of the Court.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45880 Rev. 1	<b>En Banc Conference Agenda and Minutes</b> Agenda and minutes of meetings of en banc meetings of the justices to consider procedural, administrative and other matters. May also include Bar matters.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-03-45914 Rev. 1	<b>History of Supreme Court and Justices</b> Various materials, including newspaper clippings, photos, reports, lists, etc. pertaining to the Justices and the history of the court.	<b>Retain</b> for 2 years after end of Justice's term <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
08-09-61848 Rev. 0	<b>Law Clerk Register</b> General information on law clerks that have served with the Court, indexed by name of law clerk, by justice, and by date.	<b>Retain</b> for 25 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
90-03-45899 Rev. 1	<b>Legal Interns APR 9</b> Applications and orders admitting legal interns under APR 9.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45879 Rev. 1	<b>Limited Practice Admissions (APR 8)</b> A record of attorneys admitted to limited practice, including interim admissions. Includes application and authorization, voluntary cancellations, and revocations.	<b>Retain</b> for 6 years after cancellation or revocation <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
90-03-45876 Rev. 2	<b>Miscellaneous Orders</b> Orders of the Supreme Court not related to cases before the court, including orders relating to committees, court closures, proclamations, etc.	<b>Retain</b> for 15 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
90-03-45882 Rev. 1	<b>Oaths of Office by Justices and Departmental Employees</b> A copy of the oath of office, resignations and other documents related to justices and departmental appointments (Clerk, Deputy Clerk, Commissioner, Deputy Commissioner, Law Librarian, and Reporter of Decisions). Includes orders making departmental appointments. <i>Note: Some of the original oaths are filed with the Secretary of State, and only a copy is kept by the Clerk.</i>	<b>Retain</b> for 50 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
90-03-45898 Rev. 2	<b>Order of Reinstatement of Attorneys</b> A record of attorneys reinstated after suspension for nonpayment of bar dues. <i>Note: A copy of the order is filed in each attorney's file. See Attorney Files (DAN 90-03-45925).</i>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-03-45895 Rev. 2	<b>Order of Suspension of Attorneys</b> Original order of suspension of attorneys. <i>Note: A copy of the order is filed in each attorney's file. See Attorney Files (DAN 90-03-45925).</i>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
90-03-45892 Rev. 1	<b>Pro Tem Judges for the Court of Appeals</b> Orders signed by the chief justice assigning temporary judges to the Court of Appeals pursuant to RCW 2.06.150.	<b>Retain</b> for 6 years after date of order <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
08-09-61851 Rev. 1	<b>Rejected Pleadings</b> Pleadings which were intended to be filed in a case file, but were rejected for noncompliance with the Rules of Appellate Procedure.	<b>Retain</b> for 1 month after mandate or certificate of finality issued <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-06-56804 Rev. 2	<b><i>Sealed Files</i></b> Case files or portions of case files that are sealed by court order.	<b>Retain</b> for 10 years after mandate or certificate of finality issued <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
90-03-45913 Rev. 1	<b><i>Swearing in Ceremonies</i></b> Files on ceremonies for swearing in of justices.	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM
90-03-45894 Rev. 2	<b><i>Trial Judge Reports on Death Penalty Cases</i></b> Original reports of the trial judge on case files of defendants sentenced to life without possibility of parole or execution.	<b>Retain</b> for 15 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-09-61850 Rev. 1	<b><i>Unfiled Papers</i></b> Miscellaneous correspondence or pleadings that are not part of a case file.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.



### **Essential Records**

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

### **OFM (Office Files and Memoranda)**

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or*



*any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records."*

### **Public Records**

#### **RCW 40.14.010 – Definition and classification of public records.**

*"... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

### **Records Series**

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

### **State Records Committee**

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*



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**(As of March 2013 – Supreme Court has not completed its Essential Records Designations)**



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