



## **This schedule applies to: Law Enforcement Agencies**

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

This records retention schedule covers the public records of Law Enforcement agencies relating to the functions of preventing crime, enforcing laws, and supporting public safety. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

### **Disposition of public records**

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

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

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

All previous versions of the *Law Enforcement Records Retention Schedules* are revoked. Law Enforcement agencies must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on March 26, 2009.

Signature on File

**For the Attorney General: Cindy Evans**

Signature on File

**For the State Auditor: Mark Rapozo**

Signature on File

**The State Archivist: Jerry Handfield**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	2001	Initial version (and updates).
2.0	2002	Minor revisions.
3.0	2005	Minor revisions.
4.0	2007	<b>Jail Records</b> and <b>Electronic Records and Information Services</b> sections revised.
4.1	December 27, 2007	Primary retention of SURVEILLANCE RECORDINGS - ROUTINE (DAN L15-01-64) reduced from 6 months to 60 days.
5.0	March 26, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Law Enforcement Records Retention Schedule</i> now begin with the prefix "LE"; there have been no changes to titles, descriptions, retention periods, or archival designations.

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:  
[recordsmanagement@secstate.wa.gov](mailto:recordsmanagement@secstate.wa.gov) or contact your Regional Archivist.



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SUPERSEDED



## 1. ADMINISTRATIVE / OPERATIONAL RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	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.	LE03-01-01	
1.1.2	ACCREDITATION FILE Records accumulated to prove compliance with those standards outlined by professional law enforcement agencies accreditation programs.	OFM	1 year after reaccreditation.	Destroy when obsolete or superseded.	LE03-01-02	
1.1.3	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.	LE03-01-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.4	ADMINISTRATIVE REVIEW FILES Including but not limited to firearm review, felony pursuit, firearm discharge, or traffic accidents when officers are involved.	OPR	5 years or PERMANENT - <i>see remarks.</i>	Destroy when obsolete or superseded.	LE03-01-05	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>
1.1.5	AUCTION REPORTS	OPR	6 years.	Destroy when obsolete or superseded.	LE03-01-08	
1.1.6	CITATION/TICKET ACCOUNTABILITY FILES Record of tickets assigned to officers.	OFM	Completion of State Audit or 3 years.	Destroy when obsolete or superseded.	LE03-01-11	
1.1.7	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.	LE03-01-12	
1.1.8	COMPLIANCE REPORTS Regarding office administrative review	OPR	PERMANENT.	Destroy when obsolete or superseded.	LE03-01-15	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.9	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 superseded.	Destroy when obsolete or superseded.	LE03-01-18	
1.1.10	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.	LE03-01-19	
1.1.11	FORMAL INTERNAL DEPARTMENT INSPECTION REPORT	OFM	PERMANENT - Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	LE03-01-21	Contact your Regional Archivist before disposing of this record.
1.1.12	HISTORICAL REFERENCES FILES Written histories of Department or Department hits.	OFM	PERMANENT. Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	LE03-01-22	Contact your Regional Archivist before disposing of this record.
1.1.13	INTERNAL INVESTIGATIONS (SUSTAINED) Includes investigative reports, statements, taped information, corrective action, and line referral cases.	OFM	3 years (summary to personnel record).	Destroy when obsolete or superseded.	LE03-01-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.14	INTERNAL INVESTIGATIONS (UNFOUNDED)	OPR	Destroy upon conclusion or retain as required if information is related to pending or expected legal action – <i>see remarks.</i>	Destroy when obsolete or superseded.	LE03-01-24	Reference RCW 41.06.450.
1.1.15	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.	LE03-01-26	
1.1.16	MONTHLY, BIMONTHLY, QUARTERLY, OR SEMI-ANNUAL REPORTS (NON- UCR) Agency relevant.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE03-01-27	
1.1.17	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.	LE03-01-28	
1.1.18	NON-ISSUE WEAPONS FILE Records of sworn employees' authorization to carry non-issued weapons.	OFM	Termination of employee.	Destroy when obsolete or superseded.	LE03-01-29	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.19	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.	LE03-01-30	
1.1.20	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.	LE03-01-31	
1.1.21	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.	LE03-01-32	
1.1.22	POLICE RANGE ADMINISTRATION FILE Correspondence, supplies and purchase orders for range administration.	OFM	3 years.	Destroy when obsolete or superseded.	LE03-01-35	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.23	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.	LE03-01-38	
1.1.24	ROLL CALL FILES Documents officer attendance at meetings, briefings, inspections and other law enforcement activities.	OFM	1 year.	Destroy when obsolete or superseded.	LE03-01-39	
1.1.25	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.	LE03-01-40	
1.1.26	SPECIAL SECURITY FILE Information pertaining to dignitaries, witnesses plans, etc.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	LE03-01-41	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.27	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.	LE03-01-42	
1.1.28	TAXICAB INSPECTION AND LICENSING FILES Documents the inspection and licensing of taxicabs.	OFM	6 years.	Destroy when obsolete or superseded.	LE03-01-43	
1.1.29	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.	LE03-01-45	
1.1.30	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.	LE03-01-46	
1.1.31	UCR/WIBR STATISTICS, SUPPLEMENTAL MONTHLY REPORTS <i>(Originals submitted to WASPC.)</i>	OFM	Obsolete or superseded.	Destroy when obsolete or superseded.	LE03-01-47	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.32	VICTIM ADVOCACY Case and resource files.	OFM	5 years or until judicial termination.	Destroy when obsolete or superseded.	LE03-01-48	
1.1.33	WEAPONS APPLICATION FILE Copies of application for special weapons.	OFM	Current plus 3 years.	Destroy when obsolete or superseded.	LE03-01-49	

SUPERSEDED



## 2. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

### 2.1 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangement and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	OATHS OF OFFICE  ESSENTIAL RECORD – Needs security microfilm backup – <i>see remarks.</i>	OPR	PERMANENT.	Destroy when obsolete or superseded	LE50-05A-15	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.



## 2.2 PLANNING, MISSION, AND CHARTER

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	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.  New series: 02/2002	OFM	Destroy when obsolete or superseded.  Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	LE50-01-38	Contact your Regional Archivist before disposing of this record.

SUPERSEDED



## 2.3 POLICIES AND PROCEDURES

*The activity of creating systematic approaches to operations and processes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	<p>OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES</p> <p>ESSENTIAL RECORD - Needs security microfilm backup - <b>see remarks.</b></p> <p><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></p> <p><i>See also GS50-01-01 (in CORE).</i></p>	OPR	<p>PERMANENT as adopted.</p> <p>One copy archival - <b>see remarks.</b></p>	Destroy when obsolete or superseded.	LE50-01-24	<p>Please contact your Regional Archivist before destroying the original record.</p> <p>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.</p>



## 2.4 RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.1	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	<ul style="list-style-type: none"><li>• For accidents/incidents involving adults NOT resulting in claims– 3 years.</li><li>• For accidents/incidents involving adults resulting in claims– closure plus 6 years.</li><li>• For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years.</li><li>• For accidents/incidents involving minors resulting in claims - closure plus 6 years.</li></ul>	Destroy when obsolete or superseded	LE50-06C-14	
2.4.2	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years.	Destroy when obsolete or superseded	LE50-06C-28	





### 3. CERTIFICATION LOGS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	CERTIFICATION LOGS Bac-Verifier.  <i>Note: DAN LE04-01-01 was also assigned to CERTIFICATION OF TIMING DEVICES (which has been changed to DAN LE04-01-02). 03/2009</i>	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE04-01-01	
3.1.2	CERTIFICATION OF TIMING DEVICES Quality control and testing records for speed timing devices such as radar and laser.  REV: New DAN assigned. (Original DAN LE04-01-01 was a duplicate.) 03/2009	OFM	1 year after device no longer in use.	Destroy when superseded or obsolete.	LE04-01-02	



#### 4. CIVIL RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS Including protection orders, restraining orders, anti-harassment orders and others (see RETURN OF SERVICE, DAN LE05-01-06).	OFM	<i>See remarks.</i>	Until expired plus 1 year.	LE05-01-03	Court has responsibility for primary copy
4.1.2	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.	LE05-01-04	
4.1.3	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.  <i>NOTE: Depending on how your agency files or internal policy/procedures, WRITS (DAN LE05-01-02) may apply.</i>	OPR	6 years after last entry.	Destroy when obsolete or superseded.	LE05-01-07	Reference: RCW 6.13; 6.15, 6.17, 6.21, and 6.23



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.4	INDEMNITY BONDS May be requested when dealing with commercial property or foreclosure. <i>NOTE: Depending on how your agency files or internal policy/procedures EXECUTIONS (DAN LE05-01-07) may apply.</i>	OPR	Issuance plus 6 years.	Destroy when obsolete or superseded.	LE05-01-01	Reference RCW 59.12
4.1.5	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.	LE05-01-05	
4.1.6	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.	LE05-01-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.7	<p>WRITS</p> <p>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.</p> <p><i>NOTE: Depending on how your agency files or internal policy/procedures, DAY TICKETS or EXECUTIONS (DAN LE05-01-07) may best apply.</i></p>	OPR	<i>See remarks.</i>	Issuance plus 6 years.	LE05-01-02	<p>Court has responsibility for primary copy.</p> <p>References: Residential Landlord-Tenant Act RCW 59.18, Unlawful Detained RCW 59.12, or Mobile Home Parks RCW 59.20 and RCW 59.18.</p>



## 5. COMMUNICATIONS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	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.	LE06-01-02	
5.1.2	ALL RADIO TRANSMISSIONS	OFM	90 days.	Destroy when obsolete or superseded.	LE06-01-03	Reference RCW 9.73
5.1.3	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.	LE06-01-01	
5.1.4	AUTOMATED REFERENCE FILES Tape recordings of communications of automated dispatch files relating to calls for police services.	OFM	90 days.		LE06-01-11	
5.1.5	AUTOMATIC LOCATION INFORMATION (ALI) AND AUTOMATIC NUMBER INFORMATION (ANI) 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 use in dispatch is obsolete or superseded.	LE06-01-12	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.6	EVENT/ACTIVITY REPORTS	OFM	1 year.	Destroy when obsolete or superseded.	LE06-01-05	
5.1.7	GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS USED IN EMERGENCY DISPATCH	OFM	Maintained as perpetual data file, and for 1 year after superseded.	Destroy when use in dispatch is obsolete or superseded.	LE06-01-13	
5.1.8	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.	LE06-01-04	Transcribed copies are retained for the life of the incident report (see Incident Reports section).
5.1.9	MANUAL REFERENCE FILES Any manually accessed file used when the automated dispatch files are inoperative.	OFM	1 year.	Destroy when obsolete or superseded.	LE06-01-06	
5.1.10	RADIO LOGS/CALL DOCUMENTATION	OFM	60 days.	Destroy when obsolete or superseded.	LE06-01-07	
5.1.11	RECURRENT CALLER FILE Record of persons who make emergency calls on an unusually frequent basis.	OFM	3 years.	Destroy when obsolete or superseded.	LE06-01-08	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.12	TELETYPES - AGENCY ANSWERED	OFM	1 year.	Destroy when obsolete or superseded.	LE06-01-09	
5.1.13	TELETYPES - AGENCY INITIATED	OFM	1 year.	Destroy when obsolete or superseded.	LE06-01-10	

SUPERSEDED



## 6. CRIME PREVENTION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1.1	BICYCLE REGISTRATION FILES Consists of make, model, serial number and owner's name. <i>Note: Registering bicycles not required by law, mainly for public relations.</i>	OFM	Until obsolete or superseded.	Destroy when obsolete or superseded.	LE25-01-01	
6.1.2	COMMUNITY MEETING FILES Records of community meetings attended by CPT officers.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-02	
6.1.3	COMMUNITY POLICE CASE FILES Investigation and resolution of community concerns.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-03	
6.1.4	COMMUNITY POLICE SPECIAL PROJECTS Records on major problems within the community, which required numerous responses.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-04	
6.1.5	COMMUNITY POLICING PROGRAMS Block watch, business watch, officer friendly, drug/alcohol includes maps, brochures and pamphlets; shoplifting prevention, school safety, alarm compliance and inspection, adult guard crossing program.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-05	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1.6	CRIME PREVENTION COMPLAINT LOGS Records of minor complaints, which were handled in a short time.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-06	
6.1.7	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.	LE25-01-07	
6.1.8	HOUSE WATCH CHECKLIST AND REPORTS Performance and/or completion of a house watch.	OFM	Current year plus 1 year.	Destroy when obsolete or superseded.	LE25-01-08	
6.1.9	SPECIAL EVENT FILES Community awareness, events, and activities.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	LE25-01-09	
6.1.10	SPECIAL STATISTICAL CRIME REPORTS, MAPS FOR SELECTED NEIGHBORHOODS	OFM	Until obsolete or superseded.	Destroy when obsolete or superseded.	LE25-01-10	



## 7. CRIMINAL HISTORY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.1	ALIAS NAME/MONIKER FILES	OFM	<i>See remarks.</i>	Destroy when obsolete or superseded.	LE07-01-01	Reference CHRI Supplement – See Appendix A.
7.1.2	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 - <i>see remarks.</i>	Destroy when obsolete or superseded.	LE07-01-02	Reference CHRI Supplement – See Appendix A.  RCW 10.97 RCW 10.98.100.
7.1.3	CAREER CRIMINAL PROGRAM FILES	OFM	Current year plus 6 years.	Destroy when obsolete or superseded.	LE07-01-03	Reference CHRI Supplement – See Appendix A.
7.1.4	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.	LE07-01-04	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.5	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.	LE07-01-05	Reference CHRI Supplement – See Appendix A.  RCW 10.97 RCW 10.98.100 <i>Note: The Criminal Records Privacy Act RCW 10.97 protects these records from public view.</i>
7.1.6	CRIMINAL OR NON CRIMINAL CITATIONS ISSUED	OPR	3 years or until completion of state audit.	Destroy when obsolete or superseded.	LE07-01-06	Reference RCW 46.64.010.
7.1.7	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.	LE07-01-07	
7.1.8	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, 3 years after last entry.	Destroy when obsolete or superseded.	LE07-01-08	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.9	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.	LE07-01-09	Reference RCW 13.50.100.
7.1.10	JUVENILE SEALED RECORDS/COURT ORDERS	OFM	23 years of age.	Destroy when obsolete or superseded.	LE07-01-10	Reference RCW 13.50.
7.1.11	NATIONAL CRIME INFORMATION CENTER (NCIC) III (CHRI Appendix A) INQUIRE LOG	OFM	1 year.	Destroy when obsolete or superseded.	LE07-01-11	Reference RCW 10.97. Federal Regulation Title 28 and WASIS/NCIC contractual.
7.1.12	RESTRICTIVE AREA ORDERS (SODA & SOAP) Special court orders issued as condition of probation prohibiting defendant to stay out of 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.	LE07-01-12	



## 8. ELECTRONIC RECORDS AND INFORMATION SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.1	AUDIT TRAIL FILES Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	OFM	Destroy after 3 backup cycles.	Destroy when obsolete or superseded.	LE08-01-01	
8.1.2	CATALOGED TAPE LIST This record series consists of computer listings that show all tapes under catalog control at the agency's computer facility for the agency.	OFM	Retain this record for a minimum period of five (5) working days from the date of report.	Destroy when obsolete or superseded.	LE08-01-02	
8.1.3	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.	LE08-01-03	
8.1.4	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.	LE08-01-04	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.5	DATA DOCUMENTATION 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.  ESSENTIAL RECORD - Backup should be stored off site.	OFM	Disposition of data plus 1 year.	Destroy when obsolete or superseded.	LE08-01-05	
8.1.6	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.	LE08-01-06	
8.1.7	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.	LE08-01-08	
8.1.8	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.	LE08-01-09	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.9	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.	LE08-01-11	
8.1.10	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.	LE08-01-12	
8.1.11	FINDING AIDS, INDEXES AND TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records.  <i>Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the Regional Archives along with the historical record.</i>	OFM	Retain until the disposition of indexed data.	Destroy when obsolete or superseded.	LE08-01-13	
8.1.12	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.	OFM	1 year.	Destroy when obsolete or superseded.	LE08-01-14	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.13	INPUT DOCUMENTS Copies of records 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.	OFM	Destroy after data input and any necessary verification.	Destroy when obsolete or superseded.	LE08-01-15	
8.1.14	JOB LIBRARIES 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.	LE08-01-16	
8.1.15	MASTER FILES, ADMINISTRATIVE Electronic records that replace in whole or in part administrative records that have been scheduled through approved records retention schedules 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.	LE08-01-18	
8.1.16	MASTER FILES, SUMMARIES 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 (DAN LE08-01-18).	OFM	Purge the file when no longer needed.	Destroy when obsolete or superseded.	LE08-01-19	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.17	NETWORK CIRCUIT INVENTORIES 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.	LE08-01-20	
8.1.18	NETWORK IMPLEMENTATION PROJECT FILES 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.	LE08-01-21	
8.1.19	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.	LE08-01-22	
8.1.20	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.	LE08-01-23	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.21	NETWORK USAGE REPORTS 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.	OFM	1 year.	Destroy when obsolete or superseded.	LE08-01-24	
8.1.22	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.	LE08-01-25	
8.1.23	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.	LE08-01-28	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.24	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.	LE08-01-29	
8.1.25	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.	LE08-01-30	
8.1.26	SECURITY BACKUP FILES Electronic records that contain identical data as a master file or data that is described in MASTER FILES, ADMINISTRATIVE (DAN LE08-01-18) 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.	LE08-01-32	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.27	<b>SITE AND EQUIPMENT SUPPORT FILES</b> 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.	OFM	Destroy when obsolete or superseded – as determined by office of record.	Destroy when obsolete or superseded.	LE08-01-33	
8.1.28	<b>SOFTWARE MAINTENANCE LOG</b> 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 2 years from the date of entry into the log.	Destroy when obsolete or superseded.	LE08-01-35	
8.1.29	<b>SOFTWARE REVIEW FILES</b> Records related to the review and recommendation of software for agency uses, including vendor information, manuals, software reviews, and related material.	OFM	Destroy after software is no longer in use.	Destroy when obsolete or superseded.	LE08-01-36	
8.1.30	<b>SPECIAL PURPOSE PROGRAMS</b> 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.	LE08-01-37	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.31	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.	LE08-01-38	
8.1.32	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.	LE08-01-39	
8.1.33	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.	LE08-01-41	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.34	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.	LE08-01-42	
8.1.35	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.	OFM	Termination of user account plus 2 years.		LE08-01-43	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.36	SYSTEM, PROGRAM, AND DATABASE BACKUP FILES Copies of full system disk and databases, application software, logs, directories and other records needed to restore and provide 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.	LE08-01-40	
8.1.37	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.	LE08-01-44	
8.1.38	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.		LE08-01-45	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.39	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.	LE08-01-46	
8.1.40	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.	LE08-01-47	
8.1.41	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.	LE08-01-48	
8.1.42	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.		LE08-01-49	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.43	<b>VOLATILE SOFTWARE MODIFICATION</b> 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.		LE08-01-50	
8.1.44	<b>WORK OR INTERMEDIATE FILES</b> 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		LE08-01-51	



## 9. EVIDENCE FILES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.1	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 - <i>whichever is longer.</i>	Destroy when obsolete or superseded.	LE09-01-01	
9.1.2	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.	LE09-01-02	
9.1.3	NARCOTICS LAB REPORTS	OFM	Current plus 3 years – <i>see remarks.</i>	Destroy when obsolete or superseded.	LE09-01-03	Copies may be included in the case/incident report and kept as long as the incident file.
9.1.4	PERSONAL PROPERTY FOR SAFE KEEPING RECORD	OPR	6 years after disposition of property.	Destroy when obsolete or superseded.	LE09-01-04	
9.1.5	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 - <i>whichever is longer.</i>	Destroy when obsolete or superseded.	LE09-01-05	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.6	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, property logs [1].  [1] 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.	OPR	6 years after disposition of property – <i>see remarks.</i>	Destroy when obsolete or superseded.	LE09-01-06	If property is converted to Law Enforcement use, retain documents.
9.1.7	VIDEO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT When recording does not relate to specific case investigation, such as routine traffic stop. <i>See remarks.</i>	OFM	90 days, may be reused.	Destroy when obsolete or superseded.	LE09-01-09	
9.1.8	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.	LE09-01-07	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.9	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.	LE09-01-08	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.

SUPERSEDED



## 10. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

### 10.1 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10.1.1	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none"><li>• For accidents/ incidents involving adults NOT resulting in claims— 3 years.</li><li>• For accidents/ incidents involving adults resulting in claims— closure plus 6 years.</li><li>• For accidents/ incidents involving minors NOT resulting in claims— age of majority plus 3 years.</li><li>• For accidents/ incidents involving minors resulting in claims - closure plus 6 years.</li></ul>	Destroy when obsolete or superseded.	LE50-06C-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.



## 10.1 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10.1.2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR AND 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	<ul style="list-style-type: none"><li>• For accidents/ incidents involving adults NOT resulting in claims— 3 years.</li><li>• For accidents/ incidents involving adults resulting in claims— closure plus 6 years.</li><li>• For accidents/ incidents involving minors NOT resulting in claims— age of majority plus 3 years.</li><li>• For accidents/ incidents involving minors resulting in claims - closure plus 6 years.</li></ul>	Destroy when obsolete or superseded.	LE50-06C-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.



## 11. INCIDENT REPORTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.1	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.	LE12-01-01	
11.1.2	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	<ul style="list-style-type: none"><li>• Dangerous animals: destroy when known dead or 5 years whichever comes first;</li><li>• Animal abuse cases: destroy after 5 years;</li><li>• Remaining records: destroy after 1 year.</li></ul>	Destroy when obsolete or superseded.	LE12-01-02	
11.1.3	CASE ASSIGNMENT CONTROL RECORDS	OFM	90 days.	Destroy when obsolete or superseded.	LE12-01-03	
11.1.4	CASE LOGS <i>See remarks.</i>	OFM	5 years.	Destroy when obsolete or superseded.	LE12-01-04	Series relates to agencies using manual systems.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.5	CENSUS TRACT FILES/GRID FILES <i>See remarks.</i>	OFM	5 years.	Destroy when obsolete or superseded.	LE12-01-05	Series relates to agencies using manual systems.
11.1.6	CRIME CLASSIFICATION FILES <i>See remarks.</i>	OFM	5 years.	Destroy when obsolete or superseded.	LE12-01-06	Series relates to agencies using manual systems.
11.1.7	CRIME SCENE NEGATIVES <i>See remarks.</i>	OFM	5 years.	Destroy when obsolete or superseded.	LE12-01-07	Series relates to agencies using manual systems.
11.1.8	FIELD INTERROGATION REPORTS Consists 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.	LE12-01-08	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.9	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	<ul style="list-style-type: none"><li>• For accidents/incidents involving adults NOT resulting in claims— 3 years.</li><li>• For accidents/incidents involving adults resulting in claims— closure plus 6 years.</li><li>• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.</li><li>• For accidents/incidents involving minors resulting in claims - closure plus 6 years.</li></ul>	Destroy when obsolete or superseded.	LE50-06C-14	
11.1.10	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.	OFM	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.	LE12-01-09	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.11	MISSING PERSON/RUNAWAY RECORDS	OFM	5 years or until located.	Destroy when obsolete or superseded.	LE12-01-10	
11.1.12	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.  Series revised – changed Special Instructions remarks following “See Appendix A” – 10/05	OFM	5 years.  Unsolved homicide: PERMANENT.  Abduction/ violent sex offenses: <i>See remarks.</i>	Destroy when obsolete or superseded.	LE12-01-11	Reference CHRI Supplement – See Appendix 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 Sheriffs and Police Chiefs consistent with RCW 40.14.070.
11.1.13	SUPPLEMENTAL INDEX FILES Separate from CASE FILES – used as a tickler.	OFM	30 days.	Destroy when obsolete or superseded.	LE12-01-12	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.14	TRAFFIC ACCIDENT REPORTS Includes all factual data submitted by officers, including BAC results or other tests administered, statements, photos, diagrams and measurement information.	OFM	<i>See remarks.</i>	5 years	LE12-01-13	Washington State Patrol has responsibility for primary copy.

SUPERSEDED



## 12. INTELLIGENCE RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.1	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 superseded – <i>see remarks</i> .	Destroy when obsolete or superseded.	LE14-01-01	Shred when disposing.
12.1.2	CRIMINAL ACTIVITY PROFILE (CAP) Information on organized crime activity set up by crime type ("MO").	OFM	3 years.	Destroy when obsolete or superseded.	LE14-01-02	
12.1.3	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.	LE14-01-03	
12.1.4	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.	LE14-01-04	
12.1.5	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.	LE14-01-05	
12.1.6	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.	LE14-01-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.7	PUBLIC INFORMATION FILE Various investigative publications and reference materials open to public review.	OFM	Current plus 1 year.	Destroy when obsolete or superseded.	LE14-01-07	

SUPERSEDED



### 13. JAIL RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.1	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.	LE15-01-01	
13.1.2	AUTHORIZATIONS FOR CONFINEMENT Filled out by arresting officer at time of booking stating charges and bail.	OFM	5 years.	Destroy when obsolete or superseded.	LE15-01-02	
13.1.3	BAIL RECEIPT/BAIL BONDS	OPR	6 years.	Destroy when obsolete or superseded.	LE15-01-03	
13.1.4	BED ASSIGNMENT DIAGRAM	OFM	Until superseded.	Destroy when obsolete or superseded.	LE15-01-04	
13.1.5	BILLINGS FOR CONTRACT CITIES Rent a cell	OFM	3 years or completion of audit.	Destroy when obsolete or superseded.	LE15-01-05	
13.1.6	CHRONOLOGICAL RECORDS Index for materials filed in inmate file.	OFM	Termination plus 5 years.	Destroy when obsolete or superseded.	LE15-01-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.7	CLASSIFICATION ACTION REQUEST Documents inmate 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.	LE15-01-07	
13.1.8	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.	LE15-01-08	
13.1.9	COMMISSARY/KITCHENS FILES – MENUS/SPECIAL DIET ORDER LOG	OFM	2 years.	Destroy when obsolete or superseded.	LE15-01-09	
13.1.10	COMMISSARY/KITCHENS FREE ISSUE CHECK SHEETS (INDIGENTS) To track inmate requests for tobacco, soap, toothpaste, stamps, art paper, and etc.	OFM	3 years.	Destroy when obsolete or superseded.	LE15-01-10	
13.1.11	COMMISSARY/KITCHENS INVENTORY Records of items on commissary, when purchased, amount sold to inmates, inventory of items in commissary.	OFM	3 years.	Destroy when obsolete or superseded.	LE15-01-11	
13.1.12	COMMUNITY SCREENING RESULTS Used to communicate decision of the community screening committee to all concerned.	OFM	6 years.	Destroy when obsolete or superseded.	LE15-01-12	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.13	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.	LE15-01-13	
13.1.14	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.	LE15-01-14	
13.1.15	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.	LE15-01-15	
13.1.16	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.	LE15-01-16	
13.1.17	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.	LE15-01-17	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.18	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.	LE15-01-18	
13.1.19	FACILITY HOUSING SUPERVISOR LOG/INMATES' SURVEILLANCE ACTIVITIES LOG May include security surveillance written logs. Activity log 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.	LE15-01-19	
13.1.20	FACILITY OR LOCK-UP REPORTS Reports capturing legal and fiscal information.	OPR	6 years.	Destroy when obsolete or superseded.	LE15-01-20	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.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.21	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 and resident's sponsor/visitor list;</li><li>• Extra work detail assignment log;</li><li>• Individual movement records of time spend outside the release facility (Including home monitoring records);</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), test results, and test requests;</li><li>• Sponsor background checks;</li><li>• Visitor logs (general, professional).</li></ul>	OFM	3 years upon completion.	Destroy when obsolete or superseded.	LE15-01-21	Reference RCW 9A.76.120/130, 9.94A 030/180/185/190/380
13.1.22	HEALTH AND SANITATION INSPECTION AND RELATED RECORDS Includes records of action taken to correct any problems.	OFM	3 years.		LE15-01-22	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.23	INFRACTION/OBSERVATION REPORTS AND REPORTS OF INMATE DISCIPLINARY ACTION	OFM	Release plus 6 years.	Destroy when obsolete or superseded.	LE15-01-23	
13.1.24	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.	LE15-01-24	
13.1.25	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.	LE15-01-25	Reference WAC 289.14.130
13.1.26	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 requests.	OFM	3 years.	Destroy when obsolete or superseded.	LE15-01-26	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.27	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.	LE15-01-27	
13.1.28	INMATE'S WELFARE FUND Miscellaneous items purchased from inmate's welfare fund.	OPR	6 years	Destroy when obsolete or superseded.	LE15-01-28	
13.1.29	INSPECTION LOGS (WEEKLY) Logs of weekly inspections of units.	OFM	4 years	Destroy when obsolete or superseded.	LE14-01-29	
13.1.30	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 – <b>See remarks.</b>	Destroy when obsolete or superseded.	LE15-01-30	Reference RCW 70.48.100. Please contact your Regional Archivist before disposing of this record.
13.1.31	KEY LOG	OFM	3 years.	Destroy when obsolete or superseded.	LE15-01-31	
13.1.32	MAIL/ VISITOR /ATTORNEY LOGS	OFM	1 year.	Destroy when obsolete or superseded.	LE15-01-32	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.33	MONTHLY JAIL REPORT	OFM	2 years.	Destroy when obsolete or superseded.	LE15-01-33	
13.1.34	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.	LE15-01-34	
13.1.35	NOTICE OF TERMINATION HEARING, ALLEGATIONS AND RIGHTS	OFM	5 years.	Destroy when obsolete or superseded.	LE15-01-35	
13.1.36	OUT OF STATE PRISONER TRANSPORTATION AUTHORIZATION RECORDS Authorization of extradition.	OPR	Extradition plus 6 years.	Destroy when obsolete or superseded.	LE15-01-36	
13.1.37	OUT OF STATE PRISONER TRANSPORTATION DETERMINATION RECORDS Includes determination records for transportation (see Administrative Records for authorizations).	OFM	State Department of Corrections has primary record responsibility.	Transfer plus 1 year.	LE15-01-37	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.38	PAYMENT AUTHORIZATIONS FROM INMATES Documents inmate's request to disburse money for various purposes.	OPR	6 years.	Destroy when obsolete or superseded.	LE15-01-38	
13.1.39	POPULATION COUNTS (DAILY TANK ROSTER) Including daily census of prisoners and housing assignments.	OFM	3 years.	Destroy when obsolete or superseded.	LE15-01-39	

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.40	PRISONER CASE RECORDS (JACKETS) Including but not limited to: <ul style="list-style-type: none"><li>• Information gathered on arrested individuals soon after booking for classification and assessment;</li><li>• 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.	LE15-01-40	Reference RCW 43.43.705
13.1.41	PRISONER EXERCISE RECORDS 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.	LE15-01-41	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.42	PRISONER TRANSPORT FILES	OFM	5 years.	Destroy when obsolete or superseded.	LE15-01-42	
13.1.43	PROBATION	OFM	1 year.	Destroy when obsolete or superseded.	LE15-01-43	
13.1.44	PROMISSORY NOTES Used to maintain control of any inmates who owe the program money when released.	OPR	Payment plus 6 years.	Destroy when obsolete or superseded.	LE15-01-44	
13.1.45	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.	LE15-01-45	
13.1.46	RAZOR LOG	OFM	1 year.	Destroy when obsolete or superseded.	LE15-01-46	
13.1.47	RELEASE RECAP Chronological listing of all inmates released from jail the previous day.	OFM	PERMANENT.	Destroy when obsolete or superseded.	LE15-01-47	
13.1.48	RESIDENT IDENTIFICATION APPROVAL TO OPERATE A VEHICLE	OFM	6 years.	Destroy when obsolete or superseded.	LE15-01-48	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.49	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.	LE15-01-49	
13.1.50	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.	LE15-01-50	
13.1.51	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.	LE15-01-51	
13.1.52	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.	LE15-01-52	
13.1.53	RESIDENT TREATMENT PLAN Contains inmate activity other than work, school, and sponsored social settings.	OFM	Release plus 3 years.	Destroy when obsolete or superseded.	LE15-01-53	
13.1.54	RESIDENT VEHICLE I.D. APPROVAL TO OPERATE	OFM	6 years.	Destroy when obsolete or superseded.	LE15-01-54	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.55	RESIDENT WORK PLAN Day, hour and/or type of work.	OFM	Release plus 6 years.	Destroy when obsolete or superseded.	LE15-01-55	
13.1.56	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.	LE15-01-56	
13.1.57	SOCIAL OUTING AGREEMENT	OFM	6 years.	Destroy when obsolete or superseded.	LE15-01-57	
13.1.58	STANDARD RULES Documents resident acknowledgement of nine state standard Work Release rules.	OFM	Release plus 3 years.	Destroy when obsolete or superseded.	LE15-01-58	
13.1.59	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.	LE15-01-59	
13.1.60	SUBSTITUTE JAIL ORDER Authorization for temporary confinement of some or 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.	LE15-01-60	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.61	<p><b>SURVEILLANCE RECORDINGS – CASE SPECIFIC</b> Audio/video recordings relating to specific case investigations of a prisoner.</p> <p>Series Revised: Title changed from ‘Video Surveillance Tapes’ and description changed from ‘When recording relates to specific case investigation of prisoner.’ – 05/07</p>	OPR	Release plus 6 years. (See PRISONER CASE RECORDS, DAN LE15-01-40.)	Destroy when obsolete or superseded.	LE15-01-63	
13.1.62	<p><b>SURVEILLANCE RECORDINGS – ROUTINE</b> Audio/video recordings, such as routine surveillance of prisoners, which do not relate to specific investigations.</p> <p>Series Revised: Retention reduced from 6 months to 60 days – 12/07.</p> <p>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.</p>	OFM	60 days.	Destroy when obsolete or superseded.	LE15-01-64	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.63	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.	LE15-01-65	
13.1.64	TERMINATION CUSTODY DECISION	OFM	5 years	Destroy when obsolete or superseded.	LE15-01-61	
13.1.65	TRUSTEE ROSTER	OFM	1 year	Destroy when obsolete or superseded.	LE15-01-62	
13.1.66	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.	LE15-01-66	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.67	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.	LE15-01-67	
13.1.68	WORK/DETAIL ASSIGNMENTS	OFM	1 year	Destroy when obsolete or superseded.	LE15-01-68	

SUPERSEDED



## 14. LICENSES, PERMITS AND ASSOCIATED DOCUMENTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1.1	CONCEALED PISTOL LICENSE/PERMIT FILES (APPROVED)  Series revised 3/28/02	OFM	Department of Licensing.	Law Enforcement - 6 years from date of issuance.	LE17-01-01	Reference RCW 09.41.070
14.1.2	CONCEALED PISTOL LICENSE/PERMIT FILES (DISAPPROVED)	OFM	2 years.	Destroy when obsolete or superseded.	LE17-01-02	
14.1.3	FIREARM PURCHASE/TRANSFER REQUEST	OFM	20 days after receipt if purchaser is not prohibited from receiving a firearm – <b>See remarks.</b>	Destroy when obsolete or superseded.	LE17-01-03	Reference RCW 09.41.040 and the Federal Gun Control Act section 922 (18 U.S.C. §§ 922).
14.1.4	FIREARMS STOLEN OR MISSING <i>(see also Evidence Files section)</i>	OFM	30 days after firearms are located or destroyed.	Destroy when obsolete or superseded.	LE17-01-04	
14.1.5	HULK/HOUSE MOVING AND SPECIAL VEHICLE PERMITS	OFM	1 year.	Destroy when obsolete or superseded.	LE17-01-05	Moved to Specialized Equipment.
14.1.6	LICENSED FIREARMS DEALERS	OFM	Department of Licensing is responsible for primary copy. 1 year after expiration of license.	Destroy when obsolete or superseded.	LE17-01-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1.7	LIST OF FIREARMS DEALERS	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	LE17-01-07	
14.1.8	MISCELLANEOUS LICENSES May include: Gambling and Liquor licenses; Taxi Operator; Security Guard/Private Investigator; Pawnbroker; Specialized Forest Products Harvesting; Peddlers; other local permits.  For bicycles, see BICYCLE REGISTRATION FILES (LE25-01-01).	OFM	Destroy when expired or superseded.	Destroy when obsolete or superseded.	LE17-01-08	Reference WAC 230-04-280.
14.1.9	PARADE PERMITS Documents parades, parade routes, and traffic control activities in regards to parades.	OFM	1 year.	Destroy when obsolete or superseded.	LE17-01-09	
14.1.10	PAWN SLIP FILES/DAILY REPORTS	OFM	1 year.	Destroy when obsolete or superseded.	LE17-01-10	RCW.19.60.020 (2) requires the dealers to retain this information for LE inspection for 3 years.
14.1.11	PAWNBROKER/USED GOODS DEALER INSPECTION REPORT Agency inspection of business pawn record.	OFM	3 years.	Destroy when obsolete or superseded.	LE17-01-11	Reference RCW 19.60.020 (2)



## 15. MOTOR POOL VEHICLE AND EQUIPMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.1.1	VEHICLE MILEAGE LOG	OFM	3 years.	Destroy when obsolete or superseded.	LE50-06E-11	

SUPERSEDED





## 16. MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1.1	IMPOUND ABATEMENT FILES Used to check if stolen prior to auction.	OFM	Tow Company – 60 days.	Destroy when obsolete or superseded.	LE21-01-01	
16.1.2	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 - <b>See remarks.</b>	Destroy when superseded or obsolete.	LE21-01-02	RCW 46.55.150 requires Tow Company to keep vehicle transaction file for a minimum of 3 years.
16.1.3	TOW LOGS Information sent to Law Enforcement tow companies.	OFM	3 years.	Destroy when obsolete or superseded.	LE21-01-04	Reference RCW 46.55.100.
16.1.4	TOWING COMPANY LIST	OFM	Destroy when superseded or obsolete.	Destroy when superseded or obsolete.	LE21-01-05	
16.1.5	TOWING CONTRACTS OR AGREEMENTS	OPR	6 years after expiration or termination.	Destroy when superseded or obsolete.	LE21-01-03	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1.6	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.	LE21-01-06	
16.1.7	WRECKER FEE SCHEDULES	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	LE21-01-07	Reference RCW 46.80.

SUPERSEDED



## 17. PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1.1	DEPARTMENT SHOOTING QUALIFICATION RECORDS	OFM	Obsolete or superseded.	Destroy when obsolete or superseded.	LE02-01-01	
17.1.2	EMPLOYEE TRAFFIC ACCIDENT REPORT FILE Employee involved accident reports.	OPR	Until retirement and/or 5 years following termination of employment.	Destroy when obsolete or superseded.	LE02-01-03	
17.1.3	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.	LE02-01-04	
17.1.4	FIELD TRAINING MANUALS New field officers and reserve units training files.	OPR	Termination plus 3 years.	Destroy when obsolete or superseded.	LE02-01-05	
17.1.5	POLYGRAPHS, POLOGRAPH REPORTS, VOICE STRESS ANALYZER REPORTS	OFM	3 years.	Destroy when obsolete or superseded.	LE02-01-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1.6	RESERVE OR AUXILARY OFFICER FILES Personnel folders and renewal history for past and current commission and authority holders.	OPR	Termination of employment plus 6 years.	Destroy when obsolete or superseded.	LE02-01-07	
17.1.7	SWAT TRAINING ACTIVITIES	OPR	Termination of employment plus 6 years.	Destroy when obsolete or superseded.	LE02-01-08	

SUPERSEDED



## 18. SPECIAL POLICE AUTHORITY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.1.1	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.	LE20-01-01	
18.1.2	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.	LE20-01-04	RCW 4.24.550
18.1.3	SEX OFFENDER REGISTRATION RECORDS AND ASSOCIATED DOCUMENTATION Filed with the Sheriff's office.	OFM	1 year after death or 6 years after offender leaves jurisdiction whichever is earlier.	Destroy when obsolete or superseded.	LE20-01-03	RCW 9A.44.130
18.1.4	SPECIAL POLICE COMMISSIONS Issued to private security personnel who apprehend/cite shoplifters, etc.	OFM	6 years.	Destroy when obsolete or superseded.	LE20-01-02	



## 19. SPECIALIZED EQUIPMENT AND ANIMAL RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.1.1	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.	LE26-01-01	
19.1.2	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.	LE26-01-02	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.1.3	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.	LE26-01-03	
19.1.4	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.	LE27-01-04	



## 20. WARRANTS / COURT ORDERS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.1.1	COPY OF ORDER PROTECTION Filed with local law enforcement agency having jurisdiction.	OFM	6 months after order expires or otherwise becomes invalid.		LE22-01-01	
20.1.2	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.	LE22-01-03	
20.1.3	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.	LE22-01-04	





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.1.4	SETTLED FILES (DEADLETTER/STRIKERS) May contain: 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 - <i>see remarks.</i>	Destroy when obsolete or superseded.	LE22-01-05	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>
20.1.5	SUBPOENA OR SUMMONS SERVICE RECORDS Subpoena or summons executed by law enforcement agency. Includes attempt to service log.	OFM	Keep original until served, cancelled or expired.  When served - County Clerk is responsible for original copy.	Retain until served, canceled, or recalled.	LE22-01-06	
20.1.6	WARRANT EXECUTION Arrest and other warrants executed by law enforcement agency.	OFM	Keep original until served, cancelled or expired.  When served - County Clerk is responsible for original copy.	Retain until served, or recalled.	LE22-01-07	



## GLOSSARY

<i>Archival</i>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<i>Essential</i>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>  <i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<i>OFM</i>	<i>Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.</i>
<i>OPR</i>	<i>Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.</i>
<i>Permanent</i>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.</i>
<i>Potential Archival Value and Potentially Archival</i>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<i>Record Series</i>	<i>A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.</i>



## APPENDIX A - CRIMINAL HISTORY RECORD INFORMATION (CHRI) RETENTION GUIDELINES

Last Updated May, 2007

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
<b>SERIOUS 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.	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	Exceptions to age 90: 1. May be destroyed after 25 years from date of discharge from supervision (as defined in RCW) under the following circumstances: a. Charge is reduced to a non-violent felony (Class B or C), and b. There is no prior or subsequent non-traffic conviction record in this state, another state, or federal court 2. 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 Sheriffs and Police Chiefs consistent with RCW 40.14.070.
CATEGORY II	RETENTION	EXCEPTIONS
<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.  For retention period purposes, these felonies as defined by RCW will have an available sentence of more than one year in jail.	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	Exceptions to age 80: 1. Destroy after 15 years from date of discharge from supervision (as defined in RCW) under the following circumstances: a. Charge is reduced to a gross or misdemeanor; and b. There are no prior or subsequent non-traffic conviction records in this state, another state, or federal court.  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.



CATEGORY III	RETENTION	EXCEPTIONS
<b>MISDEMEANOR AND GROSS MISDEMEANOR</b>  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.	Purge 3 years from date of discharge from supervision (as defined by RCW or local ordinance)  -see exceptions	Exceptions:  Retain for 10(ten) years from date of last arrest when one of the following exceptions apply: <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> NOTE: Any conviction for DV assault or other related DV charge eliminates the subject from this category and moves the record into category II.  Examples of patterns of criminal conduct: <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 III	RETENTION	EXCEPTIONS
<b>NON-CONVICTION DATA</b>  Criminal history record consists entirely of non-conviction arrests.	Destroy 3(three) years from date of disposition because non-conviction or the decision of the court was not adverse (favorable) to the defendant.  -see exceptions	Exceptions:  Retain for ten (10) years from date of last arrest if one of the following exceptions applies: <ol style="list-style-type: none"><li>4. The individual has been arrested for or charged with another crime in the state during the intervening period.</li><li>5. The individual has an outstanding warrant in this or another state.</li><li>6. State or FBI or another State rap sheet reveals a prior felony conviction.</li></ol> 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)



## APPENDIX B - 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.

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 soldier “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 individual's 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.



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SUPERSEDED