

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
State Patrol, Washington - Office# 100	301-301.1 Office of the Governor Copies of general directives and correspondence from Governors Office.	74-06-05272 Rev.0	None Designated	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 100	302-302.7 - Judicial Structures and Procedures General information concerning all courts, AGO's, prosecutors, juvenile courts.	74-06-05273 Rev.0	None Designated	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 100	342 - Correspondence from all other Federal Agencies General correspondence from all other federal agencies.	74-06-05279 Rev.0	None Designated	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 100	District/Division/Section Manuals Routine general office procedures covering the day-to-day operations of an office or unit.	06-04-61141 Rev.0	When Supersede d	36 Months	0 Months	3 Years	Archival OFM
State Patrol, Washington - Office# 100	Employee Status Report - Form 22 Changes to an employee's status: address changes, employee transfers, or family status. REV 1: Changes cut-off from Fiscal Year, adjusts retention from 48/36/7 yrs (no change to total), changes title and description to better reflect what the series is, and transfers from Office 140 as per schedule dated 07/03. REV 2: Changed retention from 7 years (cut-off changed from Fiscal Year but not included in the revision statement) as per schedule dated 05/06.	96-07-56896 Rev.2	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 100	Signed Scan Logs and Cell Phone Bills Employee signed copy of their SCAN log and cell phone bills. Original is kept with Property Management Division and destroyed after 6 years. REV 1: Added 'Cell Phone Bills' to the title and the definition as per schedule dated 04/06.	05-11-61043 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 100	<p style="text-align: center;">Time and Activity Reports</p> <p>Time and Activity Reports. Provides a record of hours worked within a pay period, leave taken, and duties performed. REV 1: Submitted in office 800. Changed classification from OFM as per schedule dated 4/92. NOTE: Transfers this series from 300/Field Operations Bureau to 100/WSP Agency Schedule as per schedule dated 5/99. REV 2: Revised title, adjusted retention from 48/36/7yrs to 24/60/7 yrs and changed cutoff from FY as per schedule dated 1/03; primary copy changed from 800 to 660. REV 3: Changed total from 7 years as per schedule dated 05/06.</p>	89-06-44472 Rev.3	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 100	<p style="text-align: center;">WSP Required Checklists</p> <p>Includes the following forms only: Directive Control Sheets, Read and Initial Forms and Employee Annual Review Check-off Lists. NOTE: 5/99 Transfers this series from 300/Field Operations Bureau to 100/WSP Agency Schedule REV 1: changed title from Directive Control Sheets and changed definition to reflect the forms this title series represents as per schedule dated 04/06. REV 2: Changed title by removing 'Check-off List' as per schedule dated 04/07.</p>	92-05-50392 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 110	<p style="text-align: center;">WSP Headquarters Christmas Program</p> <p>Fund drive information that includes records of the WSP annual silent auction, adopted families, and charitable programs.</p>	01-06-60096 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	<p style="text-align: center;">Citizen/Department Investigation Case Files Category 3</p> <p>Includes Dept. complaints, Fleet, Pursuit, Use of Force and Loss of Equipment. Cases where sanction would be a written reprimand or less if allegations are proven true. Includes database. Unless otherwise provided by a Civil Service Bargaining Agreement. REV 1: Added the following verbiage to the definition: Unless otherwise provided by a Civil Service Bargaining Agreement as per schedule dated 06/05.</p>	02-10-60458 Rev.1	Case Resolved	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 120	Coalition Investigation Files (Verbal/Written Reprimand) Cases where the sanction is a verbal or written reprimand for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Includes database.	08-02-61739 Rev.0	Case Resolved	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	Equipment Inspection Personnel equipment inspection forms required under Policy. REV 1: Updates description from "Provides a record of copies of personnel and vehicle inspections." as per schedule dated 5/99, submitted 2/2/00. REV 2: Changed title from "Personnel and Vehicle Checks" and changed the definition from "Copies of personnel and vehicle inspections" as per schedule dated 03/10/08	89-02-42813 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	Impounds and Vehicle Inventory Records Records collected and maintained for defense regarding impounding vehicles. Inventory form for vehicles stored in the bull pen. REV 1: Updates description as per schedule dated 5/99, submitted 2/2/00. CLARIFICATION REQUEST: 2/89 Office 800 submitted as REV 1 without noting any revision statement to change OFM to OPR was never reviewed for approval by SRC; Office 120 submitted as OPR and MV noted rev 1 to change classification from OPR to OFM - the change had never taken place. Also, their were record series added from 800 - NO INDICATION IF THEY WERE TRANSFERRED FROM OR BEING USED BY BOTH dc 7/99 REV 2: Added "Impounds and...Records" to the title. Completely changed the definition to better fit the record and title as per schedule dated 03/10/08	89-02-42809 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	Last Chance or Settlement Agreements Includes any agreement with an enduring clause or provision that may invoke termination, and related or supporting documentation. REV 1: Added "or Settlement" to the title. Changed OFM to OPR. - Approved 6-22-2011	08-02-61734 Rev.1	Employee Leaves the Agency	36 Months	0 Months	3 Years	Non-Archival OFM

State Patrol, Washington - Office# 120	Local 17 and WFSE Employee Investigation Files Includes Department Complaint, Fleet, Pursuit, Use of Force & Loss of Equipment. Cases where sanctions are 1 day or greater suspension, and/or termination for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Removal only upon request of employee. Includes database. REV 1: Change retention from 84/0/7 to 72/0/6 to follow CBA requirements. - 04/01/10 approved 05/05/10	08-02-61735 Rev.1	Case Resolved	72 Months	0 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	Local 17 and WFSE Employee Investigation Files (Verbal/Written Reprimands) Cases where the sanction is a verbal or written reprimand for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Removal only upon request of employee. Includes database.	08-02-61736 Rev.0	Case Resolved	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	NIMS Non Investigative Matter (NIM) Document of complaint (commissioned employees only); follows all WSPTA/WSPLA Collective Bargaining Units. Includes the database. REV 1: Added PreLims to the title and defined the records in more detail which included the PreLims definition as per schedule dated 11/2005. REV 2: Removed "PRELIMS" from the title and the following sentence "Preliminary Investigations (PreLims) not accepted; unless otherwise provided by a Civil Services Bargaining Agreement", Changed the Cut-off from "Date Received" to "Calendar Year" and changed the retention from 24/0/2 to 36/0/3 yrs as per schedule dated 1/4/2008. REV 3: Added WSPLA to the definition. - Approved 6-22-2011	04-07-60726 Rev.3	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 120	Non-Represented Investigation Files - No Discipline Personnel complaints filed against or by non-represented WSP employees where there is no policy violation. REV 1: Changed title from "Non-Represented Investigation Files"; changed description from "Includes Department Complaint, Fleet, Pursuit, Use of Force, & Loss of Equipment. Cases where sanctions are verbal reprimand, 1 day or greater suspension, and/or termination for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Includes database."; changed retention from 60/0/5 to 36/0/3 - Approved 04/27/11.	08-02-61740 Rev.1	Case Resolved	36 Months	0 Months	3 Years	Non-Archival OFM

<p>State Patrol, Washington - Office# 120</p>	<p>Outside Agency Investigations</p> <p>Administrative investigations conducted at the request of an outside agency. The request could come from a State Agency or another Law Enforcement Agency. - 04/01/10 approved 05/05/10</p>	<p>10-05-62194 Rev.0</p>	<p>Case Resolved</p>	<p>36 Months</p>	<p>0 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 120</p>	<p>Review Files - No Discipline</p> <p>Preliminary Investigation Files not accepted (Prelims); Cancelled Investigations Files; Proven no sanctions files; No Policy Violation files; Closed with no finding files; Fleet/Loss of Equipment/Use of Force/Pursuit Files (FLUPS)."</p> <p>REV 1: Changed the title from "Citizen/Department Report Files". Added the first and second sentences and added the last sentence. Change cut-off from "Report Received" to "Case Closed" and changed retention from 24/0/2 yrs as per schedule dated 1/4/2008.</p> <p>REV 2: Added to description after investigations that are cancelled "and proven - No Sanction Cases" - 03/26/09</p> <p>REV 3: Changed title from "Prelims, Cancelled Investigations, No Policy Violation and Flup's" to "Report Files"; change description from "Report files. Preliminary investigations (prelims)not accepted and investigations that are cancelled and proven - No Sanction Cases. Fleet, Pursuit, Use of Force and Loss of Equipment without an Internal Incident Report (IIR). Includes related information in the CITE database. (FLUP's - Fleet/Loss of equipment/Use of Force Pursuits)" to " Preliminary Investigation Files not accepted (Prelims); Cancelled Investigations Files; Proven no sanctions files; No Policy Violation files; Closed with no finding files; Fleet/Loss of Equipment/Use of Force/Pursuit Files (FLUPS)." - 04/01/10 approved 04/07/10</p> <p>REV 4: Replaced "Reports" in the title with "Review" and identified these as "No Discipline" files. (The schedule submitted and approved had this revision marked as #2) - Approved 6-22-2011</p>	<p>06-01-61103 Rev.4</p>	<p>Case Closed</p>	<p>36 Months</p>	<p>0 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>

<p>State Patrol, Washington - Office# 120</p>	<p>Special Investigation Unit Records</p> <p>WSP's investigation of DSHS' complaints as required by the Governor's Executive Order # 96-01. CITE administrative database on closed cases to include cases returned to DSHS via email that do not meet the Executive Order requirements: the accused name, complaint summary, electronic documents, investigator's case log, and witnesses' and the accused contact information (DSHS retention DAN 06-10-61322) CITE: Crime Investigative and Tracking of Evidence)</p> <p>REV 1: Changed title by shortening DSHS and adding 'Investigation Tracking'; added first sentence and shortened the definition; changed the cut-off from 'Investigation Completion Date' and changed retention from 5 years as per schedule dated 06/07.</p> <p>REV 2: Changed title from "DSHS Investigation Tracking Database" to "Special Investigation Unit Records". Took out Investigation file that includes: and investigator's log from the description. Modified definition to better explain the records. Changed Cut-off from "Case Closed" to "Investigation Closed" - 07/15/08</p> <p>REV 3: Revised description from "WSP's investigation of DSHS' complaints as required by the Governor's Executive Order # 96-01. CITE database maintained for tracking to include complainants name, case number, accused information, and tracking dates. To include electronic records on closed/returned to DSHS cases that do not meet the Executive Order requirements. (DSHS retention DAN 06-10-61322)." to " WSP's investigation of DSHS' complaints as required by the Governor's Executive Order # 96-01. CITE administrative database on closed cases to include cases returned to DSHS via email that do not meet the Executive</p>	<p>02-10-60457 Rev.2</p>	<p>Investigation Completion Date</p>	<p>60 Months</p>	<p>0 Months</p>	<p>5 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 120</p>	<p>WPEA and Coalition Employee Investigation Files</p> <p>Includes Department Complaint, Fleet, Pursuit, Use of Force, & Loss of Equipment. Cases where sanctions are 1 day or greater suspension, and/or termination for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Removal only upon request of employee. Includes database.</p>	<p>08-02-61737 Rev.0</p>	<p>Case Resolved</p>	<p>72 Months</p>	<p>0 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 120</p>	<p>WPEA Investigation Files (Verbal/Written Reprimands)</p> <p>Cases where the sanction is a verbal or written reprimand for proven findings. Retention will be longer if records indicate a pattern of similar types of discipline. Removal only upon request of employee. Include database.</p>	<p>08-02-61738 Rev.0</p>	<p>Case Resolved</p>	<p>36 Months</p>	<p>0 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>

State Patrol, Washington - Office# 130	Aviation Flight Training Records (Database) Keep up-to-date flight training records. (Information that is superseded will be deleted during update). Paper copy is always printed with new material and put in employee file.	02-09-60419 Rev.0	Termination of Employment	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 130 Aviation	Flight Records Provides an individual record of each flight. REV 1: Changed titled by removing "And Activities, AVI #1; increased retention from 36/0/3 yrs to 60/0/5 years as per schedule dated 1/98, submitted on 3/28/01. REV 2: Changed retention from 5 years to 25 and changed designation from OFM as per schedule dated 09/05.	77-10-19960 Rev.2	Calendar Year	300 Months	0 Months	25 Years	Non-Archival OPR
State Patrol, Washington - Office# 140	Employee Informational Files WSP Commissioned Personnel. This includes bureau/district/division information files. See paper copy for complete description. REV 1: Submitted office 800 Changes title from TROOPER WORK REPORTS to PERFORMANCE RECORDS & decreased retention from 4ys to 2/0/2yrs as per schedule dated 4/92. CLARIFICATION REQUEST: This DAN was originally assigned TROOPER WORK REPORTS Office 120 uses DAN titled EMPLOYER INFORMATIONAL FILES; 140 & 800 Use PERFORMANCE RECORDS. . REV 2: Added to cut-off 'Or Anniversary Date' as per schedule dated 06/05. REV 3: Changed the title from "Performance Records (Doc Books)" and added the first sentence and re-worded the definition for better clarification as per schedule dated 08/05. REV 4: Added the first and last sentences. Took out "scan logs" from the definition and changed retention cut-off from "anniversary date or Calendar Year" to "Destroy after Completion of Annual Eval." The new cut-off changed the retention from 1 yr. to 0 yrs.	89-02-42810 Rev.4	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 150	Authorized Emergency Vehicle Permits Provides records of authorization for sirens and red lights on private vehicles.	89-11-45216 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 150	Vehicle Equipment Background Files for research and reference information.	89-11-45219 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM

State Patrol, Washington - Office# 170	1 Year Classified Intelligence Records Report contains confidential criminal activities of individuals, groups, or businesses suspected or involved in organized criminal activities. Copies of reports from other law enforcement agencies may be included, which contain personal data on suspects. REV 1: Replaced "Files" with "Records" in the title as per schedule dated 03/10/08.	00-12-59966 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 170	5 Year Classified Intelligence Records Intelligence report contains confidential criminal activities of individuals, groups, or businesses suspected or involved in organized criminal activities. REV 1: Changes title, cutoff from Calendar Year, and description as per schedule dated 10/2000. NOTE: Transferred from Office 240 (defunct) no date REV 2: Replaced "Files" with "Records" in the title. Deleted the sentence "Copies of reports from other law enforcement agencies may be included, which contain personal data on suspects" from the definition and changed the cut-off from "Last Report Updated" as per schedule dated 03/10/08	83-12-33309 Rev.2	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 170	Anonymous Tips Tips submitted to the WSP for investigation by outside agencies or the WSP. This includes non-payout Tips and paid Tips.	07-04-61458 Rev.0	Last Action Taken	36 Months	36 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Application for Transfer of Federally Forfeited Property U.S Department of Justice application for transfer of federally Forfeited Property (Form DAG-71). This form is required to request a percentage of assets seized - 03/25/09	09-05-62015 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Domestic Terrorism Book A book produced at the annual Domestic Terrorism Conference containing info regarding domestic terrorism. The info contained in this book is confidential in accordance with RCW 43.43.856.	05-06-60934 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR

State Patrol, Washington - Office# 170	Ferry Tip Files A collection of reports submitted to the WA State Patrol from other law enforcement, governmental agencies, regulatory agencies, and citizens regarding suspicious activity at or near WA State Ferry docks and ferries. REV 1: Changed retention from 7 years as per schedule dated 03/07.	05-06-60936 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Field Information Reports (FIRS) Reports that obtain criminal activity data from the field. REV 1: Changed the retention from 7 years as per schedule dated 03/07	04-07-60733 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Imprest Fund Documentation Provides a record of funds available, and expended, to consummate transactions pertaining to drug trafficking activities. See paper copy for complete description. NOTE: Merges office 174/Narcotics Section & 240/Drug Control Assistance Program into 240/Narcotics as per schedule dated 1993. Merges to 170 as per schedule dated 10/2000. REV 1: Moved from office 240, changed description and increased retention from 36/36/6, as per schedule dated 7/18/00. REV 2: Cchanged retention from 7 years and cut-off from Fiscal year as per schedule dated 03/07.	83-12-33319 Rev.2	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Informant Files Provides a record of individuals assisting the Washington State Patrol. See papy copy for complete description. REV 1: Changes from OPR, and cutoff from Deactivation of Informant as per schedule dated 10/88. REV 2: Changed description, and increased retention from 60/0/5yrs to 84/0/7yrs as per schedule dated 10/2000. REV 3: Changed retention from 7 years as per schedule dated 03/07.	83-12-33313 Rev.3	Informant File Closed	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Informant Information Instructions and questionnaire for informants. NOTE: This series dropped off schedules submitted after 1977 - all other series in this office were discontinued. NOTE: Merges office 174/Narcotics Section & 240/Drug Control Assistance Program into 240/Narcotics 1993. Merges 240/Narcotics into 170/Investigative Assistance Division (old name Organized Crime Investigation Unit) per memo from Carla Chambers, RO 10/2000	77-09-19940 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 170	<p style="text-align: center;">Investigative Files</p> <p>Provides a record of all pertinent data on Investigative Assistance Division criminal investigations. See paper copy for complete description.</p> <p>REV 1: Increases retention from 5 yrs as per schedule dated 10/88.</p> <p>REV 2: Changes description and retention from 72/0/6yrs to 84/0/7yrs as per schedule dated 10/00.</p> <p>NOTE: Transferred from Office 240 as per schedule dated 10/00.</p> <p>REV 2: Add line item, "To include asset seizure Files, consist of case history." (Need to research this statement...)</p> <p>REV 3: Changed retention from 7 years and changed cut-off from Case Closed as per schedule dated 03/07</p>	83-12-33310 Rev.3	Case Adjudicated or Statute of Limitations	12 Months	60 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	<p style="text-align: center;">Missing Person Active Cases</p> <p>Active = still missing.</p> <p>REV 1: Changed series title from "Missing Person Cases (Not filmed) Active Cases," changed cut-off from "Until Cleared," and increased retention period from 900/0/75 yrs (to be consistent with FBI Standards) as per schedule dated 3/02.</p> <p>REV 2: Moved this title series from office 250 and changed designation from OFM as per schedule dated 10/06.</p>	93-05-54602 Rev.2	Case Closed	12 Months	1176 Months	99 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	<p style="text-align: center;">Missing Person Cleared Cases 2</p> <p>Cases with x-rays and/or dental information.</p> <p>REV 1: Changed title, added description, and increased retention period from 12/0/1 yr as per schedule dated 03/02 (Refer to new legislation-HB1611 as per schedule dated 07/01).</p> <p>REV 2: moved this series from office 250; changed cut-off from Calendar Year and changed designation from OFM as per schedule dated 10/06.</p>	93-05-54604 Rev.2	Case Closed	12 Months	1176 Months	99 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	<p style="text-align: center;">Missing Person Cleared Cases 3</p> <p>Cases identified to unidentified person cases.</p> <p>REV 1: Changed title, added description and cut-off, and increased retention from 900/0/75 yrs, to be consisted with FBI Standards as per schedule dated 03/02.</p> <p>REV 2: Moved this title series from office 250; changed cut-off from Calendar Year and changed the designation from OFM as per schedule dated 10/06.</p>	93-05-54605 Rev.2	Case Closed	12 Months	1176 Months	99 Years	Non-Archival OPR

State Patrol, Washington - Office# 170	Missing Persons Cleared Case 1 Cases with x-rays, dental casts/molds, and/or other medical information. REV 1: Changed title, added description, changed retention from 36/0/3 yrs as per schedule dated 03/02 (Refer to new legislation - HB1611 as per schedule dated 07/01). REV 2: Moved this series from office 250; changed cut-off from Calendar Year and changed designation from OFM as per schedule dated 10/06. REV 3: Changed definition from "Cases with x-rays and/or dental information" with "Cases with x-rays, dental casts/molds, and/or other medical information." - 09/29/08	93-05-54603 Rev.3	Case Closed	12 Months	1176 Months	99 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Open Missing and Exploited Children Case Files Case files on any missing or exploited child reported to the clearinghouse or task force, including missing children report forms, court orders, photographs, investigator's case log, and all other records relevant to the case. Case files in which a defendant is scheduled for trial shall remain open until adjudicated. REV 1: changed retention from 7 years, changed cut-off from Case Closed and changed designation from OFM as per schedule dated 03/07.	00-12-59967 Rev.1	Case Adjudicated or Statue of Limitations	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Request for Background Assistance Request for background assistance on suspect of a crime submitted by local and state law enforcement agencies. REV 1: Changed retention from 7 years to 6 years as per schedule dated 02/07.	04-07-60734 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 170	Security/Debriefing Form Form signed by all new Investigative Assistance Division employees who have access to the Criminal Intelligence Unit's files.	05-06-60935 Rev.0	Employee Leaves Division or Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 170	Unidentified Persons Cases Active and cleared cases. REV 1: Added cut-off and increased retention from 900/0/75 yrs, to be consistent with FBI standards as per schedule dated 03/02. REV 2: Moved from office 250 and changed designation from OFM as per schedule dated 10/06.	93-05-54606 Rev.2	Case Closed	12 Months	1176 Months	99 Years	Non-Archival OPR

State Patrol, Washington - Office# 180	Applicant Assessment Files May include employment psychological assessment instruments and results. Pre-employment of specialty assignment evaluations. Raw data sheets, interview data, personal history information, required forms, and final report as per schedule dated 11/04.	04-12-60843 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 180	Patient Files Information on patients seen by the Agency Psychologist. Includes identifying information, patient history, dates of treatment, types of services provided, assessment data, any release of information obtained, and required forms.	04-12-60844 Rev.0	Date of last contact	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 190	Blood Alcohol Analyst Permit Records Records of all pertinent information pertaining to Permits issued by the Toxicology Lab including, but not limited to, application information and results from test samples.	05-03-60834 Rev.0	Permit Expired	60 Months	540 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Case Reports Original test results produced by the Toxicology Laboratory from 10/24/78 - 9/10/79. REV 1: Transfers from UW Medical Centers office ZA-88, changes description and increased retention from 10/10/20 to be consistent with Crime Lab Case File retention for litigation purposes as per schedule dated 10/00.	90-11-46829 Rev.1	Calendar Year	60 Months	540 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Evidence Discard Records Log of discarded samples identifying the case number and date of destruction.	05-03-60835 Rev.0	Calendar Year	60 Months	540 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Forensic Tox Case Files/Reports Record of all pertinent information pertaining to any case received by the Toxicology lab that has been given a case number, including, but not limited to, reports, chromatographs, test results, and chain of custody. REV 1: Transfers from UW Medical Centers office ZA-88, changes title from Forensic Toxicology, description and increased retention from 3/17/20 to be consistent with Crime Lab Case File retention for litigation purposes as per schedule dated 10/00. REV 2: Not listed. REV 3: Changed in office retention from 2 years and added Reports to title as per schedule dated 02/05. REV 4: Changed retention from 60/540/50 years as per schedule dated 07/06.	90-11-46828 Rev.4	Calendar Year	24 Months	576 Months	50 Years	Non-Archival OPR

State Patrol, Washington - Office# 190	Freezer Discard Sheets Log of discarded samples including case numbers and dates destroyed.	05-03-60836 Rev.0	Destruction	60 Months	540 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Instrument Maintenance Records All records with respect to instrument maintenance and daily performance checks for GCMS, GC-NPD, GC-FID, LCMS, Headspace-GC, Olympus Auto-analyzer, Co-oximeter, Spectrophotometer and any other analytical instrument used to analyze toxicological samples. REV 1: Change retention from 60/540/50 to 36/564/50 - 05/18/09	05-03-60837 Rev.1	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Method Validation Data Records of all data generated to validate new methods developed for analytical procedures. REV 1: Change retention from 60/540/50 to 36/564/50 - 05/18/09	05-03-60838 Rev.1	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Proficiency Performance Data Data generated in the analyses of proficiency samples sent to the laboratory by independent labs, agencies or organizations. REV 1: Change retention from 60/540/50 to 36/564/50 - 05/18/09	05-03-60840 Rev.1	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Quality Control and Quality Assurance Records Pipette calibration records, analytical balance preventative maintenance records and temperature control logs...see print schedule for complete description. REV 1: Change retention from 60/540/50 to 36/564/50 - 05/18/09	05-03-60839 Rev.1	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Reagent Preparation Logs Details of analytical reagent preparation. REV 1: Change retention from 60/540/50 to 36/564/50 - 05/18/09	05-05-60888 Rev.1	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 190	Sample Retention Database Excel database of samples retained beyond the scheduled destruction date as specified in laboratory SOPs.	05-05-60887 Rev.0	Calendar Year	1188 Months	0 Months	99 Years	Non-Archival OPR

State Patrol, Washington - Office# 190	<p>Simulator Solution Quality Assurance Solution Records</p> <p>Original signed Simulator Solution and Quality Assurance Solutions Certificates, Worksheets and chromatograms generated during the certification procedure.</p> <p>REV 1: Transfers from UW Medical Centers office ZA-88, changes description and increased retention from 10/0/10 to be consistent with Crime Lab Case File retention for litigation purposes as per schedule dated 10/00.</p> <p>REV 2: Changed title and description to better describe the record as per schedule dated 02/05.</p> <p>REV 3: Change retention from 120/480/50 to 60/450/50 - 05/18/09</p>	90-11-46830 Rev.3	Calendar Year	60 Months	540 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 190	<p>Standard Operating Procedures</p> <p>(SOP) Methods and procedures used to analyze drugs and toxicology cases.</p>	05-05-60889 Rev.0	Calendar Year	60 Months	540 Months	50 Years	Non-Archival OPR
State Patrol, Washington - Office# 195	<p>Breath Test Instrument Database</p> <p>Contains info regarding regular instrument checks for certification purposes.</p>	05-06-60927 Rev.0	Disposition of Equipment	120 Months	120 Months	20 Years	Non-Archival OPR
State Patrol, Washington - Office# 195	<p>Breath Test Instrument Maintenance Records</p> <p>Repair, maintenance and regular instrument checks for certification purposes.</p>	05-06-60926 Rev.0	Disposition of Equipment	120 Months	120 Months	20 Years	Non-Archival OPR
State Patrol, Washington - Office# 195	<p>Interlock Device Files</p> <p>Provides records and background information on Interlock System.</p> <p>NOTE: Transfer from office 150 to Office 195 per schedule dated 11/04/09.</p>	89-11-45217 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 200	<p>Automatic License Plate Recognition</p> <p>Snap shot of the rear vehicle license plate of vehicles entering the ferry terminals.</p>	08-10-61876 Rev.0	Monthly	2 Months	0 Months	0.16666666 6666667 Years	Non-Archival OFM

State Patrol, Washington - Office# 225	A Central Computerized Enforcement Service Center (ACCESS) User Files PRovides a record of all correspondence, purchase orders, invoices and any other hard copies of info pertaining to ACCESS user agencies. REV 1: Without revision statement, retention changed from 2/0/2 yrs to 72/0/6 yrs as per schedule dated 11/4/1988. REV 2: Moved from Office 221; changed designation from OFM and retention from 2 years as per schedule dated 8/01. REV 3: In the title the word 'Center' was changed to 'System'. In the definition, purchase orders and invoices was removed. The cut-off was changed from Termination of ACCESS User to Calendar Year as as per schedule dated 05/06.	89-01-42683 Rev.3	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 225	ACCESS/WACIC Training Rosters Provides a record of attendance at individual training sesisons. Includes name, agency, date and time of training. REV 1: Transferred from office 221 as per schedule dated 3/28/2001.	89-01-42689 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 225	Disposition of Abandoned Vehicles Provides a record of disposition of abandoned vehciles by two operators. NOTE: Series moved from office #220 to #225, effective 8/00 as per schedule dated 3/28/01.	77-10-19955 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 225	Enter Stolen Vehicle Log Record of reported stolen vehicles.	77-10-19951 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 225	Furlough Logs Record, by name, of all persons reported on furlough messages, cross-referenced to received and sent messages.	81-05-27710 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 225	Furlough Messages, Sent and Received Teletype messages received from Department of Social and Health Services reporting the furlough work release or parole status of inmates of state institutions and copies of originated messages relaying this information to local law enforcement agencies.	81-05-27709 Rev.1	Monthly	2 Months	0 Months	0.16666666 6666667 Years	Non-Archival OFM
State Patrol, Washington - Office# 225	Inquiry Positive Response Log Records of stolen vehicles identified by system.	77-10-19952 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM

State Patrol, Washington - Office# 225	National Crime Information Center Validation/Certification Letter Individual agency certification that the agency's entries in the National Crime Information Center file referenced in the letter are valid, correct and complete as of the date specified on the letter.	82-10-30607 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 230	Case Book Case assignment and case disposition.	77-10-20012 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Case Log Book Provides a record of case number assignment, submitting agency, date of submission, date of completion, date of evidence return, name of analyst on each "request for examination."	88-06-42377 Rev.0	Until Book Filled	120 Months	480 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Convicted Felon DNA Data Sheet Form for submission of felon blood samples. Stored numerically. Forms interchangeable with Felon Submission Card. REV 1: Changed retention from 600/0/50 yrs to 900/0/75 yrs and added "Permanent In-House Retention" retention to comments. - per schedule dated 12/02/09.	04-07-60727 Rev.1	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Felon Database Profile Records Paperwork generated by laboratory when determining felon profile. REV 1: Changed retention from 600/0/50 yrs to 900/0/75 yrs and added "Permanent In-House Retention" retention to comments. - per schedule dated 12/02/09.	04-07-60730 Rev.1	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Felon Submission Card Buccal Swab test and thumbprint information card. Stored numerically. New form to eventually replace the Convicted Felon DNA Data Sheet. REV 1: Changed retention from 600/0/50 yrs to 900/0/75 yrs and added "Permanent In-House Retention" retention to comments. - per schedule dated 12/02/09.	04-07-60729 Rev.1	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OFM

State Patrol, Washington - Office# 230	Handwriting Packet CLS - 2, 2A, 3 Used for handwriting comparison in conjunction with Lab Case Files (88-06-42375). REV 1: No changes although there is no cut-off written on the schedule as per schedule dated 04/88 REV 2: Reinstated series (must have been discontinued but not mentioned in the first revision), changed title from 'Handwriting Packet CLS - 2, 2A, 3; changed description and increased retention from 5 years for admin and legal purposes as per schedule dated 03/02.	77-10-20021 Rev.2	Calendar Year	60 Months	540 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Laboratory Case File (no public access) Complete file consisting of the request, laboratory notes, reports, photographs, instrument graphs, sketches, latent prints, IBIS/AFS documents, all of which pertain to a single request. REV 1: Changed title from "REQUEST FOR LABORATORY EXAMINATION as per schedule dated 03/02. REV 2: changed in-house retention from 5 years to 3 years, incorporated 89-11-54221, 89-11-45222, 89-11-45224, and 89-11-45225 as per schedule dated 03/04.	88-06-42375 Rev.2	Calendar Year	36 Months	564 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Laboratory Information Management System (LIMS) Database Database that includes agency and case information files.	04-07-60728 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Monthly Statistical Summary Number and types of cases received from each agency in state.	77-10-20020 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 230	Request for Laboratory Examination - CLS - 1 A request for laboratory services.	77-10-20009 Rev.0	Calendar Year	84 Months	0 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 230	Visitor Log Book Security log which provides a record of persons visiting the laboratory. Time of arrival and departure and person responsible for the visitor are logged. REV 1: Changed description from "Book of visitor's signature." as per schedule dated 1/19/1988. NOTE: Modified the definition without revision by taking out "laboratory" so it could be generalized to all WSP. NOTE: Transferred this record from office 230 as per schedule dated 06/05.	77-10-20019 Rev.1	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM

State Patrol, Washington - Office# 250	Active Motion File Contains AAG decisions, changes in business practices, opinions, used in future training & determining Policies and Procedures.	06-06-61200 Rev.0	Calendar Year	300 Months	0 Months	25 Years	Non-Archival OPR
State Patrol, Washington - Office# 250	Correction Notices Request for modification of record. Written request form to modify a record on file. REV 1: Adds microfilm requirement as per schedule dated 04/93. REV 2: Added 99 years to retention timeline to parallel the retention of the DB as per schedule dated 05/06. REV 3: Changed Cut-off from "Until Filmed" to "Year of Birth" - 09/18/08	81-01-26796 Rev.3	Year of Birth	0 Months	1188 Months	99 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Correction Notices (microfilm) Request for modification of records - written request form to modify a record on file.	81-MF-26796 Rev.0	When Filmed	900 Months	0 Months	75 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Criminal History Audit Reports (Not Filmed) Compliance audits submitted to contributing agencies requesting complete data of criminal charges on an individual. REV 1: Changed title from DISPOSITION AUDIT REPORT, IDENTIFICATION SECTION NO. 17, removed "on a quarterly basis" from description, and changed cut-off from Fiscal Year as per schedule dated 03/01.	77-09-19945 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Disposition Report (microfilm) Form to indicate final disposition of charges against an individual. REV 1: Changed retention from 900/0/75 to be consistent with FBI standards, as per schedule dated 3/01.	81-MF-26793 Rev.1	Calendar Year	12 Months	176 Months	15.66666666 666667 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Disposition Report WSP Form to indicate a final disposition of charges against an individual. "Confidential". To include: vacates, dismissals, updates, seals, partial expungement and pardons. REV 1: added records that would fit in with this destruction timeline to the definition. Also added 99 years to retention timeline from 0/0/0 to parallel the documents these reports are connected with as per schedule dated 05/06. REV 2: Change cut off from "Until Filmed" to "Year of Birth" - 09/18/08	81-01-26793 Rev.2	Year of Birth	1188 Months	0 Months	99 Years	Non-Archival OFM

State Patrol, Washington - Office# 250	Expungement, Destroy Court Orders Documents which the WSP receives for an action to be taken on an individuals criminal history.	06-06-61199 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 250	Master Finger/Palm/Foot Print Cards Fingerprint, palm or foot impressions of an individual with a record maintained by the Section. Includes criminal, criminal justice applicant, and personal identification. THis includes both paper and microfilm. REV 1: Modified definition to include both paper/MF; added palm/foot to the title and changed the retention from 12/0/1 and changed cut-off from 'Age 70' as per schedule dated 05/06. REV 2: Change cut-off from "Calendar Year" to "Year of Birth" - 09/18/08	93-05-54549 Rev.2	Year of Birth	12 Months	1176 Months	99 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Paid Document Tracking System (Not Filmed) Accounting/tracking of paid documents REV 1: Increased and adjusted in-office and RC retentions from 12/60/6 yrs to 24/48/6 yrs; change designation from OFM as per schedule dated 3/28/01.	89-11-45220 Rev.1	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 250	Request for Inspection or Challenge of Record REV 1: changed cutoff from "When Expunged" and increas retention from 0 years as per schedule dated 04/93. REV 2: Added "or Challenged" to the title as per schedule dated 05/06.	81-01-26794 Rev.2	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Single Inked Fingerprint Cases Evidence receipts, examination reports, photograph negatives, and all other areas. (Return to originating agency at cut-off) REV 1: Changed cut-off from Calendar Year as per schedule dated 05/06.	02-07-60392 Rev.1	Inactive	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	State Identification Records Palm Print Cards, Disposition Reports, Request for Inspection of Record. See paper copy for complete description. REV 1: Discontinued as per schedule dated 12/80.	77-09-19943 Rev.1	Deceased or Ordered Expunged	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	Transaction Log Daily accounting of documents processed.	77-09-19950 Rev.0	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM

State Patrol, Washington - Office# 250	WA State Identification Section Teletype Messages Hard copy of teletype inquiries by Criminal Justice Agencies for criminal history record info and the response to those agencies.	77-09-19947 Rev.0	Monthly	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM
State Patrol, Washington - Office# 250	WASIS Teletype Message Log (Not Filmed) Hard copy of teletype inquiries from criminal justice agencies for criminal history record info and the response. 1989 schedules says the title is "WA State Identification Section Message Log, Identification Section #21" and the cut-off is Fiscal Year, along with the description being a little different. The 04/93 schedule updates this series with no revision statement.	77-09-19946 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 300	Arrest Ticket Logs Original log listing person assigned Infraction or Citation books. NOTE: The 2/98 cutoff is missing request from Records Officer (Carla Chambers) to submit.	97-02-57462 Rev.0	Missing on Schedule	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 300	Federal (Fed) Provides a record of info received from all fed agencies.	89-02-42853 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 300	Fireworks License (Copy 2) To provide a record of those individuals who are authorized as a Pyro Operator, manufacturer, Retailer, Wholesaler, Importer/Exporter of fireworks or a fireworks public display operator. REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	80-09-25467 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 300	Fireworks Manufacturer Wholesaler, Import/Export Records Cards Maintains name, address of licensee, license number and year date. Maintained to readily verify qualification of license to conduct business in the State of Washington. REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	80-09-25470 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM

State Patrol, Washington - Office# 300	<p align="center">Fireworks Public Display Record Card</p> <p>Contains name, address of licensee, license number, year/date, display date and locatin. Maintained to readily verify qualification of applicants for removal of license, or re-licensing to hold Public Display of fireworks.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/98.</p> <p>NOTE: Original schedule filed in CTED, office 700.</p>	80-09-25469 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 300	<p align="center">Fireworks Pyrotechnics Operators Record Cards</p> <p>Contains name, address of Licensee, license number and year date. Maintained to readily verify qualification of applicant for approval of license or re-licensing as a Pyrotechnic Operator.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	80-09-25468 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 300	<p align="center">Fireworks Retailers Records Cards</p> <p>Contains name, address of licensee, license number, year date. Maintained to readily verify qualification of applicants to re-license to sell fireworks.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	80-09-25471 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 300	<p align="center">Goodwill Games Records</p> <p>Documentation of Washington State Patrol participation in providing security for the 1990 Goodwill Games in Seattle. See paper copy for complete description.</p>	90-11-46804 Rev.0	Fiscal Year	6 Months	54 Months	5 Years	Archival OFM
State Patrol, Washington - Office# 300	<p align="center">Model Rocketry Pyrotecnic Operator 2nd Class Records Cards</p> <p>Contains name, address of licensee, license number, year date. Maintained to readily verify qualification of applicants for renewal of license or for re-licensing.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/98.</p> <p>NOTE: Original schedule filed in CTED, office 700 (now defunct)</p>	80-09-25464 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM

State Patrol, Washington - Office# 300	Model Rocketry Pyrotechnic Operator 2nd Class Licenses Copy 2 Applicants are licensed to supervise and be responsible for the firing of Model Rockets and Missiles. Restricted to solid propellants. REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	80-09-25465 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 300	Police Allocation Model (PAM) Projected needs for addition personnel. REV 1: Reduced retention from 60mo/0/5yrs as per schedule dated 4/92. REV 2: Changes title from MANPOWER STUDIES (FOB-MS) and description from "Provides a record of projected needs for added personnel" as per schedule dated 2/2/00. REV 3: Tranferred from office 300 as per schedule dated 06/06.	89-02-42829 Rev.3	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Administrative Law Judge Hearing Files Record of investigation and hearings conducted to determine true ownership of a vehicle with altered vehicle identification numbers.	85-07-35834 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 320	Application for Assigned Vehicle Identification Number Record of inspection and application for a vehicle identification number plate. This plate is affixed to a vehicle or part. REV 1: removed form number from title as per schedule dated 9/8/00.	77-10-19990 Rev.1	Calendar Year	120 Months	0 Months	10 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Monthly Inventory Control Report - Blank VIN Control Plates Record of blank vehicle identification number plates listed by control number issued in the field. REV 1: Removed form numbers from title and abbreviated Vehicle Indentification Number to VIN, as per schedule dated 9/8/2000. NOTE: On schedule dated 4/22/85, retention was changed without revision to 10/0/10 yrs, then back to 3/2/5 yrs wihout revision on schedule dated 10/24/1988.	77-10-19992 Rev.1	Calendar Year	36 Months	24 Months	5 Years	Non-Archival OFM

State Patrol, Washington - Office# 320	Monthly Inventory Control Report of Pre-numbered VIN Plates Record of pre-numbered vehicle identification plates listed by control number issued in the field. REV 1: Removed form number from title and abbreviated Vehicle Identification Number to VIN, as per schedule dated 9/8/2000.	77-10-19993 Rev.1	Calendar Year	36 Months	24 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Motor Vehicle Recovery Report Record of investigation on recovered stolen vehicle. REV 1: Removed form number from title as per schedule dated 9/00. REV 2: Discontinued, the WSP has not used this title series in over 10 years as per schedule dated 06/05. REV 3: Re-instate this series title and DAN number - 07/02/09	88-11-43159 Rev.3	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Motor Vehicle Theft/Recovery Report Record of report of stolen motor vehicle REV 1: Change title from Vehicle Case Report as per schedule dated 4/22/85. Note changed office retention from 5 years to 2 years and Records Center to 3 years with no change to total retention and NO reference noted in the retention statement.) REV 2: Discontinued as the WSP has not used this title series in over 10 years as per schedule dated 06/05. REV 3: Re-instate this title series and DAN number - 07/02/09	77-10-19994 Rev.3	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Office Inventory Control Vehicle Identification Number Plates Record of all vehicle identification numbers issued to the districts from Vehicle Identification Section. REV 1: reduce retention from perm and changed section name in description as per schedule dated 9/8/00.	80-04-24669 Rev.1	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OFM
State Patrol, Washington - Office# 320	Vehicle Statement of Fact Record of vehicle to which no Washington VIN plate has been affixed. REV 1: Removed form numbers from title as per schedule dated 9/8/2000. NOTE: Schedule in office 800 indicated transfer from office 800 to 320, was never in office 800 in the first place, always in office 320.	80-04-24668 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 320	Vehicle Statement of Fact (Microfilm) Record of examination and investigation of vehicle to which a Washington Vehicle ID Plate has been affixed. REV 1: changes paper copy DAN 77-10-19991 to MF copy and decreases retention from 10yrs to 9 years, new paper copy DAN 84-04-24668 as per schedule dated 6/94 REV 2: Rremoved form number from the title as per schedule dated 9/8/00. REV 3: Changed retention time from 9 years to 25 yrs - 07/27/05 NOTE: Transferred from office 800 as per schedule dated 05/06. NOTE: Will be forwarded to VIS HQ and a microfilm copy will be retained for 9 yrs - 04/25/95	77-MF-19991 Rev.3	Calendar Year	300 Months	0 Months	25 Years	Non-Archival OPR
State Patrol, Washington - Office# 340	DSHS Special Investigation Unit 90 Day Closed Cases WSP's closed administrative cases delivered to DSHS according to contract C080156GSC. CITE database consisting of electronic documents, investigator's case log, and witnesses' and the accused contact information. CITE: Crime Investigative and Tracking of Evidence - 03/24/09	09-05-62014 Rev.0	Investigatio n Completion Date	3 Months	0 Months	0.25 Years	Non-Archival OFM
State Patrol, Washington - Office# 340	Imprest Fund Documentation Record of all funds available, and expended to consummate transactions pertaining to criminal activity. REV 1: Changed description and increased retention from 6 yrs, effective 1/00 - 02/2/00	88-11-43168 Rev.1	Fiscal Year	84 Months	0 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 340	Informant Files History of individuals used as informants including photo and personal information of informant. REV 1: Changed description and increased retention from 6 years, effective 1/00-2/2/00	88-11-43167 Rev.1	Inform File Closure	84 Months	0 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 360	Compliance Review Audit program of Motor Carriers to make sure they are within Federal and State Guidelines. REV 1: Changed retention from 5 years to 6 years as per schedule dated 11/05.	03-11-60588 Rev.1	Daily	24 Months	48 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	Emergency Response (FOB-ER) Provides a record of procedures relating to emergency response to incidents, after action critiques. REV 1: Transferred this series from 800/District-Detachment to 360/Commercial Vehicle Division as per schedule dated 04/92.	89-02-42775 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 360	<p>General Towing Business Correspondence File</p> <p>Provides information on towing, wrecking, scrapping, and hulk hauling businesses. May include correspondence, contracts, inspection forms, Letter of Appointments, and complaints NOTE: Moved from Office 150 to Office 360 as per schedule dated 09/06.</p> <p>REV 1: Change title from "General Towing Business Correspondence File" to General Business File"; change description from "Provides info to districts on towing businesses." to " Provides information on towing, wrecking, scrapping, and hulk hauling businesses. May include correspondence, contracts, inspection forms, Letter of Appointments, and complaints. " - 10/18/10 approved 10/22/10</p>	89-12-45229 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	<p>Motor Carrier Safety Assistance Program (MCSAP) Project Files</p> <p>Provides a record of the allocation and monitoring of federally funded Motor Carrier Safety Assistance project activities and funds.</p>	89-01-43723 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	<p>Partial/Unused and Voided Uniform Driver Vehicle Inspection Report</p> <p>Unused original uniform driver vehicle inspection reports. REV 1: Changed title by adding "and Voided" as per schedule dated 10/31/07.</p>	00-03-59639 Rev.1	Monthly	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	<p>Partial/Unused and Voided Uniform Driver Vehicle Inspection Reports (IOC)</p> <p>Provides a record of partial, unused and voided uniform driver vehicle inspection report that includes the report number, date, reason for void, employees name and badge number. REV 1: Changed title by adding "and Voided" and adding "s" to "Report"; changed description by adding "and voided" as per schedule dated 10/31/07.</p>	00-03-59638 Rev.1	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	<p>School Bus and Limo Safety Inspections</p> <p>A report that provides a record of all safety inspections. REV 1: None given. REV 2: Added Limo and Safety to the title and changed the definition to encompass both inspections as per schedule dated 03/06.</p>	88-11-43183 Rev.2	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 360	Vehicle Inspection Reports (MSCAP) - (OPTIC DISK) Provides a record of commercial driver violations and vehicle equipment defects. (Paper copy 89-01-42722)	00-MM-59635 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 360	Weighing Operation Report Provides a record of weighing activity for all state Scale Houses and portable weighing operations.	88-11-43186 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 400	Static and Portable Scales Provides a record of certificates of inspection, reports, technical information plans. REV 1: Changed title from SCALES AND SCALEHOUSES & changes cut-off from Calendar Year as per schedule dated 9/00.	88-10-43068 Rev.1	Date of Inspection	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 420	Monthly Vehicle Report Provides a record of monthly gas, oil and repair charges for all department owned vehicles. REV 1: Removed form # from title as per schedule dated 3/28/01.	88-11-43169 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 420	Vehicle Equipment Shop Order Indicates what equipment is to be installed on a particular assigned patrol vehicle. REV 1: Remove form number from title as per schedule dated 3/28/01.	88-11-43171 Rev.1	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 420	Vehicle Property Record Provides a record of all equipment attached to or carried in the luggage area of all department owned vehicles. REV 1: Remove form number from title as per schedule dated 3/28/01.	88-11-43172 Rev.1	Last Piece of Equipment Removed from Inventory	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 420/440	Equipment Request/Return Record of defect and cause for the replacement of defective or unserviceable equipment. Also provides a record of new items requested for issue. NOTE: 420/Fleet & 440/Supply were once Fleet & Supply Section REV 1: Discontinues this record series as per schedule dated November 1988. REV 2: Reinstates updates title/description as per schedule dated 1/98, submitted 8/2000.	77-09-19924 Rev.2	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM

State Patrol, Washington - Office# 440	Application to DOL for Confidential License Plates Provides a record of the department's applications to DOL for confidential license plates.	00-10-59928 Rev.0	Once plates are returned to DOL	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Application to Transfer Pistol or Revolver Provides a record of transfer of firearms from WSP to a retiring commissioned officer to DOL.	00-10-59923 Rev.0	Termination of Employment	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Court Docket Register (Original) A spreadsheet produced by Supply upon receipt of NOI/C shipment. The spreadsheet contains the box number, range numbers for the NOI/C contained within the box, shipment destination, shipping date and the shippers identity.	00-10-59926 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Delivery Receipt Record of supply items delivered to districts from the supply warehouse. REV 1: Changes title from "SHIPPING ORDER (FS-9)", (RM amended) changed description from "Provides a record of supply items issued to sections or individuals for Supply warehouse stock," and updates description as per schedule dated 8/00.	88-11-43179 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Dist/Div Copy of Notice of Receipt of Transfer of Non-Expendable Property Record of issue, receipt, and transfer from one location to another of departmental equipment. This is kept for inventory purposes. (Yellow Copy)	00-10-59927 Rev.0	Equipment is Transferred Out	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Firearms Transaction Record Information on the transfer and the firearm to Department of Treasury.	00-10-59924 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	NON-DEPARTMENTAL WEAPONS AUTHORITY Authorization for commissioned personnel to carry a personally owned weapon as a concealed backup weapon or as their assigned duty weapon. - Per schedule dated 11/04/09.	91-11-62158 Rev.0	Authorizatio n Cancelled	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 440	Original Notice of Receipt of Transfer of Non-Expendable Property Record of issue, receipt and transfer from one location to another of departmental equipment. REV 1: Changed description, title, and cutoff as per schedule dated 08/00.	88-11-43178 Rev.1	Life of Property	0 Months	0 Months	0 Years	Non-Archival OFM

State Patrol, Washington - Office# 440	Sale of Weapons to Retiring WSP Officer Record of authority of retiring officers to purchase their service weapon at time of retirement.	00-10-55925 Rev.0	Termination of Employment	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 440	Vehicle File Card Identification card for each vehicle issued. REV 1: Discontinues this record series as per schedule dated November 1988. Existing copies will be retained for their established retention periods before disposal. REV 2: Reinstates series; remove form number from title; change cut off from "Last Piece of Equipment Removed from Inventory" as per schedule dated 3/28/01.	77-09-19933 Rev.2	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 500	Special Notification Documents Officer Safety Bulletins that are used to advise stakeholders of potentially dangerous subjects who may enter the capitol campus grounds or facilities. Trespass Warning notifications issued when contacting violators on campus grounds. The warnings are valid up to one year. Intelligence Bulletins are notifications created by the WSP and sent to other law enforcement agencies. REV 1: Added last sentence to the definition "Intelligence Bulletins are notifications created by the WSP and sent to other law enforcement agencies." - 05/14/09	08-03-61771 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 620	Course Scheduling Records Individual files containing records related to specific training courses including information on course content, program registration, instructor, credits, and hours. REV 1: Removed "correspondence to set up a course of instruction. Includes notification to scheduled attendees, notification to guest instructors" from the definition and added the above to better explain the records we will be retaining as per schedule dated 03/06. NOTE: Transfer from office number 620 to 100 as per schedule dated 04/03.	89-05-44417 Rev.1	Completion of Class	72 Months	0 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 620	Liability Waivers Waivers signed by employees of outside agencies using the drive course, firing range, hazardous materials pit, Multi-Purpose Building (gym) and/or the training tank.	05-06-60897 Rev.0	Day After Event	48 Months	0 Months	4 Years	Non-Archival OFM

State Patrol, Washington - Office# 620	Qualification Reports General correspondence relating to firearms training and the record of scores attained by commissioned personnel during quarterly firearms qualifications. REV 1: Took out "firearms correspondence" because it fell under ther state General Schedule. Non-consequential title and description changes as per schedule dated 4/2003	89-05-44421 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 620	Record of Training Record of training received by departmental employees. Records are also maintained electronically in WSP DB called E-Train. REV 1: Updates description as per schedule dated 1/98, submitted 8/2000. REV 2: Replaced 'report' with 'record' in title and added the DB name to the definition as per schedule dated 05/06.	89-05-44418 Rev.2	Termination of Employment	72 Months	0 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 620	Training Outlines, Examinations and Disclaimers. Provides documentation of Course Content 7 instruction given to students and examinations that are given in selected courses of instruction. REV 1: Changes title from : "TRAINING LESSON PLANS, INSTRUCTION PLANS, AND EXAMINATIONS", & increases retention from 6yrs to 84/0/7yrs as per schedule dated 8/00. REV 2: Discontinued, duplicate DAN as per schedule dated 04/02.	89-05-44416 Rev.2	Calendar Year	84 Months	0 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 620	Trooper Cadet Field Files Coaching trip evaluations and observation summaries.	11-04-62445 Rev.0	Graduation	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 625	Notice of Asbestos Abatement Project Database Electronic documentation of Notices of Asbestos Abatement received by the department. This notice provides a record of the job site address, building owner's name and address, contractor's name and address, building size, asbestos removal methods and the quantity of the asbestos being removed. REV 1: Changed title by adding "Database", updated description; changed cut-off from "Action Resolved" and increased retention from 6 years to 75 years.	07-04-61464 Rev.1	Abatement Project Complete	0 Months	900 Months	75 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	Collision Report Purchase Request WSP 8 Requests from individuals for copies of collision reports; also acts as receipt.	77-10-20006 Rev.0	Calendar Year	12 Months	60 Months	6 Years	Non-Archival OPR

State Patrol, Washington - Office# 650	Collision Report Purchase Request WSP 8 Requests from individuals for copies of collision reports; also acts as receipt.	77-10-20005 Rev.0	Calendar Year	0 Months	0 Months	0 Years	Archival OPR
State Patrol, Washington - Office# 650	Electronic Image of State of WA Motor Vehicle Collision Report Drivers' report of persons involved in motor vehicle accidents. Required by RCW 46.52.030. Accidents not investigated by police. REV 1: Removed form # from title, as per schedule dated 8/00, submitted 3/28/01. REV 2: Changed retention from 72/0/6 to 24/48/6 as per schedule dated 08/05.	96-MM-56828 Rev.2	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 650	Electronic Image of Uniform Police Traffic Collision Report (Supplemental Police Traffic Report) Reports of motor vehicle accidents investigated by policy agencies, including follow-up investigation by police using supplemental reports. Required by RCW 46.52.030, RCW 46.52.070. REV 1: Change title and description by removing form numbers, as per schedule dated 8/00, submitted 3/28/01. REV 2: Changed retention from 72/0/6 to 24/48/6 as per schedule dated 08/05.	96-MM-56827 Rev.2	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	Fatality Record Card No. 6 Alphabetical index to fatality accidents.	77-10-20007 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 650	Microfilm Copies of Collision Report Purchase Request WSP 8 Requests from individuals for copies of collision reports; also acts as receipt.	92-MF-51673 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	Microfilm Copies of State of Washington Motor Vehicle Collision Report, WSP 161 Drivers' report of persons involved in motor vehicle accidents. Required by RCW 46.50.030. Accidents not investigated by police.	78-06-20909 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	Microfilm Copies of Traffic Collision Reports None given.	77-10-20004 Rev.0	None Designated	84 Months	0 Months	7 Years	Non-Archival OPR

State Patrol, Washington - Office# 650	Microfilm Copies of Uniform Police Traffic Collision Report, WSP 159 and WSP 13 Reports of motor vehicle accidents investigated by police agencies, including follow-up investigation by police using supplemental report, WSP 13. Required by RCW 46.52.0304, RCW 46.52.070. NOTE: Transferred from DOT, possibly in 1984 NOTE: Included on a DOT schedule in office 063 with the title 'State of WA Accident Reports'. However, it has a handwritten note next to it saying the DAN belonged to WSP.	78-06-20908 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	Motor Vehicle Accident Summary Provides monthly summary of reported accidents in State of Washington. Required by RCW 46.52.060	76-03-16857 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	State of Washington Motor Vehicle Collision Report, WSP 161 Drivers' report of persons involved in motor vehicle accidents. Required by RCW 46.52.030. Accidents not investigated by police.	78-06-20906 Rev.0	Calendar Year	0 Months	0 Months	0 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	State of Washington Motor Vehicle Collision Reports, WSP 161 Drivers' reports of persons involved in motor vehicle accidents. Required by RCW 46.52.030. Accidents investigated by police.	78-06-20907 Rev.0	Until receipt of investigator' s copy	0 Months	0 Months	0 Years	Non-Archival OPR
State Patrol, Washington - Office# 650	State of Washington, Motor Vehicle Collision Report Drivers' report of persons involved in motor vehicle accidents. Required by RCW 46.52.030 Accidents not investigated by police. REV 1: Removed form # from title/description; change office of primary copy from Dept. of Licensing to 650, as per schedule dated 8/00, submitted 3/28/01.	96-06-56826 Rev.1	Calendar Year	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 650	Traffic Collision Reports (paper) Uniform Police Traffic Collision Report, WSP No. 159; Supplemental Police Traffic Collision Report, WSP No. 13; Motor Vehicle Collision Report; Reports of Traffic Accidents by drivers involved and investigations of accidents by police agencies (required by RCW 46.52.030, 46.52.070)	77-10-20003 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OPR

State Patrol, Washington - Office# 650	Uniform Police Traffic Collision Report, Supplemental Police Traffic Collision Report Reports of motor vehicle accidents investigated by police agencies, including follow-up investigation by police using supplemental report, WSP 13. Required by RCW 46.52.030, RCW 46.52.070. REV 1: Changed title and description and removed form numbers; changed office of primary copy from "Originating Police Agency to Office #650, as per schedule dated 8/00, submitted 3/28/01.	96-06-56825 Rev.1	Calendar Year	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 650	Uniform Police Traffic Collision Report, WSP 159, Supplemental Police Traffic Collision Report, WSP Reports of motor vehicle accidents investigated by police agencies, including follow-up investigation by police using supplemental report, WSP 13. Required by RCW 46.52.0304, RCW 46.52.070.	78-06-20905 Rev.0	Calendar Year	0 Months	0 Months	0 Years	Non-Archival OPR
State Patrol, Washington - Office# 660	Biennial Budget Provides information on Electronic Services Section biennial budget.	88-11-43273 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Bi-monthly Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60262 Rev.0	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Daily Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60260 Rev.0	Monthly	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Monthly Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60263 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Quarterly Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60264 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Weekly Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60261 Rev.0	Monthly	3 Months	0 Months	0.25 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer JCL for Yearly Jobs (paper) Used for reference by programming staff and scheduling.	01-11-60265 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer Job Control Language for Bi-monthly Jobs (paper) Used for reference by programming staff and scheduling.	03-02-60426 Rev.0	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer Job Control Language for Daily Jobs Used for reference by programming staff and scheduling.	03-02-60424 Rev.0	Monthly	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM

State Patrol, Washington - Office# 660	Computer Job Control Language for Monthly Jobs Paper. Used for reference by programming staff and scheduling. REV 1: Changed retention from 12/0/1 as per schedule dated 05/06.	03-02-60427 Rev.1	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer Job Control Language for Quarterly Jobs Paper. Used for reference by programming staff and scheduling. REV 1: Changed retention from 24/0/2 and the cut-off from Monthly as per schedule dated 05/06.	03-02-60428 Rev.1	When Supersede d	9 Months	0 Months	0.75 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer Job Control Language for Weekly Jobs Paper. Used for reference by programming staff and scheduling. REV 1: Changed retention from 3/0/3 as per schedule dated 05/06 NOTE: No schedule in file supporting revision 1	03-02-60425 Rev.1	Monthly	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Computer Job Control Language for Yearly Jobs Paper. Used for reference by programming staff and scheduling. REV 1: Changed retention from 36/0/3 as per schedule dated 05/06	03-02-60429 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Employee Status JCL for Daily Jobs (paper) Used for reference by programming staff and scheduling. (ESJ Jobs)	01-11-60266 Rev.0	Weekly	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	ITD Work Orders Documentation of all requests for tech assistance, including help desk requests and the responses to those requests, as well as info on the use of computer equipment for program delivery, security and other purposes. These records are stored electronically on an MS Access Database.	06-04-61140 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Labor Distribution JCL for Monthly Jobs (paper) Used for reference by programming staff and scheduling. (LDL Jobs)	01-11-60267 Rev.0	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 660	Monthly Website CD Capture Website pages being saved monthly for the entire agency.	03-02-60433 Rev.0	Calendar Year	6 Months	0 Months	0.5 Years	Non-Archival OFM

State Patrol, Washington - Office# 660	Voids/Unable to Locate Reports Report of voids nd unable to locate infractions/criminal citations.	01-11-60257 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 670	Tort Claims SF 210 misconduct claims filed with state Office of Risk Management including reports concerning the claim.	88-10-43059 Rev.0	Action on Claim Resolved	24 Months	48 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 680	Non-WSP Background Investigation/Checks Police checks and a brief summary of the application. REV 1: Moved records series from office 310; added Non-WSP and spelled out Investigation in the title and added the definition as per schedule dated 05/06 REV 2: Added "Checks" to the title to fit all checks within the agency not just HRD. Also changed the retention from 2 years to 3 years. - Approved 6-22-2011	89-01-43719 Rev.2	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Personal Background Files (Applicants not Employed) Background inforamtion, including polygraph results, gathered as part of the hiring process. REV 1: Increase retention from 42/0/3.5 yrs to 60/0/5 yrs, as per schedule dated 7/00, approved 3/28/01.	97-04-57671 Rev.1	Last Action	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Personal Background Files (Current or Past WSP Employees) Background information, including polygraph results, gathered as part of the hiring process.	97-04-57670 Rev.0	When Hired	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Polygraph - Criminal Investigation Polygraph charts. REV 1: Moved records series from office 310; spelled out Investigation in the title; added a definition and changed the retention from 60/24/7 years as per schedule dated 05/06.	89-01-43721 Rev.1	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 680	Test Development Materials Information reflecting the development of promotional employment tests for various positions. REV 1: Changed designation from OPR, changed retention from 72/0/6 years and changed cut-off from 'until superseded' as per schedule dated 06/06. REV 2: Add "promotional" to the definition for clarification. - Approved 6-22-2011	97-04-57672 Rev.2	When Supersede d	60 Months	0 Months	5 Years	Non-Archival OFM

State Patrol, Washington - Office# 680	Test Scores, Exams and Interview Notes Notes, test scores and other information on applicants taken during the course of employment interviews for all positions. This includes the Trooper and Sergeant promotional evaluations. REV 1: Added 'exams' to the title and the last sentence to the description; changed retention from 72/0/6 years as per schedule dated 06/06.	97-04-57673 Rev.1	Last Action	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Transfer List List of employees requesting a transfer to a specific geographic location.	07-12-61661 Rev.0	List Exhausted	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Transfer Requests Requests submitted by commissioned or Commercial Vehicle Enforcement Officers/Commercial Vehicle Officer employees for a transfer to another position/location.	07-12-61660 Rev.0	Accepted Transfer or Employee Status Has Changed	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Transfer Requests Employee requests for transfer to different assignment locations. REV 1: Changed the cut-off from Last Action. - Approved 6-22-2011	97-09-58106 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 680	Unemployment Compensation Appeals All requests, notices, responses, and materials related to unemployment compensation appeals. REV 1: Added "Any Appellate Body" to the Remarks for clarification of the Cut-Off. - Approved 6-22-2011	06-09-61304 Rev.1	Final Decision	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Communications Management Report Record of activity of all Communications facilities.	80-03-24346 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Communications Supervisor Report Weekly report of supervisors activity.	76-01-16402 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 700	Computer Aided Dispatch Files (CAD) Individual descriptive reports and summaries of all calls for services, including their dispositions, individual and summary reports of employee's status and activities, current tow truck rotation schedules and records of tow calls, and tagged abandoned and stored or impounded vehicles entered into electronic media. This also includes Hit Files that record the apprehension of wanted persons or the recovery of stolen property. REV 1: Added the last sentence to the description about Hit Files as per schedule dated 05/06. REV 2: Change retention from 84/0/7 to 120/0/10 - 11/25/08	00-10-59959 Rev.2	Calendar Year	120 Months	0 Months	10 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Daily Communications Summary Record daily communications activity totals.	73-08-03007 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	E911 Printouts Computer printouts of 911 calls received through the Positron equipment.	06-06-61198 Rev.0	Monthly	6 Months	0 Months	0.5 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Entry File Record of the entry of wanted persons or stolen property into computerized crime information systems.	00-10-59957 Rev.0	Recovery of Person or Item	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Log Tapes Record radio and telephone communications.	73-08-03008 Rev.0	Calendar Year	2 Months	0 Months	0.16666666 6666667 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Monthly Activity Reports and Performance Measures Record of monthly totals and communications activities and performance measures. REV 1: Added 'and performance measures' to the title and definition as per schedule dated 05/06.	00-10-59960 Rev.1	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Monthly Communications Summary Monthly totals of daily communications activity.	73-08-03000 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Originated Messages - Type A Administrative messages concerning drivers checks, registrations, and road, weather, and pass reports originated by a communications officer. Retained for 24 hrs. NOTE:Office number 330/Communications changed to 700. Rec'd Mgmt Note: changed cut-off from Calendar Year to Daily 1980 without a numbered revision. REV 1: Updates description as per schedule dated 8/00, submitted 9/00.	73-08-03010 Rev.1	Daily	0 Months	0 Months	0 Years	Non-Archival OFM

State Patrol, Washington - Office# 700	Originated Messages Type B Administrative messages reporting departmental activity or containing routine request for information originating from communications center. NOTE: Office number 330/Communications changed to 700. Rec'd Mgmt note: Cutoff was Calendar Year changed to Monthly 1980 without a numbered revision. REV 1: Updates description, as per schedule dated 8/00, submitted 9/00.	73-08-03011 Rev.1	Monthly	3 Months	0 Months	0.25 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Originated Messages Type C Administrative messages pertaining to the apprehension or recovery of wanted persons and property originating from communications center. NOTE: Office number 330/Communications changed to 700 REV 1: Updates description as per schedule dated 8/00, submitted 9/00.	73-08-03012 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Originated Messages Type D Administration messages originated by the communications center and not included in types A, B, and C originated messages. NOTE: Office number 330/Communications changed to 700 REV 1: Updates description, reduces retention from 60/0/5 years, as per schedule dated 1/98, submitted 9/00.	73-08-03013 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Radio Logs Record all necessary radio, telephone and in-person Communications.	73-08-02999 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Radio/Telephone Recordings Recordings of all radio and telephone traffic handled by a communications center. REV 1: Removed 'log' from the title as per schedule dated 05/06.	00-10-59958 Rev.1	Daily	3 Months	0 Months	0.25 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Received Messages Administrative messages reporting activity or containing routine requests for the information received by a communications center. Retained for 24 hours. REV 1: Updates description as per schedule dated 8/00, submitted 9/00. REV 2: Took out 'Type A' from the title as per schedule dated 05/06 NOTE: Office number 330/Communications renumbered to 700	73-08-03014 Rev.2	Daily	0 Months	0 Months	0 Years	Non-Archival OFM

State Patrol, Washington - Office# 700	Station Communications Summary Record total monthly activity from each station.	73-08-03054 Rev.0	none	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Telephone Call Record Maintain record of all toll calls outgoing and incoming if collect. NOTE: Office number 330/Communications changed to 700	73-08-03017 Rev.0	Calendar Year	3 Months	0 Months	0.25 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Work Volume Report Records hourly activity in equivalent persons.	76-01-16403 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 700	Wrecker/Ambulance Logs Records of wrecker and ambulance calls.	73-08-02997 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	30/60/90 Day Impound - Hardship Request Requests for impound hardship. District Commander approves or denies request due to information compiled about the requestor.	02-09-60417 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Case Files Hit and run, vehicle assault files, stolen/recovery, and all case files. Excluding Fatality Case Files. REV 1: Updates description and cutoff from Calendar Year as per schedule dated 5/99, [RM amended] changes classification from OFM, submitted 2/2/00. REV 2: Removed "FATAL" from series title, revised description to better describe series, and adjusted retention period from 84/0/7 yrs (no change to total) as per schedule dated 07/03. REV 3: Changed total retention from 7 years; also the word 'Adjudicated' to the cut-off as per schedule dated 05/06. REV 4 (5 on the schedule): Changed title from "Hit and Run Assault Files" to 'Case Files' and added last sentence in the description as per schedule dated 10/06. REV 5 (6 on the schedule): Changed retention from 6 years and changed cut-off from 'Case Closed (adjudicated) or Statute of Limitations' as per schedule dated 03/07. REV 7: Change retention from 36/84/10 to 24/96/10 - 05/29/09	89-02-42807 Rev.7	Calendar Year	24 Months	96 Months	10 Years	Non-Archival OPR

<p>State Patrol, Washington - Office# 800</p>	<p style="text-align: center;">Daily Activity Files</p> <p>Daily records of case reports, investigative records, citations, and daily activity not included in a felony case file. This includes Driving Under the Influence (DUI) arrests and DUI Felony statute requires a 10 year history (RCW 46.61.502(6)). REV 1: Changed classification from OFM and increase retention from 60mo/0/5yrs to 72mo/0/6yrs as per schedule dated 4/92. REV 2: Changes title from TROOPER NOTEBOOKS,updates description as per schedule dated 5/99, submitted 2/2/00 REV 3: Changed title from 'Trooper Information Files' and modified the description to define the series better as per schedule dated 05/06. REV 4: Changed retention from 72/0/6 yrs to 24/48/6 yrs as per schedule dated 12/4/2007. REV 5: Changed definition to better explain the records and added the last sentence to explain longer retention requirement. Changed retention from 24/48/6 yrs to 24/96/10 yrs - 04/03/08</p>	<p>89-02-42811 Rev.5</p>	<p>Calendar Year</p>	<p>24 Months</p>	<p>96 Months</p>	<p>10 Years</p>	<p>Non-Archival OPR</p>
<p>State Patrol, Washington - Office# 800</p>	<p style="text-align: center;">Drug Evaluation and Classification Certification</p> <p>This log shows all standards have been met for an officer to be recommended for certification as a drug recognition expert.</p>	<p>02-09-60416 Rev.0</p>	<p>Certification expires</p>	<p>120 Months</p>	<p>0 Months</p>	<p>10 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 800</p>	<p style="text-align: center;">Drug Recognition Evaluation Certificates</p> <p>Provides a record proving completion of all requirements of the DEC program.</p>	<p>02-09-60415 Rev.0</p>	<p>Certification expires</p>	<p>120 Months</p>	<p>0 Months</p>	<p>10 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 800</p>	<p style="text-align: center;">Drug Recognition Evaluation Logs</p> <p>A log of drug evaluations conducted by individual drug recognition experts. REV 1: Changed cutoff from When Superseded to When Recertified as per schedule dated 2/2003 REV 2: Changed cut-off from 'When Re-Certified' and the retention from 36/0/3 years as per schedule dated 06/06.</p>	<p>02-09-60414 Rev.2</p>	<p>Certification Expires</p>	<p>72 Months</p>	<p>0 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>

State Patrol, Washington - Office# 800	Evidence Paperwork Information concerning evidence seized/disposed and crime lab examination reports. REV 1: Increased retention from 2/0/2 years to 7/0/7 years as per schedule dated 4/92. REV 2: Added the word 'Paperwork' to the title; changed cut-off from 'Case Closed'; changed the designation from OFM and changed the retention from 84/0/7 years as per schedule dated 10/06.	89-02-42771 Rev.2	Case Closed or Statute of Limitations	36 Months	36 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 800	Fatalities - Cold Case Files Inactive fatality case files that may result in an arrest and/or prosecution in the future.	11-04-62448 Rev.0	Calendar Year	0 Months	600 Months	50 Years	Archival OPR
State Patrol, Washington - Office# 800	Fatality Case Files All adjudicated or closed (no further action possible) cases involving the death of an individual. REV 1: Removed 'collision' from the description as per schedule dated 09/06 (NOTE: This is called REV 2 on paper copy.) REV 2: Changed description from "All case files that deal with fatalities."; changed cutoff from "Case Closed or Adjudicated"; changed retention from 48/552/50 to 0/120/10; changed designation from Non-Archival to Archival - Approved 04/27/11.	04-07-60732 Rev.2	Case Adjudicated or Closed (No Further Action Poss	0 Months	120 Months	10 Years	Archival OPR
State Patrol, Washington - Office# 800	Investigator Collision Reports Copies of investigator collision reports. REV 1: Updates description from "Provides a record of copies of investigator accident reports." REV 2: Updated title from INVESTIGATOR ACCIDENT REPORTS as per schedule dated 3/2003. REV 3: Removed the word 'accident' and replaced it with 'collision' as per schedule dated 05/06.	89-02-42812 Rev.3	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

State Patrol, Washington - Office# 800	NOI/C Book Covers Receipt covers for numbered infractions/citations received by commissioned personnel, which are entered into a database. REV 1: Changed title from Receipt for Traffic & NonTraffic Citations; changed description; changed cut off from Calendar Year; reduced retention from 24/0/2 yrs to 0 yrs, as per schedule dated 5/00, submitted 3/28/01. REV 2: Moved from office 600 as per schedule dated 04/07. NOTE: Office of record was changed from Mgmt Information to Computer Services Division as per schedule dated 11/1/88.	79-08-23158 Rev.2	Upon entry	0 Months	0 Months	0 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Partial/Unused NOI/C - IOC Partial or unused infraction/citation that include the infraction/citation number, date reason for void, troopers name and badge number.	00-05-59679 Rev.0	Calendar Year	24 Months	48 Months	6 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Ride-Along Files File consists of citizens' application to participate, waivers of liability, and other related records.	04-07-60731 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Safety and Technical Information on licensed auto wreckers, hulk haulers, tow trucks, hazardous cargo materials, and bomb team. NOTE: Changed title from EQUIPMENT AND STANDARDS REVIEW (COS-ESR), Primary copy from Equipment & Standards Review* to Commercial Vehicle Division*, and updated description to add the wording "hazardous cargo materials, bomb team" after "tow truck" as per schedule dated 4/92. Changes were not defined in a "revision statement" for SRC review. REV 1: Corrects notation by updating title/description, and OPC as per schedule dated 5/99, submitted 2/02/00.	89-02-42767 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	SARA Forms (POPS) Scanning Analyzing, Responding, and Assessing worksheets for POPS projects. REV 1: Transferred this records series from office 300 to office 800 as per schedule dated 07/06.	03-02-60423 Rev.1	Calendar Year	84 Months	0 Months	7 Years	Non-Archival OFM

State Patrol, Washington - Office# 800	Special Event Planning Records Includes memo plans, news clippings, videos, lists of committee members, duty assignments and reference manuals concerning communications, air support, bomb disposal, dignitary protection, emergency response, terrorism, sanitation, and other topics. To include After Action reports. REv 1: Changed title from 'World Trade Organization Records', changed retention from 84/07 years and transferred from office 300 to 800 as per schedule dated 06/06.	02-10-60432 Rev.1	Completion of Event	24 Months	48 Months	6 Years	Archival OFM
State Patrol, Washington - Office# 800	Special Events (MIS-SE) Provides a record of copies of plans and reports on festivals, fairs, rallies, transportation assignments and escorts.	89-02-42796 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Archival OFM
State Patrol, Washington - Office# 800	Suggestions (MIS-Sug) Provides a record of suggestions made by departmental employees.	89-02-42797 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Vehicle Impound Waiver Copies of vehicle impound waivers. REV 1: Updates description from "Provides a record of copies of vehicle impound waivers" as per schedule dated 5/99, submitted 2/2/00.	89-02-42808 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 800	Vehicle Inspection Information relating to vehicle inspection REV 1: Updates title/description from VEHICLE INSPECTION (ISB-TID-VI)/Provides a record of information relating to vehicle inspection.	92-06-50697 Rev.1	Monthly	3 Months	0 Months	0.25 Years	Non-Archival OFM

<p>State Patrol, Washington - Office# 800</p>	<p>Video Recordings- Not in Case Files</p> <p>Video records of actual incidents/arrests taken by trooper with in car cameras where a case file is not created.</p> <p>REV 1: Updates title from VIDEO TAPES, description from "Video records of actual incidents/arrests taken by troopers with camcorders mounted in patrol vehicles. These will be retained for the same retention period as Case and Evidence Files.", classification from OPR, reduced retention from 7yrs since 5/99, as per schedule dated 2/2/00.</p> <p>REV 2: Increased retention from 3/0/3 months as per schedule dated 07/03.</p> <p>REV 3: Updated description and changed cut-off from Calendar Year as per schedule dated 07/04.</p> <p>REV 4: Replace "Tapes" with "Recordings" in the title. Replaced "records" with "recordings" and "camcorder mounted in Patrol vehicles" with "in car camera's where" in the definition. Changed cut-off from "Monthly" to "Adjudication Date or Incident Closed" as per schedule dated 03/10/08</p> <p>NOTE: Original revisions on schedules incorrect, now corrected with revision 4 being the most recent and accurate.</p>	<p>96-MM-56829 Rev.4</p>	<p>Adjudication Date or Incident Closed</p>	<p>4 Months</p>	<p>0 Months</p>	<p>0.33333333 3333333 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 800</p>	<p>Voided and Partial/Unused NOI/C IOC</p> <p>Provides a record of voided, partial or unused infraction/citation that includes the infraction/citation number, date, reason for void, troopers name and badge number.</p> <p>REV 1: Added "And Partial/Unused NOI/C" to the title and added "..partial or unused infraction/citation.." to the definition as per schedule dated 03/10/08</p>	<p>00-05-59677 Rev.1</p>	<p>Calendar Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 800</p>	<p>Voided Citations and Partial/Unused Infraction/Citation</p> <p>Original notice of infraction or notice of criminal citation and all copies.</p> <p>REV 1: Reduces retention from 6yrs to 1mo, added cutoff, transferred from office 300, [RM amended] changed from OPR as per schedule dated 1/98; submitted 2/2/00.</p> <p>REV 2: Added "Partial/Unused Infraction/Citation" to the title and took out "that are voided" from the description as per schedule dated 03/10/08.</p>	<p>97-02-57461 Rev.2</p>	<p>None Designated</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>

State Patrol, Washington - Office# 900	<p>Application for Pyrotechnic Operator Licenses</p> <p>Contains completed applications, examination results, investigative reports as to experience and competency. Provides a record of persons wishing to be licensed to conduct fireworks public displays.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/1998.</p> <p>NOTE: Original file located in CTED, office 700.</p>	80-09-25995 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	<p>Applications for Fireworks Public Display Licenses</p> <p>Contains applications, diagrams of site display, certificates verifying insurance coverage. Provides a record of persons, organizations wishing to sponsor a fireworks public display.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/1998.</p> <p>NOTE: Original schedule filed in CTED, office 700.</p>	80-09-25996 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	<p>Applications for Fireworks Retail Licenses</p> <p>Contains applications completed by individuals wishing to be licensed to sell fireworks in the State of Washington.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/1998.</p> <p>NOTE: Original schedule filed in CTED, office 700.</p>	80-09-25994 Rev.2	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	<p>Applications for Manufacturers, Wholesalers and Importers/Exporters</p> <p>Contains applications and investigation reports. Provides a record of persons wishing to conduct Manufacturers and wholesalers or importers/exporters fireworks business in the State of Washington.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 8/1998.</p> <p>NOTE: Original filed in CTED, office 700.</p>	80-09-25997 Rev.2	Calendar Year	36 Months	48 Months	7 Years	Non-Archival OFM

State Patrol, Washington - Office# 900	Basic, Advanced and Combination Marine Firefighting - Course Content and Instruction Documentation Provides documentation of course content and instruction given to students, class rosters, critique sheets, and lesson plans given in selected course of instruction and course consumption used.	02-10-60437 Rev.0	Calendar Year	60 Months	0 Months	5 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Childbirth Centers Provides a record of license applications and survey reports that detail non-compliance items to fire and life safety codes. These facilities are denied their license based on the deficiencies documented in the survey report. REV 1: Series transferred from CTED to State Patrol 10/96.	95-06-54950 Rev.1	Termination of License	6 Months	66 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Contract Charge Files Provides source documentation of employee time charges made against contracts. May potentially be used for contract expenditure audit purposes. REV 1: Series transferred from CTED to State Patrol as per schedule dated 10/96.	95-06-54954 Rev.1	Calendar Year	6 Months	66 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Federal Grants Documents action taken to complete projects under special federal grant funding (correspondence and details of expenditures which supplement fiscal office files). NOTE: Presumably transferred from Commission on Vocational Education to State Patrol, but not documented.	77-10-20078 Rev.0	Fiscal Year	60 Months	24 Months	7 Years	Non-Archival OPR

<p>State Patrol, Washington - Office# 900</p>	<p>Fire and Life Safety Code Compliance Survey Reports</p> <p>Provides a record of survey reports, which indicate compliance with fire and life safety codes. Any deficiencies to the code requirements and corrective actions taken are documented. Facilities that may be included but are not limited to: See paper file for full list.</p> <p>NOTE: Agency re-org changed this (defunct) office number from #700 to #900 as per schedule dated 7/99.</p> <p>REV 1: Transferred series from CTED as per schedule dated 10/96.</p> <p>REV 2: Changed title from Boarding Home Facility Files, increased retention from 6 yrs, as per schedule dated 1/98, approved 3/01.</p> <p>REV 3: Changed title from Boarding Home Facilities, revised description (added facilities list), and supersedes and absorbs DANs 95-06-54951, 95-06-54948, 95-06-54952, 95-06-54947, 95-06-54946, and 95-06-54949 as per schedule dated 07/02.</p> <p>REV 4: Changed cut-off date from Termination of License as per schedule dated 06/09/03</p> <p>REV 5: Changed active and inactive months from 60/60/10 yrs to 36/84/10 yrs. Changed cut-off from When Superseded/Facility Closed to Calendar Year as per schedule dated 03/10/08.</p>	<p>95-06-54944 Rev.5</p>	<p>Calendar Year</p>	<p>36 Months</p>	<p>84 Months</p>	<p>10 Years</p>	<p>Non-Archival OPR</p>
<p>State Patrol, Washington - Office# 900</p>	<p>Fire Incident Reports</p> <p>Washington Fire Incident Reporting System (WA-FIRS) forms which report fire incidents that have occurred through-out the state.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	<p>83-12-33276 Rev.2</p>	<p>Quarterly</p>	<p>6 Months</p>	<p>18 Months</p>	<p>2 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# 900</p>	<p>Fire Investigation Index</p> <p>Cards to identify the Fire Investigation files, kept by date, address, and name. Permanent data of all fire incidents for reference by the courts and insurance companies.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	<p>76-05-17160 Rev.2</p>	<p>None</p>	<p>600 Months</p>	<p>0 Months</p>	<p>50 Years</p>	<p>Archival OFM</p>

State Patrol, Washington - Office# 900	<p style="text-align: center;">Fire Investigation Report</p> <p>Investigation of fires in response to requests from local governments in accordance with RCW 48.48, State Fire Marshalls Act. Fires also investigated in state owned and licensed facilities. Confidential Records, filed numbered by year and numerical sequence.</p> <p>REV 1: Increases retention from 10 yrs to 50 yrs as per schedule dated 9/22/80.</p> <p>REV 2: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93.</p> <p>REV 3: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	76-05-17159 Rev.3	None	60 Months	60 Months	10 Years	Archival OPR
State Patrol, Washington - Office# 900	<p style="text-align: center;">Fire Protection Policy Board</p> <p>These files include meeting notices, meeting minutes, board packets, policy decisions, and the laws that govern the policy board.</p> <p>REV 1: Tranferred from 103-CTED as per schedule dated 10/96.</p>	95-06-54956 Rev.1	Fiscal Year	12 Months	60 Months	6 Years	Archival OPR
State Patrol, Washington - Office# 900	<p style="text-align: center;">Fire Sprinkler Licensing Documentation</p> <p>Provides a record of applications for Certificate of Occupancy, which includes letters of recommendations, certificates of training, and resumes. Also lists any complaints filed against either the company or certified individuals of that company.</p>	02-10-60433 Rev.0	Termination of License	60 Months	60 Months	10 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	<p style="text-align: center;">Fire Training Program Certification of Students</p> <p>Provides a record of students who successfully complete certification written and practical exams. Includes appeal requests and action taken.</p> <p>REV 1: Changed in-office retention from 10 years to 2 years as per schedule dated 01/06.</p>	02-10-60436 Rev.1	Calendar Year	24 Months	576 Months	50 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	<p style="text-align: center;">Fire Training Programs - Accreditation Documentation</p> <p>Provides a record of applications made for accreditation of fire training programs in the state. These are based on national performance standards. Documents include policies and procedures.</p> <p>REV 1: Changed in-house retention from 0 to 36 months and the records Center retention from 120 months to 84 months.</p>	02-10-60435 Rev.1	Calendar Year	36 Months	84 Months	10 Years	Non-Archival OPR

State Patrol, Washington - Office# 900	Fireworks License Renewal Notices sent with renewal applications notifying licensee of expiration date of his license. REV 1: Transfers custody of this series from Office of Insurance Commissioner to CTED as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	76-05-17158 Rev.2	None Designated	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	Fireworks Licensee Files Includes original applications and renewal applications required to updat information. REV 1: Transfers custody of this series from Office of Insurance Commissioner as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	76-05-17156 Rev.2	None Designated	12 Months	72 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Fireworks Licensing Documentation Provides an historical record on fireworks licensing apps for manufacturers, importers, wholesalers, retailers, public displays, and pyrotechnics. Also contains information on fireworks seizures. NOTE: Agency re-organization changed office number from 700 as per schedule dated 7/99. REV 1: Transfers custody of this series from Office of the Insurance Commissioner as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 as per schedule dated 10/96. REV 3: Changes title (adds "Documentation"), revises description to reflect current business practice, adds cut-off, and changes retention from 12/72/7 yrs as per schedule dated 08/02.	76-05-17157 Rev.3	Termination of License	60 Months	60 Months	10 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	NFIRS Data Transactions National Fire Incident Report System. NFIRS incident transaction files and NFIRS fire department transaction files.	07-02-61410 Rev.0	Date Imported	12 Months	0 Months	1 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	Non-Approved Boarding Homes Provides a record of license applications & survey reports which detail non-compliance items to fire and life safety codes. These facilities are denied licensure based on the deficiencies documented in the survey report. REV 1: Transferred from 103 CTED as per schedule dated 10/96.	95-06-54945 Rev.1	Termination of License	6 Months	66 Months	6 Years	Non-Archival OPR

State Patrol, Washington - Office# 900	Office Legislative/Governor Files In general, these records are copies of documents pertaining to legislation, Governor's correspondence, reports or correspondence prepared in the office and forwarded to the Legislature and/or Governor. REV 1: Transferred from 103-CTED as per schedule dated 10/96.	95-06-54957 Rev.1	Biennium	24 Months	24 Months	4 Years	Archival OFM
State Patrol, Washington - Office# 900	Plan Reviews (Fire and Life Safety) Agency copies of docs for new construction or additions/remodels to existing facilities. May include correspondence, project mtg minutes, approvals, program review and/or comments, plans, drawings, specs, contracts, reports, modification proposals, change orders and supporting documentations.	07-02-61409 Rev.0	Final Approval	12 Months	60 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Reading Files Extra copies of correspondence, memos, reports, etc., assembled by subject for ready reference. REV 1: Series transferred from CTED to State Patrol as per schedule dated 10/96.	95-06-54955 Rev.1	Calendar Year	6 Months	66 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	State Certification of Fire Service Instructors Records state certification issued by office as responsible for fire service training (vocational certification carried out according to 28C.04.140 RWC). NOTE: Presumably transferred from Commission on Vocational Education to State Patrol, but not documented.	77-10-20076 Rev.0	Termination of Employment	12 Months	288 Months	25 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	State Fire Service Training Courses Documents courses provided (requests, consultation, enrollments) by office as responsible for state training of firefighters. By individual fire departments, districts, or by title of special statewide courses. Provides permanent record of enrollments and referred to for planning future courses. NOTE: Presumably transferred from Commission for Vocational Education to State Patrol, but not documented.	77-10-20073 Rev.0	Fiscal Year	120 Months	180 Months	25 Years	Archival OPR

State Patrol, Washington - Office# 900	State Licensed Fire Inspection (Copy 2) Provides one complete survey plus reinspection for fire and life safety, used to correct fire hazards and maintain information on which to plan future improvements. Inspections include transient accommodations, child care centers, nursing homes and hospitals. REV 1: Transfers custody of this series from Office of Insurance Commissioner to CTED as per schedule dated 2/93. REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.	76-05-17152 Rev.2	Calendar Year	24 Months	60 Months	7 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Test Banks and Exams Records Provides a record of all test banks validated for use in Washington State and a record of any list administered.	02-10-60439 Rev.0	Calendar Year	120 Months	0 Months	10 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Training Equipment and Publication Purchases Lists items bought and retailer for inventory and reordering purposes (copy 2 of agency purchase requests form). Frequent reference back to five years. NOTE: Presumably transferred from Commission on Vocational Education to State Patrol, but not documented.	77-10-20077 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	Training Film Distribution Indicates where office-owned films were loaned (requests and postal receipts). NOTE: Presumably transferred from Commission for Vocational Education to State Patrol, but not documented.	77-10-20074 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
State Patrol, Washington - Office# 900	Transient Accommodations Provides a record of license applications and survey reports that indicate compliance with fire and life safety codes. All deficiencies to the code requirements and any corrective actions taken are documented. REV 1: Series transferred from CTED to State Patrol as per schedule dated 10/96.	95-06-54953 Rev.1	Termination of License	6 Months	66 Months	6 Years	Non-Archival OPR
State Patrol, Washington - Office# 900	Travel Voucher Describes travel expenses incurred by part-time instructors (on office form) (supplements fiscal files). NOTE: Presumably transferred from Commission on Vocational Education to State Patrol, but not documented.	77-10-20075 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM

<p>State Patrol, Washington - Office# 900</p>	<p>WA Fire Incident Reporting System Reports by County & Individual Fire Departments</p> <p>A collection of four(4) reports for each individual county & local firedepartments providing summary data on fire incidents that have occurred throught the state.</p> <p>REV 1: Transfers custody of this series from Office of Insurance Commissioner TO CTED as per schedule dated 2/93.</p> <p>REV 2: Transfers custody of this series from CTED/103 to WSP/225 as per schedule dated 10/96.</p>	<p>84-02-33396 Rev.2</p>	<p>Calendar Year</p>	<p>12 Months</p>	<p>60 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>
<p>State Patrol, Washington - Office# OFM</p>	<p>Summary of Patient Treatment</p> <p>Summary of patient file sixty months after last contact. Includes identifying information, inclusive dates of treatment, any releases of information obtained, and required forms as per schedule dated 11/04.</p>	<p>04-12-60845 Rev.0</p>	<p>Destruction of Patient File</p>	<p>60 Months</p>	<p>0 Months</p>	<p>5 Years</p>	<p>Non-Archival OFM</p>