

LAW ENFORCEMENT  
Agencies of Washington State

---

# RECORDS MANAGEMENT GUIDELINES

[http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc](http://www.secstate.wa.gov/archives/doc/Records%20Management%20Guidelines.doc)

and

# GENERAL RECORDS RETENTION SCHEDULES

---

*Approved and Issued by the Washington State Local Records Committee*  
**SUMMER 2001**

If you have any questions regarding this manual, please contact your Regional Branch Archives at <http://www.secstate.wa.gov/archives/archives.asp> or the Records Management staff in Olympia 360.586.4902

*Note: Some records series may have been revised after summer 2001. This will be noted with a revised statement at the end of the description/function/purpose (e.g. revised 05/2007)*

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

The following general records retention schedules pertain to the primary copy of a record regardless of physical form. Some records are given special designations and/or disposition instructions. When indicated on the schedules the following applies:

- (1) **Official Public Records (OPR)** records are those identified and required by statute that documents legal actions or transactions and/or fiscally or financially obligates the law office. They have a minimum retention of six (6) years unless otherwise approved by the Local Records Committee. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010
- (2) **Archival** - Records identified as being of historical value to the State. These records must not be destroyed; rather they may be transferred to the Regional branch of the State Archives serving your agency RCW 40.14.070(3).
- (3) **Essential Records** - Records identified by the as essential for the continuity and restoration of law enforcement operations after a disaster.

Included in this manual are general schedules (listed below) pertaining to records common to LAW ENFORCEMENT agencies. These schedules include extracts from Local Government General Records Retention Schedule (LGGRS) that are records common to all local government agencies to include Law Enforcement. The disposition authority number beginning with a "GS" can identify these. These extractions improve scheduling information and establish uniformity of universal records. The Local Records Committee considers record categories as distinct series. A description of each precedes the record series in that category and is approved as a section by the Local Records Committee.

### GENERAL SCHEDULE TABLE OF CONTENTS

L01 ACCOUNTING—INCLUSIVE.....	1
L02 PERSONNEL—INCLUSIVE.....	10
L03 ADMINISTRATIVE/OPERATIONAL RECORDS—INCLUSIVE.....	19
L04 CERTIFICATION LOGS—INCLUSIVE.....	27
L05 CIVIL RECORDS—INCLUSIVE.....	29
L06 COMMUNICATIONS—INCLUSIVE.....	32
L07 CRIMINAL HISTORY—INCLUSIVE.....	35
L08 ELECTRONIC AND INFORMATION SYSTEMS—INCLUSIVE.....	38
L09 EVIDENCE FILES—INCLUSIVE.....	50
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS ADMINISTRATION —INCLUSIVE.....	53
L11 INSURANCE/RISK MANAGEMENT/SAFETY - INCLUSIVE.....	61
L12 INCIDENT REPORTS—INCLUSIVE.....	67
L13 PURCHASING RECORDS—INCLUSIVE.....	71
L14 INTELLIGENCE RECORDS-- INCLUSIVE.....	74
L15 JAIL RECORDS—INCLUSIVE.....	76
L16 LEGAL COUNSEL RECORDS—INCLUSIVE.....	86
L17 LICENSES, PERMITS AND ASSOCIATED DOCUMENTS—INCLUSIVE.....	88
L18 MAIL SERVICES- INCLUSIVE.....	91
L19 MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE—INCLUSIVE.....	93
L20 SPECIAL POLICE AUTHORITY—INCLUSIVE.....	96
L21 MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)—INCLUSIVE.....	98
L22 WARRANTS/COURT ORDERS—INCLUSIVE.....	100
L23 PUBLIC AFFAIRS—INCLUSIVE.....	103
L24 RECORDS MANAGEMENT—INCLUSIVE.....	106
L25 CRIME PREVENTION—INCLUSIVE.....	109
L26 SPECIALIZED EQUIPMENT AND ANIMAL RECORDS—INCLUSIVE.....	111
L50 ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE.....	113

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L01** activities related to administering the financial operations of the Law Enforcement agencies that includes extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Accounting records.

**Records Category: ACCOUNTING**

- ACCOUNTING includes documentation of fiscal operations encompassing most activities undertaken by local agencies to manage, account for, collect and expend funds. Includes general accounting records, banking, budget, vendor payments, travel authorizations/reimbursements, purchasing, banking, revenue/cash receipts budget status and other general purchasing and accounting records.
- ACCOUNTING GRANTS MANAGEMENT includes the design, procurement and administration of research and program activities funded by the federal government or State of Washington. Activities related to these funds are restricted in use as designed by the grantor. Records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products and related records.
- For purchasing records see category L13 Purchasing
- L01 applies to accounting records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

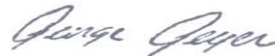
When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L01 ACCOUNTING—INCLUSIVE**

**Approved by the Washington State Local Government Records Committee: June 2001**



**Brian Buccholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Phillip Coombs**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

2

Records Category: ACCOUNTING					Schedule Number: L01	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
BANKING						
1.	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND <ul style="list-style-type: none"><li>Authority to issue duplicated check or warrant in case of loss or destruction.</li><li>Notarized oath that original was lost or destroyed and request for replacement.</li></ul>	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
2.	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
3.	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
4.	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
5.	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
6.	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
7.	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
8.	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
9.	SIGNATURE RECORDS List of employees and their signatures who are authorized to sign checks/warrants.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	
10.	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

3

Records Category: <b>ACCOUNTING</b>					Schedule Number: <b>L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
BUDGET						
11.	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
12.	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter and agency policy.	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
13.	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
14.	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
15.	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
16.	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
17.	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
18.	FINAL BUDGET	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-08	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
19.	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	

Approved by Local Records Committee (LGRRS) July 2001  
L01-Accounting

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

4

20.	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	
<b>GENERAL</b>						
21.	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
22.	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
23.	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
24.	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
25.	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
26.	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
27.	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. <b>ESSENTIAL RECORD if used for retirement verification</b> – Needs security microfilm backup – <b>See remarks.</b>	OPR  OFM	If used for retirement verification – 60 years  If NOT used for retirement verification – 3 years <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
28.	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
29.	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

5

30.	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year-end) as well as documentation of current status, and updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
31.	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
32.	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	
33.	GENERAL LEDGER ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	6 years Pre-1900 general ledgers have potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency should be kept.
34.	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
35.	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
36.	INVENTORY OF FIXED ASSETS Year-end report.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
37.	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	

SUPERSEDED

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

6

38.	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
39.	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
40.	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
41.	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
42.	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
43.	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
44.	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
45.	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
46.	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
47.	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
48.	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
49.	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
50.	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

7

51.	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations and Law Enforcement Investigative Funds.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
52.	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
<b>GRANT FUNDS MANAGEMENT</b>						
53.	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
54.	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years or retain for period required by grant or program - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
55.	FINANCIAL SUPPORT DOCUMENTS (CONTINUING GRANTS) Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

56.	FINANCIAL SUPPORT DOCUMENTS (NON-CONTINUING GRANTS) Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
57.	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
58.	GRANT APPLICATIONS (APPROVED) Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
59.	GRANT APPLICATIONS (NOT APPROVED)	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
60.	GRANT PROJECT REPORTS Statement on progress, problems and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program – Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

9

61.	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	
62.	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
63.	WARRANT, CHECK, OR VOUCHER REGISTERS- GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

SUPERSEDED

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L02** includes previous Law Enforcement's Personnel L01B and extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES Personnel – General, Affirmative Action, and Employee Relations.

### Records Category: PERSONNEL RECORDS

- Personnel records include each local agency's employee's name, title/position held, division assignments, salary, changes of employment status, attendance, leave, performance evaluations, and such other information as may be necessary for the administration of regulations. Personnel shall be open to the inspection of the Washington State Auditor, and Director of Personnel or designees.
- Affirmative Action, ADA accommodations
- Employee Relations (bargaining contract and agreement negotiations, labor and union relations), and training files.
- L02 applies to Personnel records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED


When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L02 PERSONNEL—INCLUSIVE

Approved by the Washington State Local Government Records Committee: August 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

11

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2.	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3.	AFFIRMATIVE ACTION PLANS ESSENTIAL RECORD - Needs security backup - <b>See remarks</b>	OPR	Keep until superseded plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4.	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
6.	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	

**SUPERSEDED**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	COLLECTIVE BARGAINING AGREEMENTS ESSENTIAL RECORD - Needs security backup -- <b>See remarks.</b>	OPR	Termination plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-11	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8.	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04E-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
9.	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
10.	DEPARTMENT SHOOTING QUALIFICATION RECORDS	OFM	Obsolete or Superseded	Destroy when obsolete or superseded	L02-01-01	
11.	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
12.	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04	
13.	EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	

Approved by the Local Records Committee August 2001

**L02 PERSONNEL**

12

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

13

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
14.	EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
15.	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
16.	EMPLOYEE BENEFIT CONTRACTS/POLICIES/PLANS Includes insurance, deferred compensation, health care, etc. ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
17.	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
18.	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
19.	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	
20.	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or corrective action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

14

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
21.	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.	EMPLOYEE HEALTH HISTORY FILES Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
23.	EMPLOYEE HISTORY This record may be kept as part of GS50-04B-06. May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. ESSENTIAL RECORD - Needs security backup - <b>See remarks</b> .	OFM	Termination plus 6 years – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
24.	EMPLOYEE MEDICAL RECORDS For administration of medical programs, employee history, and benefits records are kept separately as required by ADA.	OFM	3 years or until retirement	Destroy when obsolete or superseded	L02-01-02	
25.	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
26.	EMPLOYEE TRAFFIC ACCIDENT REPORT FILE Employee involved accident reports.	OFM	Until retirement and/or 5 years following termination of employment	Destroy when obsolete or superseded	L02-01-03	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

15

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
27.	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	6 years after termination of employment	Destroy when obsolete or superseded	GS50-04G-01	
28.	EMPLOYEE TRAINING RECORDS FILE Records concerning the training of officers. File includes records documenting in-service training schools conducted to develop skills, knowledge, and abilities; field training observation reports; supervisory career assessment forms; certificates; firearms qualifications; and other related records maintained in accordance with standards and regulations.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	L02-01-04	
29.	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05	
30.	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
31.	EMPLOYMENT REQUISITION/PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	
32.	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
33.	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	
34.	FIELD TRAINING MANUALS New Field Officers and Reserve Units Training Files.	OFM	Termination plus 3 years	Destroy when obsolete or superseded	L02-01-05	

Approved by the Local Records Committee August 2001  
**L02 PERSONNEL**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

16

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
35.	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
36.	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
37.	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
38.	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
39.	JOB DESCRIPTIONS Statement of qualifications, responsibilities, and duties of each position.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS 50-04B-05	
40.	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
41.	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
42.	PERSONNEL FILE May include application for employment when applicant is hired; identification, criminal background checks; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; investigation reports; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards. ESSENTIAL RECORD – Needs security backup – <b>See remarks.</b>	OFM	Termination plus 6 years- <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

17

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
43.	POLYGRAPHS, POLOGRAPH REPORTS, VOICE STRESS ANALYZER REPORTS	OFM	3 years	Destroy when obsolete or superseded	L02-01-06	
44.	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
45.	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
46.	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	2 years	Destroy when obsolete or superseded	GS50-04B-22	
47.	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
48.	RESERVE OR AUXILLARY OFFICER FILES Personnel folders and renewal history for past and current commission and authority holders.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	L02-01-07	
49.	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	
50.	SWAT TRAINING ACTIVITIES	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	L02-01-08	
51.	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	
52.	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	ORM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
53.	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	

Approved by the Local Records Committee August 2001

**L02 PERSONNEL**

17

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

18

Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
54.	TUBERCULOSIS EXPOSURE REPORTS AND WAIVERS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	L02-01-09	
55.	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	
56.	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
57.	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	
58.	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
59.	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. <b>ESSENTIAL RECORD - Needs security backup - See remarks.</b>	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
60.	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L03** includes previous Law Enforcement's Administrative Records L01 and extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Administrative Records Common to all Agency Work Units.

### Records Category: ADMINISTRATIVE/OPERATIONAL RECORDS

- ADMINISTRATIVE records include records from the executive level of the agency. Includes records that document the policies, procedures and administration of the agency. Most of the records created at this level are considered to be "archival" and must be transferred to the State Archives after the official retention period has been satisfied.
- OPERATIONAL may include business licenses, permits, taxes and general records created in the process, planning and carrying out the routine administrative tasks of an agency or office. Includes routine correspondence, subject files, tracking and control records, and transitory records.
- L03 applies to administrative and general operational records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L03 ADMINISTRATIVE/OPERATIONAL RECORDS—INCLUSIVE

Approved as revised by the Washington State Local Government Records Committee: January 2002



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Jerry Handfield  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

20

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ABATEMENT AND PROPERTY SEIZURE FILES Operation files concerning seizure and forfeiture of personal and real property under state and federal law.	OPR	6 years	Destroy when obsolete or superseded	L03-01-01	
2.	ACCREDITATION FILE Records accumulated to prove compliance with those standards outlined by professional law enforcement agencies accreditation programs.	OFM	1 year after re-accreditation	Destroy when obsolete or superseded	L03-01-02	
3.	ACTIVITY AND STATISTICAL REPORTS Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types described included in other records groups in this schedule	OFM	1 year	Destroy when obsolete or superseded	L03-01-03	
4.	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
5.	ADMINISTRATIVE REVIEW FILES Including but not limited to firearm review, felony pursuit, firearm discharge, or traffic accidents when officers are involved.	OFM	5 years or PERMANENT <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-05	Files meeting the following criteria should be kept permanently: <ul style="list-style-type: none"> <li>▪ Significant change/modification of agency training/equipment</li> <li>▪ A serious injury or fatality to any person</li> <li>▪ Litigation</li> <li>▪ Any situation that creates extreme public notoriety/concern within the community</li> </ul>
6.	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records series organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-02	Please contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

21

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
8.	AUCTION REPORTS	OPR	6 years	Destroy when obsolete or superseded	L03-01-08	
9.	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	GS50-01-37	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
10.	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
11.	CITATION/TICKET ACCOUNTABILITY FILES Record of tickets assigned to officers.	OFM	Completion of State Audit or 3 years	Destroy when obsolete or superseded	L03-01-11	
12.	CITATION/TICKET VOIDED FILES Tickets which have been voided due to wrong cites, water damage etc.	OFM	Completion of State Audit or 3 years	Destroy when obsolete or superseded	L03-01-12	
13.	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
14.	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
15.	COMPLIANCE REPORTS Regarding office administrative review	OPR	PERM	Destroy when obsolete or superseded	L03-01-15	
16.	CONTRACTS, AGREEMENTS, AND WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

22

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
17.	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
18.	DAILY BULLETINS FILES Records produced and used to update officers on information concerning stolen vehicles, missing persons, new warrants, wanted persons, specific complaints or incidents, etc.	OFM	Until obsolete or superceded	Destroy when obsolete or superseded	L03-01-18	
19.	DUTY ROSTERS Consists of the assignment of work days, work hours, jobs, tasks, patrols or other duties to Law Enforcement employees	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L03-01-19	
20.	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
21.	FORMAL INTERNAL DEPARTMENT INSPECTION REPORT	OFM	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-21	Contact your Regional Archivist before disposing of this record.
22.	HISTORICAL REFERENCES FILES Written histories of Department or Department hits	OFM	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-22	Contact your Regional Archivist before disposing of this record.
23.	INTERNAL INVESTIGATIONS (SUSTAINED) Includes investigative reports, statements, taped information, corrective action, & line referral cases.	OFM	3 years (summary to personnel record)	Destroy when obsolete or superseded	L03-01-23	
24.	INTERNAL INVESTIGATIONS (UNFOUNDED)	OFM	Destroy upon conclusion or retain as required if information is related to pending or expected legal action – <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-24	Reference RCW 41.06.450

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

23

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
25.	MAILING LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
26.	MINUTES AND FILES OF GENERAL OFFICE MEETINGS Minutes, agendas and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meeting which meet to coordinate activities, work out problems, serve as sounding boards, or vehicles for communication.	OFM	2 years	Destroy when obsolete or superseded	L03-01-26	
27.	MONTHLY, BIMONTHLY, QUARTERLY, OR SEMI-ANNUAL MI-ANNUAL REPORTS (NON- UCR) Agency relevant.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L03-01-27	
28.	MUTUAL AID AGREEMENTS Permission granted for officers to work with various agencies and vice versa.	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	L03-01-28	
29.	NON-ISSUE WEAPONS FILE Records of sworn employees authorization to carry non-issued weapons.	OFM	Termination of Employee	Destroy when obsolete or superseded	L03-01-29	
30.	OFF-DUTY WEAPONS FILE Records of off-duty sworn employees that carry off-duty weapons.	OFM	Termination or Retirement of Employee	Destroy when obsolete or superseded	L03-01-30	
31.	OFFICER DAILY ACTIVITY LOGS/RECORDS Records and reports of activities of individual officers on each shift or special detail worked. Includes information on all criminal activity occurring: Including complaints and arrests, traffic violations, accidents, rescue service calls, hours worked, miles traveled, locations, reason for stopping for each action, type of call time and time of call, etc.	OFM	Current plus 1 year	Destroy when obsolete or superseded	L03-01-31	
32.	OFFICER SAFETY Supporting documentation on an individual proved to be a safety issue against Law Enforcement.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L03-01-32	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

24

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
33.	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - See remarks. (See also GS50-01-01).  <i>Note: This may include Special Orders (Directives) issued by chief of Police or Sheriff. Includes the adoption or revision of policy and established procedure on department bureau, division, section or individual level issues.</i>	OPR	PERMANENT as adopted - One copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-24	Please contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
34.	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission or board.	OFM	3 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-25	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
35.	POLICE RANGE ADMINISTRATION FILE Correspondence, supplies and purchase orders for range administration.	OFM	3 years	Destroy when obsolete or superseded	L03-01-35	
36.	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-30	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
37.	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSIS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

25

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
38.	RIDE-ALONG PROGRAM FILE File consists of citizens' applications to participate, waivers of liability, and other related records.	OFM	3 years if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy after completion of action or resolution of issues involved.	Destroy when obsolete or superseded	L03-01-38	
39.	ROLL CALL FILES Documents officer attendance at meetings, briefings, inspections and other law enforcement activities.	OFM	1 year	Destroy when obsolete or superseded	L03-01-39	
40.	SPECIAL ASSIGNMENT PLANS SWAT operations or tactical operations, orders for callouts, high-risk search warrants, and dignitary protection.	OFM	Current plus 2 years	Destroy when obsolete or superseded	L03-01-40	
41.	SPECIAL SECURITY FILE Information pertaining to dignitaries, witnesses plans, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L03-01-41	
42.	STATION/PRECINCT REPORTS Chronological logs or registers of activities, usually kept at station, unit level, of daily activities such as briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in the general schedule.	OFM	Until obsolete or superseded	Until obsolete or superseded	L03-01-42	
43.	TAXICAB INSPECTION & LICENSING FILES Documents the inspection and licensing of taxicabs.	OPR	6 years	Destroy when obsolete or superseded	L03-01-43	
44.	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	
45.	TRAFFIC MANAGEMENT AND CONTROL RECORDS Documents the plans, investigations and resolution of traffic control problems.	OFM	Retain 60 days, then reuse or destroy. If pertaining to case files, retain until case resolved	Destroy when obsolete or superseded	L03-01-45	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

26

Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
46.	UCR/WIBR STATISTICS, SUPPLEMENTAL ANNUAL REPORTS Includes crime, arrests, domestic violence, hate/bias statistics and supplemental reports. <i>(Copies of reports submitted to WASPC.)</i>	OFM	Permanent	Destroy when obsolete or superseded	L03-01-46	
47.	UCR/WIBR STATISTICS, SUPPLEMENTAL MONTHLY REPORTS (originals submitted to WASPC)	OFM	Obsolete or Superseded	Destroy when obsolete or superseded	L03-01-47	
48.	VICTIM ADVOCACY Case and resource files.	OFM	5 years or until judicial termination	Destroy when obsolete or superseded	L03-01-48	
49.	WEAPONS APPLICATION FILE Copies of application for special weapons	OFM	Current plus 3 years	Destroy when obsolete or superseded	L03-01-49	
50.	WORK PLANS Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions.	OFM	Destroy when obsolete or superseded - Potential archival value	Destroy when obsolete or superseded	GS50-01-38	New series January 2002

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L04** includes previous Law Enforcement's BAC VERIFIER Certification Logs L05H

Records Category: **CERTIFICATION LOGS**

- Records include certification logs and calibration records.
- L04** applies to Certification Logs in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L04 CERTIFICATION LOGS—INCLUSIVE

Approved by the Washington State Local Government Records Committee:



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>CERTIFICATION LOGS</b>					Schedule Number: <b>L04</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR /OF M	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CERTIFICATION LOGS Bac-Verifier	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L04-01-01	
2.	CERTIFICATION OF TIMING DEVICES Quality control and testing records for speed timing devices such as radar and laser.	OFM	1 year after device no longer in use	Destroy when superseded or obsolete	L04-01-01	

SUPERSEDED

## GENERAL RECORDS RETENTION SCHEDULE FOR ALL LOCAL GOVERNMENT AGENCIES

**Schedule Number: L05** includes previous Law Enforcement's Civil Records L02 and those activities related to municipal actions conducted by Law Enforcement agencies.

### Records Category: CIVIL RECORDS

- Records include those activities related to municipal actions conducted by Law Enforcement agencies such as serving of legal papers, day tickets, copies of writs, sale orders & certificates, dockets and subpoenas, etc.
- L05** applies to civil records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L05 CIVIL RECORDS—INCLUSIVE

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L05 CIVIL RECORDS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

30

Records Category: <b>CIVIL RECORDS</b>					Schedule Number: <b>L05</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	INDEMNITY BONDS May be requested when dealing with commercial property or foreclosure. (NOTE: depending on how your agency files or internal policy/procedures EXECUTIONS below may apply)	OPR	Issuance plus 6 years	Destroy when obsolete or superseded	L05-01-01	Reference RCW 59.12
2.	WRITS Issued from a court or other legally authorized agencies or individuals to be executed, posted, or published by a officer, including any attached proofs of service; execution; sale; or publication, and, if required by the type of process, any indemnity bonds it directs the sheriff to restore specific premises to a plaintiff. This is the end result of an unlawful detainer action brought by a landlord against a tenant, or a landowner against a person unlawfully on his property. (NOTE: depending on how your agency files or internal policy/procedures DAY TICKETS or EXECUTIONS below may best apply)	OPR	<b>See remarks</b>	Issuance plus 6 years	L05-01-02	Court has responsibility for primary copy  References: Residential Landlord-Tenant Act RCW 59.18, Unlawful Detained RCW 59.12, or Mobile Home Parks RCW 59.20 and RCW 59.18.
3.	COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS Including protection orders, restraining orders, anti-harassment orders & others (see RETURN OF SERVICE below)	OFM	<b>See remarks</b>	Until expired plus 1 years	L05-01-03	Court has responsibility for primary copy
4.	DAY TICKETS (EXECUTION/REGISTRY DOCKETS) Includes law enforcement paperwork with a case such as writ copies, DV info sheets, cover letter, case notes, original service slips	OPR	6 years after last entry	Destroy when obsolete or superseded	L05-01-04	
5.	ORDER OF SALE AND CERTIFICATES Court order for Sheriff for the sale of real property.	OPR	Issuance plus 6 years	Destroy when obsolete or superseded	L05-01-05	

Approved by the Local Records Committee January 2008  
L05 CIVIL RECORDS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

31

Records Category: <b>CIVIL RECORDS</b>					Schedule Number: <b>L05</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
6.	RETURN OF SERVICE Confirmation to the court that a legal process has been served (See Warrants/Court Orders section)	OFM	Keep until original served, cancelled or recalled. When served – County Clerk or Individual Court becomes responsible for the primary copy	Retain until served, cancelled, or recalled	L05-01-06	
7.	EXECUTIONS Includes law enforcements copies of all court documents to include: Writs, Sale/Certificates/Deeds, Service slips original, case notes, Indemnity Bonds-original, Returns to court. (NOTE: depending on how your agency files or internal policy/procedures Writs may apply.)	OPR	6 years after last entry	Destroy when obsolete or superseded	L05-01-07	Reference: RCW 6.13; 6.15, 6.17, 6.21, and 6.23
8.	SUBPOENAS AND SUMMONSES SERVED ON THE AGENCY Agency's copies of all subpoenas and summonses served on it.  <a href="#">New Series – January 2008.</a>	OFM	3 years – County Clerk has primary retention responsibility	Destroy when obsolete or superseded	L05-01-08	
9.	ACCESS (WACIC/NCIC) VALIDATIONS Validation notices received from the Washington State Patrol verifying that records submitted by local law enforcement agencies to the Washington State Patrol for entry into WACIC/NCIC have been received and accurately entered. May be subject to audit to verify compliance with State Patrol requirements.  <a href="#">New Series – January 2008.</a>	OFM	3 years	Destroy when obsolete or superseded	L05-01-09	

Approved by the Local Records Committee January 2008  
L05 CIVIL RECORDS

## GENERAL RECORDS RETENTION SCHEDULE FOR ALL LOCAL GOVERNMENT AGENCIES

**Schedule Number: L06** includes previous Law Enforcement's - Communications L03.

### Records Category: COMMUNICATIONS

- COMMUNICATIONS documents emergency call receipt and/or equipment dispatch records. Includes those activities related to computer aided dispatch (CAD), 911 phone conversations, and public safety communications, communication logs between caller and receiving unit or between dispatch unit and mobile unit or field personnel.
- **L06** applies to communication records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L06 COMMUNICATIONS—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L06 COMMUNICATIONS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

33

Records Category: <b>COMMUNICATIONS</b>					Schedule Number: <b>L06</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AMBULANCE LOGS Consist of a record of ambulances dispatched at police requests through a central communications facility. Information may include date/time called, location of call, zone, ambulance called and responding, special remarks, call cancelled and reason and offense number.	OFM	Until Obsolete or superseded	Destroy when obsolete or superseded	L06-01-01	
2.	911/COMPUTER-AIDED DISPATCH (CAD)) Data on each call received and equipment dispatch or other resulting action taken.	OFM	3 years	Destroy when obsolete or superseded	L06-01-02	
3.	ALL RADIO TRANSMISSIONS	OFM	90 days	Destroy when obsolete or superseded	L06-01-03	Reference RCW 9.73
4.	INVESTIGATORIAL TAPES OF CONVERSATIONS Statement of victim suspects witnesses, etc.	OFM	Until transcribed verbatim, witnessed and verified by questioner, signed by subject person, plus 90 days	Destroy when obsolete or superseded	L06-01-04	Transcribed copies are retained for the life of the Incident Report (see Incident reports section)
5.	EVENT/ACTIVITY REPORTS	OFM	1 year	Destroy when obsolete or superseded	L06-01-05	
6.	MANUAL REFERENCE FILES Any manually accessed file used when the automated dispatch files are inoperative.	OFM	1 year	Destroy when obsolete or superseded	L06-01-06	
7.	RADIO LOGS/CALL DOCUMENTATION	OFM	60 days	Destroy when obsolete or superseded	L06-01-07	
8.	RECURRENT CALLER FILE Record of persons who make emergency calls on an unusually frequent basis.	OFM	3 years	Destroy when obsolete or superseded	L06-01-08	
9.	TELETYPES - AGENCY ANSWERED	OFM	1 year	Destroy when obsolete or superseded	L06-01-09	
10.	TELETYPES - AGENCY INITIATED	OFM	1 year	Destroy when obsolete or superseded	L06-01-10	

Approved by the Local Records Committee January 2008  
L06 COMMUNICATIONS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

34

Records Category: <b>COMMUNICATIONS</b>					Schedule Number: <b>L06</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
11.	AUTOMATED REFERENCE FILES Tape recordings of communications of automated dispatch files relating to calls for police services	OFM	90 days		L06-01-11	
12.	AUTOMATIC LOCATION INFORMATION (ANI) AND AUTOMATIC NUMBER INFORMATION (ALI) OR MASTER STREET ADDRESS GUIDE (MSAG) AND RELATED RECORDS	OFM	Retain as a perpetual data file, and for 1 year after replaced by a superseding MSAG data file	Destroy when used in dispatch is obsolete or superseded	L06-01-12	
13.	GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS USED IN EMERGENCY DISPATCH	OFM	Maintained as perpetual data file, and for 1 year after superseded	Destroy when used in dispatch is obsolete or superseded	L06-01-13	
14.	AUTOMATIC CALL DISTRIBUTION RECORD (ACDR) Tracks action taken on individual calls in an automatic call distribution system and the staff members who handle those calls. Used for administrative oversight of the system.  <a href="#">New Series – January 2008.</a>	OFM	6 months	Destroy when obsolete or superseded	L06-01-14	
15.	REVERSE AUTOMATIC LOCATOR INFORMATION REQUEST DOCUMENTATION Documentation of request by communications staff for reverse locator information for individuals when they determine that an emergency warrants such an approach. <b>See remarks.</b>  <a href="#">New Series – January 2008.</a>	OFM	3 years	Destroy when obsolete or superseded	L06-01-15	This practice is allowed subject to the provisions of WAC 480-120-452.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L07** includes previous Law Enforcement's - Criminal History Files L04B

**Records Category: CRIMINAL HISTORY**

- CRIMINAL HISTORY includes those activities related to administering criminal history of persons arrested by the Law Enforcement agencies. Records include alias name/moniker files, audit trail files, career criminal program files, criminal citations, docket/arrest files, National Crime Information Center Inquire logs, etc.
- **L07** applies to criminal history records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L07 CRIMINAL HISTORY—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L07 CRIMINAL HISTORY

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

36

Records Category: <b>CRIMINAL HISTORY</b>					Schedule Number: <b>L07</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ALIAS NAME/MONIKER FILES	OFM	-See remarks-	Destroy when obsolete or superseded	L07-01-01	Reference CHRI Supplement – See <a href="#">AppendixA</a>
2.	AUDIT TRAIL FILES To ensure disposition reports have been received and added to the criminal offender record information.	OFM	Completion of audit plus 1 year- <b>See remarks</b>	Destroy when obsolete or superseded	L07-01-02	Reference CHRI Supplement – See <a href="#">AppendixA</a> RCW 10.97 RCW 10.98.100
3.	CAREER CRIMINAL PROGRAM FILES	OFM	Current year plus 6 years	Destroy when obsolete or superseded	L07-01-03	Reference CHRI Supplement – See <a href="#">AppendixA</a>
4.	CRIME ANALYSIS FILES Records used to anticipate, prevent, or monitor possible criminal activity. File may include crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols..	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L07-01-04	
5.	CRIMINAL HISTORY INFORMATION Documentation of criminal history record information on persons arrested by agency. Includes Rap Sheets, Master Name/Alias Files, Mug/Fingerprint files.	OFM	Purge when defender is 80 and/or 20 years from date of discharge, whichever is longer	Destroy when obsolete or superseded	L07-01-05	Reference CHRI Supplement – See <a href="#">AppendixA</a> RCW 10.97 & RCW 10.98 <i>Note: The Criminal Records Privacy Act RCW 10.97 protects these records from public view</i>
6.	CRIMINAL OR NON CRIMINAL CITATIONS ISSUED	OPR	3 years or until completion of State Audit	Destroy when obsolete or superseded	L07-01-06	Reference RCW 46.64.010
7.	DISSEMINATION LOGS Law Enforcement Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks or by other methods and similar records documenting inquiries for and the receipt of information.	OFM	1 year	Destroy when obsolete or superseded	L07-01-07	
8.	DOCKET FILE OR PROCESS LOGS (ARREST BOOK) Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency..	OFM	3 years or if in bound volume, 3years after last entry .	Destroy when obsolete or superseded	L07-01-08	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

37

Records Category: <b>CRIMINAL HISTORY</b>					Schedule Number: <b>L07</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
9.	JUVENILE RECORD INFORMATION FILES A. Arrest B. Non-Arrest see Incidents General Schedule category	OFM	Juvenile Court holds primary copy	18 years of age and/or 23 years of age for Class A felony	L07-01-09	Reference RCW 13.50.100
10.	JUVENILE SEALED RECORDS/COURT ORDERS	OFM	23 years of age	Destroy when obsolete or superseded	L07-01-10	Reference RCW 13.50
11.	NATIONAL CRIME INFORMATION CENTER (NCIC) III (CHRI <a href="#">AppendixA</a> ) INQUIRE LOG	OFM	1 year	Destroy when obsolete or superseded	L07-01-11	Reference RCW 10.97 Federal Regulation Title 28 and WASIS/NCIC contractual.
12.	RESTRICTIVE AREA ORDERS (SODA & SOAP) Special court orders issued as condition of probation prohibiting defendant to stay out fo certain areas known for narcotics or prostitution or other particular criminal activity.	OFM	Until date of expiration or recalled by the court	Destroy when obsolete or superseded	L07-01-12	
13.	CRIMINAL HISTORY INQUIRIES BY SUBJECTS Documentation of inquiries and examinations of criminal history records by subjects to determine content and authenticity. Any resulting changes in the criminal record would be the result or a superior court order. <b>See Remarks</b> <b>There is no retention required by RCW or WAC. The proposed retention period is the same as is approved for public disclosure requests.</b>  <a href="#">New Series – January 2008.</a>	OFM	1 year	Destroy when obsolete or superseded	L07-01-13	Such access is required subject to the provisions of RCW 10.97.080 and WAC 446-16-030.

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L08** New section that includes extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES Electronic Information – Data and Input Documentation, E-mail policy, and System Documentation.

### Records Category: **ELECTRONIC RECORDS/INFORMATION SERVICES**

- Includes those activities related to Information Services, reporting and general data input documenting Law Enforcement agencies computer services, computer system management, and computer network management, data and input documentation (e-mail systems) and our policy on managing e-mail messages.
- **L08** applies to Information Services and Reporting in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L08 ELECTRONIC AND INFORMATION SYSTEMS—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**ELECTRONIC MAIL**

Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. Such messages must be identified, filed and retained just like records in other formats.

Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information need to be retained for the length of retention period per the appropriate record series assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.

**E-mail messages which are usually public records and must meet records retention requirements before being destroyed:**

- Policy and Procedure Directives
- Correspondence or memoranda related to official public business
- Agendas and minutes of meetings
- Documents relating to legal or audit issues
- Messages which document agency actions, decisions, operations and responsibilities
- Documents that initiate, authorize or complete a business transaction
- Drafts of documents that are circulated for comment or approval
- Final reports or recommendations
- Appointment calendars
- E-mail distribution lists
- Routine information requests
- Other messages sent or received that relate to the transaction of local government business

**E-mail Messages Which Are Usually Administrative Materials with No Retention Value:**

- Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins
- Phone message slips that do not contain information that may constitute a public record
- Copies of published materials
- Informational copies
- Preliminary drafts
- Routing slips
- Transmittals (Letters/memos)

**See e-mail guidelines in the records management section of this manual.**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

40

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AUDIT TRAIL FILES Data generated during the creation, editing, viewing or deleting of a master file or database record.  Series Revised – Description changed from “Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle” – January 2008.	OFM	Destroy After 3 Backup Cycles	Destroy when obsolete or superseded	L08-01-01	
2.	CATALOGED TAPE DOCUMENTATION Files and/or databases that show all tapes under catalog control in the computer system.  Series Revised – Title changed from “CATALOGED TAPE LIST” and description changed from “This record series consists of computer listings that show all tapes under catalog control at the agency’s computer facility for the agency” – January 2008.	OFM	Retain this record for a minimum period of five (5) working days from the date of report	Destroy when obsolete or superseded	L08-01-02	
3.	COMPUTER RUN SCHEDULING RECORDS Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	OFM	Destroy After 30 Days	Destroy when obsolete or superseded	L08-01-03	
4.	DATA BASE STATISTICS This record series consists of computer listings that show the utilization of disk files, and overall disk space utilization. (Capacity used/available on disks.) This listing is produced daily.	OFM	Retain this record series for a minimum period of ten (10) days from the date produced.	Destroy when obsolete or superseded	L08-01-04	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

41

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
5.	DATA DOCUMENTATION Records created during system development or modification process. May include database information (stored procedures, triggers and jobs), security code distribution, restrictions and data flow diagrams. ESSENTIAL RECORD - Backup should be stored off site.  Series Revised – Description changed from “Records created during system development or modification and used to access, retrieve or manipulate data. Data documentation may include, but is not limited to, data element dictionaries, file layouts and codebooks” – January 2008.	OFM	Disposition of Data Plus 1 Year	Destroy when obsolete or superseded	L08-01-05	
6.	DATA OR DATABASE DICTIONARY REPORTS Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-06	
7.	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
8.	DATA PROCESSING OPERATING PROCEDURES Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of a data processing operation.	OFM	Retain Current Plus Two Previous Generations. Retain Last Generation for 6 Months After Discontinued	Destroy when obsolete or superseded	L08-01-08	
9.	DATA PROCESSING UNIT'S COPIES OF OUTPUT REPORTS Copies of output reports produced for clients.	OFM	Destroy After Acceptance By Client	Destroy when obsolete or superseded	L08-01-09	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

42

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
10.	DESIGN DOCUMENTATION - ELECTRONIC INFORMATION SYSTEM May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b> .	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
11.	DESTRUCTION (SCRATCH) REPORTS Records documenting the destruction of electronic files stored in a tape library.	OFM	Destroy After 1 Year or After Superseded	Destroy when obsolete or superseded	L08-01-11	
12.	DISASTER PREPAREDNESS AND RECOVERY PLANS Records relating to the protection and reestablishment of data processing services in the case of a disaster.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-12	
13.	FINDING AIDS, INDEXES AND TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records. Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the Regional Archives along with the historical record.	OFM	Retain Until the Disposition of Indexed Data	Destroy when obsolete or superseded	L08-01-13	
14.	HELP DESK TELEPHONE LOGS AND REPORTS Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.		1 Year	Destroy when obsolete or superseded	L08-01-14	
15.	INPUT DOCUMENTS Copies of record or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit has retained the original records. (See note at end of schedule)	OFM	Destroy After Data Input and Any Necessary Verification	Destroy when obsolete or superseded	L08-01-15	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

42

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

43

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
16.	<b>JOB LIBRARIES</b> This record series consists of computer listings that show the complete current contents of the object program library. These listings are produced weekly.	OFM	Retain this record series for a minimum period of twenty-one (21) days from the date produced	Destroy when obsolete or superseded	L08-01-16	
17.	<b>MAINTENANCE DOCUMENTATION- ELECTRONIC INFORMATION SYSTEM</b> May include any or all of the following: System or program change authorization, description of changes, acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.
18.	<b>MASTER FILES, ADMINISTRATIVE</b> Electronic records that replace in whole or in part administrative records that have been scheduled through approved records retention schedule and contain the same information as the scheduled records.	OFM	Purge the file after the expiration of the minimum retention period as authorized for the hard copy file	Destroy when obsolete or superseded	L08-01-18	
19.	<b>MASTER FILES, SUMMARIES</b> Electronic records that contain summarized or aggregated information created by combining data elements from a single master file or database that is described in Master Files, Administrative.	OFM	Purge the file when no longer needed.	Destroy when obsolete or superseded	L08-01-19	
20.	<b>NETWORK CIRCUIT INVENTORIES</b> Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information.	OFM	Destroy After Circuit is No Longer in Use	Destroy when obsolete or superseded	L08-01-20	
21.	<b>NETWORK IMPLEMENTATION PROJECT FILES</b> Records used to plan and implement a network. Includes reports, justifications, working diagrams of proposed network, wiring schematics, diagrams, bids, correspondence, and other related documentation.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-21	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

43

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

44

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
22.	NETWORK OR CIRCUIT INSTALLATION AND SERVICE FILES Documentation of data communication service, installation or repair, including work orders, correspondence, memoranda, work schedules, copies of building and circuit diagrams, and copies of related fiscal records.	OFM	1 Year After Action	Destroy when obsolete or superseded	L08-01-22	
23.	NETWORK USAGE FILES Electronic files or automated logs created to monitor the use of the agency's network by its customers or network/Internet usage by its employees, including, but not limited to, log-in records, and system usage files.	OFM	Destroy After Scheduled Review/Audit OR After 3 Backup Cycles	Destroy when obsolete or superseded	L08-01-23	
24.	NETWORK USAGE DATA Documentation showing use of the agency's network resources and internet access by its customers and employees, such as login and other usage data, remote and wireless access data, user authentication data, and client internet provider (IP) addresses.  <i>Series Revised – Title changed from "NETWORK USAGE REPORTS" and description changed from "Summary reports or automated logs and other records created to document computer usage for reporting or other purposes. Including, but not limited to, login field system usage files, charge-back files, data entry logs, and records of individual computer program usage" – January 2008.</i>	OFM	1 Year	Destroy when obsolete or superseded	L08-01-24	
25.	OPERATING SYSTEM HARDWARE CONVERSION PLAN Records relating to the replacement of equipment or computer operating systems.	OFM	Successful Conversion Plus 6 Months	Destroy when obsolete or superseded	L08-01-25	
26.	OPERATIONAL DATA- ELECTRONIC INFORMATION SYSTEM Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
27.	POST IMPLEMENTATION REVIEWS- ELECTRONIC INFORMATION SYSTEM Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

45

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
28.	PRINT FILES NOT USED TO DOCUMENT A TRANSACTION Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions.	OFM	Destroy After All Print Runs Are Completed and Output Has Been Verified	Destroy when obsolete or superseded	L08-01-28	
29.	PROGRAM LISTING AND SOURCE CODE Automated program code that generates the machine language instructions used to operate an automated information system.	OFM	Retain for 2 Update Cycles After Code is Modified or Replaced. Destroy Remaining Codes 1 Year After Discontinuance of System	Destroy when obsolete or superseded	L08-01-29	
30.	PROGRAM POST LIST This record series consists of computer listings of Application Program Source Codes. The list also describes the program.	OFM	Retain the last (most current) copy, and the last previous copy made, until another is required.	Destroy when obsolete or superseded	L08-01-30	
31.	PROGRAMMING AND IMPLEMENTATION DATA-ELECTRONIC INFORMATION SYSTEM Operational and user instructions, specification and system acceptance criteria. ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

46

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
32.	SECURITY BACKUP FILES Electronic records that contain identical data as a master file or data that is described in <u>Master Files, Administrative</u> and retained in case such a file is damaged or inadvertently erased. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Purge the file when the identical records have been deleted or when replaced with a superseding security backup file.	Destroy when obsolete or superseded	L08-01-32	
33.	SITE AND EQUIPMENT SUPPORT FILES Records documenting support services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories, and related correspondence and memos.  <u>Series Revised – Retention changed from “Disposition of Equipment Plus 6 Years” – January 2008.</u>	OFM	Life of the system	Destroy when obsolete or superseded	L08-01-33	
34.	SOFTWARE BACKUP DATA- ELECTRONIC INFORMATION SYSTEM Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
35.	SOFTWARE MAINTENANCE LOG This record series consists of a log maintained as a summary of activity time spent in project areas for developmental/ maintenance of systems and programs. Entries are in chronological order.	OFM	Retain this record series for a minimum period of two (2) years from the date of entry into the log.	Destroy when obsolete or superseded	L08-01-35	
36.	SOFTWARE REVIEW FILES Records related to the review and recommendation of software for agency uses, including vendor information, manuals, and software reviews, and related material.  <u>Series Revised – Retention changed from “Destroy After Software is No Longer in Use” – January 2008.</u>	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L08-01-36	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

47

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
37.	SPECIAL PURPOSE PROGRAMS Electronic records used as application software solely to use or maintain a master file or database.	OFM	Purge the file when related database is purged according to the approved retention schedule for that record series, or until this record series is replaced with an updated version.	Destroy when obsolete or superseded	L08-01-37	
38.	SUMMARY COMPUTER USAGE REPORT Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	OFM	Destroy 6 Months After Created	Destroy when obsolete or superseded	L08-01-38	
39.	SUMMARY OF EXTRACTED DATA FILES Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs.	OFM	Destroy After Data is Distributed	Destroy when obsolete or superseded	L08-01-39	
40.	SYSTEM, PROGRAM, AND DATABASE BACKUP FILES Copies of full system disk and databases, application software, logs, directories and other records needed to restore and provided recovery capabilities in the event of system hardware failure, data corruption or data loss. Tapes or disks are referenced by date within volume label:	OFM	Destroy after 3 back-up cycles.	Destroy when obsolete or superseded	L08-01-40	
41.	SYSTEM DOCUMENTATION Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	OFM	Destroy After Hardware or Software is Discontinued, But Not Before Data is Migrated to a New System	Destroy when obsolete or superseded	L08-01-41	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

48

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
42.	SYSTEM SPECIFICATIONS User and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flow charts, and input/output specifications. . ESSENTIAL RECORD - Backup should be stored off site.	OFM	Completion of Project and Disposition or Migration to a New System, Plus 1 Year	Destroy when obsolete or superseded	L08-01-42	
43.	SYSTEM USERS ACCESS FILES Electronic or textual records created to control or monitor individual access to a system and its data. Created for security purposes, including, but not limited to, user account records, security logs and password files. ESSENTIAL RECORD - Backup should be stored off site.  <a href="#">Series Revised – Retention changed from “Termination of User Account Plus 2 Years” – January 2008.</a>	OFM	Termination or Disabling of User Account Plus 2 Years		L08-01-43	
44.	SYSTEMS AND APPLICATIONS DEVELOPMENT Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Completion of Project and Disposition or Transfer of System Data to a New Operating Environment Plus 6 months	Destroy when obsolete or superseded	L08-01-44	
45.	TAPE LIBRARY MANAGEMENT SYSTEM DAILY REPORTS This record series consists of computer printouts showing the current status of all magnetic tape and disk files maintained by the State Computer Facility for the agency. This is received daily.	OFM	Retain this record series for a minimum period of five (5) working days from the date of report.		L08-01-45	
46.	TEST DATA BASE FILES Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	OFM	Destroy When No Longer Needed, But Not Before Acceptance of Test Results	Destroy when obsolete or superseded	L08-01-46	
47.	TEST SYSTEM FILES Electronic records created solely to test system performance. The electronic files may be on line, disk, or computer magnetic tape, and the record series includes related documentation.	OFM	Purge the file when no longer needed	Destroy when obsolete or superseded	L08-01-47	

Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS

48

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

49

Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
48.	TRANSACTION FILES Electronic records used to create or update master files. This may include: work files, valid transaction files, and intermediate input/output files. The electronic files may be on line, disk, or computer magnetic tape, and the record series includes related documentation.	OFM	Purge the information after it has been transferred to the master file and verified.	Destroy when obsolete or superseded	L08-01-48	
49.	VALID TRANSACTION FILES Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files, and similar records. These records are not retained to document a program unit action or for audit purposes.	OFM	Destroy After 3 Backup Cycles		L08-01-49	
50.	VOLATILE SOFTWARE MODIFICATION This record series consists of a disk file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification. It is run as required.	OFM	Retain the last (most current) copy, and the last previous copy made, until another run is required.		L08-01-50	
51.	WORK OR INTERMEDIATE FILES Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	OFM	Destroy After Completion of Transaction		L08-01-51	
52.	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

**DATABASE AND SPREADSHEET DATA  
FINDING AIDS AND INDEXES (USER  
WORKING COPY). INPUT DOCUMENTS  
WORD PROCESSING FILES**

Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.

**Approved by the Local Records Committee January 2008  
L08 ELECTRONIC RECORDS/INFORMATION SYSTEMS**

49

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L09.** Includes previous Law Enforcement's Evidence Files LAW-04A

Records Category: **EVIDENCE FILES**

- Includes those functions that are consistent of documentation that provides support, verification and proof when litigation and or criminal proceedings have commenced. Contains records that document physical evidence pertaining to a crime such as fingerprints, lab reports and personal property records, etc.
- **L09** applies to Evidence Files in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L09 EVIDENCE FILES—INCLUSIVE**

Approved by the Washington State Local Government Records Committee: August 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

51

Records Category: <b>EVIDENCE FILES</b>					Schedule Number: <b>L09</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CERTIFICATE OF NONDESTRUCTION OF, OR NOTICE OF INTENT TO DESTROY, WEAPON OR DANGEROUS INSTRUMENT, APPLIANCE, OR SUBSTANCE.	OPR	6 years after disposition of property, or 1 year after disposition of any related case investigation records - <b>whichever is longer</b>	Destroy when obsolete or superseded	L09-01-01	
2.	LATENT PRINT FILES, CRIME SCENE PRINTS, PARTIALS, PALMS, ETC (LEFT BY UNKNOWN SUSPECT AT THE SCENE OF A CRIME)	OFM	1 year after final court disposition	Destroy when obsolete or superseded	L09-01-02	
3.	NARCOTICS LAB REPORTS	OFM	Current plus 3 years – <b>see remarks</b>	Destroy when obsolete or superseded	L09-01-03	Copies may be included in the case/incident report and kept as long as the incident file.
4.	PERSONAL PROPERTY FOR SAFE KEEPING RECORD	OPR	6 years after disposition of property	Destroy when obsolete or superseded	L09-01-04	
5.	PERSONAL PROPERTY RECORDS ( <u>DANGEROUS WEAPONS</u> ) For dangerous weapon, including but not limited to receipt, identification tag, and report of destruction.	OPR	6 years after disposition of property or 1 year after disposition of any related case investigation records - <b>whichever is longer</b>	Destroy when obsolete or superseded	L09-01-05	
6.	PERSONAL PROPERTY RECORDS (GENERAL) For other property, including but not limited to receipts/reports of confiscated property, identification tag, and report of public auction or destruction, <i>property logs</i> <sup>1</sup> .	OPR	6 years after disposition of property – <b>see remarks</b>	Destroy when obsolete or superseded	L09-01-06	<i>If property is converted to Law Enforcement use, retain documents.</i>

<sup>1</sup> The record series Property Logs on old schedule LAW-04A. The RCW allows us to get rid of unclaimed property following 60-day notification. This series are records to that notification and should be kept for 6 years.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

52

Records Category: <b>EVIDENCE FILES</b>					Schedule Number: <b>L09</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	VIDEO/AUDIO TAPE OR OTHER ELECTRONIC RECORDINGS OF BOOKING OR ARREST PROCESSING When litigation and/or criminal proceedings have commenced.	OFM	1 year after final court disposition	Destroy when obsolete or superseded	L09-01-07	Recordings of potentially important incidents may warrant longer retention for legal reasons, even if no case investigation has been initiated. Local law enforcement agencies should carefully review these recordings before destroying or reusing.
8.	VIDEO/AUDIO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT When recording relates to specific case investigation.	OFM	30 days after final court disposition	Destroy when obsolete or superseded	L09-01-08	Recordings of potentially important incidents may warrant longer retention for legal reasons. Local law enforcement agencies should carefully review these recordings before destroying or reusing.)
9.	VIDEO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT When recording does not relate to specific case investigation, such as routine traffic stop. <b>See remarks</b>	OFM	90 days may be reused	Destroy when obsolete or superseded	L09-01-09	

**SUPERSEDED**

Approved by the Local Records Committee August 2001  
**L09 EVIDENCE FILES**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L10** Most Law Enforcement agencies have another governmental agency in charge of this function. However, in order to accommodate any smaller jurisdiction that may assume these functions, this category has been extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category: Facilities Management & Hazardous Materials Administration.

### Records Category: FACILITIES MANAGEMENT/HAZARDOUS MATERIALS ADMINISTRATION

- Facilities management encompasses the operation and maintenance of buildings and other facilities owned or leased by agencies of the state of Washington. Includes documentation related to building projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.
- Hazardous materials administration includes facilities reports pertaining to asbestos physical examination, summary of hazardous waste removal and hazardous materials accident/incident reports and general public safety records. Local government officials may wish to retain these records longer, possibly as long as 40 years, if the hazardous materials listed on the record include substances listed in Sub par Z, 29 CRF (Federal O.S.H.A. Regulations). In addition, if these reports document the presence of hazardous materials in a community at a given time, they should be appraised for historical significance. These records may have immediate significance for fire fighting and disaster prevention and long-term research value in situations where the hazardous materials found in the area had a significant impact on the community. Contact you Local Regional Archivist for additional advice
- L10** applies to records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS ADMINISTRATION —INCLUSIVE**  
Approved by the Washington State Local Government Records Committee: June 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

54

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
2.	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
3.	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
4.	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
5.	INTRUSION ALARM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
6.	KEY/CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7.	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	

**Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**

54

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

55

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
9.	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
10.	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
11.	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
12.	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-01	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.	SECURITY ANNUAL REPORT - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	
14.	SECURITY PATROL LOG - FACILITY AND PROPERTY MANAGEMENT	OFM	2 years	Destroy when obsolete or superseded	GS50-06B-16	
15.	STAFF ACCESS/ENTRY LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20	
16.	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-02	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.

**Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

56

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
17.	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-03	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
18.	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-04	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
19.	STATEMENT FOR RESTITUTION - FACILITY AND PROPERTY MANAGEMENT Source document backup for billing.	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	
20.	SURVEILLANCE VIDEOS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
21.	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
22.	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
23.	WEAPONS CONFISCATION LOG - FACILITY AND PROPERTY MANAGEMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	
24.	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

**Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

57

Records Category: FACILITIES MANAGEMENT & HAZARDOUS MATERIALS ADMINISTRATION					Schedule Number: L10	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
HAZARDOUS MATERIALS ADMINISTRATION						
25.	GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMININISTRATION (To Department of Ecology) summary of hazardous waste removal.  ESSENTIAL RECORD- Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
26.	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
27.	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure.  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

58

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
28.	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
29.	HAZARDOUS MATERIALS DISPOSAL RECORDS Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc.  ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
30.	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

59

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
31.	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
32.	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
33.	HAZARDOUS MATERIALS MANAGEMENT PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

**SUPERSEDED**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

60

Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
34.	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
35.	MATERIALS SAFETY DATA SHEET (MSDS).  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks.</b>	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
36.	NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION.	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	
37.	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L11** includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Insurance/Risk Management/Safety.

**Records Category: INSURANCE/RISK MANAGEMENT & SAFETY**

- INSURANCE/RISK MANAGEMENT & SAFETY Includes records pertaining to Labor and Industries claims/reports for accident insurance, personal injury.
- **L11** applies to public safety records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.


**L11 INSURANCE/RISK MANAGEMENT/SAFETY - INCLUSIVE**

Approved by the Washington State Local Government Records Committee: July 2001



---

**Brian Buccholz**  
For the Attorney General



---

**George Geyer**  
For the State Auditor



---

**Phillip Coombs**  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

62

Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2.	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	For accidents/ incidents involving adults NOT resulting in claims— 3 years For accidents/ incidents involving adults resulting in claims— closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims— age of majority plus 3 years FOR ACCIDENTS/ INCIDENTS INVOLVING MINORS RESULTING IN CLAIMS – CLOSURE PLUS 6 YEARS	Destroy when obsolete or superseded	GS50-06C-02	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.

SUPERSEDED

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

63

Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
3.	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	For accidents/incidents involving adults NOT resulting in claims– 3 years For accidents/incidents involving adults resulting in claims– closure plus 6 years For accidents/incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.
4.	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5.	CERTIFICATES OF INSURANCE ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
6.	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT/SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	

Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

64

Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8.	DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
9.	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	For accidents/ incidents involving adults NOT resulting in claims- 3 years For accidents/ incidents involving adults resulting in claims- closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims- age of majority plus 3 years For accidents/ incidents involving minors resulting in claims - closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.
10.	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
11.	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

**Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

65

Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
12.	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
13.	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
14.	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
15.	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
16.	NOISE EXPOSURE REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06D-04	Reference WAC 296-62-09041 (4a).
17.	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
18.	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
19.	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES A bulletin, pamphlets, notices.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
20.	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
21.	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).
22.	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).

Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

66

Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
23.	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
24.	SAFETY COMMITTEE MINUTES	OFM	1 year	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
25.	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	
26.	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - See remarks	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
27.	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY

**Schedule Number: L12** includes previous Law Enforcement's - Incident Reports LAW-05A

**Records Category: INCIDENT REPORTS**

- Documents those functions that provide incident data assembled in case investigations. Includes records of Law Enforcement reports, studies analyzing law enforcement activity within a municipality for specific kind of criminal activity or a given area may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research. Contact your Local Regional Archivist for additional advice.
- **L12** applies to administrative and general operational records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L12 INCIDENT REPORTS—INCLUSIVE**

Approved as revised by the Washington State Local Government Records Committee: October 2005

For the Attorney General: Mark Calkins

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Approved by the Local Records Committee October 2005  
L12 Incident Reports

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

68

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ALARM CALL REPORTS FILE Reports completed by individual officers responding to alarm calls. Reports list alarm type, time received, times arrived, reason for activation, and other related information. File also includes forms completed by businesses naming emergency contacts, location of safe, and other related information.	OFM	30 days or when administrative purposes served.	Destroy when obsolete or superseded	L12-01-01	
2.	ANIMAL CONTROL REPORT FILE Reports of animal control calls. Reports list information regarding animal bites, animals received from citizens, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related information.	OFM	1) Dangerous animals destroy when known dead or 5 years which ever comes first 2) Animal abuse cases destroy after 5 years 3) Remaining records destroy after 1 year	Destroy when obsolete or superseded	L12-01-02	
3.	CASE ASSIGNMENT CONTROL RECORDS	OFM	90 days	Destroy when obsolete or superseded	L12-01-03	
4.	CASE LOGS <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-04	Series relates to agencies using manual systems
5.	CENSUS TRACT FILES/GRID FILES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-05	Series relates to agencies using manual systems
6.	CRIME CLASSIFICATION FILES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-06	Series relates to agencies using manual systems
7.	CRIME SCENE NEGATIVES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-07	Series relates to agencies using manual systems

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

69

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
SERIE S NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	FIELD INTERROGATION REPORTS Consist of a limited informational report filled out by an officer on persons or vehicles that are suspicious at the time or place of contact, not of a criminal nature. It records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer's name who is conducting the interrogation and reason(s) stopped. No arrests are made or other reports filed of this momentary detention.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L12-01-08	
9.	LAW ENFORCEMENT REPORTS, STUDIES OR DATA QUERIES Having legal or fiscal value, such as reports covering use of equipment, personnel resources assigned, reports on crime or kinds of criminal activity in specific neighborhoods, individual officer notebooks, daily communications or other internal reports.	OPR	5 years or longer if needed to meet any legal obligations	Those having no legal or fiscal value or a secondary copy can be destroyed when obsolete or superseded	L12-01-09	NOTE: Reports and studies analyzing law enforcement activity within a municipality for specific kind of criminal activity or a given area may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research
10.	MISSING PERSON/RUNAWAY RECORDS	OFM	5 years or Until located	Destroy when obsolete or superseded	L12-01-10	
11.	OFFENSE/INCIDENT REPORTS Offense and supplement offense reports; investigation reports and notes; witness and suspects statements; results of chemical analysis and polygraph tests; crime scene information and photographs; citations used in lieu of writ.  <b>Series revised – changed Special Instructions remarks following “See Appendix A” – 10/05</b>	OFM	5 years Unsolved homicide – PERMANENT Abduction/Violent Sex Offenses – <b>See remarks</b>	Destroy when obsolete or superseded	L12-01-11	Reference CHRI Supplement – See <a href="#">Appendix A</a> Records of any investigative reports pertaining to sex offenders contained 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 Sheriff's and Police Chiefs consistent with RCW 40.14.070.
12.	SUPPLEMENTAL INDEX FILES Separate from Case Files – used as a tickler.	OFM	30 days	Destroy when obsolete or superseded	L12-01-12	

Approved by the Local Records Committee October 2005  
L12 Incident Reports

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

70

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
<b>SERIE S NO.</b>	<b>RECORD SERIES TITLE and FUNCTION</b>	<b>OPR / OFM</b>	<b>OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD</b>		<b>DISPOSTION AUTHORITY NUMBER (DAN)</b>	<b>SPECIAL and/or DESTRUCTION INSTRUCTIONS</b>
			<b>Primary Record Copy</b>	<b>Secondary Record Copy</b>		
13.	TRAFFIC ACCIDENT REPORTS Includes all factual data submitted by officers, including BAC results or other tests administered, statements, photos, diagrams and measurement information.	OFM	<b>See remarks</b>	5 years	L12-01-13	Washington State Patrol has responsibility for primary copy

**SUPERSEDED**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L13** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Purchasing-Central Stores.

### Records Category: PURCHASING RECORDS

- Records include general purchasing records used by local agencies for procuring services, supplies and equipment.
- L13** applies to procurement (i.e. Central Stores, Purchasing) records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED


When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L13 PURCHASING RECORDS—INCLUSIVE

Approved by the Washington State Local Government Records Committee: June 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

72

Records Category: <b>PURCHASING</b>					Schedule Number: <b>L13</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
64.	BID AND PROPOSAL FILES ( <i>SUCCESSFUL BIDS AND PROPOSALS ONLY</i> ) – PURCHASING Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, the chosen bid or proposal, and statements of qualification.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
65.	CONSULTANT AND CONTRACTOR ROSTERS – PURCHASING	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
66.	DAMAGE AND LOSS CLAIMS – PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
67.	DEBIT/CREDIT CHARGES – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
68.	DELIVERY RECEIPT-INTERNAL – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
69.	EQUIPMENT/VEHICLE PARTS ORDERS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
70.	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
71.	INVENTORY/YEAR-END REPORT – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
72.	MATERIALS DISBURSEMENT TICKETS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
73.	MATERIALS ORDERS/REQUISITIONS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
74.	MATERIALS RECEIPTS – PURCHASING	OFM	3 years	Destroy when obsolete or	GS50-08B-06	

Approved by the Local Records Committee (LGRRS) June 2001  
L13 PURCHASING

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

73

Records Category: <b>PURCHASING</b>					Schedule Number: <b>L13</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
				superseded		
75.	MATERIALS RECEIVING AND DISBURSEMENT REPORTS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
76.	PACKING SLIPS – PURCHASING	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	
77.	PRICE CHECKS AND INFORMAL QUOTATIONS – PURCHASING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
78.	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
79.	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
80.	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
81.	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
82.	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
83.	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
84.	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	<b>Note:</b> Initiative Measure 200 went into affect 12/98. Purging of these files may begin in 2005.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L14 NEW SECTION**

**Records Category: INTELLIGENCE RECORDS**

- These records may contain information often of a personal nature, about individuals, groups, corporations, etc, concerning their possible involvement in or relationship to organized criminal activity. As responsible information custodians, it is imperative that the information contain in these records properly safeguarded to ensure that people who handle the information know how it will be handled and protected and well as institute additional privacy protections that it remain non-disclosable and disposed of properly.
- **L14** applies to intelligence records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies should not be produced for informational purposes.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L14 INTELLIGENCE RECORDS-- INCLUSIVE**

**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>INTELLIGENCE RECORDS</b>					Schedule Number: <b>L14</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CONFIDENTIAL INFORMANT FILES Contains sensitive and personally identifiable information about individuals that must be properly safeguarded. Non-disclosable.	OFM	5 years or until obsolete or superceded –see remarks	Destroy when obsolete or superseded	L14-01-01	Shred when disposing
2.	CRIMINAL ACTIVITY PROFILE (CAP) Information on organized crime activity set up by crime type ("MO")	OFM	3 years	Destroy when obsolete or superseded	L14-01-02	
3.	INCIDENTIAL DOCUMENT FILE Restricted files containing temporary documents on individuals and organizations suspected of organized crime activity.	OFM	3 years	Destroy when obsolete or superseded	L14-01-03	
4.	INTELLIGENCE HISTORICAL FILES Investigative topics that may have historical value and be of interest to the public such as punchboards, pull tabs, blue laws, etc.	OFM	PERMANENT	Destroy when obsolete or superseded	L14-01-04	
5.	LAW ENFORCEMENT INTELLIGENCE UNIT (LEIU) California based unit of information on traveling organized crime subjects.	OFM	When obsolete or superseded	Destroy when obsolete or superseded	L14-01-05	
6.	NAME/INDIVIDUAL SUBJECT FILE Contains permanent files on individuals and organizations suspected of organized crime activity.	OFM	3 years or when obsolete or superseded	Destroy when obsolete or superseded	L14-01-06	
7.	PUBLIC INFORMATION FILE Various investigative publications and reference materials open to public review	OFM	Current plus 1 year	Destroy when obsolete or superseded	L14-01-07	

## GENERAL RECORDS RETENTION SCHEDULE FOR ALL LOCAL GOVERNMENT AGENCIES

**Schedule Number: L15** includes previous Law Enforcement's - Jail Records LAW-06.

### Records Category: JAIL RECORDS

- Documents administrative and operational procedures of the incarceration process of the agency detention center Includes records that document the procedures and administration of incarceration of prisoners, occupancy or conditions. These records may be useful for long-term planning, analysis of trends in law enforcement, and for historical or other research value. Contact your Regional Archivist for additional advice or for transferring those records designated archival.
- **L15** applies to jail records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L15 JAIL RECORDS—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED DECEMBER 2007

**RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION**

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfiel

Approved by the Local Records Committee Updated December 2007  
**L15 Jail Records**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

77

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCOUNTING RECORDS ( <i>See schedule L-01</i> ) For receivables/payables such as records pertaining to: Work release National Health Labs Billings, Invoices for items purchased from inmate Welfare Fund, Commissary, pop machines, cable, newspapers etc. These general accounting records can also be used for Jail bank statements, ledger reconciliation's, etc.					
2.	APPLICATION OF CHANGE IN MAXIMUM FACILITY CAPACITY Includes determinations for facility staffing and related records victim	OFM	2 years after superseded by subsequent change in capacity	Destroy when obsolete or superseded	L15-01-01	
3.	AUTHORIZATIONS FOR CONFINEMENT Filled out by arresting officer at time of booking stating charges and bail.	OFM	5 years	Destroy when obsolete or superseded	L15-01-02	
4.	BAIL RECEIPT/BAIL BONDS	OPR	6 years	Destroy when obsolete or superseded	L15-01-03	
5.	BED ASSIGNMENT DIAGRAM	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-04	
6.	BILLINGS FOR CONTRACT CITIES Rent a cell	OPR	3 years or Completion of Audit	Destroy when obsolete or superseded	L15-01-05	
7.	CHRONOLOGICAL RECORDS Index for materials filed in inmate file.	OFM	Termination plus 5 years	Destroy when obsolete or superseded	L15-01-06	
8.	CLASSIFICATION ACTION REQUEST Documents inmates request to classification committee for change(s) in privileges, work or treatment plans; also documents committee's response.	OFM	3 years	Destroy when obsolete or superseded	L15-01-07	
9.	COMMISSARY/KITCHENS ACCOUNTS Warrants checks, inmate cash transactions, receipts/ vouchers and registers/journals.	OPR	3 years or Completion of Audit	Destroy when obsolete or superseded	L15-01-08	
10.	COMMISSARY/KITCHENS FILES – MENUS/SPECIAL DIET ORDER LOG	OFM	2 years	Destroy when obsolete or superseded	L15-01-09	
11.	COMMISSARY/KITCHENS FREE ISSUE CHECK SHEETS (INDIGENTS) To track inmate request for tobacco, soap, toothpaste, stamps, art paper, and etc.	OFM	3 years	Destroy when obsolete or superseded	L15-01-10	

Approved by the Local Records Committee Updated December 2007  
L15 Jail Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

78

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
12.	COMMISSARY/KITCHENS INVENTORY Records of items on commissary, when purchased, amount sold to inmates, inventory of items in commissar.	OFM	3 years	Destroy when obsolete or superseded	L15-01-11	
13.	COMMUNITY SCREENING RESULTS Used to communicate decision of the community screening committee to all concerned.	OFM	6 years	Destroy when obsolete or superseded	L15-01-12	
14.	COMPLAINT OR INCIDENT REPORT Involving alleged prisoner abuse, injury, or similar occurrence showing description of the problem, identifying the individuals involved and stating the action taken, after any litigation has been completed.	OPR	Release plus 6 years	Destroy when obsolete or superseded	L15-01-13	
15.	COURT ORDERS ( <i>inmate copy</i> ) Copies of orders establishing conditions of release, copies of final disposition, copies of commitments.	OFM	6 years	Destroy when obsolete or superseded	L15-01-14	
16.	DECK LOGS Log entries by deck officers as to their comments on all activities on the deck, disciplinary action taken, headcounts, maintenance notations, caution notes, and any other types of documentation necessary for efficient and safe operation of the deck.	OFM	6 years	Destroy when obsolete or superseded	L15-01-15	
17.	DENIED/NO-SHOW WORK RELEASE FILES Copy of commitment order correspondence relating to reason for denial and/or no-show	OFM	6 years	Destroy when obsolete or superseded	L15-01-16	
18.	DIETARY SERVICES RECORDS Food service records, including meal counts, rosters of inmates' diet orders, and dietary services studies.	OFM	Until obsolete or inmate released	Destroy when obsolete or superseded	L15-01-17	
19.	DISCIPLINARY HEARING REPORT Documents hearing process and results for all Work Release inmates other than State Dept. of Corrections inmates	OFM	6 years	Destroy when obsolete or superseded	L15-01-18	
20.	FACILITY HOUSING SUPERVISOR LOG/INMATES' SURVEILLANCE ACTIVITIES LOG May include security surveillance written logs. Activity logs that identifies inmate visitors, phone calls, and mail, and records of visits to cells by officers checking on condition of inmates.	OFM	3 years	Destroy when obsolete or superseded	L15-01-19	

Approved by the Local Records Committee Updated December 2007  
L15 Jail Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

79

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
21.	FACILITY OR LOCK-UP REPORTS Reports captioning legal and fiscal information.	OPR	6 years	Destroy when obsolete or superseded	L15-01-20	May include studies analyzing facility prisoners, occupancy or conditions may be useful for long-term planning, analysis of trends in law enforcement and for historical and other research
22.	GENERAL PROGRAM RECORDS (WORK RELEASE) <ul style="list-style-type: none"> <li>▪ AA Attendance Records</li> <li>▪ Contracts (weekenders, trustee, professional services)</li> <li>▪ Data control sheet of pertinent information &amp; resident's sponsor/visitor list</li> <li>▪ Extra work detail assignment log</li> <li>▪ Individual movement records of time spend outside the release facility (<i>Including home monitoring records</i>)</li> <li>▪ Inmate class attendance accountability records</li> <li>▪ Order of suspension, arrest and detention – pending disciplinary action</li> <li>▪ Outing records (social, sponsored, individual sponsored sign-out logs, passes)</li> <li>▪ Pay check log</li> <li>▪ Population roster;</li> <li>▪ Resident drug and alcohol testing log (number of test given to each resident) &amp; test results, and test request</li> <li>▪ Sponsor background checks</li> <li>▪ Visitor logs (general, professional)</li> </ul>	OFM	3 years upon completion	Destroy when obsolete or superseded	L15-01-21	Reference RCW 9a.76.120/130, 9.94A 030/180/185/190/380
23.	HEALTH AND SANITATION INSPECTION AND RELATED RECORDS Includes records of action taken to correct any problems	OFM	3 years		L15-01-22	
24.	INFRACTION/OBSERVATION REPORTS AND REPORTS OF INMATE DISCIPLINARY ACTION	OFM	Release plus 6 years	Destroy when obsolete or superseded	L15-01-23	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

80

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
25.	IN-HOUSE EDUCATION FILES Consist of DWI Detention Center Classes, Victims panel, driving while suspended and various other classes. May contain medical screen sheet, booking records sentence memo, fee agreement, vital information data and referral source.	OFM	Case closed plus 1 year	Destroy when obsolete or superseded	L15-01-24	
26.	INMATE MEDICAL FILES Records relating to the medical condition of and medical treatment given to each prisoner, including medical screening reports, medical isolation reports, physicians or allied health personnel reports, and records of medications given or medical procedures administered and expenses incurred there in.	OPR	Release plus 6 years	Destroy when obsolete or superseded	L15-01-25	Reference WAC 289.14.130
27.	INMATE REQUEST (KITES) Includes request for sick call, non-prescription medication, personal care items, correspondence mailings, staff, academic, religious, vocational interviews and other general inmate request.	OFM	3 years	Destroy when obsolete or superseded	L15-01-26	
28.	INMATE/EMPLOYER AGREEMENT Agreement to mail paychecks directly to the facility and not give them to inmate. Use must be imposed as a disciplinary sanction.	OFM	6 years	Destroy when obsolete or superseded	L15-01-27	
29.	INMATE'S WELFARE FUND Miscellaneous items purchased from inmate's welfare fund.	OPR	6 years	Destroy when obsolete or superseded	L15-01-28	
30.	INSPECTION LOGS (WEEKLY) Logs of weekly inspections of units.	OFM	4 years	Destroy when obsolete or superseded	L14-01-29	
31.	JAIL REGISTER/BLOTTER A summary record, in some form, of each person committed to a jail, showing at a minimum, the name and gender of the person, intake number, thereon for their commitment or confinement and the date of their release or transfer.	OPR	Release of last person entered plus 6 years. Potentially archival – See remarks	Destroy when obsolete or superseded	L15-01-30	Reference RCW 70.48.100. Please contact your Regional Archivist before disposing of this record.
32.	KEY LOG	OFM	3 years	Destroy when obsolete or	L15-01-31	

Approved by the Local Records Committee Updated December 2007  
**L15 Jail Records**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

81

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
				superseded		
33.	MAIL/ VISITOR /ATTORNEY LOGS	OFM	1 year	Destroy when obsolete or superseded	L15-01-32	
34.	MONTHLY JAIL REPORT	OFM	2 years	Destroy when obsolete or superseded	L15-01-33	
35.	MONTHLY WORK RELEASE FILES May contain referral sheets (i.e. inmates accepted, released, removed for disciplinary reasons, AWOL's, and whether an inmate is a county or municipal prisoner); reports contain dates of entry and release from work release for a given month (i.e. indicates whether a work release client is a county or municipal prisoner, reporting total man hours for prisoners on work release program during a given month).	OFM	6 years	Destroy when obsolete or superseded	L15-01-34	
36.	NOTICE OF TERMINATION HEARING, ALLEGATIONS AND RIGHTS	OFM	5 years	Destroy when obsolete or superseded	L15-01-35	
37.	OUT OF STATE PRISONER TRANSPORTATION AUTHORIZATION RECORDS Authorization of extradition	OPR	Extradition plus 6 years	Destroy when obsolete or superseded	L15-01-36	
38.	OUT OF STATE PRISONER TRANSPORTATION DETERMINATION RECORDS Includes determination records for transportation (see Administrative Records for authorizations)	OFM	State Dept. of Corrections has primary record responsibility	Transfer plus 1 year	L15-01-37	
39.	PAYMENT AUTHORIZATIONS FROM INMATES Documents inmate's request to disburse money for various purposes.	OPR	6 years	Destroy when obsolete or superseded	L15-01-38	
40.	POPULATION COUNTS (DAILY TANK ROSTER) Including daily census of prisoners and housing assignments	OFM	3 years	Destroy when obsolete or superseded	L15-01-39	

Approved by the Local Records Committee Updated December 2007  
L15 Jail Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

82

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
41.	<b>PRISONER CASE RECORDS (JACKETS)</b> Including but not limited to: <ul style="list-style-type: none"> <li>Information gathered on arrested individuals soon after booking for classification and assessment, consideration for release on recognizance</li> <li>Good time assessment records</li> <li>Commitment (may include records of personal property taken from prisoner)</li> <li>Court records</li> <li>General information history</li> <li>Pre-sentence investigation reports</li> <li>Record sheets from other agencies</li> <li>Record of letters written and received, copies of general correspondence concerning prisoner</li> <li>Reports of infractions of rules</li> <li>Prisoner's health records</li> <li>Psychological evaluations</li> <li>Suicide watch prevention screening records</li> <li>Security surveillance, but not including commissary/kitchen records</li> <li>Record sheets from other agencies</li> <li>Work release files</li> </ul>	OPR	End of last incarceration plus 6 years	Destroy when obsolete or superseded	L15-01-40	Reference RCW 43.43.705
42.	<b>PRISONER EXERCISE RECORDS</b> Includes schedule of exercise periods, results of exercise area searches and explanation of any limitations of exercise.	OFM	3 years	Destroy when obsolete or superseded	L15-01-41	
43.	<b>PRISONER TRANSPORT FILES</b>	OFM	5 years	Destroy when obsolete or superseded	L15-01-42	
44.	<b>PROBATION/CORRECTION LOG</b>	OFM	1 year	Destroy when obsolete or superseded	L15-01-43	
45.	<b>PROMISSORY NOTES</b> Used to maintain control of any inmates who owe the program money when released	OPR	Payment plus 6 years	Destroy when obsolete or superseded	L15-01-44	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

83

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
46.	PROPERTY RECEIPTS <i>(other than bookings)</i> Receipts for property received by inmate after booking. (Receipts for property received at booking maintained in wrap jackets)	OPR	6 years	Destroy when obsolete or superseded	L15-01-45	
47.	RAZOR LOG	OFM	1 years	Destroy when obsolete or superseded	L15-01-46	
48.	RELEASE RECAP Chronological listing of all inmates released from jail the previous day	OFM	PERMANENT	Destroy when obsolete or superseded	L15-01-47	
49.	RESIDENT IDENTIFICATION APPROVAL TO OPERATE A VEHICLE	OFM	6 years	Destroy when obsolete or superseded	L15-01-48	
50.	RESIDENT LIABILITY WAIVER AND RESIDENT CONTRACT Inmate's agreement to pay room and board and waive the county's liability	OFM	Termination plus 6 years	Destroy when obsolete or superseded	L15-01-49	
51.	RESIDENT PROPERTY INVENTORY Used to maintain personal property inmates have in the facility and/or remove from the facility. May also include receipt documentation of facility bedding issued etc. and the return upon their release.	OFM	Completion of State Auditor's report	Destroy when obsolete or superseded	L15-01-50	
52.	RESIDENT PROPERTY RULES Provides facility with an expedient means of releasing inmate property should the need arise.	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-51	
53.	RESIDENT SEARCH NOTICE Documents notification to resident of how, when, where, etc. the inmate may be searched.	OFM	5 years	Destroy when obsolete or superseded	L15-01-52	
54.	RESIDENT TREATMENT PLAN Contains inmate activity other than work, school, sponsored social settings	OFM	Release plus 3 years	Destroy when obsolete or superseded	L15-01-53	
55.	RESIDENT VEHICLE I.D. APPROVAL TO OPERATE	OFM	6 years	Destroy when obsolete or superseded	L15-01-54	
56.	RESIDENT WORK PLAN Day, hour and/or type of work.	OFM	Release plus 6 years	Destroy when obsolete or superseded	L15-01-55	

Approved by the Local Records Committee Updated December 2007  
L15 Jail Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

84

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
57.	REVIEW AND CENSORSHIP RECORDS FOR INCOMING PRINTED MATERIALS AND PUBLICATIONS Includes evaluations by staff and suitability determinations prior to inmate distribution.	OFM	3 years	Destroy when obsolete or superseded	L15-01-56	
58.	SOCIAL OUTING AGREEMENT	OPR	6 years	Destroy when obsolete or superseded	L15-01-57	
59.	STANDARD RULES Documents resident acknowledgement of nine state standard Work Release rules.	OFM	Release plus 3 years	Destroy when obsolete or superseded	L15-01-58	
60.	STATE HOLD REPORTS Weekly/monthly reports listing inmates currently held on probation holds, parole holds, state work release holds, and institutional holds	OFM	6 years	Destroy when obsolete or superseded	L15-01-59	
61.	SUBSTITUTE JAIL ORDER Authorization for temporary confinement of some of all prisoners in another jail facility, and the related records (does not include out-of-state or transfers to the Washington Corrections Center)	OFM	3 years	Destroy when obsolete or superseded	L15-01-60	
62.	SURVEILLANCE RECORDINGS – CASE SPECIFIC Audio/video recordings relating to specific case investigations of a prisoner.  Series Revised: Title changed from 'Video Surveillance Tapes' and description changed from 'When recording relates to specific case investigation of prisoner.' – 05/07	OPR	Release plus 6 years (see prisoner case records)	Destroy when obsolete or superseded	L15-01-63	
63.	SURVEILLANCE RECORDINGS OF BOOKING OR ARREST PROCESSING When NO litigation and/or criminal proceedings have commenced (see Evidence section if criminal proceedings have commenced).  Series Revised: Title changed from 'Video Tape or Other Recordings of Bookings or Arrest Processing' – 05/07	OPR	3 years	Destroy when obsolete or superseded	L15-01-65	

Approved by the Local Records Committee Updated December 2007  
L15 Jail Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

85

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
64.	SURVEILLANCE RECORDINGS – ROUTINE Audio/video recordings, such as routine surveillance of prisoners, which <u>do not</u> relate to specific investigations.  Series Revised: Title changed from 'Video Surveillance Tapes', and description changed from 'When recording does not relate to specific case investigation, such as routine surveillance of prisoners' – 05/07.  Series Revised: Retention reduced from 6 months to 60 days – 12/07.	OFM	60 days	Destroy when obsolete or superseded	L15-01-64	
65.	TERMINATION CUSTODY DECISION	OFM	5 years	Destroy when obsolete or superseded	L15-01-61	
66.	TRUSTEE ROSTER	OFM	1 year	Destroy when obsolete or superseded	L15-01-62	
67.	VISITATION FILES Names of inmates with approved special visits; listing of approved visitors for church services; listing of agencies approved for visiting rights	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-66	
68.	WORK RELEASE LOG BOOK Contains orders and directions to coordinate shift activities (day/swing/graveyard), may also contain information about unusual activities, entries about mechanical or electrical deficiencies, inmate status changes, and follow-up direction for shifts.	OFM	6 years	Destroy when obsolete or superseded	L15-01-67	
69.	WORK/DETAIL ASSIGNMENTS	OFM	1 year	Destroy when obsolete or superseded	L15-01-68	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L16** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category – Legal Counsel Records.

### Records Category: LEGAL COUNSEL RECORDS

- LEGAL Records contain records involving local agencies handled by the Office of the Attorney General, primarily by Assistant Attorneys General assigned to each local agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many local agencies maintain separate files of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the agency.
- L16** applies to Legal records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L16 LEGAL COUNSEL RECORDS—INCLUSIVE

Approved by the Washington State Local Government Records Committee: June 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>LEGAL RECORDS</b>					Schedule Number: <b>L16</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ATTORNEY GENERAL OPINIONS	OFM	Office of the Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2.	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3.	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4.	LEGAL OPINIONS Official interpretations published by agency or government attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-02-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - See remarks	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L17** includes previous Law Enforcement's – Licenses/Firearms/Pawnshops LAW 05

**Records Category: LICENSES, PERMITS AND ASSOCIATED DOCUMENTS**

- Includes those activities related to firearms licensing, permits records pertaining to Law Enforcement.
- Applies to Licenses, Permits and Associated Documents records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L17 LICENSES, PERMITS AND ASSOCIATED DOCUMENTS—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

---

For the Attorney General: Cindy Evans

---

For the State Auditor: Mark Rapozo

---

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L17 LICENSING, PERMITS AND ASSOCIATED DOCUMENTS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

89

Records Category: <b>LICENSES, PERMITS AND ASSOCIATED DOCUMENTS</b>					Schedule Number: <b>L17</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CONCEALED PISTOL LICENSE/PERMIT FILES (APPROVED) (Series revised 3/28/02)	OFM	Dept of Licensing	Law Enforcement = 6 years from date of issuance	L17-01-01	Reference RCW 09.41.070
2.	CONCEALED WEAPON LICENSE/PERMIT FILES (DISAPPROVED)  Series Revised – Changed title from “CONCEALED PISTOL LICENSE/PERMIT FILES (DISAPPROVED)” and changed retention from “2 years” – January 2008.	OFM	3 years	Destroy when obsolete or superseded	L17-01-02	
3.	FIREARM PURCHASE/TRANSFER REQUEST	OFM	20 days after receipt if purchaser is not prohibited from receiving a firearm – See remarks	Destroy when obsolete or superseded	L17-01-03	Reference RCW 09.41.040 and the Federal Gun Control Act section 922 (18 U.S.C. §§ 922).
4.	FIREARMS STOLEN OR MISSING (see also Evidence Files section)	OFM	30 days after firearms are located or destroyed	Destroy when obsolete or superseded	L17-01-04	
5.	HULK/HOUSE MOVING & SPECIAL VEHICLE PERMITS	OFM	1 year	Destroy when obsolete or superseded	L17-01-05	Moved to Specialized Equipment
6.	LICENSED FIREARMS DEALERS	OFM	Department of Licensing is responsible for primary copy. 1 year after expiration of license	Destroy when obsolete or superseded	L17-01-06	
7.	LIST OF FIREARMS DEALERS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L17-01-07	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

90

Records Category: <b>LICENSES, PERMITS AND ASSOCIATED DOCUMENTS</b>					Schedule Number: <b>L17</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	MISCELLANEOUS LICENSES May include: <ul style="list-style-type: none"> <li>Gambling and liquor licenses</li> <li>Taxi Operator</li> <li>Security Guard/Private Investigator</li> <li>Pawnbroker</li> <li>Specialized Forest Products Harvesting</li> <li>Peddlers</li> <li>other local permits.</li> </ul> <i>(Bicycle registration see L25 Crime Prevention)</i>	OFM	Destroy when expired or superseded	Destroy when obsolete or superseded	L17-01-08	Reference WAC 230-04-280.
9.	PARADE PERMITS Documents parades, parade routes, and traffic control activities in regards to parades.	OFM	1 year	Destroy when obsolete of superseded	L17-01-09	
10.	PAWN SLIP FILES/DAILY REPORTS	OFM	1 year	Destroy when obsolete of superseded	L17-01-10	RCW.19.60.020 (2) requires the dealers to retain this information for LE inspection for 3 years.
11.	PAWNBROKER/USED GOODS DEALER INSPECTION REPORT Agency inspection of business pawn record.	OFM	3 years	Destroy when obsolete of superseded	L17-01-11	Reference RCW 19.60.020 (2)
12.	FEDERAL ALCOHOL, TOBACCO AND FIRE ARM (ATF) NOTICES AND REPORTS Required to be filed by law.  <a href="#">New Series – January 2008.</a>	OPR	6 years	Destroy when obsolete of superseded	L17-01-12	
13.	STATE AND FEDERAL FIREARM DEALER LICENSES Copies sent to local law enforcement agencies by issuing agencies. Used for NICs and gun sale background checks.  <a href="#">New Series – January 2008.</a>	OFM	Destroy when obsolete or superseded Issuing agencies have primary retention responsibility	Destroy when obsolete of superseded	L17-01-13	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

91

**Schedule Number: L18** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Mail Services.

**Records Category: MAIL SERVICES**

- Includes records that document the operations of agency mail room services.
- **L18** applies to mail services records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

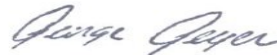
**L18 MAIL SERVICES- INCLUSIVE**

**Approved by the Washington State Local Records Committee - June 2001**



---

**Brian Buccholz**  
For the Attorney General



---

**George Geyer**  
For the State Auditor



---

**Phillip Coombs**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

92

92

Records Category: <b>MAIL SERVICES</b>					Schedule Number: <b>L18</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2.	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3.	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4.	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5.	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6.	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7.	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8.	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

**SUPERSEDED**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L19** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES categories - Motor Pool, Vehicle and Equipment Maintenance.

### Records Category: MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE


- Transportation and Equipment Records include those relating to transportation issues for the respective agency and maintain accurate information regarding employees that use motor pool vehicles or equipment leases. May include title and lease records, vehicle and equipment request, monthly mileage reports, and fuel usage records.
- **L19** applies to transportation records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED


When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L19 MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE—INCLUSIVE

Approved by the Washington State Local Government Records Committee: July 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

94

Records Category: <b>MOTOR POOL VEHICLE &amp; EQUIPMENT</b>					General Schedule: <b>L19</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCIDENT LOGS OF MOTOR POOL VEHICLES	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2.	CERTIFICATES OF VEHICLE TITLE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
3.	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
4.	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
5.	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
6.	EQUIPMENT AND VEHICLE MAINTENANCE HISTORY	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
7.	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-07	
8.	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
9.	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
10.	FUEL PUMP/TANK AUDIT REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
11.	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	
12.	PARTS MASTER LISTING REPORTS	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-20	

Approved by the Local Records Committee (LGRRS) June 2001  
L19 MOTOR POOL VEHICLE & EQUIPMENT

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

95

Records Category: <b>MOTOR POOL VEHICLE &amp; EQUIPMENT</b>					General Schedule: <b>L19</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
13.	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-21	
14.	VEHICLE HISTORY FILES Includes original defect and inspection report.	OFM	Until sale or disposal of vehicle	Destroy when obsolete or superseded	GS50-06E-22	
15.	VEHICLE MILEAGE LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-11	

**SUPERSEDED**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L20** includes previous Law Enforcement's Special Police Authority LAW-07B

**Records Category: SPECIAL POLICE AUTHORITY**

- Documents special police functions that provide extensions of police authority. Includes records that have been established for special police commissions and sex offender responsibilities.
- **L20** applies to special police authority records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L20 SPECIAL POLICE AUTHORITY—INCLUSIVE**

**Approved by the Washington State Local Government Records Committee: August 2001**



---

**Brian Buchholz**  
For the Attorney General



---

**George Geyer**  
For the State Auditor



---

**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>SPECIAL POLICE AUTHORITY</b>					Schedule Number: <b>L20</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	EXTENTIONS OF POLICE AUTHORITY Issued to retired officers whose current occupation requires them to utilize police powers.	OFM	6 years	Destroy when obsolete or superseded	L20-01-01	
2.	SPECIAL POLICE COMMISSIONS Issued to private security personnel who apprehend/cite shoplifters, etc.	OFM	6 years	Destroy when obsolete or superseded	L20-01-02	
3.	SEX OFFENDER REGISTRATION RECORDS & ASSOCIATED DOCUMENTATION Filed with the Sheriff's office	OPR	1 year after death or 6 years after offender leaves jurisdiction whichever is earlier	Destroy when obsolete or superseded	L20-01-03	RCW 9A.44.130
4.	SEX OFFENDER NOTIFICATION RECORDS (from DOC) All levels.	OFM	1 year after death or 6 years after completion of registration period or 6 years after offender leaves jurisdiction whichever is earlier	Destroy when obsolete or superseded	L20-01-04	RCW 4.24.550

**SUPERSEDED**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L21** includes previous Law Enforcement's Motor Vehicle Reports (Not Associated with Master Case) LAW05-B

**Records Category: MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)**

- Records include impound or abandoned vehicle reports, towing contracts or agreements, vehicle accident reports or reports of vehicles used in the commission of a crime, speed timing reports.
- **L21** applies to motor vehicle reports (not associated with master case) records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L21 MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)—INCLUSIVE**

Approved by the Washington State Local Government Records Committee: August 2001



---

**Brian Buchholz**  
For the Attorney General



---

**George Geyer**  
For the State Auditor



---

**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)</b>					Schedule Number: <b>L21</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	IMPOUND ABATEMENT FILES Used to check if stolen prior to auction.	OFM	Tow Company – 60 days	Destroy when obsolete or superseded	L21-01-01	
2.	IMPOUND OR ABANDONED VEHICLE RECORDS Including impound report, tow-away notice to owner, request for information to determine last owner, notice to owner and lien holder(s) that vehicle has been taken into custody as abandoned, affidavit stating how ownership was acquired by municipality, transfer of ownership document, and bill of sale.	OFM	Tow Company 3 years  – <i>See remarks</i>	Destroy when superseded or obsolete	L21-01-02	RCW 46.55.150 requires Tow Company to keep vehicle transaction file for a minimum of 3 years.
3.	TOWING CONTRACTS OR AGREEMENTS	OPR	6 years after expiration or termination	Destroy when superseded or obsolete	L21-01-03	
4.	TOW LOGS Information sent to Law Enforcement Tow Companies.	OFM	3 years	Destroy when obsolete or superseded	L21-01-04	Reference RCW 46.55.100.
5.	TOWING COMPANY LIST	OFM	Destroy when superseded or obsolete	Destroy when superseded or obsolete	L21-01-05	
6.	VEHICLE HISTORY FILES (NOT ASSOCIATED WITH MASTER CASE) Including information on specific vehicles or vehicle models, including those which have been involved in accidents or used in the commission of crimes	OFM	Destroy when superseded or obsolete	Destroy when superseded or obsolete	L21-01-06	
7.	WRECKER FEE SCHEDULES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L21-01-07	Reference RCW 46.80.

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L22** includes Law Enforcement Warrants/Process Papers LAW-05C.

### Records Category: **WARRANTS/COURT ORDERS**

- Reflects Law Enforcement's' responsibility when executing warrants/court orders. Includes records pertaining to subpoena or summons service records, warrant executions, protection orders, and informational/wanted bulletins.
- **L22** applies to warrants/process papers in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

**SUPERSEDED**

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L22 WARRANTS/COURT ORDERS—INCLUSIVE**

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – UPDATED JANUARY 2008

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Approved by the Local Records Committee January 2008  
L22 WARRANTS/COURT ORDERS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

101

Records Category: <b>WARRANTS/COURT ORDERS</b>					Schedule Number: <b>L22</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	COPY OF ORDER PROTECTION Filed with local law enforcement agency having jurisdiction.	OFM	6 months after order expires or otherwise becomes invalid		L22-01-01	
2.	COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS Protection orders, restraining orders, anti-harassment and no contact orders -- <b>SEE L05 CIVIL RECORDS</b>					
3.	EXTRADITION FILES	OFM	Keep original until served, cancelled or expired When served - County Clerk is responsible for original copy	Retain until served, canceled, or expired	L22-01-03	
4.	INFORMATIONAL/WANTED BULLETINS List and posters showing "most wanted" persons, and All Points Bulletins (APBs)	OFM	Keep original until served, cancelled or expired When served - County Clerk is responsible for original copy	Retain until served, canceled, or expired	L22-01-04	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

102

Records Category: <b>WARRANTS/COURT ORDERS</b>					Schedule Number: <b>L22</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
5.	SETTLED FILES (DEADLETTER/STRIKERS) May contain: Copy of Warrants WACIC/NCIC entry of warrant WACIC/NIC clearance/cancel, etc. of warrant NCIC III Warrant worksheet Dept of Licensing printout Locate Hit Confirmation Administrative messages from arresting agency In custody report Interstate Agreement on Detainers/Penitentiary paperwork Any other documents pertaining to arrest, i.e. fax Fugitive information	OFM	3 years <b>-See remarks</b>	Destroy when obsolete or superseded	L22-01-05	Reference: State vs. Striker 87 Wn.2d 870, 557 p.2d (1976)  <i>If these pertain to a case/incident reports they should be filed with it and kept according to the incident report retention.</i>
6.	SUBPOENA OR SUMMONS SERVICE RECORDS Subpoena or summons executed by law enforcement agency. Includes attempt to service log.	OFM	Keep original until served, canceled or recalled When served - County Clerk is responsible for original copy	Retain until served, canceled, or recalled	L22-01-06	
7.	WARRANT EXECUTION Arrest and other warrants executed by law enforcement agency.	OFM	Keep original until served, or recalled When served - County Clerk is responsible for original copy	Retain until served, or recalled	L22-01-07	
8.	WARRANT SERVICE REPORTS Reports on the agency's attempts to serve individual warrants.  <a href="#">New Series – January 2008.</a>	OFM	3 years	Destroy when obsolete or superseded	L22-01-08	

Approved by the Local Records Committee January 2008  
L22 WARRANTS/COURT ORDERS

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L23** Includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Public Information records.

### Records Category: PUBLIC AFFAIRS

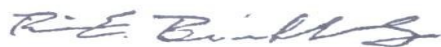
- Includes record of contacts with the general public, the media, the legal community and others, regarding local agency policies, activities, and actions. Includes information releases, public information, and office files.
- **L23** applies to Public Relations/Information/Public Disclosure records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED


When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L23 PUBLIC AFFAIRS—INCLUSIVE

Approved by the Washington State Local Government Records Committee: July 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

104

Records Category: <b>PUBLIC AFFAIRS</b>					Schedule Number: <b>L23</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remark</b>	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved by the Local Records Committee (LGRRS) June 2001  
**L24 PUBLIC AFFAIRS**

104

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

105

Records Category: <b>PUBLIC AFFAIRS</b>					Schedule Number: <b>L23</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
6.	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7.	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9.	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L24** Includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Records Management section.

### Records Category: RECORDS MANAGEMENT

- Includes records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of local government records in accordance with the record management laws, policies, procedures and practices.
- **L24** applies to records management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L24 RECORDS MANAGEMENT—INCLUSIVE

Approved by the Washington State Local Government Records Committee: August 2001 (Revised)



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>RECORDS MANAGEMENT</b>					Schedule Number: <b>L24</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2.	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3.	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year <b>-See remarks</b>	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4.	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5.	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6.	PUBLIC RECORDS DESTRUCTION LOG ESSENTIAL RECORD – Needs security backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7.	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8.	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9.	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>RECORDS MANAGEMENT</b>					Schedule Number: <b>L24</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
10.	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	
11.	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

**SUPERSEDED**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number:** L25 New Section.

**Records Category:** CRIME PREVENTION

- Includes records generated in the administration of crime prevention programs, documenting the creation, management, flow and disposition of crime prevention records in accordance with the laws, policies, procedures and practices of law enforcement agencies.
- **L25** applies to crime prevention records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

# SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L25 CRIME PREVENTION—INCLUSIVE**

Approved by the Washington State Local Government Records Committee: August 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

110

Records Category: <b>CRIME PREVENTION</b>					Schedule Number: <b>L25</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BICYCLE REGISTRATION FILES Consist of make, model, serial number and owners name. <i>Note: Registering bicycles not required by law, mainly for public relations.</i>	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	L25-01-01	
2.	COMMUNITY MEETING FILES Records of community meetings attended by CPT officers.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-02	
3.	COMMUNITY POLICE CASE FILES Investigation and resolution of community concerns	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-03	
4.	COMMUNITY POLICE SPECIAL PROJECTS Records on major problems within the community, which required numerous responses.	OFM	Current year plus 1	Destroy when obsolete or superseded	L25-01-04	
5.	COMMUNITY POLICING PROGRAMS Block watch, business watch, officer friendly, drug/alcohol includes maps, brochures and pamphlets; shoplifting prevention, school safety, alarm compliance & inspection, adult guard crossing program.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-05	
6.	CRIME PREVENTION COMPLAINT LOGS Records of minor complaints, which were handled in a short time.	OFM	Current year plus 1	Destroy when obsolete or superseded	L25-01-06	
7.	CRIME STOPPERS An anonymous tips community program designed to assist in locating violators of warrants offering awards that lead to arrest.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-07	
8.	HOUSE WATCH CHECKLIST AND REPORTS Performance and or completion of a house watch.	OFM	Current year plus 1	Destroy when obsolete or superseded	L25-01-08	
9.	SPECIAL EVENT FILES Community awareness, events, and activities.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L25-01-09	
10.	SPECIAL STATISTICAL CRIME REPORTS, MAPS FOR SELECTED NEIGHBORHOODS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	L25-01-10	

**Approved by the Local Records Committee August 2001  
L25 CRIME PREVENTION**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number:** L26 *New Section.*

**Records Category: SPECIALIZED EQUIPMENT AND ANIMAL RECORDS**

- Includes records of animals owned by the law enforcement agency, veterinary history. Specialized equipment includes aircraft, and watercraft records, and specialty weapons used specifically by law enforcement personnel.
- **L26** applies to specialized equipment and animal records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

SUPERSEDED

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L26 SPECIALIZED EQUIPMENT AND ANIMAL RECORDS—INCLUSIVE**

Approved by the Washington State Local Government Records Committee: August 2001



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

112

Records Category: <b>SPECIALIZED EQUIPMENT AND ANIMAL RECORDS</b>					Schedule Number: <b>L26</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AIRCRAFT HISTORY AND MAINTENANCE RECORDS Maintained on each helicopter or fixed wing aircraft used to document the total time in service of the airframe, each engine, each propeller, and each rotor; the current status of life-limited parts of each airframe, engine, propeller rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	OFM	Aircraft sold – then transfer to new owner	Destroy when obsolete or superseded	L26-01-01	
2.	ANIMAL RECORDS Records concerning horses, dogs, or other animals owned by the Law Enforcement agency, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and veterinary history	OFM	Until retirement or sale of animal plus 2 years	Destroy when obsolete or superseded	L26-01-02	
3.	VEHICLE HISTORY AND MAINTENANCE RECORDS (INCLUDING WATERCRAFT) Master record on each Law Enforcement vehicle (including watercraft) and its apparatus and containing the following: complete description including identification and license numbers; title and registration papers, annual beginning and ending odometer readings, total annual fuel, maintenance, labor, and parts cost; and complete maintenance and inspection history (in summary showing date and nature of inspection, service and repair)	OFM	Vehicle sold	Destroy when obsolete or superseded	L26-01-03	
4.	WEAPONS RECORDS a. Records of issuance of weapons to Law Enforcement personnel. b. Records of inspection, maintenance and repair of weapons c. Records documenting sale, gift, loss, or destruction of weaponry d. Inventories of weapons	OFM	a) Return of weapon or disposition plus 3 years b) 3 years after no longer in use or sold c) 3 years d) Until Superseded plus 3 years	Destroy when obsolete or superseded	L27-01-04	

Approved by the Local Records Committee August 2001  
L26 – Specialized Equipment and Animal Records

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

113

**Schedule Number: L50**

Records Category **ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE**

**THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:**

No.	TITLE AND DESCRIPTION
1	AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.
5	MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
8	ROUTING SLIPS Routing slips used to direct the distribution of documents.
9	SHORTHAND NOTES, STENOGRAPH TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.
10	TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	USED / CANCELLED EVENT TICKETS AND PASSES

**L50 ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE**

Approved by the Washington State Local Records Committee: June 2001

*Brian Buccholz*

**Brian Buccholz**  
For the Attorney General

*George Geyer*

**George Geyer**  
For the State Auditor

*Phillip Coombs*

**Phillip Coombs**  
The State Archivist

<b>911/COMPUTER-AIDED DISPATCH (CAD)</b>	34
--	----

## A

AA Attendance Records	
Work release	80
ABANDONED VEHICLE RECORDS	100
ABATEMENT AND PROPERTY SEIZURE FILES	21
ACCIDENT CLAIMS FOR DAMAGES	65
ACCIDENT LOGS OF MOTOR POOL VEHICLES	95
ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	63
ACCIDENT/INCIDENT REPORT	
Hazardous Materials	58
ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	63
ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES	64
ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS	4
ACCREDITATION FILE	21
ACTION REQUEST	
Classification/inmate documents	78
ACTIVITY AND STATISTICAL REPORTS	21
<b>ACTIVITY REPORTS</b>	34
ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	12
ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE	114
Administrative messages form arresting agency	103
ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	21
ADMINISTRATIVE REVIEW FILES	21
ADMINISTRATIVE WORKING FILES	21
ADMINISTRATIVE/OPERATIONAL RECORDS	20
AFFIRMATIVE ACTION FORECASTS	12
AFFIRMATIVE ACTION PLANS	12
AFFIRMATIVE ACTION STUDIES AND REPORTS	12
AGENCY PUBLICATIONS	114
Agendas and minutes of meetings	

E-mail	40
AGREEMENT	
Grant	9
Inmate/Employer	81
AGREEMENTS	22
AIRCRAFT HISTORY AND MAINTENANCE RECORDS	113
ALARM CALL REPORTS FILE	69
ALIAS NAME/MONIKER FILES	37
<b>ALL RADIO TRANSMISSIONS</b>	34
ALLEGATIONS AND RIGHTS	
Jail Records	82
<b>AMBULANCE LOGS</b>	34
ANIMAL CONTROL REPORT FILE	69
ANIMAL RECORDS	113
ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2
ANNUAL FINANCIAL STATUS REPORTS - GRANTS	7
ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL	3
APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND	2
APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	12
APPLICATION OF CHANGE IN MAXIMUM FACILITY	78
APPLICATIONS (APPROVED)	
Grants	9
APPLICATIONS (NOT APPROVED)	
Grants	9
APPLICATIONS DEVELOPMENT	49
Appointment calendars	
E-mail	40
APPOINTMENT CALENDARS	22
ARCHITECTURAL DRAWINGS AND SPECIFICATIONS	55
ARREST BOOK	37
attempt to service log	103
ATTORNEY GENERAL OPINIONS - LEGAL COUNSEL	88
ATTORNEY LOGS/Jail Records	82
AUCTION REPORTS	22
AUDIOMETRIC TEST RECORDS	64
AUDIT TRAIL FILES	41
AUDIT TRAIL FILES	
Criminal History	37
Authorization for temporary confinement	85
AUTHORIZATIONS FOR CONFINEMENT	78
<b>AUTOMATED REFERENCE FILES</b>	
Tpe recordings of communications	35

AUTOMATIC LOCATION INFORMATION (ANI) AND AUTOMATIC NUMBER INFORMATION (ALI) OR MASTER STREET ADDRESS GUIDE (MSAG) AND RELATED RECORDS .....	35
AUXILLARY OFFICER FILES .....	18

## B

<b>BACKUP FILES</b> .....	47
Bac-Verifier .....	29
BAIL BONDS .....	78
BAIL RECEIPT/BAIL BONDS .....	78
<b>BANK ACCOUNT RECONCILIATIONS</b> .....	2
BANK DEPOSIT RECORDS .....	2
BANK STATEMENTS .....	2
BANKING .....	2
BED ASSIGNMENT DIAGRAM .....	78
BENEFITS STUDIES AND SURVEYS .....	12
BICYCLE REGISTRATION FILES .....	111
BID AND PROPOSAL FILES ( <i>SUCCESSFUL BIDS AND PROPOSALS ONLY</i> ) .	73
BIDS AND PROPOSALS	
Unsuccessful .....	74
BILLINGS FOR CONTRACT CITIES .....	78
BILLS OF SALE .....	4
BIMONTHLY, QUARTERLY, OR SEMI ANNUAL	
Reports .....	24
BIOGRAPHICAL FILES .....	105
Block watch .....	111
BLOTTER .....	81
blue laws	
historical files .....	76
boiler inspection .....	55
BOILER VESSEL REPORTS .....	55
BOND PROJECT FILES – LEGAL COUNSEL .....	88
BONDS	
Indemnity .....	31
BOOKING OR ARREST PROCESSING	
Recordings/Video tapes of .....	53
BUDGET .....	2
BUDGET DEVELOPMENT OR WORKING FILES .....	3
BUDGET FORECAST REPORTS .....	3
BUDGET REQUESTS	
Departmental .....	3
BUDGET STATUS REPORT .....	3

BULK MAILING PERMIT .....	93
business watch .....	111

## C

CALENDARS .....	22
<b>CALL DOCUMENTATION</b> .....	34
CANCELLATION/CHANGE OF PURCHASE .....	74
CANCELLED CHECKS/WARRANTS .....	2
CARD KEY INVENTORY .....	55
CAREER CRIMINAL PROGRAM FILES .....	37
CASE ASSIGNMENT CONTROL RECORDS .....	69
CASE LOGS .....	69
CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS .....	4
CASH BOOK .....	2
CASH RECEIPTS TRANSMITTALS .....	4
CASH RECEIPTS TRANSMITTALS-INTERNAL .....	4
<b>CATALOGED TAPE LIST</b> .....	41
CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS .....	114
CENSORSHIP RECORDS FOR INCOMING PRINTED MATERIALS AND PUBLICATIONS .....	85
census of prisoners and housing assignments .....	82
CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT .....	22
CENSUS TRACT FILES/GRID FILES .....	69
CENTRAL STORES	
Record of Supplies drawn from .....	6
CERTIFICATE OF NONDESTRUCTION OF, OR NOTICE OF INTENT TO DESTROY, WEAPON OR DANGEROUS INSTRUMENT, APPLIANCE, OR SUBSTANCE .....	52
CERTIFICATES	
and Order of Sale .....	31
CERTIFICATES OF INSURANCE .....	64
CERTIFICATES OF VEHICLE TITLE .....	95
<b>CERTIFICATION LOGS</b> .....	28, 29
CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY .....	64
CERTIFICATION OF TIMING DEVICES .....	29
CERTIFIED AND REGISTERED MAIL LOG .....	93
CERTIFIED MAIL RETURN RECEIPT .....	93
CHANGE IN MAXIMUM FACILITY .....	78
CHECK STUBS OR DUPLICATE COPIES .....	2

CHECK, OR VOUCHER REGISTERS-GRANT FUNDS .....	10
Chronological logs or registers of activities	
Station/Precinct Reports.....	26
CHRONOLOGICAL RECORDS	
for inmate files .....	78
CHRONOLOGICAL REFERENCE FILE .....	22
CIRCUIT INSTALLATION AND SERVICE .....	45
CITATION/TICKET ACCOUNTABILITY FILES .....	22
CITATION/TICKET VOIDED FILES.....	22
CITATIONS ISSUED	
Criminal or Non-Criminal.....	37
<b>CIVIL RECORDS</b> .....	30
CLAIMS FOR DAMAGES .....	22
CLASSIFICATION ACTION REQUEST .....	78
COLLECTIVE BARGAINING AGREEMENTS.....	13
COLLECTIVE BARGAINING CONTRACT AND AGREEMENT	
NEGOTIATIONS FILES .....	13
COMMISSARY ACCOUNTS .....	78
COMMISSARY FILES – MENUS/SPECIAL DIET ORDER LOG .....	78
COMMISSARY FREE ISSUE CHECK SHEETS .....	78
COMMISSARY INVENTORY .....	79
COMMISSARY/KITCHENS ACCOUNTS .....	78
<b>COMMUNICATIONS</b> .....	33
COMMUNITY MEETING FILES .....	111
COMMUNITY POLICE SPECIAL PROJECTS .....	111
COMMUNITY POLICING PROGRAMS .....	111
COMMUNITY SCREENING RESULTS .....	79
COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK	
MANAGEMENT / SAFETY .....	65
COMPLAINT OR INCIDENT REPORT	
Inmate/Jails .....	79
COMPLAINTS/REQUESTS	
Citizens .....	22
COMPLIANCE REPORTS .....	22
COMPUTER RUN SCHEDULING .....	41
CONCEALED PISTOL LICENSE/PERMIT FILES (APPROVED).....	90
CONCEALED PISTOL LICENSE/PERMIT FILES (DISAPPROVED) .....	90
CONFIDENTIAL INFORMANT FILES .....	76
CONFINEMENT	
Authorizations.....	78
Authorizations.....	78
confiscated property.....	52
CONSULTANT AND CONTRACTOR ROSTERS – PURCHASING.....	73
CONTRACT CITIES.....	78

Billings -Jails .....	78
CONTRACTOR ROSTERS – PURCHASING.....	73
Contracts (weekener, trustee, professional services)	
work release .....	80
CONTRACTS, AGREEMENTS, AND WARRANTIES .....	22
CONTRACTS/POLICIES/PLANS	
Employee Benefits .....	14
Copy of Warrants.....	103
CORRECTION LOG.....	83
corrective action	
Internal Investigations.....	23
CORRESPONDENCE.....	23
Correspondence or memoranda related to official public business	
E-mail .....	40
COUPONS	
and Revenue Bonds.....	6
COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS .....	31, 102
COURT ORDERS ( <i>inmate copy</i> ).....	79
CREDIT CHARGES – PURCHASING .....	73
CRIME ANALYSIS FILES .....	37
CRIME CLASSIFICATION FILES .....	69
<b>CRIME PREVENTION</b> .....	110
CRIME PREVENTION COMPLAINT LOGS .....	111
CRIME REPORTS .....	111
CRIME SCENE NEGATIVES .....	69
CRIME SCENE PRINTS, PARTIALS, PALMS, ETC .....	52
CRIME STOPPERS .....	111
CRIMINAL ACTIVITY PROFILE (CAP) .....	76
criminal background checks .....	17
CRIMINAL HISTORY INFORMATION.....	37
CRIMINAL OR NON CRIMINAL CITATIONS ISSUED .....	37
CUMULATIVE LEAVE RECORD .....	13

## D

### DAILY ACTIVITY LOGS/RECORDS

Officer.....	24
DAILY BULLETINS FILES.....	23
DAILY CASH REPORT OR SUMMARY .....	4
<b>DAILY REPORTS</b>	
Tape Library Mgmt System.....	49
DAILY REPORTS/PAWN SLIP FILES .....	91
DAILY TANK ROSTER.....	82

DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) .....	4
DAMAGE AND LOSS CLAIMS – PURCHASING .....	73
DANGEROUS INSTRUMENT, APPLIANCE, OR SUBSTANCE .....	52
<u>DANGEROUS WEAPONS</u> .....	52
<b>DATA BASE STATISTICS</b> .....	41
Data control sheet .....	
work release .....	80
DATA DOCUMENTATION .....	42
DATA FILES .....	
Summary of Extracted .....	48
DATA OR DATABASE DICTIONARY REPORTS .....	42
DATA PROCESSING FEASIBILITY STUDIES .....	42
DATA PROCESSING OPERATING PROCEDURES .....	42
DATA PROCESSING UNIT'S COPIES .....	42
DATA QUERIES .....	70
<b>DATABASE AND SPREADSHEET DATA</b> .....	50
DATABASE BACKUP FILES .....	48
DATABASE DICTIONARY REPORTS .....	42
DAY TICKETS (EXECUTION/REGISTRY DOCKETS) .....	31
DEADLETTER/STRIKERS .....	103
DEBIT/CREDIT CHARGES – PURCHASING .....	73
DECK LOGS .....	79
deferred compensation .....	
Employee Benefits .....	14
DELIVERY RECEIPT-INTERNAL – PURCHASING .....	73
DENIED/NO-SHOW WORK RELEASE FILES .....	79
DEPARTMENTAL BUDGET REQUESTS .....	3
Dept of Licensing printout .....	103
DESIGN DOCUMENTATION .....	43
DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS .....	2
determinations for facility staffing .....	78
DIETARY SERVICES RECORDS .....	79
<b>DIRECTIVES</b> .....	
<i>Special Orders</i> .....	25
<b>DIRECTORY/ROSTER</b> .....	
Employee .....	15
<b>DISASTER PREPAREDNESS AND RECOVERY PLANS</b> .....	
Data Processing .....	43
DISASTER/EMERGENCY MANAGEMENT PLAN .....	65
DISBURSEMENT REPORTS – PURCHASING .....	74
DISCIPLINARY HEARING REPORT .....	79
<b>DISPOSAL RECORDS</b> .....	
Hazardous Materials .....	59

<b>DISSEMINATION LOGS</b> .....	
Criminal History .....	37
<b>DISTRIBUTION OF EXPENDITURES</b> .....	4
<b>DOCKET FILE OR PROCESS LOGS (ARREST BOOK)</b> .....	37
Documents relating to legal or audit issues .....	
E-mail .....	40
Documents that initiate, authorize or complete a business transaction .....	
E-mail .....	40
<b>DOMESTIC VIOLENCE SERVICE PAPERS</b> .....	31, 102
Drafts of documents that are circulated for comment or approval .....	
E-mail .....	40
<b>DRUG TEST RESULTS (AGENCY EMPLOYEES)</b> .....	13
<b>DUTY ROSTERS</b> .....	23

---

## *E*

Electronic indexes .....	43
<b>ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA</b> .....	47
<b>ELECTRONIC INFORMATION SYSTEM MAINTENANCE</b> .....	
DOCUMENTATION .....	44
ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA .....	45
ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION	
REVIEWS .....	45
<b>ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND</b>	
IMPLEMENTATION DATA .....	46
<b>ELECTRONIC MAIL</b> .....	40
E-mail .....	40
<b>ELIGIBILITY LIST OR REGISTER</b> .....	13
E-mail distribution lists .....	40
<b>EMERGENCY MANAGEMENT PLAN</b> .....	65
<b>EMPLOYEE &amp; VOLUNTEER FINGERPRINT PROCESSING LIST</b> .....	13
<b>EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL</b>	
DOCUMENTATION .....	14
<b>EMPLOYEE ASSISTANCE PROGRAM FILES</b> .....	14
<b>EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS</b> .....	14
<b>EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS</b>	
AND WITHDRAWALS .....	14
<b>EMPLOYEE BENEFITS</b> .....	
Monthly Statement of .....	17
<b>EMPLOYEE CONTRACTS – FINAL</b> .....	14
<b>EMPLOYEE CONTRACTS – SUPERSEDED</b> .....	14
<b>EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS</b> .....	14
<b>EMPLOYEE DIRECTORY/ROSTER</b> .....	15

EMPLOYEE HEALTH HISTORY FILES .....	15
EMPLOYEE HISTORY .....	15
EMPLOYEE LIABILITY CLAIMS .....	67
EMPLOYEE MEDICAL RECORDS .....	15
EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN	
Hazardous Materials .....	59
EMPLOYEE SUGGESTION PROGRAM FILES .....	15
EMPLOYEE TRAFFIC ACCIDENT REPORT FILE .....	15
EMPLOYEE TRAINING HISTORY FILE .....	16
EMPLOYEE TRAINING RECORDS FILE .....	16
EMPLOYMENT	
Application when not hired .....	12
EMPLOYMENT INQUIRIES .....	16
EMPLOYMENT INTERVIEW EVALUATION FILES .....	16
EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST .....	16
ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS	
.....	55
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND	
CONCILIATIONS .....	16
EQUAL EMPLOYMENT OPPORTUNITY REPORTS .....	16
EQUIPMENT AND VEHICLE CHECKOUT LOG .....	95
EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS .....	95
EQUIPMENT AND VEHICLE LEASES .....	95
EQUIPMENT AND VEHICLE MAINTENANCE HISTORY .....	95
EQUIPMENT AND VEHICLE MAINTENANCE REPORTS .....	95
EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION	
FILES .....	95
EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD .....	95
EQUIPMENT, CHANGES AND TRANSFERS – PURCHASING .....	73
EQUIPMENT/VEHICLE PARTS ORDERS – PURCHASING .....	73
EVENT TICKETS AND PASSES	
Used or Cancelled .....	114
EVENT/ACTIVITY REPORTS .....	34
EVIDENCE FILES .....	51
EXECUTION/REGISTRY DOCKETS .....	31
EXECUTIONS .....	32
EXERCISE RECORDS	
Jail Records .....	83
EXPENDITURE REPORT	
Final Grant .....	8
EXPENDITURE TRANSACTION REPORTS .....	4
EXPENSE CHECKS LOG/SHEET .....	6
EXTENTIONS OF POLICE AUTHORITY .....	98
extradition .....	82

EXTRADITION FILES .....	102
-------------------------	-----

---

## **F**

### **FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**

<b>ADMINISTRATION</b> .....	54
FACILITY HOUSING SUPERVISOR LOG/PRISONERS' ACTIVITIES LOG ...	79
FACILITY OR LOCK-UP REPORTS .....	80
FEASIBILITY STUDIES	
Data processing .....	42
felony pursuit	
reviews .....	21
FIELD INTERROGATION REPORTS .....	70
FIELD ORDERS .....	74
FIELD TRAINING MANUALS .....	16
FILES CLASSIFICATION GUIDELINES .....	108
FINAL BUDGET .....	3
FINAL GRANT EXPENDITURE REPORT .....	8
Final reports or recommendations	
E-mail .....	40
FINANCE OFFICER FINANCIAL REPORTS .....	7
FINANCIAL REPORTS	
Treasurer/Financial Reports .....	7
FINANCIAL STATEMENTS .....	3
FINANCIAL STATUS REPORTS - GRANTS	
Annual .....	7
FINANCIAL SUPPORT DOCUMENTS (CONTINUING GRANTS) .....	8
FINDING AIDS, INDEXES AND TRACKING SYSTEMS .....	43
FINGERPRINT .....	13
Employee and Volunteer .....	13
FIRE EXTINGUISHER INSPECTION TAGS .....	55
firearm discharge	
review .....	21
FIREARM PURCHASE/TRANSFER REQUEST .....	90
firearm review .....	21
FIREARMS DEALERS .....	90
FIREARMS STOLEN OR MISSING .....	90
FISCAL OFFICER	
Remitted Register for Funds .....	6
FISCAL, PURCHASE AND RECEIVING DOCUMENTS .....	23
FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	
.....	55
FIXED ASSETS	

Inventory .....	5
FIXED ASSETS INVENTORY DOCUMENTATION .....	5
Forest Products Harvesting Licensing .....	91
FORMAL INTERNAL DEPARTMENT INSPECTION .....	23
FREE ISSUE CHECK SHEETS	
Commissary .....	78
FUEL PUMP/TANK AUDIT REPORTS.....	95
Fugitive information .....	103
FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS .....	5

## G

Gambling and liquor licenses.....	91
GENERAL AND SUBSIDIARY JOURNALS .....	5
GENERAL LEDGER .....	5
GENERAL PROGRAM RECORDS (WORK RELEASE .....	80
GENERAL RECORDS RETENTION SCHEDULE .....	108
GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMINISTRATION .....	58
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS USED IN EMERGENCY DISPATCH .....	35
GRANT AGREEMENT .....	9
GRANT APPLICATIONS (APPROVED).....	9
GRANT APPLICATIONS (NOT APPROVED).....	9
<b>GRANT FUNDS MANAGEMENT</b> .....	7
GRANT PROJECT REPORTS .....	9
GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS .....	9
GRANTS - STATISTICAL DOCUMENTATION .....	10
GRID FILES .....	69
GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS .....	17

## H

HARDWARE CONVERSION PLAN .....	45
HAZARDOUS MATERIALS ABATEMENT PROJECT FILE .....	58
HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT .....	58
<b>HAZARDOUS MATERIALS ADMINISTRATION</b> .....	54
HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION .....	59
HAZARDOUS MATERIALS DISPOSAL RECORDS.....	59
HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN .....	59

HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS .....	59
HAZARDOUS MATERIALS INVENTORY SHEET .....	60
HAZARDOUS MATERIALS MANAGEMENT PLAN .....	60
HAZARDOUS MATERIALS TRAINED PERSONNEL LIST .....	60
HEALTH AND SANITATION INSPECTION AND RELATED RECORDS.....	80
health care	
Employee Benefits .....	14
<b>HEALTH HISTORY FILES</b>	
Employee.....	15
<b>HEALTH INSURANCE PROVIDERS</b>	
Agency List of Participants Covered .....	17
Listing of Participants.....	17
HELP DESK TELEPHONE LOGS AND REPORTS.....	43
HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS .....	17
HISTORICAL FILES OF THE AGENCY .....	105
HISTORICAL REFERENCES FILES .....	23
Hit Confirmation.....	103
home monitoring records	
work release .....	80
HOUSE WATCH CHECKLIST AND REPORTS.....	111
HULK/HOUSE MOVING & SPECIAL VEHICLE PERMITS .....	90
HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS .....	17

## I

<b>IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES</b> .....	17
IMPOUND ABATEMENT FILES.....	100
IMPOUND OR ABANDONED VEHICLE RECORDS .....	100
In custody report .....	103
INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES .....	63
INCIDENT REPORT	
Jails .....	79
<b>INCIDENT REPORTS</b> .....	68, 70
INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES .....	63
INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES .....	64
INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE)....	65

INCIDENTIAL DOCUMENT FILE .....	76
INDEMNITY BONDS .....	31
Indemnity Bonds-original .....	32
INDIGENTS .....	78
INDIVIDUAL SUBJECT FILE.....	76
INFORMAL QUOTATIONS – PURCHASING.....	74
INFORMANT FILES .....	76
INFORMATIONAL COPIES.....	114
INFORMATIONAL REPORTS COMPILED FOR AGENCY USE .....	105
INFORMATIONAL/WANTED BULLETINS .....	102
INFRACTION/OBSERVATION REPORTS AND REPORTS OF INMATE DISCIPLINARY ACTION .....	80
IN-HOUSE EDUCATION FILES .....	81
inmate cash transactions .....	78
Inmate class attendance accountability records .....	80
INMATE DISCIPLINARY Reports of.....	80
INMATE MEDICAL FILES .....	81
inmate request .....	78
INMATE REQUEST (KITES) .....	81
INMATE/EMPLOYER AGREEMENT .....	81
INMATE’S WELFARE FUND.....	81
INPUT DOCUMENTS .....	43
INSPECTION LOGS (WEEKLY) .....	81
inspection, maintenance and repair of weapons .....	113
INSURANCE AND SAFETY INSPECTION REPORTS .....	65
INSURANCE AUDITS, SURVEYS, REPORTS.....	65
INSURANCE POLICIES PURCHASED.....	66
INSURANCE WAIVERS .....	66
<b>INTELLEGEENCE RECORDS</b> .....	75
INTELLIGENCE HISTORICAL FILES .....	76
INTELLIGENCE UNIT (LEIU).....	76
INTERNAL INVESTIGATIONS (SUSTAINED .....	23
INTERNAL INVESTIGATIONS (UNFOUNDED) .....	23
INTERNAL REVENUE SERVICE (IRS) FORM 1099 .....	5
INTERNAL REVENUE SERVICE (IRS) FORM W-9 .....	5
INTERROGATION REPORTS .....	70
Interstate Agreement on Detainers/Penitentiary paperwork .....	103
INTERVIEW EVALUATION FILES Employment .....	16
INTRUSION ALARM REPORTS - FACILITY AND PROPERTY MANAGEMENT.....	55
Inventories of weapons .....	113
INVENTORY	

Commissary .....	79
INVENTORY OF FIXED ASSETS .....	5
INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS – PURCHASING .....	73
INVENTORY/YEAR-END REPORT – PURCHASING .....	73
Investigative Funds Vouchers .....	7
investigative reports.....	23
<b>INVESTIGATORIAL TAPES OF CONVERSATIONS</b> .....	34
INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS .....	6
issuance of weapons to Law Enforcement personnel.....	113

---

## *J*

JACKETS (PRISONER CASE RECORDS) .....	83
<b>JAIL RECORDS</b> .....	77
JAIL REGISTER/BLOTTER .....	81
JOB ANNOUNCEMENTS OR POSTINGS .....	17
JOB DESCRIPTIONS.....	17
<b>JOB LIBRARIES</b> .....	44
job performance .....	17
JUVENILE RECORD INFORMATION FILES Arrest/Non Arrest.....	38
JUVENILE SEALED RECORDS/COURT ORDERS .....	38

---

## *K*

KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT.....	55
KEY LOG/Jail Records .....	81
KITCHENS ACCOUNTS .....	78
KITES .....	81

---

## *L*

LATENT PRINT FILES.....	52
LAW ENFORCEMENT INTELLIGENCE UNIT .....	76
LAW ENFORCEMENT REPORTS, STUDIES OR DATA QUERIES .....	70
LEDGERS Subsidiary .....	6
LEGAL ISSUES/ADVICE FILES .....	88
LEGAL OPINIONS .....	88

LETTERS OF TRANSMITTAL .....	114
LIABILITY WAIVERS.....	66
LICENSED FIREARMS DEALERS .....	90
<b>LICENSES, PERMITS AND ASSOCIATED DOCUMENTS</b> .....	89
LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH	
INSURANCE PROVIDERS – EMPLOYEE BENEFITS.....	17
LITIGATION CASE FILES .....	88
local permits/licensing .....	91
Locate .....	103
LOCK-UP REPORTS.....	80
LOGS	
Deck .....	79
LOSS CLAIMS – PURCHASING .....	73

## **M**

MAIL/ VISITOR /ATTORNEY LOGS .....	82
MAILING LISTS .....	24
MAINTENANCE DOCUMENTATION .....	44
MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY	
MANAGEMENT.....	55
<b>MAINTENANCE LOG</b>	
<b>Software</b> .....	47
MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT .....	56
MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT .....	56
<b>MANUAL REFERENCE FILES</b> .....	34
MAPS FOR SELECTED NEIGHBORHOODS.....	111
MASTER FILE OF AGENCY PUBLICATIONS.....	105
<b>MASTER FILES, ADMINISTRATIVE</b> .....	44
<b>MASTER FILES, SUMMARIES</b> .....	44
MATERIALS DISBURSEMENT TICKETS – PURCHASING .....	73
MATERIALS ORDERS/REQUISITIONS – PURCHASING .....	73
MATERIALS RECEIPTS – PURCHASING .....	73
MATERIALS RECEIVING AND DISBURSEMENT REPORTS – PURCHASING	
.....	74
MATERIALS SAFETY DATA SHEET (MSDS).....	61
MAXIMUM FACILITY	
Application to change .....	78
MEDICAL FILES	
Inmate .....	81
MENUS/SPECIAL DIET ORDER LOG	
Commissary .....	78
Messages which document agency actions, decisions, operations and responsibilities	

E-mail .....	40
MINUTES AND FILES OF GENERAL OFFICE MEETINGS .....	24
MISCELLANEOUS LICENSES.....	91
MISCELLANEOUS MEMORANDA .....	114
MISSING PERSON/RUNAWAY RECORDS.....	70
MOBILE UNIT	
Video taping or other recordings .....	53
MODELS, AND ANALYSIS.....	25
MONIKER FILES .....	37
MONTHLY JAIL REPORT .....	82
MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK	
MANAGEMENT / SAFETY.....	66
MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID .....	17
MONTHLY WORK RELEASE FILES .....	82
MONTHLY, BIMONTHLY, QUARTERLY, OR SEMI-ANNUAL REPORTS	
(NON- UCR).....	24
<b>MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)</b>	
.....	99
MOVING & SPECIAL VEHICLE PERMITS .....	90
Mug/Fingerprint files	
Criminal History .....	37
MUTUAL AID AGREEMENTS.....	24

## **N**

NAME/INDIVIDUAL SUBJECT FILE.....	76
NARCOTICS LAB REPORTS .....	52
NATIONAL CRIME INFORMATION CENTER (NCIC) III (CHRI) INQUIRE	
LOG .....	38
NCIC III.....	103
NETWORK CIRCUIT INVENTORIES .....	44
NETWORK IMPLEMENTATION PROJECT FILES.....	44
NETWORK OR CIRCUIT INSTALLATION AND SERVICE FILES .....	45
NETWORK USAGE FILES.....	45
NETWORK USAGE REPORTS.....	45
New Field Officers and Reserve Units Training Files .....	16
NEWSPAPER CLIPPINGS.....	105
NOISE EXPOSURE REPORTS.....	66
NON-ISSUE WEAPONS FILE.....	24
NO-SHOW WORK RELEASE FILES .....	79
NOTICE OF INTENT TO DESTROY.....	52
NOTICE OF TERMINATION HEARING, ALLEGATIONS AND RIGHTS.....	82

NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION .....	61
NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY .....	66

## O

OBSERVATION REPORTS .....	80
OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY .....	66
OFF-DUTY WEAPONS FILE .....	24
OFFENSE/INCIDENT REPORTS .....	70
OFFICER DAILY ACTIVITY LOGS/RECORDS .....	24
officer friendly .....	111
OFFICER SAFETY .....	24
OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES .....	25
OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT .....	56
OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT .....	56
OPERATING SYSTEM HARDWARE CONVERSION PLAN .....	45
ORDER OF SALE AND CERTIFICATES .....	31
Order of suspension, arrest and detention – pending disciplinary action .....	80
ORDER PROTECTION	
Copy of .....	102
ORDINANCE AND RESOLUTION DEVELOPMENT FILES .....	25
organized crime activity .....	76
organized crime subjects.	
traveling .....	76
OUT OF STATE PRISONER TRANSPORTATION AUTHORIZATION RECORDS .....	82
Outing records .....	80

## P

PACKING SLIPS – PURCHASING .....	74
PARADE PERMITS .....	91
PARTS INVENTORY, TRANSIT .....	95
PARTS MASTER LISTING REPORTS .....	95
PATROL LOG - FACILITY AND PROPERTY MANAGEMENT .....	56
PAWN SLIP FILES .....	91
Pawnbroker Licensing .....	91
Pay check log	

work release .....	80
PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS	4
PAYMENT AUTHORIZATIONS FROM INMATES .....	82
PAYROLL OR EXPENSE CHECKS LOG/SHEET .....	6
Peddlers Licensing .....	91
PERSONAL PROPERTY FOR SAFE KEEPING RECORD .....	52
PERSONAL PROPERTY RECORDS (DANGEROUS WEAPONS) .....	52
PERSONAL PROPERTY RECORDS (GENERAL) .....	52
PERSONNEL ACTION REQUEST .....	16
PERSONNEL FILE .....	17
PERSONNEL RECORDS .....	11
PETTY CASH RECORD .....	6
PHOTOGRAPHS, AUDIO/VISUAL MATERIAL .....	106
PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS .....	61
physical examinations and tests .....	15
POLICE RANGE ADMINISTRATION FILE .....	25
POLICIES/PLANS	
Employee Benefit .....	14
Policy and Procedure Directives	
E-mail .....	40
POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES .....	25
POLLUTION AND POLLUTION CONTROL STUDIES .....	56
POLOGRAPH REPORTS .....	18
POLYGRAPHS, POLOGRAPH REPORTS, VOICE STRESS ANALYZER REPORTS .....	18
POPULATION COUNTS(DAILY TANK ROSTER) .....	82
Population roster	
work release .....	80
POSITION CLASSIFICATION STUDIES .....	18
POSITION DESCRIPTION HISTORY FILES .....	18
POSTAGE EXPENDITURE REPORT .....	93
POSTAGE METER LICENSE .....	93
POSTAGE METER LOG .....	93
PRECINCT REPORTS .....	26
PRELIMINARY BUDGETS .....	3
PRELIMINARY DRAFTS .....	114
PRESS RELEASES .....	106
PRICE CHECKS AND INFORMAL QUOTATIONS – PURCHASING .....	74
PRINT FILES NOT USED TO DOCUMENT A TRANSACTION .....	46
PRISONER CASE RECORDS (JACKETS) .....	83
PRISONER EXERCISE RECORDS .....	83
PRISONER TRANSPORT FILES .....	83
PRISONER TRANSPORTATION DETERMINATION RECORDS .....	82

PRISONERS' ACTIVITIES LOG .....	79
Private Investigator Licensing .....	91
PROBATION/CORRECTION LOG .....	83
PROCEDURES AND INSTRUCTIONS .....	21
PROCESS LOGS .....	37
PROGRAM LISTING AND SOURCE CODE .....	46
<b>PROGRAM POST LIST</b> .....	46
PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSIS ....	25
PROGRAM, AND DATABASE BACKUP FILES .....	48
PROJECT REPORTS	
Grants .....	9
PROJECT WARRANTS, CHECKS, AND VOUCHERS .....	9
PROJECTS DOCUMENTATION	
Year 2000 Compliance .....	50
PROMISSORY NOTES	
Inmates .....	83
property logs .....	52
PROPERTY RECEIPTS ( <i>other than bookings</i> ) .....	84
PROPERTY SEIZURE FILES .....	21
Protection orders .....	<i>See Civil Records</i>
<b>PUBLIC AFFAIRS</b> .....	104
PUBLIC DISCLOSURE REQUEST FILES .....	108
PUBLIC DISCLOSURE REQUEST LOGS .....	108
PUBLIC INFORMATION FILE	
Investigative .....	76
PUBLIC OPINION POLLS .....	25
PUBLIC RECORDS DESTRUCTION AFFIDAVITS .....	108
PUBLIC RECORDS DESTRUCTION LOG .....	108
PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION	
AUTHORIZATION .....	108
pulltabs	
Historical Files .....	76
punchboards .....	76
PURCHASE AND RECEIVING DOCUMENTS .....	23
PURCHASE ORDER, REQUISITION AND BID LOGS LISTING .....	74
PURCHASE/FIELD ORDERS .....	74

## R

<b>RADIO LOGS/CALL DOCUMENTATION</b> .....	34
<b>RADIO TRANSMISSIONS</b> .....	34
Rap Sheets	
Criminal History .....	37

RAZOR LOG .....	84
reading or day file .....	22
RECEIPTS .....	6
receipts/vouchers .....	78
RECEIVING DOCUMENTS .....	23
RECEIVING REPORTS .....	74
RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES .....	6
RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES .....	108
RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) .....	108
<b>RECORDS RETENTION SCHEDULES - INTERNAL</b> .....	109
<b>RECORDS RETRIEVAL REQUEST AND CIRCULATION</b>	
<b>DOCUMENTATION</b> .....	109
RECRUITMENT FILES .....	18
<b>RECURRENT CALLER FILE</b> .....	34
REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY	
AGENCIES .....	66
REFERENCES FILES	
Historical .....	23
REGISTER	
Eligibility List .....	13
REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER .....	6
registers/journals	
jails .....	78
RELEASE RECAP .....	84
REMITTANCE ADVICES .....	6
REPORTS OR STATEMENTS OF CLAIMS COSTS .....	66
REPORTS, STUDIES OR DATA QUERIES .....	70
REPRODUCTION MATERIALS .....	114
REQUESTS	
Citizens .....	22
REQUESTS FOR LEAVE/OVERTIME .....	18
requests for technical assistance .....	43
REQUISITION AND BID LOGS LISTING .....	74
REQUISITIONS .....	74
REQUISITIONS – PURCHASING .....	73
RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND	
ANALYSIS .....	25
RESERVE OR AUXILLARY OFFICER FILES .....	18
Resident drug and alcohol testing log	
work release .....	80
RESIDENT IDENTIFICATION APPROVAL TO OPERATE A VEHICLE	
Jail Records .....	84
RESIDENT PROPERTY INVENTORY	
Jail Records .....	84

RESIDENT PROPERTY RULES	
Jail Records.....	84
RESIDENT SEARCH NOTICE	
Jail Records.....	84
RESIDENT TREATMENT PLAN	
Jail Records.....	84
RESIDENT VEHICLE I.D. APPROVAL TO OPERATE.....	84
RESIDENT WORK PLAN	
Jail Records.....	84
resident's sponsor/visitor list	
work release .....	80
RESOLUTION DEVELOPMENT FILES .....	25
RESPIRATOR FIT TEST RECORDS .....	66
RESPIRATOR PROGRAM FILES.....	66
restraining orders, anti-harassment and no contact orders .....	<i>See Civil Records</i>
RESTRICTIVE AREA ORDERS (SODA & SOAP).....	38
RETURN OF SERVICE.....	32, <i>See also Warrants/Court Orders</i>
REVENUE BOND AND COUPON REGISTER.....	6
REVENUE BONDS AND COUPONS .....	6
REVIEW AND CENSORSHIP RECORDS FOR INCOMING PRINTED	
MATERIALS AND PUBLICATIONS .....	85
REVIEW FILES	
Software.....	47
RIDE-ALONG PROGRAM FILE.....	26
RISK DATA .....	67
ROLL CALL FILES .....	26
ROSTER	
Employee Directory.....	15
Routine information requests	
E-mail .....	40
ROUTING SLIPS.....	114
RUNAWAY RECORDS .....	70

## **S**

SAFETY	
Officer.....	24
SAFETY COMMITTEE MINUTES .....	67
SAFETY INSPECTION REPORTS.....	65
SAFETY INSPECTION, STATE NOTICE AND CITATION .....	67
sale of real property .....	31
sale, gift, loss, or destruction of weaponry.....	113
Sale/Certificates/Deeds .....	32

SANITATION INSPECTION AND RELATED RECORDS	
Jails .....	80
SCRAPBOOKS AND ALBUMS.....	106
SCRATCH REPORTS.....	43
SECURITY ANNUAL REPORT - FACILITY AND PROPERTY MANAGEMENT	
.....	56
<b>SECURITY BACKUP FILES</b> .....	47
SECURITY FILE	
Dignitaries, Witnesses plans etc.....	26
Security Guard/Private Investigator - Licenses.....	91
SECURITY PATROL LOG - FACILITY AND PROPERTY MANAGEMENT ..	56
SELF-INSURER – INSURANCE	
CERTIFICATION .....	64
SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING .....	93
SEPA ENVIRONMENTAL CHECKLISTS .....	57
SEPA ENVIRONMENTAL IMPACT STATEMENTS .....	57
Service slips .....	32
SETTLED FILES (DEADLETTER/STRIKERS) .....	103
SEX OFFENDER NOTIFICATION RECORDS (from DOC) .....	98
SEX OFFENDER REGISTRATION RECORDS & ASSOCIATED .....	98
SHOOTING QUALIFICATION RECORDS	
Department.....	13
SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING	
DISKS, AND MECHANICAL RECORDINGS.....	114
SIGNATURE RECORDS .....	2
SITE AND EQUIPMENT SUPPORT FILES .....	47
SOCIAL OUTING AGREEMENT .....	85
SODA & SOAP	
Restrictive Area Orders.....	38
<b>SOFTWARE MAINTENANCE LOG</b> .....	47
SOFTWARE REVIEW FILES.....	47
SOURCE CODE.....	46
SPECIAL ASSIGNMENT PLANS .....	26
SPECIAL EVENT FILES.....	111
<i>SPECIAL ORDERS (DIRECTIVES)</i> .....	25
<b>SPECIAL POLICE</b> .....	97
SPECIAL POLICE COMMISSIONS.....	98
<b>SPECIAL PURPOSE PROGRAMS</b> .....	48
SPECIAL SECURITY FILE .....	26
SPECIAL STATISTICAL CRIME REPORTS, MAPS FOR SELECTED	
NEIGHBORHOODS .....	111
SPECIAL VEHICLE PERMITS .....	90
<b>SPECIALIZED EQUIPMENT AND ANIMAL RECORDS</b> .....	112
SPEECHES.....	106

Sponsor background checks	
work release .....	80
STAFF ACCESS/ENTRY LOGS - FACILITY AND PROPERTY MANAGEMENT	
.....	56
STANDARD RULES .....	85
STATE AUDITOR'S EXAMINATION REPORT .....	6
STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF	
SIGNIFICANCE OR NON-SIGNIFICANCE.....	56
STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL	
CHECKLISTS .....	57
STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL	
IMPACT STATEMENTS.....	57
STATE HOLD REPORTS .....	85
STATE NOTICE AND CITATION .....	67
STATEMENT FOR RESTITUTION - FACILITY AND PROPERTY	
MANAGEMENT.....	57
STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY	
BANK .....	2
STATION/PRECINCT REPORTS.....	26
STATISTICAL DOCUMENTATION	
Grants.....	10
STATISTICAL REPORTS.....	21
STRIKERS .....	103
STUDIES OR DATA QUERIES.....	70
STUDIES, SURVEYS, MODELS, AND ANALYSIS .....	25
SUBPOENA OR SUMMONS SERVICE RECORDS .....	103
SUBSIDIARY JOURNALS .....	5
SUBSIDIARY LEDGERS.....	6
SUBSTITUTE JAIL ORDER.....	85
SUMMARY COMPUTER USAGE REPORT .....	48
SUMMARY OF EXTRACTED DATA FILES .....	48
SUMMONS SERVICE RECORDS .....	103
SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE .....	18
SUPPLEMENTAL INDEX FILES .....	70
SUPPORT DOCUMENTS	
Financial.....	8
SURVEILLANCE VIDEOS - FACILITY AND PROPERTY MANAGEMENT...	57
SURVEYS, REPORTS .....	65
SWAT TRAINING ACTIVITIES .....	18
SWI Detention Center Classes .....	81
SYSTEM DOCUMENTATION.....	48
System or program change authorization.....	44
SYSTEM SPECIFICATIONS .....	49
SYSTEM USERS ACCESS FILES.....	49

SYSTEM, PROGRAM, AND DATABASE BACKUP FILES.....	48
SYSTEMS AND APPLICATIONS DEVELOPMENT .....	49

## ***T***

<b>TAPE LIBRARY MANAGEMENT SYSTEM DAILY REPORTS .....</b>	<b>49</b>
<b>TAPES OF CONVERSATIONS.....</b>	<b>34</b>
Taxi Operator Licenses .....	91
TAXICAB INSPECTION & LICENSING FILES.....	26
TELEPHONE LOGS AND USAGE DETAIL REPORTS .....	26
TELEPHONE MESSAGES.....	114
<b>TELETYPEs - AGENCY ANSWERED .....</b>	<b>34</b>
<b>TELETYPEs - AGENCY INITIATED .....</b>	<b>34</b>
TEMPORARY AGENCY WORKER ACCOUNTS .....	18
TERMINATION CUSTODY DECISION .....	86
TEST DATA BASE FILES .....	49
<b>TEST SYSTEM FILES .....</b>	<b>49</b>
test system performance.....	49
TICKET ACCOUNTABILITY FILES.....	22
TICKET VOIDED FILES .....	22
TIMING DEVICES .....	29
TIRE MAINTENANCE REPORTS .....	96
TOW LOGS.....	100
tow-away notice.....	100
TOWING COMPANY LIST .....	100
TOWING CONTRACTS OR AGREEMENTS .....	100
TRAFFIC ACCIDENT REPORT FILE	
Employee .....	15
TRAFFIC ACCIDENT REPORTS .....	71
TRAFFIC MANAGEMENT AND CONTROL RECORDS.....	26
TRAINING ACTIVITIES	
SWAT .....	18
TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES .....	18
TRAINING HISTORY FILE	
Employee.....	16
TRAINING MANUALS	
Field .....	16
TRAINING RECORDS FILE	
Employee .....	16
TRAINING/CLASS COMPLETION REPORT .....	18
<b>TRANSACTION FILES</b>	
<b>Electronic Records .....</b>	<b>50</b>
Valid .....	50

transfer of ownership document.....	100
TRANSFER REQUEST (firearms) .....	90
TRANSPORT FILES/Prisoners.....	83
TREASURER/FINANCE OFFICER FINANCIAL REPORTS.....	7
TRIAL BALANCES.....	7
TRUSTEE ROSTER.....	86
TUBERCULOSIS EXPOSURE REPORTS AND WAIVERS .....	19

## U

U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY .....	66
UCR/WIBR STATISTICS, SUPPLEMENTAL ANNUAL REPORTS .....	27
UCR/WIBR STATISTICS, SUPPLEMENTAL MONTHLY REPORTS .....	27
UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES .....	19
UNION ARBITRATION FILES.....	19
UNION ORGANIZATION LISTS .....	19
UNSUCCESSFUL BIDS AND PROPOSALS.....	74
UPS REGISTER .....	93
USAGE DETAIL REPORTS	
Telephone Logs.....	26
USED / CANCELLED EVENT TICKETS AND PASSES .....	114

## V

VALID TRANSACTION FILES	
Electronic Records.....	50
VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT .....	57
VEHICLE HISTORY AND MAINTENANCE RECORDS (INCLUDING WATERCRAFT) .....	113
VEHICLE HISTORY FILES .....	96
VEHICLE HISTORY FILES (NOT ASSOCIATED WITH MASTER CASE) ....	100
VEHICLE MILEAGE LOG .....	96
VEHICLE PARTS ORDERS – PURCHASING .....	73
VENDOR COMPLIANCE REPORTS.....	74
VICTIM ADVOCACY.....	27
VIDEO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT .....	53
Does not relate to specific case investigation.....	53
VISITATION FILES	
Special Visits/Jail Records.....	86
VISITOR /ATTORNEY LOGS.....	82
VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT .....	57
Visitor logs (general, professional) .....	80

VOICE STRESS ANALYZER REPORTS .....	18
<b>VOLATILE SOFTWARE MODIFICATION</b> .....	50
VOLUNTEER APPLICATIONS .....	19
VOLUNTEER FILES.....	19
VOLUNTEER FINGERPRINT .....	13
VOUCHER REGISTER .....	7
VOUCHER REGISTERS-GRANT FUNDS .....	10
VOUCHERS .....	7

## W

WACIC/NCIC entry of warrant.....	103
WANTED BULLETINS .....	102
WARRANT EXECUTION .....	103
WARRANT REGISTERS .....	7
Warrant worksheet.....	103
WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS .....	10
WARRANTIES .....	22
WARRANTS	
Cancelled.....	2
Warrants checks.....	78
WARRANTS, CHECKS, AND VOUCHERS	
Grants Projects.....	9
<b>WARRANTS/COURT ORDERS</b> .....	101
WEAPON OR DANGEROUS INSTRUMENT, APPLIANCE, OR SUBSTANCE .....	52
WEAPONS APPLICATION FILE	
special weapons .....	27
WEAPONS CONFISCATION LOG - FACILITY AND PROPERTY MANAGEMENT.....	57
WEAPONS FILE	
Non-issue .....	24
Off-Duty.....	24
WEAPONS RECORDS.....	113
WELFARE FUND/inmates .....	81
WHISTLEBLOWER INVESTIGATION REPORTS .....	19
WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE .....	74
WMBE VENDOR COMPLIANCE REPORTS .....	74
WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE)	
VENDOR COMPLIANCE REPORTS.....	74
WORK OR INTERMEDIATE FILES	
Electronic Records.....	50
WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT.....	57
WORK PLANS.....	27

WORK RELEASE FILES  
    Monthly..... 82  
WORK RELEASE LOG BOOK ..... 86  
WORK/DETAIL ASSIGNMENTS ..... 86  
WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS..... 67  
WORKPLACE HAZARD ASSESSMENT CERTIFICATION..... 67  
WRECKER FEE SCHEDULES..... 100  
Writs ..... 32

WRITS ..... 31, See also DAY TICKETS or EXECUTIONS

---

*Y*

YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION..... 50  
YEAR-END REPORT – PURCHASING ..... 73

SUPERSEDED

### CRIMINAL HISTORY RECORD INFORMATION (CHRI) RETENTION GUIDELINES

The following retention schedule establishes minimum recommended retention periods for various records maintained by criminal justice agencies. These records may include documents, which are filed or kept in administrative files, case/investigative files, arrest files kept under the name of the defendant or other files that clearly are looked upon as the criminal history files of the defendant. *This guideline does not pertain to jail records or files that are solely retain in jail facilities.*

The “backbone” of any Law Enforcement records system, the crime file, or criminal history records information (CHRI). The committee considered several factors in computing the retention schedule, including the actual charges and convictions, the age of the defendant, and prior or subsequent convictions. Retention is computed using the established formulas. The “Year of Discharge” is defined as the “year defendant is no longer on probation/deferred sentencing or serving time”. The formula categories are:

- Serious violent offenses, violent offenses, and sex offenses.
- Non violent felony charges
- Misdemeanor and Gross Misdemeanor
- Non- Conviction Data

Various source documents will be accessed for computing CHRI retention by the individual agencies. These documents may include, but are not limited to:

- Booking Sheets (when sent to arresting agency with fingerprint card)
- Arrest reports or additional documents identifying the arrest, charge and disposition.
- Citations
- Summons
- Disposition reports
- WASIS/FBI rap sheets
- Any other agency or State rap sheets

The committee recommends that an agency using another agency’s rap sheet update the retention year when applicable. Thus, when the type of crime and year of discharge would cause the retention year to be greater than that originally assigned, the later year shall prevail.

In cases where misdemeanor and felonies are combined, records will reflect the longest retention. In essence, the defendant’s criminal activities will determine his/her criminal history record retention with each department.

Earlier destruction can be made when it is known that the defendant is deceased or when individual requests are made through court order expungement procedures.

A disposition of “Dismissed” because of incompetence, insanity or no prosecuting witness will be considered a conviction for retention purposes only. A disposition of deferred sentence, suspended sentence, dismissed following probation or penalty assessment does not change the conviction to non-conviction. A prosecutorial deferment is NON-CONVICTION (when a final decision to dismiss or not to prosecute is made (WAC 446-20-040), whereas a sentence of deferment is a probation situation and is considered CONVICTION. The dismissal by the court simply closes the case before the court as all conditions have been met. A dismissal at the onset of the case (with or without prejudice) is a NON-CONVICTION.

CATEGORY I –	RETENTION	EXCEPTIONS
<p><b>SERIES VIOLENT OFFENSES, VIOLENT OFFENSES, AND SEX OFFENSES</b> Includes all arrest and charges for serious violent offenses, violent offenses, and sex offenses that require lifetime registration (refer to RCWs that identify these types of charges). If the charge is “attempt”, the purge criteria will remain the same. These are also considered Class A offenses for which an “order to vacate” is not permitted or issued by the court.</p>	<p>Purge when the defendant’s age is 90 and/or 25 years from date of discharge from supervision (as defined in the RCW), whichever is longer <u>Convicted Sex Offenders should be retained longer</u> -see exceptions</p>	<p>Exceptions to age 90:</p> <ol style="list-style-type: none"> <li>May be destroyed after 25 years from date of discharge from supervision (as defined in RCW) under the following circumstances: <ol style="list-style-type: none"> <li>Charge is reduced to a non-violet felony (Class B or C), and</li> <li>There is no prior or subsequent non-traffic conviction record in this state, another state, or federal court</li> </ol> </li> <li>Records of any investigative reports pertaining to sex offenders contained 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 Sheriff’s and Police Chiefs consistent with RCW 40.14.070.</li> </ol>
CATEGORY II	RETENTION	EXCEPTIONS
<p><b>NON VIOLENT FELONY CHARGES</b> Includes all arrests and charges for non-violent felony charges as defined by RCW. These would include all Class B and C felonies.</p> <p>For Retention period purposes, these felonies as defined by RCW will have an available sentence of more than one year in jail.</p>	<p>Purge when the defendant’s age is 80 and/or 15 years from date of discharge from supervision (as defined in RCW) whichever is longer. - see exceptions</p>	<p>Exception to age 80</p> <ol style="list-style-type: none"> <li>Destroy after 15 years from date of discharge from supervision (as defined in RCW) under the following circumstances: <ol style="list-style-type: none"> <li>Charge is reduced to a gross or misdemeanor; and</li> <li>There are no prior or subsequent non-traffic conviction records in this state, another state, or federal court.</li> </ol> </li> </ol> <p>Note: Subjects convicted for Class B or C felony and having no prior convictions may request the Court to vacate the felony conviction if they have received a Certificate of Rehabilitation. If the Court grants the order, the record is treated as non-conviction. The RCW does not mandate that the agency destroy the record only that it must be treated as non-conviction and it’s release for employment, licensing or background checks are prohibited. Also, any conviction for DV offenses eliminates the subject from this category and moves the record to Category I. Similarly, any conviction for 3-Strikes moves the record into Category I</p>

CATEGORY III	RETENTION	EXCEPTIONS
<p><b>MISDEMEANOR AND GROSS MISDEMEANOR</b></p> <p>All misdemeanor and gross misdemeanor arrests and charges as defined in RCW or local ordinances. For retention period purposes, a misdemeanor charge carries an available sentence or fine of not more than \$500 and/or not more than 90 days in the county/city jail. A gross misdemeanor carries an available sentence of more than 90 days and less than one year in the county/city jail. In this category, the <u>entire</u> CHRI record consists of misdemeanor or gross misdemeanor.</p>	<p>Purge 3 years from date of discharge from supervision (as defined by RCW or local ordinance)</p> <p>-see exceptions</p>	<p>Exceptions:</p> <p>Retain for 10(ten) years from date of last arrest when one of the following exceptions apply:</p> <ol style="list-style-type: none"> <li>1. An arrest that indicates the defendant committed a crime while in possession of a dangerous weapon.</li> <li>2. Defendant was considered a safety hazard to the officer or Law enforcement.</li> <li>3. The entire record reveals a history of similar criminal non-traffic charges, which demonstrate a pattern of criminal conduct in the state or another state, excluding drinking offenses.</li> </ol> <p>NOTE: Any conviction for DV assault or other related DV charge eliminates the subject from this category and moves the record into category II.</p> <p>Examples of patterns of criminal conduct:</p> <ul style="list-style-type: none"> <li>▪ Pattern of assault - hindering, resisting, fighting, obstructing.</li> <li>▪ Pattern of theft - Burglary, Theft, Larceny, shoplifting.</li> </ul>
CATEGORY IV	RETENTION	EXCEPTIONS
<p><b>NON-CONVICTION DATA</b></p> <p>Criminal history record consists entirely of non-conviction arrests.</p>	<p>Destroy 3(three) years from date of disposition because non-conviction or the decision of the court was not adverse (favorable) to the defendant.</p> <p>-see exceptions</p>	<p>Exceptions:</p> <p>Retain for ten (10) years from date of last arrest if one of the following exceptions applies:</p> <ol style="list-style-type: none"> <li>1. The individual has been arrested for or charged with another crime in the state during the intervening period.</li> <li>2. The individual has an outstanding warrant in this or another state.</li> <li>3. State or FBI or another State rap sheet reveals a prior felony conviction.</li> </ol> <p>A felony arrest or charge exists, but the disposition refers to another agency's case. (If within 10 years and final disposition is one of conviction)</p>

## EDDY vs. MOORE

No. 625 – Division One – Panel 1. July 12, 1971

Harriet Eddy, Appellant, v. W. F. Moore, Respondent

**Constitutional Law – Right to Privacy – Nature.** The right of individual privacy is a fundamental principle having constitutional stature although not specifically enumerated in constitutional language; it is a basic freedom existing independently of specifically mentioned constitutional protections.

**Constitutional Law – Right of Privacy – Criminal Arrest Records – Retention after Acquittal.** Governmental maintenance of arrest records such as fingerprints and photographs constitutes a corresponding loss of individual privacy. Although such loss is generally outweighed at the time of arrest or upon conviction of a crime by the public interest in protecting society, when the arrested person is acquitted of the crime or discharged without conviction he/she has the right to the return of the arrest records in the absence of a compelling showing of necessity by the government for their retention.

Appeal from a judgement of the Superior Court for King County, No. 719736, Henry Clay Agnew, J., entered March 6, 1970. Reversed.

Action for injunctive relief. Plaintiff appeals from a judgment in favor of the defendant.

Thomas J. Isaac, for appellant.

L. Newbould and J. Roger Howell, for respondent.

SUPERSEDED

Utter, J. – Harriet Eddy was arrested and charged with assault by the Seattle Police Department. After her arrest, she was fingerprinted and photographed, and the fingerprints and photographs were placed in the files of the police department. At trial, the charges against her were dismissed. She then demanded from the Chief of Police, one W. F. Moore, the return of her fingerprints and photographs. Chief Moore refused, and Mrs. Eddy sought a petition for a writ of mandate ordering him to show cause why they should not be returned. The trial court refused to issue the writ and held she had no legal right to their return.

The record on appeal is before us on an agreed statement of facts. There was, apparently, no testimony taken in the trial court. No finds of fact are contained in the agreed statement of facts, and there is, therefore, no factual data available to us to offer either any justification for retention of the prints and photographs, or to indicate to us, in fact, is the ability of the police department to keep its files and record confidential and restricted from scrutiny.

Mrs. Eddy's assignments of error are all directed to the failure of the court to recognize her right of privacy in her fingerprints and photographs, and the violation of this right by the failure of the police department to return them, without factual justification, upon her acquittal. Respondent, on the other hand, urges there is implied statutory authority for the retention of the fingerprints and photographs by the criminal identification bureau of all persons arrested for specifically enumerated crimes. He further urges that an acquitted citizen has no right to the return of photographs and that there is no legal duty requiring him to return the identification data to the appellant.

There has been a substantial body of litigation concerning photographs and files maintained by the police and efforts made to obtain their return based upon an equitable right to privacy. These cases have held the decision to release or retain arrest records was within the realm of police discretion and have justified this holding by statements that the police, in protecting society, should be granted sufficient authority to choose those things, including arrest records, which will enable them to most effectively and efficiently discharge their duty in protecting society.

The public display of an innocent person's photograph has been the exception to the general rule. Here, courts have justified their use of equitable powers in broad language:

We think that the publication of an innocent person's photograph in the rogues' gallery gives rise to sufficient grounds to sustain an injunction.

There is a right in equity to protect a person from such an invasion of private rights.

Everyone who does not violate the law can insist upon being left alone...

*Itzkovich v. Whitaker*, 115 La. 479, 39 So. 499 (1905), affirmed in effect by *Itzkovich v. Whitaker*, 117 La. 708, 42 So. 228 (1906). In these display-of-photograph cases, courts expressed a sensitivity to the rights of those who had been acquitted of criminal charges. In *Downs v. Swann*, 111 Md. 53, 64, 73, A. 653 (1909), the court dissolved an injunction restraining the taking of photographs as the result of the failure to allege that it was the custom of police officers to display photographs, but added

We must not be understood by so doing to countenance the placing in the "rogue's gallery" of the photograph of any person, not a habitual criminal who has been arrested but not convicted on a criminal charge, ... Police officers have no right to needlessly or wantonly injure in any respect persons whom they are called upon in the course of their duty to arrest or detain,

These cases have been amalgamated into the current literature involving the development of an equitable right of privacy. This right was first delineated in the landmark article, S. Warren & L. Brandies, *The Right to Privacy*, 4 *Harv. L. Rev.* 193 (1890). In a subsequent discussion of the expansion of the doctrine, William L. Prosser, in his article on privacy, develops an analysis that would recognize four distinct kinds of invasion of four different interests of a plaintiff tied together under a common name of a right of privacy. These are:

- Intrusion upon the plaintiff's seclusion or solitude, or into his private affairs.
- Public disclosure of embarrassing private facts about the plaintiff.
- Publicity which places the plaintiff in a false light in the public eye.
- Appropriation, for the defendant's advantage, of the plaintiff's name or likeness.

Prosser does not find any intrusion into person's private affairs where police, acting within their powers, take his photographs and fingerprints or measurements. He does, however, find a violation of a right of privacy in placing one in a false light in the public eye where there is inclusion of the plaintiff's name, photograph, and fingerprints in a public "rogue's gallery" of convicted criminals when he has not, in fact, been convicted of a crime. Prosser notes, "Although the police are clearly privileged to make such a record in the first instance, and to use it for any legitimate purpose pending trial, or even after conviction, the element of false publicity in the inclusion among the convicted goes beyond the privilege.

The Washington courts have not taken a position, prior to this case, on the right of a person acquitted of a crime to the return of their fingerprints and photographs taken pursuant to arrest. In *Hodgeman v. Olsen*, 86 Wash. 615, 150 P. 1122 (1915), the plaintiff had been confined in the state reformatory, paroled, and then eventually granted a full pardon by the governor. After the pardon was granted, Hodgeman sought the return of his identification records held by the reformatory. The court refused to order their return and noted that where the pictures were being held as a part of the records of an institution, there was no legal duty to destroy them, in absence of a statute imposing that authority.

The court express doubts about a case where no conviction was obtained and noted: "We do not hold that any official has the implied power to take and retain the picture and measurements of persons merely accused of crime. That question is not before us."

(1) The cases dealing with the equitable right of privacy and the comment of Prosser and other commentators take us to the threshold of a recognition of a right in an individual to be free of improper use of his/her fingerprints and photographs by the state but stop short of establishing a constitutional right of privacy and grant too much discretion without need for justification, to the state to determine what records are needed to effectuate the law enforcement function.

In *Griswold v. Connecticut*, 381 U.S. 479, 14 L. Ed. 2d 310, 85 S. Ct. 1678 (1965), a law forbidding the dissemination of birth control information was struck down as a violation of the right to marital privacy. The court, in the majority opinion written by Mr. Justice Douglas, expanded the right of privacy beyond the limits of the enumerated protections found in the First, Second, and Fifth Amendments and gave it independent existence. The court noted,

specific guarantees in the Bill of Rights have penumbras formed by emanations from those guarantees that help them give them life and substance ... Various guarantees create zones of privacy. The right of association contained in the penumbra of the First Amendment is one, as we have seen. The Third Amendment in its prohibition against the quartering of soldiers "in any house" in time of peace without the consent of the owner is another facet of that privacy. The Fourth Amendment explicitly affirms the "right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." The Fifth Amendment in its Self-Incrimination Clause enables the citizen to create a zone of privacy which government may not force him to surrender to his detriment. The Ninth Amendment provides: "The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people."

The court noted in giving substance to the right that it was dealing with "a right of privacy older than the Bill of Rights" and held that a law forbidding the use of contraceptives could not stand in light of the familiar principle, "so often applied by this Court, that a 'governmental purpose to control or prevent activities constitutionally subject to state regulation may not be achieved by means which sweep unnecessarily broadly and thereby invade the area of protective freedoms.'" Four other judges concurred with this view.

Justice Goldberg, in a separate concurring opinion, quoting from *Snyder v. Massachusetts*, 291 U.S. 97, 105, 78 L. Ed. 674, 54 S. Ct. 330, 90 A.L.R. 575 (1934), stated that the due process clause protects those liberties that are "so rooted in the traditions of conscience of our people as to be ranked as fundamental" and that the Ninth Amendment "simply lends strong support to the view that the 'liberty' protected by the Fifth and Fourteenth Amendments from infringement by the Federal Government of the States is not restricted to the rights specifically mentioned in the first eight amendments." Specific guidelines in the determination of what a fundamental right is were suggested by Mr. Justice Goldberg as being rooted in the ...

"traditions and collective conscience of our people" to determine whether a principle is "so rooted there ... as to be ranked as fundamental." *Snyder v. Massachusetts*, 291 U.S. 97, 105. The inquiry is whether a right involved "is of such a character that it cannot be denied without violating those 'fundamental principles of liberty and justice which lie at the base of all our civil and political institutions' ... " *Powell v. Alabama*, 287 U.S. 45, 67. "Liberty" also "gains content from the emanations of ... specific constitutional guarantees" and "from experience with the requirements of a free society." *Poe v. Ullman*, 367 U.S. 497, 517 ...

*Griswold*, 381 U.S. at 493. His opinion was concurred in by Mr. Chief Justice Warren and Mr. Justice Brennan. Mr. Justice Harlan and Mr. Justice White also wrote separate concurring opinions holding that the right of marital privacy is one of the fundamental unremunerated rights protected by the due process clause of the Fourteenth Amendment, thus making five judges who selected the fundamental right doctrine as a ground for decision.

This doctrine has received further support since *Griswold*.

The development of a constitutional right of privacy in *Griswold* was preceded by numerous rulings of the court emphasizing the rights in areas closely allied to the right of privacy.

The rights of associational privacy, political privacy, anonymity in public expression, privacy of the body, and a right of privacy of counsel were all rights recognized by the courts prior to *Griswold*.

It was noted in the early case of *Boyd v. United States*, 115 U.S. 616, 630, 29. L. Ed. 746, 6 S. Ct. 524 (1886) that privacy was a sacred right, the court stating:

The principles laid down in this opinion affect the very essence of constitutional liberty and security. They reach farther than the concrete form of the case than before the court, with its adventitious circumstances; they apply to all invasions on the part of the government and its employees of the sanctity of a man's home and the privacies of life. It is not the breaking of his doors, and the rummaging of his drawers that constitutes the essence of the offense; but it is the invasion of his indefensible right of personal security, personal liberty, and private property; where that right has never been forfeited by his conviction of some public offense, - it is invasion of this sacred right which underlies and constitutes the essence of Lord Camden's judgement.

A recent case, subsequent to *Griswold*, further expands the scope of rights considered to be fundamental. *Menard v. Mitchell*, 328 F. Supp. 718 (D.C. 1971). Menard was arrested on suspicion of burglary, but after some incarceration was freed for lack of evidence to connect him with the crime. The California police, pursuant to state law, forwarded a record of his arrests along with a copy of his fingerprints to the FBI, where they were on file at the time of the suit. Menard instituted an action in district court to have his record expunged from the files of the FBI and argued that under California law, a person taken into custody and later released without charges having been filed is deemed to have been only detained but not arrested.

The court of appeals, in a memorandum opinion, held they were without authority to order Menard's record expunged, as determination of the legality of an arrest record should be made in the first instance, by the California court, after his administrative remedies had been exhausted. They did hold, however, that they could not limit the dissemination by the FBI of his arrest record and did so limit its dissemination to law enforcement agencies and agencies of the federal government.

(2) We here deal with the question, not ruled upon by *Menard*, of the legality of the existence of a record of an acquitted person's fingerprints and photographs in police files. This determination of that question, in turn, hinges directly on whether there is a constitutional right of privacy in an acquitted person's fingerprints and photographs.

There is a direct correlation between the loss of individual privacy and the retention of arrest records. This correlation was specifically noted in *United States v. Kalish*, 271 F. Supp. 968 (D.P.R. 1967).

Kalish was arrested for failure to submit to induction and was, pursuant to this, fingerprinted and photographed. This arrest took place in spite of the fact that he had voluntarily surrendered himself to the jurisdiction, had indicated a willingness to be inducted, and had explained that his refusal to step forward to be sworn into the army was based upon advice of counsel, who was representing him in proceedings to have his selective service classification reopened.

Kalish was fingerprinted and photographed again when he actually did voluntarily enter the service of a few days later. The charges under which Kalish was arrested were never prosecuted and Kalish brought an action seeking an order to expunge and destroy the photographs and fingerprints obtained upon his arrest.

The government resisted his motion, contending that fingerprinting and other identification was not punishment; that although burdensome, it was a burden that must be borne for the common good and that, inasmuch as Kalish's army photographs and fingerprints were on file in any event, the elimination of the judicial source of fingerprints and photographs would not completely eradicate the information. The court granted Kalish's motion and noted:

There can be no denying of the efficacy of fingerprint information, photographs, and other means of identification in the apprehension of criminal and fugitives. Law enforcement agencies must utilize all scientific data in society's never-ending battle against lawlessness and crime/ When arrested, an accused does not have a constitutional right of privacy that outweighs the necessity of protecting society and the accumulation of this data, no matter how mistaken the arrest may have been.

However, when an accused is acquitted of the crime or when he/she is discharged without conviction, no public good is accomplished by the retention of criminal identification records. On the other hand, a great imposition is placed upon the citizen. His privacy and personal dignity is invaded as long as the Justice Department retains "criminal" identification records, "criminal" arrest, fingerprints and a rogues' gallery photo.

The court answered the argument that no harm was done inasmuch as the fingerprints and photographs were already on file in army records, stating:

What the government fails to consider is the affront on the personal dignity of the individual directly related to the source of the Justice Department's identification records. At some future date, use of these records may be needed for judicial or other governmental purpose. Whatever the use, should a citizen ... be haunted by fingerprints labeled "criminal" or rogues' gallery photographs, when he has not charges pending against him? I think not. The preservation of these records constitutes an unwarranted attack upon his character and reputation and violated his right to privacy; it violates his dignity as a human being.

An individual who has been arrested and then acquitted has an undeniably greater visibility to the police than other persons do. His fingerprints, and more particularly his photograph, are available to be shown to other citizens as a potential suspect to be chosen in pre-arrest lineups, an identification procedure frequently used by law enforcement agencies. Increased police scrutiny resulting from an arrest record and its potential invasion of the individuals private life, if it occurs, should rest upon rational factors.

We do not mean to hold that the right of privacy of an acquitted person has in his fingerprints and photographs is an absolute and complete bar to their retention. The value of fingerprints and photographs of an arrested person depends upon two factors: An assumption the individual arrested did, in fact, commit the crime for which he is accused and that his commission of this crime indicated a likelihood that other crimes will be committed. An acquittal seems to negate both premises. Where the only reason for the presence of an individual's fingerprints and photographs in the police file is based upon an arrest which has subsequently been voided by an acquittal and no further justification is made for their retention of these fingerprints and photographs, no rational basis for their retention remains.

Although our state has not yet specifically recognized the existence of an independent right of privacy (Lewis v. Physicians & Dentists Credit Bureau, Inc. 27 Wn.2d 267, 272, 177 P.2d 896, 899 (1947)), we have recently noted that after Griswold, there can be little doubt that "the right of privacy is enshrined as a constitutional doctrine." State v. Rabe, 79 Wn2d 254, 267, 484 P.2d 917 (1971).

The challenge is to determine the dimensions of that right. Few things have been as basic to our legal system as the presumption of innocence, until proof of guilt beyond a reasonable doubt. In fact, the very word acquittal is defined to mean "judicially discharged from an accusation, ...charge, or suspicion of guilt." 1A Words and Phrases 1205 (perm. Ed. 1964). Board of Comm'rs v. Johnson, 31 Ind. 463, 466 (1869); Dolloway v. Turril, 26 Wend, 383 400 (N.Y. 1841).

An arrest whether made with or without probable cause is to be sure a fact, but one that proves nothing so far as the actual conduct of the person arrested is concerned. An arrest without probable cause may still lead to conviction and one with probable cause may still result in acquittal. Under our system of criminal justice, only a conviction carries legal significance as to a person's involvement in criminal behavior.

Menard v. Mitchell, 328 F. Supp. 718 (D.C. 1971). The courts have recognized in Kalish and Menard that following acquittal, the scales of justice required the balancing on one side of the plaintiff's legitimate concern over the improper use of, labeling, or existence of his fingerprints, photographs, and arrest records against the government's bald assertion of a right to hold them. We have now reached the point where our experience with the requirements of a free society demands the existence of a right of privacy in the fingerprints and photographs of an accused who has been acquitted, to be at least placed in balance, against the claim of the state for a need of their retention.

We believe the right of an individual, absent a compelling showing of necessity by the government, to the return of his fingerprints and photographs, upon an acquittal, is a fundamental right implicit in the concept of ordered liberty and that it is as well within the penumbras of the specific guarantees of the Bill of Rights "formed by emanations from those guarantees that help give them life and substance." Griswold v. Connecticut, 381 U.S. 479, 484, 14 L.Ed.3d 510, 855. Ct.

It will take a compelling showing on the part of the state to justify a retention of the fingerprints and photographs. As noted in the concurring opinion by Mr. Justice Goldberg in Griswold:

In a long series of cases this Court has held that where fundamental personal liberties are involved, they may not be abridged by the States simply on a showing that a regulatory statute has some rational relationship to the effectuation of a proper state purpose. "Where there is a significant encroachment upon personal liberty, the State may prevail only upon showing a subordinate interest which is compelling," *Bates v. Little Rock*, 361 U.S. 516, 524. The law must be shown "necessary and not merely rationally related, to the accomplishment of a permissible state policy." *McLaughlin v. Florida*, 379 U.S. 184, 196.

See ALSO *Sherbert v. Verner*, 374 U.S. 398, 406, 10 L.Ed. 2d 965, 83 S. Ct. 1790 (1963); *McLaughlin v. Florida*, 379 U.S. 184, 13 L. Ed. 2d 222, 85 S. Ct. 283 (1964); *NAACP v. Button*, 373 U.S. 415, 438 9 L. Ed. 2d 405, 83 S. Ct. 328 (1963); *Bates v. Little Rock*, 361 U.S. 51, 4 L. Ed. 2d 480, 80 S. Ct. 412 (1960); *Thomas v. Collins*, 323 U.S. 516, 530 89 L. Ed. 430, 65 S. Ct. 315 (1945).

We do not believe requiring law enforcement agencies to show a compelling necessity for retention of fingerprints and photographs of acquitted person's places an undue burden upon them. Law enforcement agencies must now bear the burden of justifying the obtaining of a search warrant for entry into a person's home. *Aguilar v. Texas*, 378 U.S. 108, 12 L. Ed. 2d 723, 84 S. Ct. 1509 (1964).

The Washington statutes governing what is done with fingerprints and photographs upon acquittal of an accused are too limited in their scope. The failure to provide for return of the fingerprints and photographs upon acquittal, absent a compelling showing justifying their retention, is a constitutionally defective omission. The Seattle Police Department, having made no compelling showing justifying the need for retention, is directed to return the fingerprints and photographs to Mrs. Eddy.

The judgment is reversed.

Horowitz, C. J. and Williams, J., concur.

Petition for rehearing denied September 22, 1971.

Review denied by Supreme Court November 9, 1971.

(The footnotes for the preceding report were omitted to conserve on space. For further review, see the Supreme Court Washington Reports, *Harriet Eddy v. W. F. Moore*, July 12, 1971.

SUPERSEDED