



**WASHINGTON**  
Secretary of State  
Washington State Archives

**Washington State Patrol Records Retention Schedule**  
**Version 1.0 (February 2025)**

**This schedule applies to: Washington State Patrol**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Washington State Patrol relating to the unique functions of patrolling the state’s roadways, investigating crimes, providing emergency response and support services, and working collaboratively with other law enforcement agencies. 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 agency 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 Washington State Patrol are revoked. The Washington State Patrol must ensure that the retention and disposition of public records are 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 5, 2025.

Signed by:

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**For the State Auditor:**

**Al Rose**

Signed by:

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**The State Archivist:**

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*Washington State Patrol Records Retention Schedule*  
*Version 1.0 (February 2025)*

## REVISION HISTORY

| Version | Date of Approval | Extent of Revision   |
|---------|------------------|--|
| 1.0     | February 5, 2025 | Consolidation of all existing disposition authorities and major revision of entire schedule. |

For assistance and advice in applying this records retention schedule,  
please contact the Washington State Patrol's Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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**1. OFFICE OF THE CHIEF**

This section covers records relating to the Office of the Chief (OOC), including the function of oversight of day-to-day operations of the agency.

| <p><b>1.1 BUDGET AND FISCAL SERVICES DIVISION</b><br/> <i>This section includes records relating to the management of the agency’s budget and financial transactions that are either not covered by or are exceptions to the State Government General Records Retention Schedule (SGGRRS).</i></p> |  |   |   |
|--|--|---|---|
| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN)   | DESCRIPTION OF RECORDS   | RETENTION AND<br>DISPOSITION ACTION   | DESIGNATION                                   |
| <p>89-06-44472<br/>Rev. 4</p>  | <p><b><i>Time and Activity Reports (TARS)</i></b><br/>                     Records documenting the hours worked, leave taken, and duties performed by agency staff within each pay period, used to compile individual and division performance statistics and analyze patrol areas and activity to determine staffing needs.<br/>                     Includes, but is not limited to, contacts made and violations cited during each shift.</p> | <p><b>Retain</b> for 10 years after end of calendar year<br/><br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>NON-ESSENTIAL<br/>OFM</p> |



**1.2 GOVERNMENT AND MEDIA RELATIONS**

*The activity of coordinating agency legislation with committees, legislators, and other agencies, coordinating the agency’s statewide media relations, and equipment and standards review, where not covered in SGGRRS.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 89-11-45216<br>Rev. 1              | <p><b>Permitting – Authorized Emergency Vehicles</b></p> <p>Records relating to the issuance, suspension, and/or revocation of emergency vehicle permits allowing the installation of sirens and red emergency lights on private vehicles, in accordance with RCW 46.37.194 and chapter 204-36 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Permit application, including copy of vehicle registration, proof of insurance, identifying information for individuals authorized to operate the vehicle, and authorization from the jurisdiction(s) where the vehicle will be used, etc.;</li> <li>• Certification of inspection by agency of installed emergency equipment (if permit is approved);</li> <li>• Notice of suspension or revocation.</li> </ul> | <p><b>Retain</b> for 6 years after expiration/suspension/revocation/denial of permit</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 2. COMMERCIAL VEHICLE ENFORCEMENT BUREAU

This section covers records relating to the Commercial Vehicle Enforcement Bureau, including the function of protecting state infrastructure by ensuring commercial motor vehicle compliance with regulations through the enforcement of size, weight, and load laws.

| 2.1 COMMERCIAL VEHICLE DIVISION – TOWING AND WRECKING  |   |  |                                      |
|--|---|--|--------------------------------------|
| <p><i>The activity of promoting safe travel of commercial vehicles on state highways through appointment of tow truck operators and performing inspections and investigating complaints regarding towing businesses, wrecking yards, scrap processors, and hulk haulers.</i></p> |   |  |                                      |
| DISPOSITION AUTHORITY NUMBER (DAN)   | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
| 25-02-69814<br>Rev. 0  | <p><b>Appointment of Towing Operators</b></p> <p>Records documenting the appointment of registered tow truck operators to perform towing and impound services on state and interstate highways at the request of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and supporting documents;</li> <li>• Executed letters of agreement (LOAs), supplements, amendments, and addenda;</li> <li>• Identifying information and criminal history information regarding individual tow company employees who will be providing services.</li> </ul> | <p><b>Retain</b> for 6 years after expiration of agreement/denial of application</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 89-12-45229<br>Rev. 2  | <p><b>Towing/Wrecking Business Inspections</b></p> <p>Records documenting the inspection of towing, wrecking, scrapping, and hulk hauling businesses, in accordance with RCW 46.55.040 and chapters 46.79 and 46.80 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Inspection forms;</li> <li>• Related communications.</li> </ul>   | <p><b>Retain</b> for 6 years after completion of inspection</p> <p><i>then</i></p> <p><b>Destroy.</b></p>                      | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**2.2 MOTOR CARRIER SAFETY DIVISION**

*The activity of ensuring safe travel of commercial vehicles in the state through reviews, audits, and inspections.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 25-02-69827<br>Rev. 0              | <b>Commercial Motor Vehicle Inspections</b><br>Records relating to the periodic inspection of commercial vehicles with respect to vehicle equipment, driver qualifications, and hours of service, in accordance with chapter 46.32 RCW.  | <b>Retain</b> for 6 years after completion of inspection<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 03-11-60588<br>Rev. 2              | <b>Compliance Reviews – Motor Carriers</b><br>Records documenting periodic audits of motor carriers to ensure that they are in compliance with applicable federal and state regulations.   | <b>Retain</b> for 6 years after completion of audit<br><i>then</i><br><b>Destroy.</b>      | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 88-11-43183<br>Rev. 3              | <b>School Bus and Limousine Safety Inspections</b><br>Records relating to safety inspections of school buses in accordance with WAC 392-143-035 and area limousine services in accordance with RCW 46.72A.030.   | <b>Retain</b> for 6 years after completion of inspection<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 88-10-43068<br>Rev. 2              | <b>Static and Portable Scales</b><br>Records relating to the periodic inspection of scale facilities, including static and portable scales, to verify compliance with applicable requirements.<br><br>Includes, but is not limited to:<br><ul style="list-style-type: none"> <li>• Certificates of inspection;</li> <li>• Related communications.</li> </ul> Excludes records relating to the design, construction, and maintenance of scale facilities, covered in the Asset Management section of <i>SGRRS</i> . | <b>Retain</b> for 6 years after completion of inspection<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





**2.2 MOTOR CARRIER SAFETY DIVISION**

*The activity of ensuring safe travel of commercial vehicles in the state through reviews, audits, and inspections.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND<br>DISPOSITION ACTION   | DESIGNATION   |
|--|---|---|---|
| 88-11-43186<br>Rev. 0                    | <p><b><i>Weighing Operation Report</i></b><br/>                     Provides a record of weighing activity for all state Scale Houses and portable weighing operations.</p> | <p><b>Retain</b> for 5 years after end of fiscal year<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |



**2.3 PROPERTY MANAGEMENT DIVISION**

*The activity of managing the agency’s facilities and other physical assets, where not covered in SGGRRS.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 25-02-69853<br><br>Rev. 0          | <p><b><i>Weapons (Agency-Issued)</i></b></p> <p>Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel, as well as the use of tasers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records of issuance, gift, and loss;</li> <li>• Records of inspection, maintenance, and certification.</li> <li>• Records monitoring taser status and use, such as taser armed event logs.</li> </ul> <p><i>Note: In the event of a use of force review involving use of a taser, a copy of the armed event log would also be retained under Internal Review/Post-Incident Analysis (Routine) (DAN 25-02-69844), Internal Review/Post-Incident Analysis – Incident Management Team (IMT) (DAN 25-02-69843), or Complaints, Grievances, and Misconduct Records (Commissioned Officers) (DAN 25-02-69828), depending on details of the event.</i></p> | <p><b>Retain</b> for 3 years after disposal of weapon<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



### 3. FORENSIC LABORATORY SERVICES BUREAU

This section covers records relating to the Forensic Laboratory Services Bureau.

| 3.1 CRIME LABORATORY  |   |   |   |
|---|---|---|---|
| <i>The activity of providing forensic science services to criminal justice agencies throughout the state of Washington.</i> |   |   |   |
| DISPOSITION AUTHORITY NUMBER (DAN)  | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
| 04-07-60727<br>Rev. 3   | <p><b>DNA Identification – Convicted Offenders</b></p> <p>Records relating to the collection, submission, and analysis of biological samples (i.e. buccal swab or blood) from convicted offenders for DNA identification in accordance with RCW 43.43.754 and chapter 446-75 WAC. <b>Does not include the actual biological samples themselves, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Sample submission documentation;</li> <li>• DNA profile records;</li> <li>• Laboratory notes;</li> <li>• Reports/results/findings.</li> </ul> | <p><b>Retain</b> for life of agency<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/> <b>ESSENTIAL</b><br/>                     (for Disaster Recovery)<br/>                     OFM</p> |



**3.1 CRIME LABORATORY**

*The activity of providing forensic science services to criminal justice agencies throughout the state of Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 25-02-69830<br><br>Rev. 0          | <p><b><i>Evidence in Custody – Management/Analysis – Crime Lab – Case File Dispositioned</i></b></p> <p>Records relating to the receipt, management, and forensic testing/analysis of evidence submitted to the Crime Lab by law enforcement agencies in relation to a criminal case, <b>where the affiliated case file has been dispositioned</b>. Evidence being documented may include biological evidence (e.g., blood, semen, saliva); material analysis of chemicals (e.g., suspected drugs, fire debris, explosives residue) or trace materials (e.g., clothing fibers, paint chips, shoe or tire impressions); questioned documents (e.g., handwriting, altered documents, machine-generated documents); firearms/toolmarks (e.g., bullets, cartridge cases, burglary tools); friction ridge (e.g., latent prints, fingerprints); and crime scenes (e.g., processing, sketching, photography). <b>Does not include the actual evidence itself, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Request for Laboratory Examination;</li> <li>• Photographs, sketches;</li> <li>• Instrument graphs;</li> <li>• Laboratory notes;</li> <li>• Handwriting exemplar packets;</li> <li>• Reports/results/findings.</li> </ul> | <p><b>Retain</b> for 5 years after disposition of relevant case file<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**3.1 CRIME LABORATORY**

*The activity of providing forensic science services to criminal justice agencies throughout the state of Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION                                       | DESIGNATION   |
|------------------------------------|---|--|---|
| 88-06-42375<br>Rev. 2              | <p><b><i>Evidence in Custody – Management/Analysis – Crime Lab – Case File Not Dispositioned</i></b></p> <p>Records relating to the receipt, management, and forensic testing/analysis of evidence submitted to the Crime Lab by law enforcement agencies in relation to a criminal case, <b>where the affiliated case file has <u>not</u> been dispositioned</b>. Evidence being documented may include biological evidence (e.g., blood, semen, saliva); material analysis of chemicals (e.g., suspected drugs, fire debris, explosives residue) or trace materials (e.g., clothing fibers, paint chips, shoe or tire impressions); questioned documents (e.g., handwriting, altered documents, machine-generated documents); firearms/toolmarks (e.g., bullets, cartridge cases, burglary tools); friction ridge (e.g., latent prints, fingerprints); and crime scenes (e.g., processing, sketching, photography). <b>Does not include the actual evidence itself, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Request for Laboratory Examination;</li> <li>• Photographs, sketches;</li> <li>• Instrument graphs;</li> <li>• Laboratory notes;</li> <li>• Handwriting exemplar packets;</li> <li>• Reports/results/findings.</li> </ul> | <p>Retain for life of agency<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/> <b>ESSENTIAL</b><br/>                     (for Disaster Recovery)<br/>                     OFM</p> |



**3.2 IMPAIRED DRIVING SECTION**

*The activity of testing and maintaining breath test equipment and managing impaired driving programs, including breath testing, drug evaluation and classification, standardized field sobriety testing, and ignition interlock.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
|------------------------------------|--|---|---|
| 05-06-60926<br>Rev. 1              | <p><b>Breath Test Instrument Maintenance Records</b></p> <p>Records documenting repairs, maintenance, and regular checks performed on individual breath test instruments for certification purposes.</p>   | <p><b>Retain</b> for 20 years after disposition of equipment<br/> <i>then</i><br/> <b>Destroy.</b></p>                          | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 89-11-45217<br>Rev. 1              | <p><b>Ignition Interlock Devices – Certification</b></p> <p>Records relating to the agency’s review and certification of ignition interlock devices, in accordance with RCW 43.43.395 and chapter 204-50 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application and documentation submitted by manufacturer;</li> <li>• Field and laboratory testing records for the devices;</li> <li>• Letter of certification (initial issuance or renewal) or denial;</li> <li>• Notice of revocation or surrender of letter of certification.</li> </ul> | <p><b>Retain</b> for 3 years after expiration, revocation, or denial of certification<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |



**3.2 IMPAIRED DRIVING SECTION**

*The activity of testing and maintaining breath test equipment and managing impaired driving programs, including breath testing, drug evaluation and classification, standardized field sobriety testing, and ignition interlock.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69838<br>Rev. 0              | <p><b><i>Ignition Interlock Service Centers and Technicians – Certification</i></b></p> <p>Records relating to the agency’s review and certification of individual service centers (fixed site or mobile site) and technicians that can install, repair, service, or remove a manufacturer’s ignition interlock device, in accordance with RCW 43.43.395 and chapter 204-50 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application and documentation submitted by manufacturer;</li> <li>• Applicant testing records;</li> <li>• Records of any compliance inspections of the service center performed by the agency;</li> <li>• Letter of certification (initial issuance or renewal) or denial;</li> <li>• Notice of revocation or surrender of letter of certification.</li> </ul> | <p><b>Retain</b> for 3 years after expiration, revocation, or denial of certification</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**3.2 IMPAIRED DRIVING SECTION**

*The activity of testing and maintaining breath test equipment and managing impaired driving programs, including breath testing, drug evaluation and classification, standardized field sobriety testing, and ignition interlock.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 25-02-69845<br>Rev. 0              | <p><b>Non-Evidential Breath Test Equipment</b></p> <p>Records relating to equipment used in maintaining evidential breath test instruments and daily business of the Breath Test Program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Portable Breath Test calibration/certification records;</li> <li>• Reference Barometer certification records;</li> <li>• Reference Thermometer certification records;</li> <li>• Dry Gas certifications;</li> <li>• Solution Certificates of Analysis.</li> </ul> <p>Excludes records covered by <i>Simulator Solution Quality Assurance Solution Records (DAN 90-11-46830)</i>.</p> | <p><b>Retain</b> for 10 years after last calibration/certification date<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





**3.2 IMPAIRED DRIVING SECTION**

*The activity of testing and maintaining breath test equipment and managing impaired driving programs, including breath testing, drug evaluation and classification, standardized field sobriety testing, and ignition interlock.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69848<br>Rev. 0              | <p><b>Quality Control and Quality Assurance Records – Breath Testing</b></p> <p>Records documenting that a Washington law enforcement agency’s breath testing policies, procedures, and protocols conform to the WSP Impaired Driving Section’s Quality Management System (QMS).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Method and equipment validation;</li> <li>• Proficiency and competency test records;</li> <li>• Corrective actions;</li> <li>• Policy and Procedure manual document review and approval forms;</li> <li>• Laboratory safety inspection reports;</li> <li>• Audit records.</li> </ul> <p>Excludes records covered by <i>Breath Test Instrument Maintenance Records (DAN 05-06-60926)</i>.</p> | <p><b>Retain</b> for 10 years after last calibration/certification date<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**3.3 TOXICOLOGY LABORATORY**

*The activity of providing evidential laboratory testing and results for forensic cases statewide where alcohol and/or drugs may be involved.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 05-03-60835<br>Rev. 1              | <p><b><i>Evidence in Custody – Management/Analysis – Toxicology Lab</i></b></p> <p>Records documenting the seizure/receipt, processing, analysis, and disposition of evidence acquired by the agency’s Toxicology Laboratory. <b>Does not include the actual evidence itself, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Instrument graphs;</li> <li>• Laboratory notes;</li> <li>• Reports/results/findings;</li> <li>• Evidence in/out logs;</li> <li>• Documentation relating to disposition (destruction, return to jurisdictional agency, etc.).</li> </ul> | <p><b>Retain</b> for 1 year after disposition of pertinent case file<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 05-05-60889<br>Rev. 1              | <p><b><i>Methods, Standards, Controls, and Procedures – Operating Procedures</i></b></p> <p>Records relating to the (SOP) Methods and procedures used to analyze drugs and toxicology cases.</p>  | <p><b>Retain</b> for 50 years after superseded<br/> <i>then</i><br/> <b>Destroy.</b></p>                       | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**3.3 TOXICOLOGY LABORATORY**

*The activity of providing evidential laboratory testing and results for forensic cases statewide where alcohol and/or drugs may be involved.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 05-03-60834<br>Rev. 1              | <p><b>Permitting – Blood Alcohol Analysts</b></p> <p>Records relating to the issuance, cancellation, or denial of blood alcohol analyst permits by the state toxicologist in accordance with WAC 448-14-030.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application;</li> <li>• Results from test samples;</li> <li>• Decision to approve, deny, or cancel permit;</li> <li>• Related correspondence/communications.</li> </ul> <p><i>Note: Retention based on business need to ensure that evidence of analysts’ authorization is available when cases involving tests they have performed go to court.</i></p> | <p><b>Retain</b> for 25 years after expiration/denial/cancellation of permit</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 05-03-60839<br>Rev. 2              | <p><b>Quality Control and Quality Assurance Records – Toxicology Lab</b></p> <p>Records documenting that the laboratory’s policies, procedures, and protocols conform to the Toxicology Lab’s Quality Management System (QMS).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Method and equipment validation documents;</li> <li>• Equipment verification records;</li> <li>• Reagent and chemical logs;</li> <li>• Training records;</li> <li>• Proficiency and competency test records;</li> <li>• Audit records.</li> </ul> <p><i>Note: Retention based on identified business need for these records.</i></p>   | <p><b>Retain</b> for 50 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>                     | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**3.3 TOXICOLOGY LABORATORY**

*The activity of providing evidential laboratory testing and results for forensic cases statewide where alcohol and/or drugs may be involved.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND<br>DISPOSITION ACTION  | DESIGNATION                          |
|--|---|--|--------------------------------------|
| 05-05-60888<br>Rev. 1                    | <b>Reagent Preparation Logs</b><br>Details of analytical reagent preparation. | <b>Retain</b> for 50 years after end<br>of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



#### 4. FIELD OPERATIONS BUREAU – DISTRICT/DIVISION

This section covers records relating to the management of traffic law enforcement, collision investigation, and motorist assists on state and interstate highways within each individual district or division of Washington State Patrol.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69815<br>Rev. 0              | <b>Automated Traffic/Speed Safety Camera Images – Case-Specific</b><br>Images of vehicles and vehicle license plates captured by automated traffic safety cameras and speed safety camera systems as defined in chapter 46.63 RCW, where the images' content is relevant to case investigations or court proceedings.              | <b>Retain</b> for 3 years after case adjudicated or closed (no further action possible)<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 69816<br>Rev. 0                    | <b>Automated Traffic/Speed Safety Camera Images – Not Case-Specific</b><br>Images of vehicles and vehicle license plates captured by automated traffic safety cameras and speed safety camera systems as defined in chapter 46.63 RCW, which <u>do not</u> contain images significant to case investigations or court proceedings. | <b>Retain</b> until verification that a significant image has not been captured<br><i>then</i><br><b>Destroy.</b>         | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|---|---|--|
| 04-07-60732<br>Rev. 2              | <p><b>Case Files – Fatality – Field Operations Bureau (FOB)</b></p> <p>Case reports and files investigated/assembled by the Field Operations Bureau in the course of investigating any incident involving a fatality. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records documenting the seizure/receipt, processing, analysis, and disposition of evidence acquired by the Field Operations Bureau.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Cold cases covered by <i>Case Files – Fatality (Cold Cases) – Field Operations Bureau (DAN 11-04-62448)</i>;</li> <li>Cases transferred from the FOB to the Investigative Assistance Division (IAD) or Criminal Investigation Division (CID), covered by series in the Investigative Assistance Division section.</li> </ul> | <p><b>Retain</b> for 10 years after adjudicated or closed (no further action possible)</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>                | <p><b>ARCHIVAL</b><br/>(Appraisal Required)<br/>NON-ESSENTIAL<br/>OPR</p>  |
| 11-04-62448<br>Rev. 1              | <p><b>Case Files – Fatality (Cold Cases) – Field Operations Bureau (FOB)</b></p> <p>Inactive fatality case files that may result in an arrest and/or prosecution in the future. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Witness statements;</li> <li>Suspect statements;</li> <li>Photographs.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Cases transferred from the FOB to the Investigative Assistance Division (IAD) or Criminal Investigation Division (CID), covered by series in the Investigative Assistance Division section.</li> </ul>  | <p><b>Retain</b> for 75 years after case opened</p> <p><i>and</i></p> <p>until no longer needed for agency business</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> |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 25-02-69820<br>Rev. 0              | <p><b>Case Files – Non-Fatality (DUI Involved) – Field Operations Bureau (FOB)</b></p> <p>Case reports and files investigated/assembled by the Field Operations Bureau in the course of investigating any non-fatality incident involving a driver under the influence of intoxicating liquor or drugs as defined in RCW 46.61.502. Includes, but is not limited to, non-fatality hit and run, vehicle assault, and stolen/recovered vehicle incidents.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records documenting the seizure/receipt, processing, analysis, and disposition of evidence acquired by the Field Operations Bureau.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Records covered by <i>Case Files – Fatality – Field Operations Bureau (FOB) (DAN 04-07-60732)</i>;</li> <li>Records covered by <i>Case Files – Fatality (Cold Cases) – Field Operations Bureau (FOB) (DAN 11-04-62448)</i>;</li> <li>Cases transferred from the FOB to the Investigative Assistance Division (IAD) or Criminal Investigation Division (CID), covered by series in the Investigative Assistance Division section.</li> </ul> | <p><b>Retain</b> for 10 years after adjudicated or closed (no further action possible)<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 89-02-42807<br>Rev. 8              | <p><b>Case Files – Non-Fatality (Routine) – Field Operations Bureau</b></p> <p>Case reports and files assembled by the Field Operations Bureau in the course of investigating any non-fatality incident. Includes, but is not limited to, non-fatality hit and run, vehicle assault, and stolen/recovered vehicle incidents,</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records documenting the seizure/receipt, processing, analysis, and disposition of evidence acquired by the Field Operations Bureau.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Records covered by <i>Case Files – Non-Fatality (DUI Involved) – Field Operations Bureau (DAN 25-02-69820)</i>;</li> <li>Records covered by <i>Case Files – Fatality – Field Operations Bureau (FOB) (DAN 04-07-60732)</i>;</li> <li>Records covered by <i>Case Files – Fatality (Cold Cases) – Field Operations Bureau (FOB) (DAN 11-04-62448)</i>;</li> <li>Cases transferred from the FOB to the Investigative Assistance Division (IAD) or Criminal Investigation Division (CID), covered by series in the Investigative Assistance Division section.</li> </ul> | <p><b>Retain</b> for 5 years after adjudicated or closed (no further action possible)</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69825<br>Rev. 0              | <p><b>Citations/Notices of Infraction – Issued to Officer</b></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"> <li>• Voided citations/tickets;</li> <li>• Receipts for books and/or devices issued;</li> <li>• Related communications, including interoffice communications.</li> </ul> <p>Excludes unissued/blank citation forms covered by <i>Forms – Accountable (DAN GS 12004)</i>.</p>   | <p><b>Retain</b> for 3 years after date of issuance</p> <p><i>or</i></p> <p>until completion of State Auditor’s report, whichever is sooner</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 89-02-42811<br>Rev. 6              | <p><b>Daily Activity Files (Routine Incidents)</b></p> <p>Reports generated by agency officers in the course of investigating incidents where the criteria are not met to open a formal investigation (such as minor non-reportable collisions).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Witness statements;</li> <li>• Suspect statements;</li> <li>• Photographs.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Collision Reporting (DAN 25-02-69826)</i>;</li> <li>• <i>Citations/Notices of Infraction Issued – Driving Under the Influence (DAN 25-02-69823)</i>;</li> <li>• <i>Citations/Notices of Infraction Issued – All Others (DAN 25-02-69824)</i>.</li> </ul> | <p><b>Retain</b> for 5 years after completion of report</p> <p><i>then</i></p> <p><b>Destroy.</b></p>   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69837<br>Rev. 0              | <p><b>GPS/AVL Data – Not Used</b></p> <p>Automatically and continuously generated Global Positioning System/Automatic Vehicle Location (GPS/AVL) data, generated by law enforcement vehicles and devices, that is <b>not</b> used in the dispatching of law enforcement units.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• GPS/AVL data that <b>is</b> used in the dispatching of law enforcement units, covered by <i>Communications – Transient Data (DAN 00-10-59958)</i>.</li> </ul> | <p><b>Retain</b> until no longer needed for agency business<br/><i>then</i><br/><b>Destroy.</b></p>   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 25-02-69839<br>Rev. 0              | <p><b>Impounds/Abandoned Vehicles</b></p> <p>Records relating to vehicles impounded by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Impound/abatement records;</li> <li>• Tow-away notices;</li> <li>• Requests for information;</li> <li>• Notices to owner(s) and/or lien holder(s);</li> <li>• Affidavits;</li> <li>• Transfers of ownership;</li> <li>• Bills of sale;</li> <li>• Hardship requests and approval/denial.</li> </ul>                | <p><b>Retain</b> for 3 years after disposition/release of vehicle<br/><i>or</i><br/>until completion of State Auditor’s report, whichever is sooner<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|--|---|--|
| 25-02-69843<br>Rev. 0              | <p><b>Internal Review/Post-Incident Analysis – Incident Management Team (IMT)</b></p> <p>Records relating to formal analysis by the IMT of a given response event involving the Rapid Deployment Force (RDF) to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Use of force review;</li> <li>• After-action reports.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN 25-02-69828)</i>;</li> <li>• Records covered by <i>Internal Review/Post-Incident Analysis (Routine) (DAN 25-02-69844)</i>.</li> </ul> | <p><b>Retain</b> for 6 years after completion of analysis<br/> <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p> | <p><b>ARCHIVAL</b><br/>                     (Appraisal Required)<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 04-07-60731<br>Rev. 1              | <p><b>Ride-Along Programs</b></p> <p>Records relating to public participation in agency Ride-Along programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Parent/legal guardian permissions for individuals under age 18.</li> </ul> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>   | <p><b>Retain</b> for 3 years after participant’s ride-along<br/> <i>and</i></p> <p>3 years after participant reaches age 18<br/> <i>then</i></p> <p><b>Destroy.</b></p>   | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OFM</p>  |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND<br>DISPOSITION ACTION  | DESIGNATION                          |
|--|---|--|--------------------------------------|
| 89-02-42810<br>Rev. 4                    | <p><b><i>Supervisory Files – Commissioned Personnel</i></b></p> <p>Records relating to the performance/evaluation of limited and fully commissioned officers and trooper cadets throughout the performance period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• District-level corrective, counseling, and discipline records;</li> <li>• Documentation of positive and/or negative feedback;</li> <li>• Annual evaluations.</li> </ul> | <p><b>Retain</b> for 10 years after date of separation from agency<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



## 5. FIRE PROTECTION BUREAU

This section covers records relating to the protection of life, property, and the environment from the devastation of fire through training, inspections, plan review, and firefighter licensing and certification.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 02-10-60433<br>Rev. 1              | <p><b>Contractor Licensing/Certification – Fire Protection Sprinkler Systems</b></p> <p>Records relating to the agency’s licensing of contractors who install, inspect, maintain, or service fire protection sprinkler systems and their components.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications by individuals for Certificate of Competency, including letters of recommendation, certificates of training, and/or resumes;</li> <li>• Applications by individuals or organizations for contractor license;</li> <li>• Approval/denial of license/certificate applications;</li> <li>• Complaints filed against either the organization or certified individuals working for that organization.</li> </ul> | <p><b>Retain</b> for 6 years after license superseded, expired, denied, or revoked</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 95-06-54944<br>Rev. 6              | <p><b>Fire and Life Safety Code Compliance – Care Facilities</b></p> <p>Records relating to the inspection and evaluation of childcare, health care, and residential care facilities for compliance with fire and life safety codes. Inspection results are reported to the appropriate licensing authority (Department of Children, Youth, and Families (DCYF), Department of Social and Health Services (DSHS), or Department of Health).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• License applications;</li> <li>• Inspection and survey reports;</li> <li>• Deficiencies noted;</li> <li>• Corrective actions taken.</li> </ul> <p>Facilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• State School for the Developmentally Disabled;</li> <li>• Group homes;</li> <li>• Adult residential treatment facilities;</li> <li>• Alcohol treatment facilities;</li> <li>• Ambulatory surgical centers;</li> <li>• Boarding homes, daycares, nursing homes, and residential facilities;</li> <li>• Hospitals;</li> <li>• Childbirth centers;</li> <li>• Transient accommodations.</li> </ul> | <p><b>Retain</b> for 6 years after completion of inspection<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
|------------------------------------|---|---|---|
| 07-02-61409<br>Rev. 1              | <p><b>Fire and Life Safety Systems Plan Reviews – Schools</b></p> <p>Records relating to the agency’s review and approval of fire and life safety plans for school construction/remodel/improvement projects, in accordance with RCW 43.44.030.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Plans and specifications;</li> <li>Review documentation, including modification proposals and change orders;</li> <li>Plan approvals.</li> </ul> | <p><b>Retain</b> for 6 years after final approval<br/> <i>then</i><br/> <b>Destroy.</b></p>   | <p>NON-ARCHIVAL<br/>                 NON-ESSENTIAL<br/>                 OPR</p>   |
| 25-02-69832<br>Rev. 0              | <p><b>Fire Investigations – Closed Investigations</b></p> <p>Records relating to investigations of all incidents that <u>do not</u> result in loss of human life and which are resolved as accidents or result in arson convictions.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> <li><i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN 24-12-69833).</i></li> </ul>  | <p><b>Retain</b> for 6 years after conviction<br/> <i>or</i><br/>                 6 years after accident determination<br/> <i>then</i><br/> <b>Destroy.</b></p>  | <p>NON-ARCHIVAL<br/>                 NON-ESSENTIAL<br/>                 OPR</p>   |
| 25-02-69833<br>Rev. 0              | <p><b>Fire Investigations – Incidents That Result in Loss of Human Life</b></p> <p>Records relating to investigations of all incidents that result in loss of human life, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p><i>Note: RCW 9A.04.080 provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p> | <p><b>Retain</b> for 6 years after adjudicated or closed (no further action possible)<br/> <i>or</i><br/>                 10 years after decision not to proceed with investigation<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                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69834<br>Rev. 0              | <p><b>Fire Investigations – Open Investigations of Incidents That Do Not Result in Loss of Human Life</b></p> <p>Records relating to investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN 25-02-69833).</i></li> </ul> <p><i>Note: Retention based on 10-year statute of limitations for filing criminal charges for an arson that does not result in the loss of human life (RCW 9A.04.080).</i></p>          | <p><b>Retain</b> for 10 years after decision not to proceed with investigation</p> <p><i>then</i></p> <p><b>Destroy.</b></p>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 02-10-60435<br>Rev. 2              | <p><b>Fire Service Certification – Agency Accreditation</b></p> <p>Records relating to the Fire Protection Bureau’s ongoing accreditation by the International Fire Service Accreditation Congress (IFSAC) as a public certifying entity providing fire service training in specific disciplines/levels (e.g., driver/operator, fire investigator, hazardous materials technician).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application and supporting documentation;</li> <li>• Notification from IFSAC of approval/denial of (re-)accreditation;</li> <li>• Related correspondence/communications.</li> </ul> | <p><b>Retain</b> for 6 years after end of accreditation</p> <p><i>or</i></p> <p>until superseded by new accreditation</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 02-10-60436<br>Rev. 2              | <p><b>Fire Service Training – Certification of Students</b></p> <p>Records relating to applications by <b>individuals</b> to achieve certification in specific disciplines/levels (e.g., driver/operator, fire investigator, hazardous materials technician) from the Fire Protection Bureau in its capacity as an IFSAC-accredited certifying entity after completing the necessary training.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application and supporting documentation;</li> <li>• Approval or denial of certification;</li> <li>• Related correspondence/communications.</li> </ul> | <p><b>Retain</b> for 6 years after approval/denial of certification</p> <p><i>or</i></p> <p>until superseded by new certification</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 76-05-17157<br>Rev. 4              | <p><b>Fireworks Licensing</b></p> <p>Records relating to the licensing of fireworks manufacturers, importers/exporters, wholesalers, retailers, pyrotechnics operators, and public display operators within Washington state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and supporting documentation;</li> <li>• Related correspondence/communications.</li> </ul>   | <p><b>Retain</b> for 6 years after license superseded, expired, denied, or revoked</p> <p><i>then</i></p> <p><b>Destroy.</b></p>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 6. INVESTIGATIVE SERVICE BUREAU

This section covers records relating to overall administrative and support services to the traffic and investigative programs.

| 6.1 ACCESS (A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM)<br><i>The activity of managing and operating the statewide law enforcement telecommunications system.</i> |   |   |                                      |
|--|---|---|--------------------------------------|
| DISPOSITION AUTHORITY NUMBER (DAN)   | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
| 82-10-30607<br>Rev. 1  | <b><i>National Crime Information Center (NCIC) – Validation Certifications</i></b><br>Certifications received from individual criminal justice agencies that their entries in the National Crime Information Center system are valid, correct, and complete as of the date specified.   | <b>Retain</b> for 6 years after date of certification<br><i>then</i><br><b>Destroy.</b>         | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 00-10-59957<br>Rev. 1  | <b><i>NCIC/WACIC Entry Files</i></b><br>Records documenting the entry of information about specific individuals (e.g., wanted, missing, unidentified, supervised release, violent person) or property (e.g. items, guns, license plates, vehicles) into the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) databases through the statewide law enforcement telecommunications system, A Central Computerized Enforcement Service System (ACCESS). Records are removed from these systems once the person is found/identified, the property is recovered, the record meets NCIC retention, or the entering agency cancels the record when deemed invalid.<br><br>Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Stolen Item/Vehicle entries;</li> <li>• Violent Person (Officer Safety) entries;</li> <li>• Stolen/Lost Gun entries.</li> </ul> | <b>Retain</b> for 1 year after removal of record from systems<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**6.2 COLLISION RECORDS SECTION**

*The activity of managing and retaining the state’s collision records.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND<br>DISPOSITION ACTION  | DESIGNATION   |
|--|--|--|---|
| 25-02-69826<br><br>Rev. 0                | <p><b><i>Collision Reporting</i></b></p> <p>Records relating to the reporting of individual motor vehicle accidents by involved parties and/or local/state law enforcement, in accordance with RCW 46.52.030 and 46.52.070.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Motor Vehicle Collision Reports (MVCR) submitted by individuals involved in a collision;</li> <li>• Police Traffic Collision Report (PTCR) completed by law enforcement;</li> <li>• Subsequent investigation (if any).</li> </ul> <p>Excludes investigation of collisions resulting in a fatality, covered by <i>Case Files – Fatality – Field Operations Bureau (FOB) (DAN 04-07-60732)</i>.</p> | <p><b>Retain</b> for 10 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OFM</p> |



**6.3 CRIMINAL INVESTIGATION DIVISION – VEHICLE IDENTIFICATION NUMBER (VIN) PROGRAM**

*The activity of inspecting vehicles that have been rebuilt after being destroyed or declared a total loss by insurance companies, stolen vehicles, homemade vehicles, or other vehicles without a proper Vehicle Identification Number (VIN).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 77-10-19990<br>Rev. 1              | <b>Application for Assigned Vehicle Identification Number</b><br>Record of inspection and application for a vehicle identification number plate. This plate is affixed to a vehicle or part.                                | <b>Retain</b> for 10 years after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 77-10-19992<br>Rev. 2              | <b>Monthly Inventory Control Report – Pre-Numbered and Blank Vehicle Identification Number (VIN) Plates</b><br>Record of blank and pre-numbered vehicle identification plates listed by control number issued in the field. | <b>Retain</b> for 5 years after end of calendar year<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 77-10-19994<br>Rev. 3              | <b>Motor Vehicle Theft/Recovery Report</b><br>Record of report of stolen motor vehicle.   | <b>Retain</b> for 5 years after end of calendar year<br><i>then</i><br><b>Destroy.</b>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 80-04-24669<br>Rev. 1              | <b>Office Inventory Control Vehicle Identification Number Plates</b><br>Record of all vehicle identification numbers issued to the districts from Vehicle Identification Section.   | <b>Retain</b> for 75 years after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 92-06-50697<br>Rev. 1              | <b>Vehicle Inspection</b><br>Information relating to vehicle inspection.  | <b>Retain</b> for 3 months after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**6.3 CRIMINAL INVESTIGATION DIVISION – VEHICLE IDENTIFICATION NUMBER (VIN) PROGRAM**

*The activity of inspecting vehicles that have been rebuilt after being destroyed or declared a total loss by insurance companies, stolen vehicles, homemade vehicles, or other vehicles without a proper Vehicle Identification Number (VIN).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 80-04-24668<br>Rev. 1              | <b>Vehicle Statement of Fact</b><br>Record of vehicle to which no Washington VIN plate has been affixed.  | <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 |
| 77-MF-19991<br>Rev. 3              | <b>Vehicle Statement of Fact (Microfilm)</b><br>Record of examination and investigation of vehicle to which a Washington Vehicle ID Plate has been affixed. | <b>Retain</b> for 25 years after end of calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**6.4 CRIMINAL RECORDS**

*The activity of maintaining criminal records for both criminal justice and non-criminal justice purposes e.g., fingerprinting for employment (teachers, bus drivers, etc.).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|--|---|--|
| 25-02-69817<br><br>Rev. 0          | <p><b>Background Checks/Tests/Investigations (Non-Criminal)</b></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 <b>unrelated</b> to the agency’s criminal investigation cases.</p> <p>Includes employment-related investigations of employees, volunteers, contractors, etc.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal History Record Information (CHRI) and/or “No Record Found” results;</li> <li>• Fingerprints, analysis, etc.;</li> <li>• Third party references, statements, reports (including credit checks, etc.);</li> <li>• Related communications (regardless of format).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Outside Agency Administrative Investigations (DAN 10-05-62194)</i></li> <li>• <i>Personnel – Employment History Files (DAN GS 03042);</i></li> <li>• <i>Personnel Records (Commissioned Officers, Limited Commissioned Officers, and Trooper Cadets) (DAN 25-02-69846);</i></li> <li>• <i>Recruitment – Employee (DAN GS 03012).</i></li> </ul> | <p><b>Retain</b> for 3 years after request fulfilled<br/><i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| 93-05-54549<br><br>Rev. 3          | <p><b>Biometrics</b></p> <p>Unique and measurable physical characteristics, such as fingerprints, palm prints, footprints, and/or facial measurements, that can be used to identify individuals. Biometric data from individuals with a criminal record and criminal justice applicants are maintained in database systems such as the Automated Biometric Identification System (ABIS).</p> <p><i>Note: Retention based on FBI standard/requirement.</i></p>  | <p><b>Retain</b> for 120 years after date of birth<br/><i>then</i><br/> <b>Destroy.</b></p>   | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OFM |



**6.4 CRIMINAL RECORDS**

*The activity of maintaining criminal records for both criminal justice and non-criminal justice purposes e.g., fingerprinting for employment (teachers, bus drivers, etc.).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 06-06-61199<br>Rev. 1              | <p><b><i>Court Orders – No Corresponding Record in WASIS</i></b></p> <p>Records relating to orders from the court for the agency to destroy, delete, vacate, seal, or otherwise modify an individual’s criminal history record or limit access to it, where there is no corresponding record in WASIS. Includes these records where retained in databases such as the Court Order Logging Application (COLA).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Order received from the court;</li> <li>• Documentation that order was processed;</li> <li>• Documentation of a “Not Found” result in the event that there is no corresponding criminal history record.</li> </ul>                 | <p><b>Retain</b> for 6 years after order received<br/><i>or</i><br/>until corresponding record is identified, <i>whichever is sooner</i><br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 81-01-26796<br>Rev. 4              | <p><b><i>Criminal History Source Documents</i></b></p> <p>Documents that support criminal history record information that has been entered into the Washington State Identification System (WASIS), and retained in databases such as the Criminal History Document Archive and Retrieval (CHDAR) system.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Final dispositions of charges against an individual (e.g., vacates, dismissals, updates, seals, pardons, partial expungements);</li> <li>• Correction notices;</li> <li>• Court orders for individuals with a fingerprint record in WASIS.</li> </ul> <p><i>Note: Retention based on FBI retention standard for these records.</i></p> | <p><b>Retain</b> for 120 years after date of birth<br/><i>then</i><br/><b>Destroy.</b></p>   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**6.4 CRIMINAL RECORDS**

*The activity of maintaining criminal records for both criminal justice and non-criminal justice purposes e.g., fingerprinting for employment (teachers, bus drivers, etc.).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
|------------------------------------|---|---|---|
| 81-01-26794<br>Rev. 3              | <p><b><i>Criminal History Record Information – Non-Conviction Data</i></b></p> <p>Criminal history record information (as defined by RCW 10.97.030) 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 records covered by <i>Criminal History Source Documents (DAN 81-01-26796)</i>.</p> | <p><b>Retain</b> until deletion request from subject of non-conviction data is granted</p> <p>or</p> <p>until subject is deceased, <i>whichever occurs sooner then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p> |





**6.5 HOMELAND SECURITY**

*The activity of managing security on Washington State Ferries and at ferry terminals.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND<br>DISPOSITION ACTION  | DESIGNATION                          |
|--|--|--|--------------------------------------|
| 25-02-69813<br><br>Rev. 0                | <p><b><i>Agency-Owned Animals</i></b><br/>                     Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Training and canine team certification;</li> <li>• Animal acquisition and microchip information;</li> <li>• Records showing purpose, use, or assignment of animal.</li> </ul> | <p><b>Retain</b> for 6 years after removal from active service<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
|------------------------------------|--|---|---|
| 25-02-69818<br>Rev. 0              | <p><b>Case Files – Homicides (Solved) – Investigative Assistance Division (IAD)</b><br/>                     Case reports and files assembled by the IAD or Criminal Investigation Division (CID) in the course of investigating homicides that have been solved. Includes cases that were transferred to the IAD or CID by the Field Operations Bureau (FOB) for investigation.</p>   | <p><b>Retain</b> for 10 years after adjudicated or closed (no further action possible)<br/> <i>then</i><br/> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>                                | <p><b>ARCHIVAL</b><br/>                     (Appraisal Required)<br/>                     NON-ESSENTIAL<br/>                     OPR</p>                                  |
| 25-02-69819<br>Rev. 0              | <p><b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies – Investigative Assistance Division (IAD)</b><br/>                     Case reports and files assembled by the IAD or Criminal Investigation Division (CID) in the course of investigating unsolved homicides, unidentified bodies or unfound missing persons where the case has not been solved. Includes cases that were transferred to the IAD or CID by the Field Operations Bureau (FOB) for investigation.</p> | <p><b>Retain</b> for 75 years after case opened<br/> <i>and</i><br/>                     until no longer needed for agency business<br/> <i>then</i><br/> <b>Transfer</b> to Washington State Archives for permanent retention.</p> | <p><b>ARCHIVAL</b><br/>                     (Permanent Retention)<br/> <b>ESSENTIAL</b><br/>                     (for Disaster Recovery)<br/>                     OPR</p> |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 25-02-69821<br>Rev. 0              | <p><b>Case Files – Sex Offenders and Sexually Violent Offenses – Investigative Assistance Division (IAD)</b></p> <p>Case reports and files assembled by the IAD or Criminal Investigation Division (CID) 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. Includes cases that were transferred to the IAD or CID by the Field Operations Bureau (FOB) for investigation.</p> <p><i>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><b>Retain</b> for 5 years after adjudicated or closed (no further action possible)</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington Association of Sheriffs and Police Chiefs for permanent retention.</p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 25-02-69822<br>Rev. 0              | <p><b>Case Files – Other Cases (Routine) – Investigation Assistance Division</b></p> <p>Case reports and files assembled by the IAD or Criminal Investigation Division (CID) in the course of investigating any incident that is not covered by a more specific records series. Includes cases involving missing people, if found, as long as other case types (homicide, sex offense, etc.) are not involved. Also includes cases that were transferred to the IAD or CID by the Field Operations Bureau (FOB) for investigation.</p>  | <p><b>Retain</b> for 5 years after adjudicated or closed (no further action possible)</p> <p><i>then</i></p> <p><b>Destroy.</b></p>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 83-12-33313<br>Rev. 4              | <p><b>Confidential Informants</b></p> <p>Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.</p>  | <p><b>Retain</b> until termination of confidential informant status</p> <p><i>then</i></p> <p><b>Destroy.</b></p>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69829<br>Rev. 0              | <p><b><i>Custodial Interrogation Recordings</i></b></p> <p>Electronic recordings of custodial interrogations as defined in RCW 10.122.010.</p> <p><i>Note: Retention based on requirement to retain custodial interrogation recordings throughout the length of any resulting sentence, including any period of community custody extending through final discharge. (RCW 10.122.140).</i></p>   | <p><b>Retain</b> until final discharge of offender from custody (including community custody)</p> <p><i>then</i></p> <p><b>Destroy.</b></p>                                       | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 09-05-62014<br>Rev. 1              | <p><b><i>DSHS Special Investigation Unit 90 Day Closed Cases</i></b></p> <p>WSP's closed administrative cases delivered to DSHS according to contract C080156GSC. CITE database consisting of electronic documents, investigator's case log, and witnesses' and the accused contact information. CITE: Crime Investigative and Tracking of Evidence - 03/24/09</p>   | <p><b>Retain</b> until transfer of original to DSHS</p> <p><i>then</i></p> <p><b>Destroy.</b></p>   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| 25-02-69831<br>Rev. 0              | <p><b><i>Evidence in Custody – Management/Analysis – High Tech Crimes Unit</i></b></p> <p>Records documenting the seizure/receipt, processing, analysis, and disposition of digital evidence acquired by the agency's High Tech Crimes Unit. <b>Does not include the actual evidence itself, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records documenting the extraction/processing of digital evidence and creation of forensic copies;</li> <li>Evidence in/out logs;</li> </ul> <p>Documentation relating to disposition (destruction, return to jurisdictional agency, etc.).</p> | <p><b>Retain</b> for 6 years after disposition of evidence</p> <p><i>and</i></p> <p>1 year after disposition of pertinent case file</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION   |
|------------------------------------|---|---|---|
| 25-02-69835<br>Rev. 0              | <p><b>Forfeited Property – Federal Authority</b></p> <p>Records relating to personal and/or real property seized by the agency and forfeited to the agency under federal authority in accordance with 18 USC § 981.</p>   | <p><b>Retain</b> for 6 years after resolution of claim/disposition of asset<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 25-02-69836<br>Rev. 0              | <p><b>Forfeited Property – State Authority</b></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"> <li>• Documentation of auction and/or proceeds realized from disposition;</li> <li>• Property retained for agency use;</li> <li>• Forfeiture hearing tapes.</li> </ul> <p><i>Note: Retention based on 7-year requirement for records relating to forfeited property (RCW 69.50.505(8)(b)).</i></p> | <p><b>Retain</b> for 7 years after disposal of property<br/> <i>then</i><br/> <b>Destroy.</b></p>                     | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 25-02-69840<br>Rev. 0              | <p><b>Intelligence Files</b></p> <p>Criminal Intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity, <b>where not covered by a more specific records series.</b></p>   | <p><b>Retain</b> until no longer needed for agency business<br/> <i>then</i><br/> <b>Destroy.</b></p>                 | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 25-02-69841<br>Rev. 0              | <p><b>Intercepted Communications/Conversations – Not Recorded</b></p> <p>Records relating to <u>unfulfilled</u> authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.</p>  | <p><b>Retain</b> until expiration of authorization<br/> <i>then</i><br/> <b>Destroy.</b></p>                          | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION   |
|------------------------------------|--|--|---|
| 25-02-69842<br>Rev. 0              | <p><b><i>Intercepted Communications/Conversations – Recorded</i></b><br/>                     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.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Authorization(s);</li> <li>• Recordings.</li> </ul>  | <p><b>Retain</b> until disposition of pertinent case file<br/> <i>then</i><br/> <b>Destroy.</b></p>        | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 25-02-69847<br>Rev. 0              | <p><b><i>Property Seizure/Disposition</i></b><br/>                     Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Auction reports;</li> <li>• Bills, certificates, and notices of sale;</li> <li>• Copies of deeds.</li> </ul>   | <p><b>Retain</b> for 6 years after disposal of property<br/> <i>then</i><br/> <b>Destroy.</b></p>          | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OPR</p> |
| 02-10-60457<br>Rev. 2              | <p><b><i>Special Investigation Unit Records</i></b><br/>                     WSP’s investigation of DSHS’s complaints as required by the Governor’s Executive Order #96-01. CITE administrative database on closed cases to include cases returned to DSHS via email that do not meet the Executive Order Requirements: the accused name, complaint summary, electronic documents, investigator’s case log, and witnesses’ and the accused contact information. (DSHS Retention DAN 06-10-61322) CITE: Crime Investigative and Tracking of Evidence) CITE: Crime Investigative and Tracking of Evidence)</p> | <p><b>Retain</b> for 5 years after investigation completion date<br/> <i>then</i><br/> <b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OFM</p> |



**6.6 INVESTIGATIVE ASSISTANCE DIVISION**

*The activity of providing investigative services, technical support, and training to law enforcement agencies in Washington.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND<br>DISPOSITION ACTION  | DESIGNATION  |
|--|---|--|--|
| 25-02-69852<br>Rev. 0                    | <b><i>Special Weapons and Tactics (SWAT) Operations – Affiliated with a Criminal Case</i></b><br>Records relating to special or tactical operations planned and/or carried out by the agency’s Special Weapons and Tactics (SWAT) team, <b><i>where the operations relate to a criminal case.</i></b> | <b>Retain</b> until disposition of affiliated criminal case file<br><i>then</i><br><b>Transfer</b> to Washington State Archives for appraisal and selective retention. | <b>ARCHIVAL</b><br><b>(Appraisal Required)</b><br>NON-ESSENTIAL<br>OPR |



**6.7 OFFICE OF PROFESSIONAL STANDARDS**

*The activity of overseeing the agency's complaint and disciplinary procedures.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 25-02-69828<br><br>Rev. 0          | <p><b><i>Complaints, Grievances, and Misconduct Records (Commissioned Officers)</i></b><br/>                     Records relating to complaints, grievances, misconduct, etc. (including their related internal reviews/investigations) involving limited and fully commissioned officers.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Misconduct and equal employment opportunity complaints, whether founded or unfounded;</li> <li>• Progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records;</li> <li>• Other records needed to comply with the requirements set forth in RCW 43.101.095 (Peace and Corrections Officer Certification) and 43.101.135 (Notice to Criminal Justice Training Commission of peace or corrections officer termination).</li> </ul> <p><i>Note: Retention based on 10-year requirement for peace officers' personnel records (RCW 40.14.070(4)).</i></p> | <p><b>Retain</b> for 10 years after date of separation from agency<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





**6.7 OFFICE OF PROFESSIONAL STANDARDS**

*The activity of overseeing the agency's complaint and disciplinary procedures.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 25-02-69844<br>Rev. 0              | <p><b>Internal Review/Post-Incident Analysis (Routine)</b></p> <p>Records relating to formal or informal analysis of a given response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Fleet (Incidents/Collisions), Lost/Damaged Equipment, Use of Force, and Pursuit (FLUPs) reviews with a determination of no policy violation.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Records covered by <i>Complaints, Grievances, and Misconduct Records (Commissioned Officers) (DAN 25-02-69828)</i>;</li> <li>Records covered by <i>Internal Review/Post-Incident Analysis – Incident Management Team (IMT) (DAN 25-02-69843)</i> .</li> </ul> | <p><b>Retain</b> for 6 years after completion of analysis<br/><i>then</i><br/><b>Destroy.</b></p>  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 10-05-62194<br>Rev. 1              | <p><b>Outside Agency Administrative Investigations</b></p> <p>Records relating to administrative investigations <b>of</b> the agency <b>conducted by</b> another state agency or law enforcement agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Reports/results/findings.</li> </ul>  | <p><b>Retain</b> for 3 years after investigation concluded<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**6.8 SPECIAL OPERATIONS DIVISION**

*The activities of aerial law enforcement and traffic management support, and of providing protection and security to the Governor, the Governor’s residence, and the Capitol Campus.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 77-10-19960<br>Rev.3               | <p><b>Flight Records</b></p> <p>Records relating to individual flights of agency-operated unmanned aerial vehicles (UAVs).<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Log of each flight;</li> <li>• Deployment of UAV technology;</li> <li>• Tracking the amount of time it took to process the collision and/or crime scene with UAV technology.</li> </ul>  | <p><b>Retain</b> for 5 years after end of calendar year<br/>                     then<br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| 08-03-61771<br>Rev. 2              | <p><b>Public Safety Notifications</b></p> <p>Records relating to alerts and notifications about public safety.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Officer Safety Bulletins that are used to advise stakeholders of potentially dangerous subjects who may enter the capitol campus grounds or facilities.</li> <li>• Trespass Warning notifications issued when contacting violators on campus grounds. The warnings are valid up to one year.</li> <li>• Intelligence Bulletins notifications created by the WSP and sent to other law enforcement agencies.</li> </ul> | <p><b>Retain</b> for 6 years after end of calendar year<br/>                     then<br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |

## 7. TECHNICAL SERVICES BUREAU

This section covers records relating to the Technical Services Bureau.

### 7.1 COMMUNICATION DIVISION

*The activity of operating and managing the statewide emergency communications system.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 00-10-59958<br><br>Rev. 2          | <p><b><i>Communications Transient Data</i></b></p> <p>Recordings of transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity. Recordings of 911 and business-line calls to/from the Communications Centers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Global Positioning System (GPS) or Automatic Vehicle Locator (AVL) Data used in the dispatching of law enforcement units;</li> <li>• All radio transmissions;</li> <li>• 911 conversation recordings;</li> <li>• 911 call metadata;</li> <li>• Computer Aided Dispatch/Premier Mobile Data Computer (CAD/PMDC) messaging.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Computer-Aided Dispatch (CAD) – Incident Files (DAN 00-10-59959)</i>;</li> <li>• Records covered by <i>GPS/AVL Data – Not Used (DAN GS 24-11-69837)</i>.</li> </ul> | <p><b>Retain</b> for 90 days after conclusion of dispatch action<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**7.1 COMMUNICATION DIVISION**

*The activity of operating and managing the statewide emergency communications system.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND<br>DISPOSITION ACTION   | DESIGNATION                                   |
|--|---|---|---|
| 00-10-59959<br>Rev. 3                    | <p><b>Computer Aided Dispatch (CAD) – Incident Files</b></p> <p>Individual descriptive reports and summaries of all calls for service processed through local Public Safety Answering Points (PSAP), statewide default answering or other emergency answering points pursuant to 47 CFR § 64 Subpart AA.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Descriptions of calls received and incident notes;</li> <li>• Dispatch response(s) provided;</li> <li>• Requests for outside service or support (tow, ambulance, etc.);</li> <li>• Employee status and activities.</li> </ul> | <p><b>Retain</b> for 6 years after end of calendar year<br/><i>then</i><br/><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>NON-ESSENTIAL<br/>OPR</p> |



**7.2 HUMAN RESOURCES DIVISION**

*The activity of managing the agency's employee policies and procedures and all human resource activities, including recruitment, testing, promotions, etc.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| 07-12-61660<br>Rev. 1              | <b>Employee Transfer Requests</b><br>Records relating to employee requests for transfer to different assignment locations. | <b>Retain</b> until employee accepts transfer<br><i>or</i><br>request is removed<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.2 HUMAN RESOURCES DIVISION**

*The activity of managing the agency's employee policies and procedures and all human resource activities, including recruitment, testing, promotions, etc.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                                   |
|------------------------------------|---|--|---|
| 25-02-69846<br>Rev. 0              | <p><b><i>Personnel Records (Commissioned Officers, Limited Commissioned Officers, and Trooper Cadets)</i></b></p> <p>Personnel records for any limited or fully commissioned officers and trooper cadets relating to an individual's employment history with the agency and the documentation related to the position held.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records typically covered by <i>Personnel – Employment History Files (DAN GS 03042)</i> for other non-peace officers;</li> <li>• Oaths of office;</li> <li>• Off-duty authorizations/commissions;</li> <li>• Other records needed to comply with the requirements set forth in RCW 43.101.095 (Peace and Corrections Officer Certification) and 43.101.135 (Notice to Criminal Justice Training Commission of peace or corrections officer termination).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Complaints, Grievances, and Misconduct Records (Peace Officers) (DAN 25-02-69828)</i>;</li> <li>• <i>Retirement Verification (DAN GS 03032)</i>.</li> </ul> <p><i>Note: Retention based on 10-year requirement for peace officers' personnel records (RCW 40.14.070(4)).</i></p> | <p><b>Retain</b> for 10 years after date of separation from agency<br/><i>then</i><br/><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>NON-ESSENTIAL<br/>OPR</p> |



**7.2 HUMAN RESOURCES DIVISION**

*The activity of managing the agency's employee policies and procedures and all human resource activities, including recruitment, testing, promotions, etc.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 97-04-57672<br>Rev. 2              | <b><i>Test Development Materials</i></b><br>Information reflecting the development of promotional employment tests for various positions. | <b>Retain</b> for 5 years after superseded<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.3 INFORMATION TECHNOLOGY DIVISION**

*The activity of delivering information and technology services, supporting agency systems, and providing technical support to agency staff and to other law enforcement agencies, where not covered in SGGRRS or in Section 6.1, ACCESS (A Central Computerized Enforcement Service System).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 25-02-69823<br><br>Rev. 0          | <p><b><i>Citations/Notices of Infraction Issued – Driving Under the Influence</i></b></p> <p>Records documenting citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as defined in RCW 46.61.502.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Records generated within Statewide Electronic Collision and Ticket Online Records (SECTOR) program;</li> <li>• Duplicates of issued hardcopy citations, where applicable;</li> <li>• Related communications, including interoffice communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Citations/Notices of Infraction Issued – All Others (DAN 25-02-69824).</i></li> </ul> <p><i>Note: Retention based on 10-year requirement to allow individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor (RCW 46.61.502).</i></p> | <p><b>Retain</b> for 10 years after date of issuance</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |





**7.3 INFORMATION TECHNOLOGY DIVISION**

*The activity of delivering information and technology services, supporting agency systems, and providing technical support to agency staff and to other law enforcement agencies, where not covered in SGGRRS or in Section 6.1, ACCESS (A Central Computerized Enforcement Service System).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69824<br>Rev. 0              | <p><b><i>Citations/Notices of Infraction Issued – All Others</i></b><br/>                     Records documenting criminal or non-criminal citations issued to alleged violators (such as traffic and non-traffic citations).<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records generated within Statewide Electronic Collision and Ticket Online Records (SECTOR) program;</li> <li>Duplicates of issued hardcopy citations, where applicable;</li> <li>Related communications, including interoffice communications.</li> </ul> <p>Excludes records covered by <i>Citations/Notices of Infraction Issued – Driving Under the Influence (DAN 25-02-69823)</i>.</p> | <p><b>Retain</b> for 3 years after date of issuance<br/>                     or<br/>                     until completion of State Auditor’s report, whichever is sooner<br/>                     then<br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



**7.3 INFORMATION TECHNOLOGY DIVISION**

*The activity of delivering information and technology services, supporting agency systems, and providing technical support to agency staff and to other law enforcement agencies, where not covered in SGGRRS or in Section 6.1, ACCESS (A Central Computerized Enforcement Service System).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 25-02-69849<br>Rev. 0              | <p><b>Recordings from Mobile Devices – Buffered Data/Images</b></p> <p>Automatically and continuously generated data and images that are captured by mobile recording devices, stored temporarily in the device, <i>and recorded over</i> as part of routine device operations <u>without being accessed</u>.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Data and images (including any “pre-event” or “post-event” buffer) that are part of a <b>manually or automatically triggered event recording</b>, covered by <i>Recordings from Mobile Devices – Incident Identified (DAN 25-02-69850)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN 25-02-69851)</i>;</li> <li>• Any data and images that are <b>accessed before being recorded over</b> (e.g., if a triggered recording does not record successfully, if the agency reviews recorded images/data that are <u>not</u> part of a triggered event recording, etc.) covered by <i>Recordings from Mobile Devices – Incident Identified (DAN 25-02-69850)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN 25-02-69851)</i>.</li> </ul> | <p><b>Destroy</b> as part of routine device operations <i>as defined by agency policy</i>.</p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.3 INFORMATION TECHNOLOGY DIVISION**

*The activity of delivering information and technology services, supporting agency systems, and providing technical support to agency staff and to other law enforcement agencies, where not covered in SGGRRS or in Section 6.1, ACCESS (A Central Computerized Enforcement Service System).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| 25-02-69850<br>Rev. 0              | <p><b>Recordings from Mobile Devices – Incident Identified</b></p> <p>Recordings, created by the law enforcement agency using <b>mobile recording devices</b>, and whether manually or automatically triggered, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p><b>Includes all mobile recordings, regardless of where recording device is mounted</b>, such as:</p> <ul style="list-style-type: none"> <li>• Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.);</li> <li>• Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);</li> <li>• Dogcam (on an animal’s body – canine, equine, etc.);</li> <li>• Drone (unmanned aerial vehicle or any other remote controlled equipment).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Intercepted Communications/Conversations – Recorded (DAN 25-02-69842).</i></li> </ul> <p><i>Note: In the event of litigation or criminal prosecution, the related recordings need to be retained for the same period as the corresponding case file.</i></p> | <p><b>Retain</b> until matter resolved<br/> <i>and</i><br/>                     until exhaustion of appeals process<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.3 INFORMATION TECHNOLOGY DIVISION**

*The activity of delivering information and technology services, supporting agency systems, and providing technical support to agency staff and to other law enforcement agencies, where not covered in SGGRRS or in Section 6.1, ACCESS (A Central Computerized Enforcement Service System).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| 25-02-69851<br>Rev. 0              | <p><b>Recordings from Mobile Devices – Incident Not Identified</b></p> <p>Recordings, created by the law enforcement agency using <b>mobile recording devices</b>, and whether manually or automatically triggered, that are <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes, but is not limited to mobile recordings such as:</p> <ul style="list-style-type: none"> <li>• Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.);</li> <li>• Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);</li> <li>• Dogcam (on an animal’s body – canine, equine, etc.);</li> <li>• Drone (unmanned aerial vehicle or any other remote controlled equipment).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Intercepted Communications/Conversations – Recorded (DAN 25-02-69842).</i></li> </ul> | <p><b>Retain</b> for 90 days after date of recording<br/>                     then<br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.4 PSYCHOLOGIST**

*The activity of providing psychological services to agency employees.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 04-12-60844<br>Rev. 1              | <p><b>Patient Files</b><br/>                     Records documenting patients seen by the Agency Psychologist.<br/>                     Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Identifying information;</li> <li>• Patient history;</li> <li>• Dates of treatment;</li> <li>• Types of services provided;</li> <li>• Assessment data;</li> <li>• Any release of information obtained;</li> <li>• Required forms.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Screening of commissioned applicants for fitness as peace officers, covered by <i>Recruitment</i> (DAN GS 03012);</li> <li>• Summary of patient file created sixty months after last contact, covered by <i>Summary of Patient Treatment</i> (DAN 04-12-60845).</li> </ul> | <p><b>Retain</b> for 5 years after date of last contact<br/> <i>and</i><br/>                     until summary created<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



**7.4 PSYCHOLOGIST**

*The activity of providing psychological services to agency employees.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND<br>DISPOSITION ACTION   | DESIGNATION   |
|--|--|---|---|
| 04-12-60845<br>Rev. 1                    | <p><b>Summary of Patient Treatment</b></p> <p>Records summarizing treatment provided to individual patients seen by the Agency Psychologist, created sixty months after last contact with patient.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Identifying information;</li> <li>• Inclusive dates of treatment;</li> <li>• Any releases of information obtained;</li> <li>• Required forms.</li> </ul> | <p><b>Retain</b> for 5 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/>                     NON-ESSENTIAL<br/>                     OFM</p> |



## 8. LEGACY RECORDS

This section covers records no longer being created/received by Washington State Patrol, where the existing records have not yet reached their minimum retention period.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| 90-11-46830<br>Rev. 4              | <p><b><i>Simulator Solution Quality Assurance Records</i></b><br/>                     Original signed Simulator Solution certificates, worksheets, and chromatograms generated during the Toxicology Laboratory’s certification procedure for individual batches of solution.<br/> <i>Note: As of 2018, these records are no longer being created.</i></p> | <p><b>Retain</b> for 25 years after batch test report issued<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<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***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***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.



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