

This schedule applies to: Western Washington University

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of Western Washington University relating to the unique functions of a comprehensive regional liberal arts university. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

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

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

Revocation of previously issued records retention schedules

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

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2020.

Signature on File

For the State Auditor:
Al Rose

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For the Attorney General:
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For the Office of Financial Management:
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The State Archivist:
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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 3, 2014	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	March 12, 2015	Minor revisions.
1.2	June 3, 2015	Minor revisions.
1.3	September 2, 2015	Minor revisions to the Registrar section.
1.4	March 2, 2016	Minor revisions to the University Police Department section.
1.5	December 7, 2016	Minor revisions.
2.0	June 14, 2017	Consolidation of colleges' and academic departments' series.
3.0	April 4, 2018	Major revisions to all sections. Consolidation of all series into a functional hierarchy.
3.1	April 3, 2019	Minor revisions.
3.2	June 3, 2020	Minor revisions.

For assistance and advice in applying this records retention schedule,
please contact the Western Washington University Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. GOVERNANCE AND ADMINISTRATION

This section covers records relating to overseeing university activities and administering university policies.

1.1 INTERNAL GOVERNANCE

The activity of administering internal policies and activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61707 Rev. 0	<i>Washington Campus Compact Member Files</i> Administrative file maintained to document communication and agreements with each Washington Campus Compact member campus. Includes correspondence with member presidents and other key member contacts at each campus; annual reports of membership activity; membership agreements; and member assessments.	Retain for 6 years after fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

1.2 EXTERNAL GOVERNANCE

The activity of complying with external rules and standards that govern the university's activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68609 Rev. 1	<i>Accreditation Reporting</i> Final report submitted to an accrediting body by the university or, in cases where an academic unit has additional accreditation requirements, by an academic unit. Does not include working papers or materials gathered to create final report.	Retain for 7 years after accreditation received <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

2. ACADEMIC PROGRESS AND SUPPORT

This section covers records relating to managing and monitoring student progress towards credentials.

2.1 RECRUITMENT

The activity of recruiting students to the university and its programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-05-36610 Rev. 0	<i>Prospective Student Correspondence--Pre-Application Materials</i> Includes some or all of the following: pre-application for admission card; unofficial copy college transcripts; WWU Transfer Credit Evaluation form; Test of English as a Foreign Languages scores, correspondence and related information.	Retain for 2 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.2 ADMISSIONS

The activity of admitting students to the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-12-51644 Rev. 2	<i>Applications for Admission to University, Major, or Program</i> Student applications for admission to the university or to a program or major. May include test scores, essays, application forms, or portfolios.	Retain for 6 years after term applied for <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3 FINANCIAL AID

The activity of providing financial support to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68673 Rev. 2	<i>Financial Aid Programs Historical Records</i> Records providing a historical record of financial aid programs. May include documentation related to the establishment of a scholarship fund, financial aid program agreements, administrative requirements for aid, lists of scholarship recipients, and related records.	Retain for 6 years after administrative purpose is served <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
14-09-68674 Rev. 2	<i>Financial Aid Student Records</i> Records documenting the awarding of financial aid (including scholarships). May include successful and unsuccessful applications, award notices, student files, and related correspondence.	Retain for 6 years after last quarter in which student received award or assistance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.4 ACADEMIC ADVISING AND ASSISTANCE

The activity of providing advice to students regarding academic choices and assisting students' academic progress.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59852 Rev. 1	Proctored Exam Records Records documenting tests administered outside of the classroom environment and/or by someone other than the instructor. Includes, but is not limited to: <ul style="list-style-type: none"> Proctored exam forms; Copies of tests; Related correspondence/communications. 	Retain for 2 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51760 Rev. 1	Reinstatement Records Includes quarterly reports of students reinstated, students denied, and statistics regarding reinstatement.	Retain for 8 years after quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51761 Rev. 4	Scholastic Standing Files Student files containing the petition for reinstatement, student statement, copies of returning student application and transcripts, faculty decisions, and notes of actions and conversations with student concerning petition for reinstatement.	Retain for 7 years after quarter applied for reinstatement <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.4 ACADEMIC ADVISING AND ASSISTANCE

The activity of providing advice to students regarding academic choices and assisting students' academic progress.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69244 Rev. 0	<i>Student Advising and Assistance Records</i> Records documenting the provision of support services to individual students. May include advising records, career counseling records, or records of other support services provided to students. Does not include the records of university health care providers.	Retain for 6 years after last date of enrollment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.5 ACADEMIC RECORDS AND PROGRESS

The activity of documenting students' progress towards degrees/credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61752 Rev. 1	<i>Academic Dishonesty Appeals (Successful Outcomes)</i> Documents student's successful appeal of the charge of academic dishonesty. May include letters, emails, and any other supporting documentation received by the Academic Honesty Board as a result of a professor's charge of academic dishonesty against a student and the student's subsequent successful appeal of the charge.	Retain until appeal is upheld <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
08-03-61753 Rev. 2	<i>Academic Dishonesty Charges (Upheld)</i> Documents an instructor's formal charges of academic dishonesty against a student per WWU policies governing academic dishonesty. May include letters, emails, and any other supporting documentation received by the Academic Honesty Board as a result of an instructor's charge of academic dishonesty against a student. May also include materials pertinent to the student's unsuccessful appeal of the academic dishonesty charge.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-01-41441 Rev. 3	<i>Authorizations for Release of Student Records</i> All requests and subpoenas for release of student information made by a third party. Maintained in accordance with provisions of 34 CFR 99.32(a)(1) and (2).	Retain until records of the student are no longer retained <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69235 Rev. 0	<i>Credit Evaluations</i> Records documenting the evaluation of students' credit standing in relation to university baccalaureate and certification requirements. May include transfer credit or credit by examination evaluations, degree major evaluations, and graduation evaluations.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.5 ACADEMIC RECORDS AND PROGRESS

The activity of documenting students' progress towards degrees/credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68630 Rev. 1	<i>Examination Forms and Answer Sheets -- Non-retrievable by Students</i> A record of student answers to examination questions. This retention period applies to those graded exams not retrievable by students. Faculty determine whether particular course exams may be retrieved by the student. These records are non-disclosable under 20 U.S.C. 1232g (a) (4) (A) (i) and (ii), except as authorized under 20 U.S.C. 1232g (b). Test questions and other exam data that will be re-used are exempt from public records disclosure under RCW 42.56.250(1).	Retain for 6 months after the final grade for the course is recorded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-03-68746 Rev. 0	<i>Grade Input and Change Records</i> Records documenting the entry of new and revised grades into students' records.	Retain for 6 years after quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
04-11-60816 Rev. 0	<i>Leave of Absence Files</i> Official leave of absence for students. Includes documentation, including statement to professors, relating to reasons for absence from classes. Signed by Judicial Officer.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-12-59981 Rev. 3	<i>Major Declaration or Change Records</i> Records documenting student's declaration or change of academic major, as approved by department designee.	Retain for 3 years after end of quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.5 ACADEMIC RECORDS AND PROGRESS

The activity of documenting students' progress towards degrees/credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69240 Rev. 0	<i>Permanent Academic Student Records</i> Permanent records of students' course work and progress towards a degree or certification at the university. May include official transcripts or records that supplement the official transcript.	Retain for 75 years after date of last enrollment <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
14-09-68669 Rev. 1	<i>Registration Records</i> Records documenting student's enrollment and enrollment changes in courses offered by the university.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50214 Rev. 2	<i>Residency Petitions and Supporting Documentation</i> Records of university students petitioning to be classified as Washington State residents for tuition purposes or who petition to be exempt from all or part of nonresident student fees.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-01-41442 Rev. 1	<i>Student Personal Information Change Authorizations</i> Records documenting the authorization to change personal information in a student's permanent record. May include authorizations to change name, date of birth, or Social Security Number.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.5 ACADEMIC RECORDS AND PROGRESS

The activity of documenting students' progress towards degrees/credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68689 Rev. 1	<i>Student Progress Monitoring Files</i> Files tracking graduate and undergraduate students' progress through major or program. May include plans of study, copies of student applications to major/program, and records of student internships.	Retain for 6 years after student is no longer in program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
18-04-69245 Rev. 1	<i>Student Records Required for, or Documenting, Professional Credentialing or Certification</i> Student progress monitoring files that provide documentation necessary for the student's future certification or credentialing in a professional field, or that document the student's certification or credentialing in a professional field. May include records of internships, course work, exams, or other activities performed as part of the requirements of a degree from the university, which are also used to prove qualification for professional certifications or credentials and/or document actual professional certification or credentialing.	Retain for 40 years after date of last enrollment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-07-53785 Rev. 1	<i>Student Requests for Nondisclosure of Directory Information</i> Records documenting student requests to withhold their directory information from disclosure, in accordance with 34 CFR § 99.37.	Retain until the education records are no longer retained or until request is terminated by student <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.5 ACADEMIC RECORDS AND PROGRESS

The activity of documenting students' progress towards degrees/credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60311 Rev. 0	<i>Withdrawal Petitions</i> Includes Petition Requesting Late Course Withdrawal Due to Hardship form and Petition for Full Tuition Refund form. Includes petition form submitted by student and related correspondence explaining reason why withdrawal is necessary; signature of university official denying or granting request. May include correspondence from physician or other medical care-giver.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. STUDENT SOCIALIZATION AND ENRICHMENT

This section covers records relating to providing for students' growth and learning outside of the classroom environment.

3.1 STUDENT ACTIVITIES

The activity of providing non-academic activities for students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69234 Rev. 0	<i>Athletics Eligibility Records</i> Records documenting students' eligibility (both academic and non-academic) to participate in various athletic activities, including varsity and club sports.	Retain for 6 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46487 Rev. 0	<i>Intramurals Activities</i> Includes information sheet describing each Intramurals physical activity offered to WWU students and/or staff, records number of participants; also includes brochures, calendar of events and related information. Provides a record of program activities.	Retain for 12 years after academic year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

3.2 STUDENT CONDUCT

The activity of monitoring and adjudicating students' behavior.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51172 Rev. 2	<i>Student Conduct Files (No Sanction)</i> Includes complaint and referral information from Office of University Residences, University Police, or others. Also contains correspondence such as notification of charge(s) letter to student, if any, and record of meeting with conduct officer, if any. Documents conduct officer's decision not to bring a formal charge of violation of the Student Conduct Code. Maintained in accord with WAC 516-21-310, Confidentiality of Conduct Proceedings and Records, Student Conduct Code.	Retain until adjournment of conduct hearing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51173 Rev. 2	<i>Student Conduct Files (Sanction Invoked)</i> Includes complaint and referral information from Office of University Residences, University Police or others. Includes correspondence such as notification of charge(s) letter to student, documentation of conduct officer's meeting with student, notification of findings and disciplinary sanctions invoked, if any. If appealed, may also include correspondence from the Student Conduct Appeals Board, such as student hearing notification and notification of findings. Disciplinary action may be probation, suspension, expulsion or other action taken against students under the policy and guidelines of the Student Conduct Code (chapter 516-21 WAC).	Retain for 6 years after adjournment of conduct hearing or resolution of appeal <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

3.3 RESIDENCES

The activity of providing housing for students on campus.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-08-42723 Rev. 1	<i>Residence Hall Incident Reports</i> Includes reports filed by staff pertaining to incidents that occur in campus residence halls, and related correspondence. Filed numerically by building. May document problem situations and residence hall policy and procedural violations, or be used to record positive events/actions. Used as an aid in prevention of vandalism or in solving other crime-related problems. May be used as a basis for actions taken toward individual students accused of violating University Residence conduct regulations and policies.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
07-08-61572 Rev. 0	<i>Resident Advisor Duty Logs</i> Daily Log that keeps RA's informed about what is going on in the community regarding duty. It is read and signed by each RA daily.	Retain for 1 year after academic year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
04-07-60759 Rev. 0	<i>University Housing Application</i> Card completed by student designating quarter/year, student number and type of housing required, along with Roommate Assignment Questionnaire. Used for housing assignment. Application may also be completed on internet and is stored in Banner Student Information System.	Retain for 1 year after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4. TEACHING AND LEARNING

This section covers records relating to creating and delivering curriculum to students.

4.1 CURRICULUM

The activity of developing and implementing curriculum.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68625 Rev. 2	Course Content Records Records documenting the content of courses (both academic and non-academic) offered by the university.	Retain for 2 years after quarter in which course takes place <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
14-09-68628 Rev. 1	Curriculum Committee Records Provides a record of the process of curriculum development and/or revision. Includes records specifically relevant to curriculum proposals or revisions, and records documenting the process of review through department- and college-level committees, including approval or rejection.	Retain for 3 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
17-06-69050 Rev. 1	Experiential Learning Sites Files Records of relationships with experiential learning sites, including practica, internship, and student teaching sites. May include evaluations of host sites as required in university policy, if not part of an individual student's file.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.1 CURRICULUM

The activity of developing and implementing curriculum.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55991 Rev. 3	Master Class Schedules Schedules of classes offered by the university. Includes information on instructor, location, dates, and times.	Retain for 3 years after academic year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

4.2 CATALOG

The activity of developing and publishing the university course catalog.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60196 Rev. 1	Course History Files Records used to create course catalog which show approval for new academic courses. Records contain information on course author, department, title, number of credits, type of course, course description, and related information. Details courses offered, including one-time only courses, seminars, and those for special topics.	Retain for 5 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.3 CONTINUING EDUCATION

The activity of providing continuing education to the university community and the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-12-69030 Rev. 0	<i>In-Service Clock Hours Records</i> Records documenting approved in-service education programs provided by the University where continuing education credits/clock hours are awarded in accordance with WAC 181-85-205. Records may include, but are not limited to: curricula, materials presented, tests administered, etc.; attendee lists and sign-in sheets, test results, evaluations, etc.; certification/hours/credits/points awarded; and all other records required by WAC 181-85-205.	Retain for 7 years after in-service program completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 SERVICE LEARNING

The activity of providing service learning opportunities for students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-11-60818 Rev. 0	<i>AmeriCorps Member Files</i> Includes member agreement stating terms of service, stipend, benefits, and educational award for participation in grant-awarded service-learning activities. Stipulates roles and responsibilities of member and sponsoring agency, e.g., Washington Service Corps. Also includes evaluation, exit form, hiring documents, National Service Enrollment form.	Retain for 6 years after end of term of service <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

5. RESEARCH

This section covers records relating to performing and managing research.

5.1 RESEARCH GOVERNANCE AND COMPLIANCE

The activity of ensuring that research is conducted properly and complies with federal, state, and university rules and policies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60193 Rev. 1	<i>Animal Subjects Review Records</i> Records documenting request for the use of animals for both grant and non-grant research purposes. May include records certified by investigator that project accurately describes all aspects of proposed animal usage; official approval or rejection memos from Animal Care and Use Committee; renewal forms; and related notes and correspondence.	Retain for 6 years after completion of research activity or rejection of proposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-08-60190 Rev. 1	<i>Human Subjects Research Records</i> Records documenting the review of research proposals involving human subjects and the approval or non-approval of proposals. May include records describing proposed research; bibliographies; sample informed consent forms; survey instrument questionnaires; vitae; official memos from the Human Subjects Review Committee; renewal forms; exemption forms; and related correspondence.	Retain for 6 years after completion of research activity or rejection of proposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 RESEARCH FUNDING AND MANAGEMENT

The activity of securing funding for and managing research projects.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68638 Rev. 1	Grant Final Product Deliverable Records or other final products required by the grant or sponsorship agreement and retained as a record of the deliverable. May include reports, studies, surveys, educational materials, audiovisual, photographic, multimedia content, etc., that constitutes the project deliverable as obligated by the grant or sponsorship agreement.	Retain for 6 years after end of grant period <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

6. EXTERNAL RELATIONS AND SERVICES

This section covers records relating to providing services to the public and engaging them in the university's mission.

6.1 PUBLIC SERVICES

The activity of providing services to the public at large.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54859 Rev. 1	<i>Counseling Training Clinic Client Applications - Not Seen In Clinic</i> Questionnaire gathered from potential clients who call-in requesting counseling. Clients were not seen in clinic.	Retain for 3 years after academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50874 Rev. 3	<i>Small Business Development Center Client Files</i> Records of business counseling services provided to individual clients under Small Business Administration grant contract guidelines. May include requests for counseling, as well as counseling records and correspondence.	Retain for 9 years after project completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7. PROMOTING CULTURE

This section covers records relating to preserving and promoting culture through cultural asset management and cultural programming.

7.1 CULTURAL ASSET MANAGEMENT

The activity of managing the university's cultural resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-29699 Rev. 0	Archival Research Requests To request access to archival research material at the Archives and Records Center.	Retain for 3 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-11-56243 Rev. 1	Art Donor Records Records related to the donation of art work to the university. May include correspondence, copies of contracts, deeds of gift, and related information for each donor or donation.	Retain for 5 years after calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
95-11-56241 Rev. 1	Gallery Exhibition Files Records documenting exhibitions shown in university galleries. May include programs, catalogs of the exhibitions, correspondence with artists and art dealers, and related information.	Retain for 5 years after calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

7.1 CULTURAL ASSET MANAGEMENT

The activity of managing the university's cultural resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56237 Rev. 1	<i>University Art Collections Records</i> Records about pieces in university art collections detailing size, origin, and related information. May include photos, slides, catalogs, drawings, inventories of lost or deaccessioned items, photo request forms, and other information about art works collected by or donated to the university.	Retain for 5 years after item removed from collection <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

8. UNIVERSITY RESOURCE MANAGEMENT

This section covers records relating to managing university resources

8.1 FINANCIAL MANAGEMENT

The activity of managing the university's financial resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-01-60404 Rev. 0	<i>Gift Certificate Database</i> Information input from gift certificate form. Used to track unredeemed gift certificates and report/return funds to Department of Revenue after two-year period as required by RCW 63.29.130.	Retain for 6 years after reported to Department of Revenue <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-08-60189 Rev. 0	<i>Textbook Requisition</i> Form used by faculty to order textbooks from Bookstore. Includes pertinent information related to department, course, quarter, instructor, and textbook. Signed by department chair and instructor.	Retain for 1.25 years after quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.2 HUMAN RESOURCES MANAGEMENT

The activity of managing the university's human resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69049 Rev. 0	<i>Department Chair Description</i> Includes material relating to procedures, responsibilities, stipend and other information used to describe the duties of department chairs in a college or the library.	Retain for 6 years after superseded <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
02-02-60349 Rev. 1	<i>International Faculty with Permanent Status Files</i> Records documenting applications for permanent residency for international faculty. May include: copies of immigration forms I-129, I-140, and accompanying documents; copies of Labor Certification applications; correspondence with US Citizenship and Immigration Services (USCIS) and Department of Labor (DOL). Retention set by 20 CFR 656.10(f).	Retain for 5 years after application for Labor Certification submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68756 Rev. 0	<i>International Faculty with Temporary Status Files</i> Records documenting temporary visa applications for international faculty. May include: copies of Labor Condition Application (LCA); H-1B petition documents, including immigration form I-129; correspondence with US Citizenship and Immigration Services (USCIS). Retention set by 20 CFR 655.760(c).	Retain for 1 year after permanent residency status attained or H-1B visa status expires <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-01-60314 Rev. 0	<i>Investigative Records</i> Individual case files related to faculty misconduct in research and scholarship. Includes investigation material, correspondence, findings, disposition of case. Maintained in accord with Faculty Handbook.	Retain for 6 years after final disposition of case <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.2 HUMAN RESOURCES MANAGEMENT

The activity of managing the university's human resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69053 Rev. 0	<i>Letters of Recommendation</i> Letters of recommendation written for former employees or students.	Retain for 3 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68685 Rev. 1	<i>Tenure and Promotion Files</i> Includes faculty evaluations of individual applicants for tenure and/or promotion, reports, merit increases, professional leaves, teaching awards and other faculty awards and honors, correspondence and other materials from college departments and committees that provide support documentation for recommendations made by the Dean to the Provost.	Retain for 7 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59460 Rev. 1	<i>Accident/Incident/Potential Hazard Reports</i> Provides documentation of accidents, incidents, or potential hazards incurred by employees, visitors, and staff. Includes any attachments needed for documentation. Some medical information may also be included.	Retain for 10 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68610 Rev. 0	<i>Agreements, Hold Harmless (Minors Under Age 18)</i> Acknowledgment of risk and hold harmless agreement signed by parents or others on behalf of minors under age 18 who participate in university activities, such as sports and recreational events, and special academic institutes and programs. Holds university harmless from liability for injuries and/or damages not caused by negligence. May include authorization for emergency treatment and acknowledgment that participant is responsible for medical costs in event of injury. May also include medication hold harmless agreement stating that WWU will not be held responsible for missed doses of medication or any consequences thereof.	Retain for 6 years after minor reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
80-03-24557 Rev. 0	<i>Applications for Banquet Liquor Permits</i> Provides data on approved applications for liquor permit for various functions held on campus. Applications are processed through Assistant Vice President's Office.	Retain for 2 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-06-60904 Rev. 1	<i>Calibration Test Reports</i> Provides a record of calibration tests performed on instruments.	Retain for 3 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51137 Rev. 0	<i>Certificates of Insurance and Performance Bonds--Public Works Projects</i> Provides a record of certificates of insurance and performance bonds required for public works contracts. Includes copy of contract.	Retain for 25 years after termination of contract <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
08-08-61824 Rev. 0	<i>Child Development Center Program Records</i> Records maintained to ensure Child Development Center program compliance with relevant laws and regulations. Includes parent financial agreements, attendance records, daily sign-in/sign-out sheets, invoices, food program records, and other records documenting the daily operation of the Center.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-08-61825 Rev. 0	<i>Child Development Center Student Files</i> Individual files on children attending the Child Development Center containing information required by WAC 170-295-7010. Files contain student information including enrollment forms signed by parent, family or emergency contact information, parental consent forms, and medical/health-related records.	Retain for 6 years after withdrawal from program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69027 Rev. 0	<i>Confined Space Permits</i> Records of approval to enter a confined space on campus to perform maintenance or other work.	Retain for 6 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-06-60691 Rev. 0	Daily Operation Logs Daily operation logs consist of the legal signature of the operator on duty; transmitter readings; record of the Emergency Alert System test(s) sent and received; sign on/off or indication of continuous operation. Maintained in accordance with 47 CFR 73.1840.	Retain for 2 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59467 Rev. 0	Diver Information Files Provides information on divers, active and inactive, diving under the auspices of the University. May include correspondence, notes, certification validation, last dive, dive logs, CPR certification, medical records, and dive exam.	Retain for 10 years after last dive <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59469 Rev. 0	Hazard Communication and Employee Right-To-Know Files Plan on hazardous communication program for the workplace, including information on labeling containers of chemicals, copies of material safety data sheets, employee training programs available in regards to hazardous chemicals and protective measures.	Retain for 6 years after superseded <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
18-04-69236 Rev. 0	Hazardous Waste Records Records relating to the creation, monitoring, and disposal of hazardous waste on campus. Records related to hazardous (or dangerous) waste must be retained in accordance with WAC 173-303-210.	Retain for 6 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59486 Rev. 1	Hazardous Waste Remediation Provides a record regarding any hazardous waste clean up at landfills or disposal sites, or WWU property. Contains all information regarding the clean up. Includes correspondence, contracts, water/land/soil contamination survey, test and results and property information.	Retain for 10 years after completion of clean-up or sale of land, whichever is sooner <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
17-06-69051 Rev. 2	Health Care Records (Adults) Records documenting the provision of health care to individuals by a university health care provider. Includes, but is not limited to, services provided through mental health and counseling programs, health clinics, and athletics and recreation programs. Note: Retention is based on the statute of limitations outlined in RCW 4.16.350, as well as the requirement to keep health records for 1 year after last disclosure in RCW 70.02.160.	Retain for 8 years after last contact or 1 year after last disclosure, whichever is later <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69052 Rev. 2	Health Care Records (Minors) Records documenting the provision of health care to individuals under the age of 18 by a university health care provider. Includes, but is not limited to, services provided through mental health/counseling programs, health clinics, and athletics/recreation programs. Note: Retention is based on the statute of limitations outlined in RCW 4.16.350, as well as the requirement to keep health records for 1 year after last disclosure in RCW 70.02.160.	Retain for 8 years after last contact or 3 years after the patient turns 18 or 1 year after last disclosure, whichever is latest <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69029 Rev. 0	Hot Work Permit These permits document that fire prevention and protection requirements have been met prior to beginning hot work operations. Required by WAC 296-67-041.	Retain for 1 year after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59475 Rev. 0	Incident/Potential Hazard Log Log of concerns investigated as result of accidents/incidents incurred by employees, visitors, and staff.	Retain for 3 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
18-04-69237 Rev. 0	Insurance Claims Records relating to claims or losses filed with commercial insurance carriers or with the Washington State Risk Management Division. May include claim or report of loss information, forms and supporting documentation; investigations; or summary reports related to risk exposure and potential state liability.	Retain for 6 years after final resolution of claim <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59498 Rev. 0	<i>Notice of Intent to Remove or Encapsulate Asbestos</i> Provides record of intent to remove or encapsulate asbestos during large projects. Reports are sent to the Northwest Air Pollution Authority. (NWAPA).	Retain for 1 year after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59489 Rev. 0	<i>PCB Annual Log</i> Documents the use of Polychlorinated biphenyl's (PCBs) during the year. Includes inventory of where PCBs were used on campus, amount at each location and related information.	Retain for 5 years after calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
99-11-59490 Rev. 0	<i>PCB Inspection Reports</i> Provides record of quarterly transformer inspection by Physical Plant to ensure compliance with proper guidelines and regulations. Includes inspections of Polychlorinated biphenyl's (PCB) storage.	Retain for 6 years after last inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69241 Rev. 0	<i>Potential Exposure Sites and Activities Monitoring</i> Records related to the monitoring of sites or activities that could potentially expose individuals on campus to hazardous materials or environments.	Retain for 30 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69242 Rev. 0	<i>Radiation Safety Monitoring and Documentation</i> Records related to the use and monitoring of radioactive materials on campus. Records are maintained in accordance with WAC 246-221-230.	Retain for 30 years after termination of license <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
18-04-69243 Rev. 0	<i>Radiation Safety Personnel Records</i> Records relating to individuals who work with or are exposed to radiation at the university. Records are maintained in accordance with WAC 246-221-230.	Retain for 30 years after termination of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69033 Rev. 0	<i>Refrigerant Use Records</i> Records documenting the use of refrigerants on campus. Used to identify the amount of refrigerants used during maintenance. Retention is required by 40 CFR 82.166.	Retain for 3 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
16-12-69034 Rev. 0	<i>Safety Programs Records</i> Records relating to the monitoring of health and safety programs on campus. May include correspondence, inspections, and hazard assessments.	Retain for 5 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.3 SAFETY, HEALTH, AND LEGAL COMPLIANCE

The activity of managing compliance with laws and regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-07-60133 Rev. 1	<i>Student Health Center Exam Room Inspection Logs</i> Logs maintained to verify Health Center examination rooms have been maintained in accordance with regulations by disinfecting, cleaning, removing biohazardous waste, and other activities. Records maintained as required by WAC 296-823-14055.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59454 Rev. 3	<i>Training Materials - Hazard Related Work</i> Training materials used in health and safety training about environmental hazards or substances, where records of exposure to the hazards would be kept as exposure records under chapter 296-802 WAC.	Retain for 30 years after updated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59478 Rev. 0	<i>Washington Industrial Safety and Health Administration (WISHA) Compliance Plan and Program</i> Provides a record of compliance with WISHA standards and regulations. May include compliance plans, safety survey reports, correspondence, employee training, departmental audits, annual statistical summaries, etc.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.4 SUPPORT SERVICES

The activity of providing services to support the university's operations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-09-57084 Rev. 1	Course Pack Records Includes Class Manual Request Form, delivery receipts, pricing information, record of number of pages of copyright material, royalty fees, copyright permission requests and responses from the publishers. Filed by course number and by quarter. Provides back-up for all Class Manual information.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
19-04-69353 Rev. 0	Department of Licensing Vehicle Registration Look-up Log Records documenting searches performed in the Department of Licensing's database of vehicle and vessel registrations. Note: The DOL requires agencies using its online database to maintain a log of the information requested, as well as the purpose of the request.	Retain for 3 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
18-04-69239 Rev. 0	Parking Permit Records Records documenting all parking permits issued for students, faculty, staff, and others who park in campus lots.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51082 Rev. 2	Parking Violation Citations Parking violation citations showing license plate number and state, year and make of car, lot location, time and date of violation, and officer issuing citation. Includes those paid, voided, changed to warnings, or uncollectible.	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.4 SUPPORT SERVICES

The activity of providing services to support the university's operations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51098 Rev. 0	Radio Transmittal Log Documents daily radio transmissions between the Parking Services Office and Parking Checkers.	Retain for 3 months after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51086 Rev. 1	Revoked Parking Privilege Records Documentation and correspondence related to the revocation of parking privileges of drivers who excessively violate the University Parking Regulations (habitual offenders) or who have been found to be in possession of a forged or reported stolen permit.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51087 Rev. 0	Vehicle Impound Reports and Release Authorizations Copy 1 of report documenting each impounded vehicle, signed by tow-truck driver. Contains vehicle description and condition, location, date and time, and reason for impound. Contains signature of vehicle owner and Parking Office authorization to tow.	Retain for 6 years after fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68537 Rev. 0	Alarm Call Response Reports documenting officer response to alarms and/or the outcome of the agency response.	Retain for 30 days after date of event <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68538 Rev. 0	All Radio Transmissions Recordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity	Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68539 Rev. 0	Annual Crime Report Documentation All reports, backup documentation, and program related records compiled to meet Clery Act requirements. Includes timely warnings and the annual safety and fire report required by the Clery Act (20 USC 1092(f)).	Retain for 7 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-03-68973 Rev. 0	<p>Background Checks/Tests/Investigations (Non-Criminal)</p> <p>Records relating to background checks, tests, and/or investigations completed by the law enforcement agency on behalf of the agency or any other government agency or private employer/entity that are unrelated to the agency's criminal investigation cases.</p> <p>Includes employment-related investigations of employees, volunteers, contractors, etc. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Criminal History Record Information (CHRI) and/or "No Record Found" results; • Fingerprints, analysis, etc.; • Third party references, statements, reports (including credit checks, etc.); • Polygraph and psychological testing; • Related communications (regardless of format). <p>Excludes:</p> <ul style="list-style-type: none"> • Results (including "record/no record" notification) provided to/retained by Human Resources for recruitment/hiring purposes, which are typically retained in the "personnel file" (covered by GS 03042) or, for unsuccessful applicants, as "recruitment files" (covered GS 03012). • Public disclosure logs or requests covered by GS 05001. 	<p>Retain for 3 years after request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68540 Rev. 0	<p>Career Criminals</p> <p>Records relating to repeat offenders who have been identified as career criminals.</p> <p>Excludes records which are part of a case file.</p>	<p>Retain until no longer needed <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68541 Rev. 0	Case Assignment Control Logs documenting the assignment of criminal cases to detectives.	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68542 Rev. 0	Case Files – All Other Cases Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series. Includes, but is not limited to: <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: <ul style="list-style-type: none"> Records covered by Case Files - Notorious/Historically Significant Cases (DAN 14-09-68545) Criminal history record information 	Retain for 5 years after conclusion of investigation and exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68543 Rev. 1	<p>Case Files – Homicides (Solved)</p> <p>Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Notorious/historically significant cases covered by Case Files – Notorious/Historically Significant Case (DAN 14-09-68545); Criminal history record information covered by Criminal History Record Information – Felonies and Gross Misdemeanors (DAN 14-09-68560), Criminal History Record Information – Misdemeanors (with Fingerprints) (DAN 14-09-68561), Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 14-09-68562), or Criminal History Record Information - Non-Conviction Data (DAN 14-09-68563). 	<p>Retain for 20 years after conclusion of investigation and exhaustion of appeals process</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68545 Rev. 1	<p>Case Files – Notorious/Historically Significant Cases</p> <p>Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Records pertaining to sex offenders as defined in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b). Criminal history information covered by Criminal History Record Information – Felonies and Gross Misdemeanors (DAN 14-09-68560), Criminal History Record Information – Misdemeanors (with Fingerprints) (DAN 14-09-68561), Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 14-09-68562), or Criminal History Record Information - Non-Conviction Data (DAN 14-09-68563). <p>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet "Notorious/Historically Significant Case Files and Inmate Custody Records."</p>	<p>Retain until no longer needed <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68546 Rev. 1	<p>Case Files – Sex Offenders and Sexually Violent Offenses</p> <p>Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in Chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Criminal history record information covered by 14-09-68560, 14-09-68561, 14-09-68562, or 14-09-68563. <p>Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).</p>	<p>Retain for 5 years after conclusion of investigation and exhaustion of appeals process</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68547 Rev. 0	<p>Case Logs</p> <p>Logs documenting case tracking information within the agency.</p>	<p>Retain until all inclusive case files have been destroyed/transferred</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8.5 PUBLIC SAFETY

The activity of policing and providing security for the university.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68548 Rev. 1	<p>Citations/Notices of Infraction – Issued to Officer</p> <p>Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipts for books and/or devices issued <p>Note: unissued/blank citation forms are covered by Forms - Accountable (GS 12004) on the State Government General Records Retention Schedule.</p>	<p>Retain for 3 years after date of issuance or completion of state auditor's report, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68549 Rev. 2	<p>Citations/Notices of Infraction Issued – All Others</p> <p>Records relating to criminal or non-criminal citations issued to alleged violators (such as traffic and non-traffic citations).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Citations/Notices of Infraction Issued - Driving Under the Influence (DAN 14-09-68550). 	<p>Retain for 3 years after date of issuance or completion of state auditor's report, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.5 PUBLIC SAFETY

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68550 Rev. 0	<p>Citations/Notices of Infraction Issued – Driving Under the Influence</p> <p>Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as identified in RCW 46.61.502.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; Citations/Notices of Infraction covered by Citations/Notices of Infraction Issued - All Others (DAN 14-09-68549) <p>Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.</p>	<p>Retain for 10 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68551 Rev. 0	<p>Collision Reports</p> <p>Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State patrol in accordance with RCW 46.52.030.</p>	<p>Retain until submitted to Washington State Patrol <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68552 Rev. 0	<p>Confidential Informants</p> <p>Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.</p>	<p>Retain until termination of confidential informant status <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68553 Rev. 0	<i>Court Disposition Information</i> Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68554 Rev. 0	<i>Court Orders/Warrants/Writs - Acted Upon</i> Records relating to the tracking and delivery of official documents requiring a process to be served by the agency, including action taken on orders, warrants and writs not originally filed with the agency. Includes, but is not limited to: <ul style="list-style-type: none"> • Domestic violence information sheets; • Service slips and logs (including face sheets and day tickets); • Returns of service; • Documentation that order, warrant or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). Excludes summonses that become part of a case file.	Retain for 6 years after last entry or action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68555 Rev. 0	<p><i>Court Orders/Warrants/Writs - Not Acted Upon</i></p> <p>Orders issued by a court and filed with the law enforcement agency where the agency has taken no subsequent action.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Anti-harassment, no contact, protection, restrictive area, SODA/SOAP orders; • Documentation that order, warrant or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). <p>Excludes orders served on the agency.</p>	<p>Retain until expired, vacated, terminated, or superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68556 Rev. 0	<p><i>Crime Analysis Files</i></p> <p>Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.</p>	<p>Retain for 1 year after completion of analysis <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68557 Rev. 0	<p>Crime Prevention Programs</p> <p>Records relating to the management of crime prevention programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Crime Stoppers; • Block watch; • Business watch; • House watch. <p>Excludes records covered by Ride-Along Program (DAN 14-09-68598)</p>	<p>Retain for 1 year after superseded or obsolete <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
14-09-68558 Rev. 0	<p>Criminal History Audit Reports</p> <p>Final reports of Washington State Patrol audit findings.</p> <p>Note: Criminal history audit reports are retained by Washington State Patrol in accordance with DAN 77-09-19945 in the Washington State Patrol records retention schedule.</p>	<p>Retain for 6 years after completion of Washington State Patrol audit <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
14-09-68559 Rev. 0	<p>Criminal History Audit Trail Files</p> <p>Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.</p>	<p>Retain for 1 year after completion of Washington State Patrol audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68560 Rev. 1	<p><i>Criminal History Record Information – Felonies and Gross Misdemeanors</i></p> <p>Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with a felony and/or gross misdemeanor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.50 or RCW 43.43.570; • Identifiable descriptions; • Notations of arrests, charges, and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by General Information -- External (DAN GS 50004)</p>	<p>Retain until transmitted to Washington State Patrol and no longer needed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68561 Rev. 1	<p><i>Criminal History Record Information – Misdemeanors (with Fingerprints)</i></p> <p>Criminal history record information (as defined by RCW 10.97.030(1)) on individuals who are charged with a misdemeanor where fingerprints have been recorded and must be transmitted to Washington State Patrol in accordance with RCW 10.98.050 or RCW 43.43.570.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifiable descriptions; • Notations of arrests, charges, and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by General Information -- External (DAN GS 50004).</p>	<p>Retain until transmitted to Washington State Patrol and no longer needed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68562 Rev. 1	<p><i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i></p> <p>Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifiable descriptions; • Notations of arrests, charges, and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by General Information -- External (DAN GS 50004).</p>	<p>Retain until offender attains 99 years of age or deceased, whichever occurs sooner</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
14-09-68563 Rev. 1	<p><i>Criminal History Record Information - Non-Conviction Data</i></p> <p>Criminal history record information (as defined by RCW 10.97.030(1)) that consists entirely of non-conviction data (as defined by RCW 10.97.030) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with RCW 10.97.060.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Criminal history records covered by Criminal History Record Information - Misdemeanors (with Fingerprints) (DAN14-09-68561), Criminal History Record Information - Misdemeanors (without Fingerprints) (DAN 14-09-68562), and Criminal History Record Information – Felonies and Gross Misdemeanors (DAN 14-09-68561) • Copies of rap sheets printed from state or federal criminal history databases which are covered by General Information -- External (DAN GS 50004). 	<p>Retain until deletion request from subject is granted or subject deceased</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68564 Rev. 1	<i>Criminal History Validations - A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) Validations</i> Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050.	Retain for 3 years after date of validation or completion of Washington State Patrol audit, whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68565 Rev. 0	<i>Daily Bulletins</i> Bulletins created on a daily basis to disseminate pertinent information to officers.	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68566 Rev. 0	<i>Dangerous Individuals and Premises</i> Information relating to specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response. Includes, but is not limited to, information documenting: Individuals known to have unique medical needs; <ul style="list-style-type: none"> • Address-specific hazards to law enforcement; • Address-specific security systems; • Individuals known to present risk to law enforcement personnel. 	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68567 Rev. 0	Dockets/Process Logs Logs, dockets, or lists of civil and criminal processes received by the agency.	Retain for 3 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68568 Rev. 1	Evidence Audits Records relating to evidence room audits conducted by the law enforcement agency's own staff to determine compliance with applicable policies, procedures and requirements for the management of evidence. Includes, but is not limited to: <ul style="list-style-type: none"> • Correspondence relating to evidence audits; • Notes, logs or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings. Excludes records relating to: <ul style="list-style-type: none"> • Financial audits covered by the State Government General Records Retention Schedule. • State Auditor's examination reports covered by the State Government General Records Retention Schedule. • Audits performed by the Washington Association of Sheriffs and Police Chiefs (WASPC). 	Retain for 4 years after completion of auditor's report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68569 Rev. 1	<p><i>Evidence/Property In Custody - Management</i></p> <p>Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order and/or agency policy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Seized property covered by Executions Against Personal Property (DAN 14-09-68570) and Property Seizure/Disposition (DAN 14-09-68594). 	<p>Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s)</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68570 Rev. 1	<p><i>Executions Against Personal Property</i></p> <p>Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with Chapter 6.17 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Civil worksheets; • Writs and granting orders; • Continuation reports; • Descriptions of property involved. 	<p>Retain for 6 years after date of seizure or stay</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68571 Rev. 0	<i>Expungement/Sealing/Vacation of Records</i> Records relating to requests and orders for the expungement, sealing or vacation of criminal information or records in accordance with WAC 446-16-025.	Retain until current approved retention period for the records being expunged/sealed/vacated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68572 Rev. 0	<i>Field Interrogation Reports</i> Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.	Retain for 1 year after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68573 Rev. 0	<i>Fingerprint Analysis</i> Requests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and that do not relate to criminal or other investigations undertaken by the agency. Includes latent prints from crime scenes, arrestee or inmate prints, and ten prints or other prints received for identification purposes, correspondence and reports. Excludes: <ul style="list-style-type: none"> Public fingerprint requests covered by Fingerprint Requests (Public) (DAN 14-09-68574). 	Retain for 3 years after request fulfilled or until returned to requesting agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68574 Rev. 0	<i>Fingerprint Requests (Public)</i> Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons unrelated to criminal or other investigations of the law enforcement agency. For example, the requestor may be requesting fingerprints to provide for a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency.	Retain for 3 years after request fulfilled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68575 Rev. 0	<i>Impound Logs</i> Logs documenting impounds reported to the agency by registered tow truck operators.	Retain for 3 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68576 Rev. 0	<i>Impounds/Abandoned Vehicles</i> Records relating to vehicles impounded by the agency. Includes, but is not limited to: <ul style="list-style-type: none"> • Impound/abatement records; • Tow-away notices; • Requests for information; • Notices to owner(s) and/or lien holder(s); • Affidavits; • Transfers of ownership; • Bills of sale. 	Retain for 3 years after disposition of vehicle or completion of state auditor's report whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68577 Rev. 0	<i>Intelligence Files</i> Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68578 Rev. 0	<i>Intercepted Communications/Conversations – Not Recorded</i> Records relating to unfulfilled authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.	Retain until expiration of authorization <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68579 Rev. 0	<i>Intercepted Communications/Conversations – Recorded</i> Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040. Includes, but is not limited to: <ul style="list-style-type: none"> • Authorization(s); • Recordings. 	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-03-68974 Rev. 0	<p>Internal Review/Investigation -- Notorious/Historically Significant Incidents</p> <p>Records documenting the internal review and investigation of agency actions relating to or arising from incidents within the agency's jurisdiction which have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to, incidents involving:</p> <ul style="list-style-type: none"> • Major (subsequent) modification to agency policy/procedure, training, or equipment; • Use of force by or against an officer that results in "great bodily harm" as defined by RCW 9A.04.110 or death to any person; • Officer's use of "deadly force" as defined by RCW 9A.16.010 (regardless of whether or not death results); • Agency response to a natural disaster, terrorist threat, declared state of emergency, major riot/protest or other incident of similar magnitude and impact. <p>Note: For guidance on how to identify notorious/significant incidents, please refer to Washington State Archives' published advice sheet Internal Investigations of Notorious/Historically Significant Incidents within the Law Enforcement Agency's Jurisdiction or contact the Archives.</p> <p>Note: Includes confidential records, which will retain their confidentiality in accordance with RCW 40.14.030(2).</p>	<p>Retain for 6 years after resolution of review/investigation <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-03-68975 Rev. 0	<p><i>Internal Review/Investigation -- Recordings (Transcribed Verbatim)</i></p> <p>Digital or analog recording(s) of investigational conversations with victim, suspect, witness, or other individual associated with an internal review or investigation provided that the:</p> <ol style="list-style-type: none"> 1) The digital/analog recording is transcribed verbatim and verified; and, 2) The transcription is retained with the associated investigation/review records covered by Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 16-03-68974), Internal Review/Investigation (Formal Discipline Not Imposed) (DAN 14-09-68536), or Internal Review/Investigation (Formal Discipline Imposed) (DAN 14-09-68584). 	<p>Retain for 1 year after transcribed and verified <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68584 Rev. 1	<p>Internal Review/Investigation (Formal Discipline Imposed)</p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency regulations/orders, federal, state or local statute, where charges are sustained and formal discipline is imposed.</p> <p>Formal discipline includes any sanction that penalizes an employee financially through loss of pay or accrued leave (e.g., demotion, suspension, removal, leave without pay, etc.).</p> <p>Investigative records (regardless of format) include, but are not limited to:</p> <ul style="list-style-type: none"> • Statements by complainant, employee, witnesses, etc.; • Recordings (regardless of format or source); • Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.); • Other investigative reports and communications (Internal Affairs, etc.); • Final action summary (memo, correspondence, log, report); • Notification of termination provided to the Washington State Criminal Justice Training Commission pursuant to RCW 43.101.135. <p>Excludes:</p> <ul style="list-style-type: none"> • Investigations of notorious/historically significant incidents covered by Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 16-03-68974). • Recordings (after they have been transcribed verbatim) that are covered by Internal Review/Investigation – Records (Transcribed Verbatim) (DAN 16-03-68975). • Criminal investigation case files, which are covered elsewhere in this retention schedule. <p>Note: Includes confidential records, which will retain their confidentiality in accordance with RCW 40.14.030(2).</p>	<p>Retain for 6 years after completion of disciplinary action and 3 years after minor reaches age 18, if minor involved in incident</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68536 Rev. 1	<p>Internal Review/Investigation (Formal Discipline Not Imposed)</p> <p>Records relating to internal review/investigation of agency employee conduct and/or allegations of misconduct or violation of agency regulations/orders, or federal, state or local statute, where formal discipline is not imposed.</p> <p>Includes incidents where:</p> <ul style="list-style-type: none"> • Agency response is determined to be within policy/procedure; • Employee is exonerated and/or charges are determined to be unsustainable, unfounded, or inconclusive; • Charges are sustained and informal discipline is imposed (written or verbal reprimands, memoranda, counseling, retraining or additional corrective training, etc.). <p>Investigative records (regardless of format) include, but are not limited to:</p> <ul style="list-style-type: none"> • Statements by complainant, employee, witnesses, etc.; • Incident reports (including Use of Force, discharge of weapon, fleet accident, etc.); • Recordings (regardless of format or source); • Other investigative reports and communications; • Final action summary (memo, correspondence, log, report). <p>Excludes:</p> <ul style="list-style-type: none"> • Notorious/historically significant incidents covered by Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 16-03-68974). • Incidents where formal discipline is imposed covered by Internal Review/Investigation (Formal Discipline Imposed) (DAN 14-09-68584). • Recordings (after they have been transcribed verbatim) that are covered by Internal Review/Investigation – Recordings (Transcribed Verbatim) (DAN 16-03-68975). • Criminal investigation case files, which are covered elsewhere in this retention schedule. 	<p>Retain for 6 years after final disposition and 6 years after completion of informal disciplinary action, if imposed and, if minor is involved in incident, 3 years after minor reaches age 18</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68580 Rev. 0	<i>Investigational Conversation Transcriptions</i> Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68581 Rev. 0	<i>Investigative Funds</i> Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to: <ul style="list-style-type: none"> • Expense vouchers; • Receipt books for funds spent; • Ledgers; • Receipts for purchases. 	Retain for 10 years after date of last expenditure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-03-68976 Rev. 0	<i>Juvenile Records -- Destruction Eligibility Notification Received from Juvenile Court</i> Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with RCW 13.50.270(1)(b). Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005).	Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-03-68977 Rev. 0	Juvenile Records -- Destruction Ordered by Court Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.270(3) or any (other) court order. Excludes the notification of destruction and the records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005).	Upon receipt of court order, Destroy juvenile records	NON-ARCHIVAL NON-ESSENTIAL OPR
16-03-68978 Rev. 0	Juvenile Records -- Juvenile Attains Age 23 Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age and where the agency has developed procedures for the routine destruction of certain records pursuant to RCW 13.50.270(4). Excludes records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005).	Retain until juvenile attains 23 years of age, <i>then</i> Destroy according to agency policy/procedures	NON-ARCHIVAL NON-ESSENTIAL OPR
16-03-68979 Rev. 0	Juvenile Records -- Pardon Notification Received from Office of the Governor Juvenile records relating to an individual who has been granted a full and unconditional pardon by the Governor, and where the Office of the Governor has notified the agency in accordance with RCW 13.50.270(2). Excludes the notification of pardon and the records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005).	Upon receipt of pardon notification received from the Office of the Governor, Destroy juvenile records within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68583 Rev. 0	Major Accident Response and Reconstruction (MARR) Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to: <ul style="list-style-type: none"> Accident scene drawings and measurements; Crash data logs. 	Retain for 50 years after conclusion of investigation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
14-09-68585 Rev. 0	National Crime Information Center (NCIC) Inquiry Logs Logs documenting all NCIC/III inquiries performed by the agency.	Retain until completion of Washington State Patrol audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68586 Rev. 0	National Incident-Based Reporting (NIBR) Reports prepared on a monthly basis documenting NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.	Retain until date of report <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68587 Rev. 0	<p>Non-Emergency Reports</p> <p>Reports of non-emergency crimes or incidents received by law enforcement agencies. Does not include calls or reports received by designated public safety answering points. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports of non-emergency incidents received via phone or web-form; • Master recordings of non-emergency calls received. <p>Excludes:</p> <ul style="list-style-type: none"> • 911 conversation recordings; • Computer-Aided Dispatch (CAD) - Incident Files • Incident reports. 	<p>Retain for 90 days after report received or conclusion of dispatch action</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68588 Rev. 0	<p>Off-Duty Authorizations and Commissions</p> <p>Records relating to authorizations for individuals to perform law enforcement functions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Extensions of authority; • Special police commissions. 	<p>Retain for 6 years after termination of authorization or commission</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68589 Rev. 0	<p>Organized Crime</p> <p>Records relating to the investigation of organized crime. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Criminal Activity Profiles (CAPs); • Incidental documents; • Name/individual subject records. 	<p>Retain for 3 years after conclusion of investigation</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68590 Rev. 0	<i>Police Daily Activity Logs</i> Log of all crimes reported to the university police. Required by the Clery Act 20 USC 1092(f)(4).	Retain for 7 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68591 Rev. 1	<i>Polygraph Tests</i> Records relating to polygraph examinations administered as part of a criminal case investigation. Includes, but is not limited to: <ul style="list-style-type: none"> • Uninterpreted polygraph results; • Interpretive reports. Excludes polygraph tests administered for non-criminal purposes covered by Background Checks/Tests/Investigations (Non-Criminal) (DAN 16-03-68973).	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68592 Rev. 0	<p>Property Forfeited</p> <p>Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use; • Forfeiture hearing tapes. <p>Excludes records relating to property retained for law enforcement use in accordance with Chapters 63.32, 63.40, and 63.42 RCW.</p> <p>Note: RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</p>	<p>Retain for 7 years after date of forfeiture <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68593 Rev. 0	<p>Property Registration</p> <p>Records relating to personal property registered with the agency for recovery if lost or stolen.</p>	<p>Retain until no longer needed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68594 Rev. 0	<p>Property Seizure/Disposition</p> <p>Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds. 	<p>Retain for 6 years after disposition of property <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68595 Rev. 0	<p>Radio Logs</p> <p>Logs documenting incoming and/or outgoing emergency radio communications.</p>	<p>Retain for 60 days after date of entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68596 Rev. 1	<p><i>Recordings from Mobile Devices – Incident Identified</i></p> <p>Recordings, created by the law enforcement agency using mobile recording devices, that are known to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes all mobile recordings, regardless of where recording device is mounted, such as:</p> <ul style="list-style-type: none"> • Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all-terrain vehicle (ATV), bike, scooter, etc.); • Dogcam (on an animal’s body - canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). <p>Excludes recordings of private communications intercepted pursuant to RCW 9.73.040 which are covered by Intercepted Communications/Conversations – Recorded (DAN 14-09-68579).</p>	<p>Retain until matter resolved and until exhaustion of appeals process</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-12-69031 Rev. 1	<p>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW 42.56.240)</p> <p>Recordings, created by the law enforcement agency using body worn cameras, provided that the recording is:</p> <ul style="list-style-type: none"> • Captured using a body worn camera subject to RCW 42.56.240; and, • Not known to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Recordings from Mobile Devices – Incident Identified (DAN 14-09-68596); • Intercepted Communications/Conversations – Recorded (DAN 14-09-68579) <p>Note: Retention based on 60-day requirement for certain body worn camera recordings (RCW 42.56.240).</p>	<p>Retain for 60 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68598 Rev. 0	<p>Ride-Along Program</p> <p>Records relating to public participation in agency Ride-Along programs.</p>	<p>Retain for 3 years after date of ride-along <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68599 Rev. 0	<p>Roll Call Files</p> <p>Records relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.</p>	<p>Retain for 1 year after date of event <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-05-35397 Rev. 0	<i>Security and Privacy Act Agency Listing</i> Provides a record of certified criminal justice agencies to whom classified information can be released.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68600 Rev. 0	<i>Special Weapons and Tactics (SWAT)</i> Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case file.	Retain for 2 years after completion of mission/operation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
14-09-68601 Rev. 0	<i>Strip/Body Cavity Searches</i> Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150. Includes, but is not limited to: <ul style="list-style-type: none"> • Authorizations and warrants; • Statements of results/reports. 	Retain for 6 years after date of search <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68602 Rev. 0	<p><i>Suspension/Trespass/Expulsion Notices</i></p> <p>Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Transit suspensions; • Trespass notices; • Expulsion notices. 	<p>Retain for 1 year after cancelled or expired and exhaustion of appeals process</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68603 Rev. 0	<p><i>Suspicious Matter Testing</i></p> <p>Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Test requisitions; • Testing and analysis notes, data and reports (Findings of Fact report, leaf marijuana test notes, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Suspicious matter testing logs covered by Suspicious Matter Testing - Logs (DAN 14-09-68604); • Testing reports and other testing records that are part of a case file. 	<p>Retain until disposition of pertinent case file</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68604 Rev. 0	<i>Suspicious Matter Testing - Logs</i> Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter. Excludes suspicious matter test records covered by Suspicious Matter Testing (DAN 14-09-68603).	Retain for 3 years after date of last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68605 Rev. 0	<i>Vehicle Histories</i> Records relating to information compiled on vehicle types and/or models involved in criminal activities.	Retain until no longer needed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68606 Rev. 0	<i>Weapons (Agency-Issued)</i> Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel. Includes, but is not limited to: <ul style="list-style-type: none"> Records of issuance, gift, and loss; Records of inspection, maintenance, and certification. 	Retain for 3 years after disposal of weapon <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

GLOSSARY

Appraisal

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

Archival (Appraisal Required)

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

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

Archival (Permanent Retention)

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

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

Disposition

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

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

Disposition Authority Number (DAN)

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

Essential Records

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

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

Non-Archival

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

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

Non-Essential Records

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

OFM (Office Files and Memoranda)

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

RCW 40.14.010 – Definition and classification of public records.

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

OPR (Official Public Records)

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

RCW 40.14.010 – Definition and classification of public records.

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

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

Public Records

RCW 40.14.010 – Definition and classification of public records.

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

Records Series

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

State Records Committee

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

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

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