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

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

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

### **Disposition of public records**

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

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

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

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

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on February 2, 2022.

*Signature on File*

**For the State Auditor:**  
**Al Rose**

*Signature on File*

**For the Attorney General:**  
**Suzanne Becker**

*Signature on File*

**For the Office of Financial Management:**  
**Gwen Stamey**

*Signature on File*

**Acting State Archivist:**  
**Terry Badger**



## REVISION HISTORY

| Version | Date of Approval | Extent of Revision   |
|---------|------------------|--|
| 1.0     | March 6, 2013    | Consolidation of all existing disposition authorities (with minor, non-substantive revisions). |
| 1.1     | February 2, 2022 | Minor revisions throughout the schedule.   |

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



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## 1. SUPREME COURT RECORDS

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|---|---|--|
| 11-10-62779<br>Rev. 0              | <p><b>Attorney Discipline and Disability Proceedings</b></p> <p>Files on attorneys subject to discipline; includes reprimands, suspensions, and disbarments. Also includes suspensions or other action taken based on disability.</p> <p><i>Note: Some files may be confidential.</i></p>   | <p><b>Retain</b> for 10 years after final disposition of case</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>       | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OPR</p> |
| 90-03-45878<br>Rev. 2              | <p><b>Attorney, LPO and LLLT Admission Orders</b></p> <p>A record of attorneys, limited practice officers and limited license legal technicians admitted to practice in Washington, including the order granting admission, orders authorizing out-of-state swearing in, and recommendations for admission.</p>   | <p><b>Retain</b> for 6 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>   | <p>NON-ARCHIVAL<br/>NON-ESSENTIAL<br/>OPR</p>                              |
| 90-03-45925<br>Rev. 5              | <p><b>Attorney, LPO and LLLT Files</b></p> <p>Files on attorneys, limited practice officers and limited license legal technicians admitted to the Washington State Bar. Includes applications, admission documents. May also include copy of an order of suspension, reinstatement orders, and other changes of status.</p> <p><i>Note: Pursuant to the Admission and Practice Rules, these files must be maintained as confidential.</i></p> | <p><b>Retain</b> for 1 year after resignation, disbarment, or death</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p> | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OFM</p> |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION  |
|------------------------------------|--|--|--|
| 90-03-45909<br>Rev. 1              | <b>Audio Recordings of Oral Argument</b><br>Audio recording of oral argument by attorneys in cases before the courts.  | <b>Retain</b> for 15 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.      | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |
| 08-09-61849<br>Rev. 1              | <b>Capital Case Committee Records</b><br>Original applications, meeting minutes and correspondence pertaining to the committee.  | <b>Retain</b> for 2 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.       | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |
| 90-03-45901<br>Rev. 3              | <b>Case Docket</b><br>A record of cases scheduled for oral argument before the court.  | <b>Retain</b> for 4 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.       | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |
| 90-03-45903<br>Rev. 4              | <b>Case File with Opinion</b><br>All documents filed in each case before the court that is decided by issuance of an opinion. Includes briefs, opinion, orders, correspondence, etc. | <b>Retain</b> for 10 years after final disposition of case<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention. | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION  |
|------------------------------------|---|--|--|
| 99-08-59264<br>Rev. 2              | <b>Case File without Opinion</b><br>All documents filed in any case before the court which is disposed of without the issuance of an opinion by the court.  | <b>Retain</b> for 6 years after final disposition of case<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                             |
| 08-09-61852<br>Rev. 1              | <b>Case Management System</b><br>Electronic database used for docketing of documents received in case files. Includes participant and attorney information, scheduling of motions and oral argument, status of case, and other information.                                 | <b>Retain</b> for 50 years after final disposition of case<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention. | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OPR |
| 96-06-56803<br>Rev. 2              | <b>Circulation Materials</b><br>Documents used in the circulation of cases for decision by the Court, including passing sheets, changes to opinions, memoranda of intention to sign majority, concurrence, or dissenting opinions, votes on opinions and related documents. | <b>Retain</b> for 6 years after mandate or certificate of finality issued<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                             |
| 90-03-45875<br>Rev. 1              | <b>Court Rules and Adoption Orders</b><br>Original orders adopting rules for all levels of Washington's courts. Includes orders publishing proposed rules for comment and comments received. The rules are codified and printed annually.                                   | <b>Retain</b> for 10 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.      | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|--|---|--|
| 90-03-45907<br>Rev. 1              | <b>Department Motion Calendar</b><br>The agenda for the motion calendar heard by the Departments of the Court.   | <b>Retain</b> for 2 years after end of calendar year<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                             |
| 90-03-45880<br>Rev. 1              | <b>En Banc Conference Agenda and Minutes</b><br>Agenda and minutes of meetings of en banc meetings of the justices to consider procedural, administrative and other matters. May also include Bar matters. | <b>Retain</b> for 2 years after end of calendar year<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                             |
| 90-03-45914<br>Rev. 1              | <b>History of Supreme Court and Justices</b><br>Various materials, including newspaper clippings, photos, reports, lists, etc. pertaining to the Justices and the history of the court.                    | <b>Retain</b> for 2 years after end of Justice's term<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention. | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |
| 08-09-61848<br>Rev. 0              | <b>Law Clerk Register</b><br>General information on law clerks that have served with the Court, indexed by name of law clerk, by justice, and by date.   | <b>Retain</b> for 25 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention. | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|---|---|--|
| 90-03-45899<br>Rev. 2              | <p><b>Legal Interns APR 9</b><br/>Applications and orders admitting legal interns under APR 9.<br/><i>Note: The legal intern applications are confidential pursuant to the Admission and Practice Rules (APR).</i></p>  | <p><b>Retain</b> for 6 years after end of calendar year<br/><i>then</i><br/><b>Transfer</b> to Washington State Archives for permanent retention.</p>       | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OPR</p> |
| 90-03-45879<br>Rev. 2              | <p><b>Limited Practice Admissions (APR 8)</b><br/>A record of attorneys admitted to limited practice under APR 8, including interim admissions, house counsel admissions and indigent representation admissions. Includes application and Washington State Bar Association (WSBA) recommendation for admission, admission order, as well as voluntary cancellations and revocations.<br/><i>Note: Applications are confidential pursuant to the Admission and Practice Rules (APR).</i></p> | <p><b>Retain</b> for 6 years after cancellation or revocation<br/><i>then</i><br/><b>Transfer</b> to Washington State Archives for permanent retention.</p> | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OPR</p> |
| 90-03-45876<br>Rev. 3              | <p><b>Miscellaneous Orders</b><br/>Orders of the Supreme Court not related to cases before the court, including orders relating to boards, commissions, committees, court closures, proclamations, etc.</p>   | <p><b>Retain</b> for 15 years after end of calendar year<br/><i>then</i><br/><b>Transfer</b> to Washington State Archives for permanent retention.</p>      | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OPR</p> |





| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|--|---|--|
| 90-03-45882<br>Rev. 1              | <b><i>Oaths of Office by Justices and Departmental Employees</i></b><br>A copy of the oath of office, resignations and other documents related to justices and departmental appointments (Clerk, Deputy Clerk, Commissioner, Deputy Commissioner, Law Librarian, and Reporter of Decisions). Includes orders making departmental appointments.<br><i>Note: Some of the original oaths are filed with the Secretary of State, and only a copy is kept by the Clerk.</i> | <b>Retain</b> for 50 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention. | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |
| 90-03-45892<br>Rev. 1              | <b><i>Pro Tem Judges for the Court of Appeals</i></b><br>Orders signed by the chief justice assigning temporary judges to the Court of Appeals pursuant to RCW 2.06.150.   | <b>Retain</b> for 6 years after date of order<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.         | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OPR |
| 22-02-69646<br>Rev. 0              | <b><i>Requests for Copies of Case or Administrative Records</i></b><br>Correspondence requesting copies of case or administrative records.<br><i>Note: The Court is not subject to the public records law that applies to agencies (chapter 42.56 RCW) so the general schedule cannot be used and the Court needs a special schedule.</i>  | <b>Retain</b> for 2 years from date of request<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                             |
| 90-03-45913<br>Rev. 2              | <b><i>Swearing in Ceremonies and Other Ceremonies</i></b><br>Files on ceremonies for swearing in of justices, swearing in new attorneys, memorials and other court ceremonies and celebrations. Programs, invitations and other information may be included.   | <b>Retain</b> for 4 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.  | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OFM |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|---|---|--|
| 90-03-45894<br>Rev. 2              | <b><i>Trial Judge Reports on Death Penalty Cases</i></b><br>Original reports of the trial judge on case files of defendants sentenced to life without possibility of parole or execution. | <b>Retain</b> for 15 years after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for permanent retention.             | <b>ARCHIVAL</b><br>(Permanent Retention)<br>NON-ESSENTIAL<br>OPR |
| 08-09-61850<br>Rev. 1              | <b><i>Unfiled Papers</i></b><br>Miscellaneous correspondence or pleadings that are not part of a case file.   | <b>Retain</b> for 1 year after end of calendar year<br><i>then</i><br><b>Transfer</b> to Washington State Archives for appraisal and selective retention. | <b>ARCHIVAL</b><br>(Appraisal Required)<br>NON-ESSENTIAL<br>OFM  |



## GLOSSARY

### ***Appraisal***

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

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

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

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

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

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

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

### ***Non-Archival***

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

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

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***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 or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

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.



**INDEXES**

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*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

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