

GENERAL RECORDS RETENTION SCHEDULE for COUNTY CLERK AND CLERK OF THE SUPERIOR COURT

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFICATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-01	ABANDONED OR UNCLAIMED PROPERTY REPORTS Office copy of Report of Unclaimed or Abandoned Property sent to the Department of Revenue or unclaimed and undeliverable restitution transmitted in accordance with RCW 7.68.290. Reference to surrender to Department of Revenue should be recorded in case file. Does not include exhibits.	OFM	6 years	Destroy when obsolete or superseded	GS65-01-01	Reference RCW 7.68.290 – See Appendix C.
CC01-02	ABSTRACT OF JUDGMENT May be discontinued record; replaced by civil case file. Official documentation of Superior Court proceedings and filings. May include sealed documents, published depositions, and exhibits.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-02	Please contact your Regional Archivist before destroying original record.
CC01-03	ACCOUNT RECONCILIATION RECORDS- LOCALLY OR AUTOMATICALLY PREPARED Reports indicating reconciliation of bank statements with check registers and/or account ledgers.	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
CC01-04	ACCOUNTING CORRESPONDENCE Accounting related letters and attached materials sent and received during the course of agency business.	OFM	2 years – elected official, executive, and department head files are potential archival – See remarks	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
CC01-05	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records series organized by issue, person, subject, or other areas of interest. May include topical files containing correspondence and data relating to a particular topic. Usually involves procedure, policy, personnel, and management information.	OFM	Keep no longer than 2 years – elected official, executive and department head files are potentially archival – See remarks	Destroy when obsolete or superseded	GS50-01-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives. NOTE: It is recommended that working files remain in the office as long as the topic of the file is effective and for so long as it is or may be important to preserve the history of the topic.
CC01-06	ANNUAL REPORTS Any report, whether required or optional, issued by the office which provides an official review of the previous year's activities.	OFM	Clerk of governing council, commission, or board – PERMANENT – 1 copy archival – See remarks	Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist before destroying original record.

FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG	FOR THE STATE AUDITOR – George Geyer	THE STATE ARCHIVIST – Phillip Coombs
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CC01-07	ARBITRATION FILES Any data pertaining to a county's mandatory arbitration, to the extent that the data within the arbitration file are not made a part of the case file.	OPR	Until time for filing appeal from arbitration award has expired	Destroy when obsolete or superseded	GS65-01-03	
CC01-08	ATTENDANCE RECORD - JUROR Office record of juror daily attendance, mileage, and reimbursable expenses, used to prepare cost bill for juror payments.	OPR	6 years	Destroy when obsolete or superseded	GS65-01-04	
CC01-09	ATTENDANCE RECORD – WITNESS Office record of witnesses daily attendance, mileage, and reimbursable expenses, used to prepare cost bill for witness payments.	OPR	Until placed in case file*	Destroy when obsolete or superseded	GS65-01-05	*Place in case file or any approved alternative storage medium.
CC01-10	BANK STATEMENTS May include canceled checks and record of debits and credits for daily investment accounts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
CC01-11	BOND DOCKETS May be a discontinued record; replaced by electronic docket entry; hard copy in case file. May have been bound volumes containing the original or copies of bonds filed by administrators, guardians, and executors as security copies of bonds in case files.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-06	
CC01-12	BOOK OF LEVIES May be a discontinued record; probably included post-judgment execution documents and events.	OPR	PERMANENT – Potential archival value	Destroy when obsolete or superseded	GS65-01-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred and preserved at the Regional Archives.
CC01-13	BUDGET & BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES Copy of the officially adopted budget, submitted to executive and/or legislative branch of county government.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
CC01-14	BUDGET & ESTIMATED REVENUE PROJECTIONS Office copy of projections of revenue and expenditures submitted to county government body.	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	

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CC01-15	CASE FILES Official documentation of Superior Court proceedings and filings. May include sealed documents, published depositions, and exhibits. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender after 1978, tax warrant, tax case, territorial, territorial district court case files. See also, "Tax Case Files," "Tax Warrant Case Files", "Territorial Case Files", and "Territorial District Court Case Files." RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender prior to 1978, and family court case files. ESSENTIAL RECORD – See remarks	OPR	PERMANENT – Potential archival value - See remarks	Destroy when obsolete or superseded	GS65-01-08	Some records may be archival or historically valuable as hard copy records. Contact your Regional Archivist for assessment of any such records. Destroy after transfer to any approved alternative storage medium in accordance with requirements of RCW 35.23.065. Before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065 - See Appendix C. Requirements for maintaining electronic case records are addressed elsewhere in this manual. Access to files or individual documents may be restricted by court order.
CC01-16	CASH BOOK May be discontinued record; locally maintained list of receipts and/or disbursements, which may be replaced by Receipt Reporting System (RRS) record of receipts and/or disbursements.	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
CC01-17	CASH REGISTER ADJUSTMENTS SUMMARY Any record reflecting details of any adjustments made to any automated or manual accounting records. Includes Receipt Reporting System (RRS) and any successor system's report reflecting all cash register adjustments made for each accounting day. If all adjustments are included in Journal Detail Report, this records may be deleted and only the Journal Detail Report retained.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
CC01-18	CASH REGISTER BACKUP DISKETTES Daily backups of automated accounting computer. Includes Receipt Reporting System (RRS) and successor systems	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06A-02	

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CC01-19	CASH REGISTER DAILY DETAIL REPORTS Record of every detail of every transaction for each accounting day. May include Receipt Reporting System (RRS) generated reports, its successor system, or other similarly maintained records.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
CC01-20	CASH REGISTER JOURNALS May be discontinued records; replaced by Receipt Reporting System (RRS) Journal Detail Report. Any other periodic non-RRS daily financial transaction recapitulation.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	
CC01-21	CASH REGISTER REVENUE ACCOUNT DISTRIBUTION SUMMARY Any daily or other regularly compiled summary reflecting the distribution of receipts into revenue reporting codes, including BARS/ARMS standard Washington revenue codes and any successor or local revenue distribution method. Includes Receipt Reporting System (RRS) or successor system report reflecting distribution of receipts into various county and state funds, by revenue code. This record must be preserved as a separate record as long as individual counties have the ability to alter the BARS/ARMS distribution tables.	OFM	6 years	Destroy when obsolete or superseded	GS65-01-45	
CC01-22	CASH REGISTER TAPES Office copy of receipts given to payers.	OFM	Finance Office keeps primary copy 6 years	Destroy when obsolete or superseded	GS50-03A-21	
CC01-23	CHECK REGISTERS Ledger showing deposits and withdrawals in Clerk's or other checking and/or investment accounts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
CC01-24	CHECKS, CANCELED Clerk's bank checks returned by bank once negotiated by payee.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
CC01-25	CLERK'S MINUTE BOOK Separate collection of clerk's notes of proceedings if not originally placed in case file. May be minutes recorded on court calendars, bound and retained without transfer to case file.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-09	Destroy after transfer to approved alternative storage medium has been verified; before transfer it is recommended that electronic docket entry "copy case" be printed and placed in case file as the first viewable document.

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CC01-26	CONTRACTS Written statement of terms of agreement between office and another office, agency, or individual; AKA: Agreements.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
CC01-27	COST BILL – JUROR Any records used to compute payments owed to jurors. Includes per diem, mileage, and any other reimbursable expenses.	OPR	6 years	Destroy when obsolete or superseded	GS65-01-10	
CC01-28	COST BILL – WITNESS Claim for witness fees, mileage, per diem, and any other reimbursable expenses approved by the court.	OPR	6 years	Destroy when obsolete or superseded	GS65-01-11	Place in case file or any approved alternative storage medium.
CC01-29	COURT REPORTER/RECORDER NOTES /TAPES/ DISKETTES Paper record or approved electronic storage of record of court proceedings, including audio and video records.	OPR	MINIMUM – CIVIL: Termination of case plus 6 years MINIMUM – CRIMINAL – Termination of case plus 15 years MINIMUM CAPITAL PUNISHMENT – Until death of defendant	Destroy when obsolete or superseded	GS65-01-12	Reference RCW 36.23.070, and SPRC-7. Electronic notes must be backed up, migrated and delivered to the clerk in a format that is approved by State Archives as set forth in statute or administrative code. The clerk may require paper notes if no appropriate environment for storage of electronic data is available to the clerk. Court reporting machines that have no back up mechanism are not recommended.
CC01-30	DAILY ORDER JOURNALS / DAILY MICROFILM Various used to describe chronological listing of documents and events in particular cases. Generally replaced by electronic docket entry. May be open and/or restricted-access records. Also includes "daily microfilm" or "security microfilm" of documents as the "journal " required of RCW 36.23.030. ESSENTIAL RECORD – See remarks.	OPR	PERMANENT – See remarks	Destroy when obsolete or superseded	GS65-01-13	This records series should be protected from loss or damage by storage of a security microfilm backup. Destroy original record after transfer to approved alternative storage medium
CC01-31	DAY BOOKS May be discontinued record. List of documents delivered to the clerk for filing.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-14	This records series should be protected from loss or damage by storage of a security backup.
CC01-32	DEPOSIT SLIPS Record of bank or savings institution deposit transactions.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	

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CC01-33	DEPOSITIONS, PUBLISHED Published depositions become part of the permanent court record.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-15	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Destroy after transfer to approved alternative storage medium.
CC01-34	DEPOSITIONS, UNPUBLISHED/UNOPENED	OPR	With court order – 60 days After final judgment – 6 years	Destroy when obsolete or superseded	GS65-01-16	Discontinued record series as of 9/89. A copy of the cover with the file date should be maintained as part of the permanent record.
CC01-35	DIKE DISTRICT FILES May be filed in civil files series. Court orders establishing Dike Districts, compensation for lands and appointment of Commissioners.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-17	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium.
CC01-36	DIKING AND DRAINAGE DISTRICT JOURNALS May be discontinued record; chronological listing of documents and events pertaining to a particular Dike and Drainage District.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-18	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup.

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CC01-37	DOCKET Various used to describe alphabetic or numerical listing of cases, chronology of events within particular cases and the schedule of cases heard during a particular span of time. Replaced by electronic record index and docketing. May be open and/or restricted-access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender files on or after July 1, 1978, judgment or execution, tax warrant, tax, coroners, civil appeals, civil, bond, criminal appeal and trial dockets. Access to files or documents may be restricted by court order. RESTRICTED-ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, family court dockets.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-19	This records series should be protected from loss or damage by storage of a security backup.
CC01-38	DOMESTIC VIOLENCE ORDERS The order delete report documents Domestic Violence Protection orders deleted from JIS.	OFM	3 years	Destroy when obsolete or superseded	GS65-01-20	Due to the early design and instructions for implementation, some orders were improperly entered. The only way to correct has been to delete the JIS and re-enter.
CC01-39	EMPLOYMENT APPLICATIONS WHEN HIRED Written record of professional and biographical data submitted by job applicants. May become part of personnel record/employee history files.	OFM	Termination plus 6 years	Destroy when obsolete or superseded	GS50-04B-06	
CC01-40	EMPLOYMENT APPLICATIONS WHEN NOT HIRED Copies of employment applications submitted by applicants who were not hired.	OFM	Personnel Office keeps primary copy 3 years	Destroy when obsolete or superseded	GS50-04B-01	
CC01-41	EXECUTION DOCKET/INDEX May be discontinued record; replaced by electronic record; hard copy in case file. Chronological and/or alphabetic listing of judgments and post-judgment documents and events.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-21	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Before transfer it is recommended that an electronic “copy case” be printed and placed in case file as the first viewable document.
FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG		FOR THE STATE AUDITOR – George Geyer			THE STATE ARCHIVIST – Phillip Coombs	

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CC01-42	EXHIBITS CIVIL EXHIBITS: May include civil exhibits marked but not offered, marked but rejected, and those admitted, transcripts, and exhibits included in appeals from lower courts and administrative agencies. CRIMINAL EXHIBITS: May include unpublished depositions and criminal exhibits marked but not offered, marked but rejected and those admitted. Does not include published depositions, as they are part of the case file.	OPR	For both CIVIL AND CRIMINAL EXHIBITS: 30 days with court orders or Stipulated Order for Return of Exhibits (STPORE) or 6 years after final judgment. For CRIMINAL CAPITAL CASES Until death of defendant Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-22	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Reference RCW 36.23.070, 63.40.010. Reference SPRC 7. See Appendix C.
CC01-43	FEE TRANSMITTALS Office copy of or summary of periodic financial transactions transmitted to County Treasurer; principal transmittal held by County Treasurer.	OPR	County Treasurer keeps 6 years	Destroy when obsolete or superseded	TR01-06-01	
CC01-44	GRAND JURY RECORDS May be discontinued record; records pertaining to matters before any grand jury, may be sealed or unsealed.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-23	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup.

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-45	INDEX Various used to describe alphabetic listing of cases or persons. General replaced by electronic docket entry index. May be open and/or restricted access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender files on or after July 1, 1978, judgment or execution, tax warrant, tax, assignees, bar, dental midwives, drugless healers, osteopaths, chiropractors, medical, notary, bonds of county officials, optometry, powers of attorney, records of wills and attorney indices. Access to files or documents may be restricted by court order. RESTRICTED-ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, family court dockets.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-24	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. Destroy after transfer to any approved alternative storage medium. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-46	JOB DESCRIPTIONS Official published description of duties and required skills/education for a specific staff position within a county office or offices. Official, current, and superseded job descriptions may/should be retained by central personnel.	OFM Should be OPR	Destroy when obsolete or superseded Should add "plus 6 years"	Destroy when obsolete or superseded	GS50-04B-05	
CC01-47	JOURNALS Various used to describe chronological listing of documents and events in particular cases. Generally replaced by electronic docket entry docket. May be open and/or restricted access records. Also includes "daily microfilm" or "security microfilm" of documents as the "journal" required of RCW 36.23.030. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender filed on or after July 1, 1978, judgment or execution, tax warrant and tax case journals. RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, and family court case journals.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-25	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-48	JURY LISTS/QUESTIONNAIRES – MASTER LIST List of all persons eligible to serve as jurors who have been randomly selected for the jury pool.	OFM	Until superseded	Destroy when obsolete or superseded	GS65-01-26	
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CC01-49	JURY LISTS/QUESTIONNAIRES – TERM LIST List of all prospective jurors for a particular jury term, randomly selected from the jury master list. AKA “venire”.	OFM	Until end of term	Destroy when obsolete or superseded	GS65-01-27	
CC01-50	LAND REGISTRATION FILES (TORRENS ACT) May be a discontinued record; may be replaced by civil case file; folder(s) containing all papers filed in a land registration/torrens case.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-28	Please contact your Regional Archivist before destroying original (pre 1900) record. This records series should be protected from loss or damage by storage of a backup. Destroy after transfer to any approved alternative storage media.
CC01-51	LETTERS OF ADMINISTRATION / CONSERVATORSHIP/ GUARDIANSHIP / TESTAMENTARY Instruments issued by the Clerk to enable a person (administrator/conservator/guardian/personal representative) to take charge of a person or property.	OFM	PERMANENT – See remarks	Destroy when obsolete or superseded	GS65-01-29	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-52	MOTHER’S PETITION/PENSION Discontinued record.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-30	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-53	NATURALIZATION RECORDS Various types of naturalization-related records, including declarations of intentions, delayed birth files, naturalization affidavits, notifications of application for admission to US citizenship, orders fixing naturalization terms, petitions and records, petitions, receipts for certificates of citizenship, record of final decrees of citizenship and record of petitions dockets. May be discontinued.	OPR	PERMANENT – Potential archival value - See remarks	Destroy when obsolete or superseded	GS65-01-31	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

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CC01-54	OATHS: BAILIFF, COURT REPORTER, COURT COMMISSIONER, AND OTHERS Oaths signed as part of position. Similar to oaths signed by deputies to other elected officials. May be a part of a miscellaneous electronic (civil) file. See "Official Bond Register" for county officials' bonds, Appendix B	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS65-01-32	
CC01-55	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES Official statements promulgating policies and procedures of the office. ESSENTIAL RECORD – Needs security backup – See remarks.	OPR	PERMANENT as adopted – One copy archival – See remarks	Destroy when obsolete or superseded	GS50-01-24	It is recommended that previous versions of these documents be retained even when superseded, to document the policy or procedures in effect at any given time in the past. Contact your Regional Archivist before destroying original records. The information in this records series should be protected from loss or damage by storage of a security backup.
CC01-56	OFFICIAL BOND FILES File containing official bonds of county officials; may include junior taxing district officials' bonds; clerk's bond is recorded in County Auditor's Office and filed in Treasurer's Office.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-33	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-57	OLD AGE ASSISTANCE CLAIMS Discontinued record. Records containing chronological listing of documents pertaining to requests for financial assistance for elderly persons.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-34	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.
CC01-58	ONE-PARTY CONSENT FILES Those sealed and unsealed wiretap records and reviews of wiretaps, to the extent that they are not made a part of a case file.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-35	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media. Place in case file if unsealed, place in general purpose criminal case file if sealed or no charges filed.

FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG	FOR THE STATE AUDITOR – George Geyer	THE STATE ARCHIVIST – Phillip Coombs
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GENERAL RECORDS RETENTION SCHEDULE for COUNTY CLERK AND CLERK OF THE SUPERIOR COURT

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFI -CATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-59	ORDINANCES AND RESOLUTIONS May be a discontinued series. Refers to official records of county's legislative body.	OPR	PERMANENT – Potential archival value – See remarks	Destroy when obsolete or superseded	GS50-05A-16	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. The information in this records series should be protected from loss or damage by storage of a security backup.
CC01-60	PERSONNEL FILES May include all or some of the following: Application for employment when applicant is hired, recommendations, identification, evaluation reports on employee job performance, investigation reports, records of demotion and promotion, citations, reprimands, letters of recommendation, personal history card. ESSENTIAL RECORD - Needs security backup - See remarks	OPR Should be OFM	Termination plus 6 years - See remarks	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or lostt by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside or outside the agency.
CC01-61	PURCHASE ORDERS Official statement documenting the purchase of commodities, goods, or services not on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
CC01-62	RECEIPTS Records of monies received.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-08	

FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG	FOR THE STATE AUDITOR – George Geyer	THE STATE ARCHIVIST – Phillip Coombs
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GENERAL RECORDS RETENTION SCHEDULE for COUNTY CLERK AND CLERK OF THE SUPERIOR COURT

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFICATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-63	REGISTER Various used to describe alphabetic listing of cases or persons. Generally replaced by electronic index. May be open and/or restricted-access records. PUBLIC ACCESS RECORDS: Adult criminal, civil, domestic, probate, juvenile offender filed on or after July 1, 1978, judgment or execution, tax warrant, tax, assignees, bar, dental, midwives, drugless healers, osteopaths, chiropodists, medical, notary, bonds of county officials, optometry, powers of attorney, records of wills and attorneys indices. RESTRICTED ACCESS RECORDS: Paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights, juvenile offender filed on or before June 30, 1978, and family court dockets.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-36	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media. DISCONTINUED RECORD SERIES: Bar, dental, midwives, drugless healers, osteopaths, chiropodists, medical and optometry registers – Transfer to Regional Archives. DISCONTINUED RECORDS SERIES: Notary register – Transfer to State Department of Licensing.
CC01-64	REQUISITIONS Official statement documenting the request to purchase commodities, goods, or services subject to bid.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-10	
CC01-65	REVENUE PROJECTIONS Projections of revenue submitted to county governing body.	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
CC01-66	SEARCH WARRANT RECORDS Those sealed and unsealed files containing search warrant applications, returns, and other data.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-37	This records series should be protected from loss or damage by storage of a security backup. Place in case file if unsealed, place in general purpose criminal case file if sealed or no charges filed.
CC01-67	SOFTWARE BACKUP DATA Tapes, discs, punch cards, and media providing backup data which is revised and recreated in a regular cycle.	OFM	3 cycles	Destroy when obsolete or superseded	GS50-06A-02	Destroy after transfer to any approved alternative storage media.
CC01-68	SPECIAL INQUIRY RECORDS Records of proceedings before Special Inquiry Judge. Restricted access record.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-38	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage media.

FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG	FOR THE STATE AUDITOR – George Geyer	THE STATE ARCHIVIST – Phillip Coombs
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**GENERAL RECORDS RETENTION SCHEDULE for
COUNTY CLERK AND CLERK OF THE SUPERIOR COURT**

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFI-CATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-69	SUPPORT LEDGER Bound volumes, cards, electronic records, or microfiche showing from whom child support payments are received, dates, and to whom funds are disbursed.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-45	Destroy after transfer to any approved alternative storage medium.
CC01-70	TAX CASE FILES May be discontinued records; replaced by civil case file. File folder(s) containing all papers filed in a delinquent real estate tax case. The documents in the folder have been entered on the electronic docket entry system or a manually prepared docket containing a chronological listing of documents and events.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-39	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065.
CC01-71	TAX WARRANT CASE FILES May be discontinued record; replaced by civil case file. File folder(s) containing all papers filed in a delinquent non-real estate tax case. The documents in the folder have been entered on the electronic docket entry system or a manually prepared docket containing a chronological listing of documents and events.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-40	This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to any approved alternative storage medium; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065.
CC01-72	TERRITORIAL CASE FILES Discontinued record. Official record of Washington Territory cases prior to statehood.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-41	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Reference RCW 36.23.065.

SUPERSEDED

FOR THE ATTORNEY GENERAL – Brian Buchholz, AAG	FOR THE STATE AUDITOR – George Geyer	THE STATE ARCHIVIST – Phillip Coombs
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**GENERAL RECORDS RETENTION SCHEDULE for
COUNTY CLERK AND CLERK OF THE SUPERIOR COURT**

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFICATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-73	TRANSCRIPTS OF JUDGMENT May be discontinued record; an index of or copies of judgments filed with the Clerk; not to be confused with transcripts from District Court or abstracts from other Superior Courts.	OPR	PERMANENT - Potential archival value – See remarks	Destroy when obsolete or superseded	GS65-01-42	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred and preserved at the Regional Archives. This records series should be protected from loss or damage by storage of a security backup. Destroy after transfer to approved alternative storage medium has been verified; before transfer it is recommended that electronic docket entry "copy case" (if any) be printed and placed in case file as the first viewable document.
CC01-74	TREASURER'S RECEIPTS Locally determined form for the periodic transmittal of receipts to the County Treasurer. Usually includes BARS fund and revenue numbers along with cumulative total of receipts for period. Should contain verification that monies were transferred to the County Treasurer	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-08	
CC01-75	TRUST FUND BALANCE REGISTER Periodic record of trust fund balances, usually containing evidence of balance reconciliation.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
CC01-76	TRUST FUND LEDGER The entire record of trust account debits and credits or deposits and withdrawals.	OPR	PERMANENT	Destroy when obsolete or superseded	GS65-01-46	Destroy after transfer to any approved alternative storage medium.
CC01-77	UNCLAIMED PROPERTY REPORTS Annual reports made to the Department of Revenue, listing those monies or items whose owners are unknown or who cannot be located.	OPR	6 years	Destroy when obsolete or superseded	GS65-01-43	Department of Revenue keeps primary copy.

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**GENERAL RECORDS RETENTION SCHEDULE for
COUNTY CLERK AND CLERK OF THE SUPERIOR COURT**

Records Category: COUNTY CLERK & CLERK OF THE SUPERIOR COURT						CC01
RECORDS SERIES	RECORDS SERIES TITLE AND FUNCTION	OPR /OFM CLASSIFI -CATION	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
CC01-78	VERBATIM REPORT OF PROCEEDINGS Written transcript of proceedings or stipulated statement prepared for transmittal to Court of Appeals. The original transcript is docketed in electronic docket entry and sent to the Court of Appeals. A case file may contain transcripts of certain proceedings or portions of proceedings and become part of the case file. Transcripts or tapes are sent to the appellate court, are not kept with the Superior Court case file, and are not returned from the appellate court.	OPR	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS65-01-44	Return unpaid original transcripts to reporter or transcriptionist.
CC01-79	VOUCHERS Copies of all invoices for all funds and purposes with attached supporting documentation.	OFM	County Auditor keeps primary copy 6 years	Destroy when obsolete or superseded	GS50-03A-30	
CC01-80	WORK ORDERS Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

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