



REVISION GUIDE

SUMMARY OF CHANGES

- Reorganization of the entire retention schedule.
- Consolidation of the entire schedule including elimination of redundant or unnecessary records series.
- Series descriptions have been added where previously absent.
- Retention and disposition actions have been revised to include a retention cutoff where previously absent.
- Elimination of both Version 5.0 Appendices and creation of new series for Criminal History Record Information.
- Several new records series have been added to cover Law Enforcement activities which were not previously covered. These include:
 - ✓ Automated traffic safety cameras;
 - ✓ Automatic license plate recognition images;
 - ✓ A number of case files series which reflect the unique administrative and/or archival needs;
 - ✓ Inmate grievances;
 - ✓ Inmate phone conversation recordings;
 - ✓ Search and rescue;
- **Electronic Records and Information Services:** Entire section has been removed. These records are now covered by the *Common Records Retention Schedule (CORE) Electronic Information Systems* section.
- **Prisoner Case Records (Jackets)** (LE15-01-40) has been updated and divided into two series: **Inmate Custody Files – Age 18 and Over** (LE15-01-40 Rev. 1) and **Inmate Custody Files – Under Age 18** (LE2010-046 Rev. 0). Retention periods for these two series reflect unique statutes of limitation for adults and minors.
- **Inmate Medical Files** has been divided into two separate series: **Inmate Health Records – Age 18 and Over** (LE15-01-40 Rev. 1) and **Inmate Health Records – Under Age 18** (LE2010-038 Rev. 0). Retention periods for these two series reflect unique statutes of limitation for adults and minors.
- **Formatting** of new sections has been changed as follows:
 - ✓ The column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).



- ✓ The “Remarks” column has been removed.
 - ✓ A new column entitled “Designation” classifies each records series using the following schemata:

1. ARCHIVAL (Permanent Retention); or,	1. Essential; or,	1. Official Public Record (OPR); or,
2. ARCHIVAL (Appraisal Required); or,	2. Non-Essential.	2. Office Files and Memoranda (OFM).
3. NON-ARCHIVAL.		
 - ✓ **Disposition Authority Number (DAN)** formatting has changed. Newly assigned numbers will adhere to the following format, “GS2010-001”, which is comprised of three parts:
 1. Retention schedule prefix (GS for *CORE* and *LGRRS*, AU for County Auditor schedule, etc.)
 2. Year (2010)
 3. Sequential three-digit number (001, 002, 003, etc.)
 - ✓ **Revision numbers** have been added. All DANs for records series which did not change from *Law Enforcement Version 5.0* – and all new series – have been assigned a revision number of “0.” Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1.”
- Changes to records series in the *Local Law Enforcement Records Retention Schedule Version 6.0* are detailed in the following table.
 - Throughout this revision guide, the following abbreviations will be used:
 - ✓ **LAW** (*Local Law Enforcement Records Retention Schedule*);
 - ✓ **CORE** (*Local Government Common Records Retention Schedule*);
 - ✓ **LGRRS** (*Local Government General Records Retention Schedule*).



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Discontinued Records Series

This table contains records series that have been discontinued, and shows the current Disposition Authority Number for the records.
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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational Records	LE03-01-01 p. 5	Abatement and Property Seizure Files	6 years.	LAW: Enforcement: Property and Auction Management	LE2010-058 Rev. 0 p. 39	Property Forfeited	Retain for 7 years after date of forfeiture then destroy.	<i>RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</i>
					LE03-01-08 Rev. 1 p. 39	Property Seizure/Sale	Retain for 6 years after sale of property then destroy.	<i>Consolidation.</i>
Administrative/ Operational Records	LE03-01-02 p. 5	Accreditation File	1 year after reaccreditation.	CORE: Agency Mgmt: Administration (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational Records	LE03-01-03 p. 5	Activity and Statistical Reports	1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – Potential archival value.	<i>Covered by CORE.</i>



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Administrative/ Operational	LE03-01-11 p. 6	Citation/Ticket Accountability Files	Completion of State Audit or 3 years.	LAW: Enforcement: Violations and Traffic Enforcement	LE03-01-12 Rev. 1 p. 37	Citations/Notices of Infraction – Issued to Officer	Retain for 3 years after date of issuance or until completion of State Auditor's report, whichever is sooner then destroy.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-15 p. 6	Compliance Reports	Permanent.	LAW: Human Resource Management	LE03-01-05 Rev. 1 p. 40	Administrative Review	Retain for 5 years after completion of review then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-19 p. 7	Duty Rosters	Current year plus 1 year.	CORE: Human Resource Mgmt: Performance Mgmt.	GS50-04B-29 Rev. 0 p. 135	Work Assignment Record, Schedule or Log	3 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-21 p. 7	Formal Internal Department Inspection Report	Permanent – Potential archival value.					<i>Local Law Enforcement report that they do not use these records.</i>
Administrative/ Operational	LE03-01-22 p. 7	Historical References Files	Permanent – potential archival value.	CORE: Agency Mgmt: Community Relations	GS50-06F-02 Rev. 0 p. 17	Historical Files of the Agency	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>



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Administrative/ Operational	LE03-01-23 p. 7	Internal Investigations (Sustained)	3 years (summary to personnel record).	CORE: Human Resource Mgmt: Misconduct/Discipline/Grievances	GS50-04B-46 Rev. 0 p. 126	Employee Misconduct Investigation Files - Sustained	Case Closed plus 3 years.	Covered by CORE.
					GS50-04B-48 Rev. 0 p. 127	Employee Misconduct Reports	Termination of employment plus 6 years.	Covered by CORE.
Administrative/ Operational	LE03-01-24 p. 8	Internal Investigations (Unfounded)	Destroy upon conclusion or retain as required if information is related to pending or expected legal action.	CORE: Human Resource Mgmt: Misconduct/Discipline/Grievances	GS50-04B-47 Rev. 0 p. 127	Employee Misconduct Investigation Files - Unfounded	Case closed.	Covered by CORE.
Administrative/ Operational	LE03-01-26 p. 8	Minutes and Files of General Office Meetings	2 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-43 Rev. 0 p. 8	Minutes and Files of General Office Meetings	Date of document plus 2 years.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-27 p. 8	Monthly, Bimonthly, Quarterly, or Semi-Annual Reports (Non- UCR)	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – Potential archival value.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-28 p. 8	Mutual Aid Agreements	Until obsolete or superseded.	CORE: Agency Mgmt: Contracts/Agree ments	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-29 p. 8	Non-Issue Weapons File	Termination of employee.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	Personnel File	Termination plus 6 years.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-30 p. 9	Off-Duty Weapons File	Termination or retirement of employee	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	Personnel File	Termination plus 6 years – see remarks.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-31 p. 9	Officer Daily Activity Logs/Records	Current plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 Rev. 0 p. 5	Administrative Working Files	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	<i>Covered by CORE.</i>



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Administrative/ Operational	LE03-01-35 p. 9	Police Range Administration File	3 years.					<i>Retention should be determined by the content and function of the record.</i>
Administrative/ Operational	LE03-01-41 p. 10	Special Security File	Destroy when obsolete or superseded.	LAW: Investigation: Intelligence	LE2010-074 Rev. 0 p. 52	Intelligence Files	Retain until no longer needed for agency business then destroy.	<i>Consolidation.</i>
Administrative/ Operational	LE03-01-42 p. 11	Station/Precinct Reports	Until obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>
Administrative/ Operational	LE03-01-43 p. 11	Taxicab Inspection and Licensing Files	6 years.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-25 p. 107	Taxicab and For-Hire Vehicle License Files	Expiration of permit plus 6 years.	<i>Covered by LGRRS.</i>
Administrative/ Operational	LE03-01-45 p. 11	Traffic Management and Control Records	Retain 60 days, then reuse or destroy. If pertaining to case files, retain until case resolved.	CORE: Agency Mgmt: Planning, Mission, and Charter	GS50-01-38 p. 26	Work Plans	Destroy when obsolete or superseded.	<i>Covered by CORE. Traffic management and control records pertaining to specific case investigations are retained with the pertinent case file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Administrative/ Operational	LE03-01-46 p. 11	UCR/WIBR Statistics, Supplemental Annual Reports	Permanent.	CORE: Records with Minimal Retention Value	GS50-02-04 p. 161	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then destroy.	<i>UCR annual reports are not a local law enforcement record; they are created by the WA Assoc. of Sheriffs & Police Chiefs.</i>
Administrative/ Operational	LE03-01-48 p. 12	Victim Advocacy	5 years or until judicial termination.					<i>Local law enforcement agencies report that they do not create or use these records.</i>
Agency Mgmt: Boards, Councils and Committees	LE50-05A-15 p. 13	Oaths of Office	Permanent.	CORE: Agency Mgmt: Boards, Councils and Committees	GS50-05A-15 p. 13	Oaths of Office	End of term of office plus 6 years.	<i>Covered by CORE.</i>
Agency Mgmt: Planning, Mission, and Charter	LE50-01-38 p. 14	Work Plans	Destroy when obsolete or superseded – potential archival value.	CORE: Agency Mgmt: Planning, Mission, and Charter	GS50-01-38 p. 26	Work Plans	Destroy when obsolete or superseded.	<i>Covered by CORE.</i>



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Agency Mgmt: Policies and Procedures	LE50-01-24 p. 15	Official Agency Policy and Procedure Directives, Regulations, and Rules	Permanent as adopted. One copy archival.	CORE: Agency Mgmt: Policies and Procedures	GS50-01-24 p. 27	Official Agency Policy and Procedure Directives, Regulations, and Rules	Adoption – Permanent.	Covered by CORE.
Agency Mgmt: Risk Management/Insurance	LE50-06C-14 p. 16	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)	For accidents/ incidents involving adults NOT resulting in claims – 3 years. For accidents/ incidents involving adults resulting in claims – closure plus 6 years. For accidents/ incidents resulting in claims – age of majority plus 3 years. For accidents/ incidents involving minors resulting in claims – closure plus 6 years.	CORE: Human Resource Management: Industrial Insurance	GS50-01-10 p. 22	Claims for Damages	Retain for 6 years after claim closed.	Covered by CORE.
Agency Mgmt: Risk Management/Insurance	LE50-06C-28 p. 16	Liability Waivers	Expiration or completion of activity plus 6 years.	CORE: Agency Mgmt: Risk Management/Insurance	GS50-01-11 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument.	Covered by CORE.



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Certification Logs	LE04-01-01 p. 17	Certification Logs	Current plus 1 year.	CORE: Asset Mgmt: Maintenance	GS50-06B-07 p. 65	Maintenance Logs	Destroy when superseded plus 3 years.	Covered by CORE.
Certification Logs	LE04-01-02 p. 17	Certification of Timing Devices	1 year after device no longer in use.	CORE: Asset Mgmt: Maintenance	GS50-06E-06 p. 63	Equipment and Vehicle Maintenance and History Files	Until disposal or sale of equipment or vehicle	Covered by CORE.
Civil Records	LE05-01-01 p. 19	Indemnity Bonds	Issuance plus 6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Civil Records	LE05-01-02 p. 20	Writs	Court has primary responsibility for primary copy. Secondary copies: issuance plus 6 years.	LAW: Enforcement: Court Order Implementation	LE2010-095 Rev. 0 p. 32	Court Orders – Warrants and Writs	Retain until served, recalled, or cancelled then destroy.	<i>Combined previously separate warrant and writ records series because of similar functions and retention needs.</i>
					LE05-01-07 Rev. 1 p. 34	Executions Against Personal Property	Retain for 6 years after date of seizure or stay then destroy.	<i>More accurate description of law enforcement record. consolidation.</i>
					LE03-01-08 Rev. 1 p. 39	Property Seizure/Sale	Retain for 6 years after sale of property then destroy.	<i>More accurate description of law enforcement record, consolidation.</i>
Civil Records	LE05-01-03 p. 18	Court Orders – Domestic Violence Service Papers	Court has responsibility for primary copy. Secondary copies: until expired plus 1 years.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	Court Orders – Filed with the Agency	Retain until expired, vacated, terminated, or superseded then destroy.	<i>Consolidation.</i>
Civil Records	LE05-01-05 p. 19	Order of Sale and Certificates	Issuance plus 6 years.	LAW: Enforcement: Property and Auction Mgmt.	LE03-01-08 Rev. 1 p. 39	Property Seizure/Sale	Retain for 6 years after sale of property then destroy.	<i>Consolidation and clarification.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Civil Records	LE05-01-06 p. 19	Return of Service	Keep until original served, cancelled or recalled. When served – county clerk or individual court becomes responsible for the primary copy.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	Court Orders – Filed with the Agency	Retain until expired, vacated, terminated, or superseded then destroy.	<i>Consolidation and clarification.</i>
Communication	LE06-01-01 p. 21	Ambulance Logs	Until obsolete or superseded.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	Computer-Aided Dispatch (CAD) Incident Files	Retain for 1 year after end of calendar year then destroy.	<i>Ambulance call information is part of the CAD incident file.</i>
Communication	LE06-01-12 p. 21	Automatic Location Information (ALI) and Automatic Number Information (ANI) or Master Street Address Guide (MSAG) and Related Records	Retain as a perpetual data file, and for 1 year after replaced by a superseding MSAG data file.	LGRRS: Communication	GS50-29-05 p. 19	Master Address Street Logs - Communications	1 year.	<i>ALI/ANI/MSAG information is automatically generated through regional GIS systems; these records are not created or held by local law enforcement agencies.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Communication	LE06-01-13 p. 22	Geographic Information System (GIS) Records Used in Emergency Dispatch	Maintained as perpetual data file, and for 1 year after superseded.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	Computer-Aided Dispatch (CAD) Incident Files	Retain for 1 year after end of calendar year then destroy.	<i>GIS information pertinent to 911 calls is part of the CAD incident file for that call.</i>
Communication	LE06-01-05 p. 22	Event/Activity Reports	1 year.	LAW: Communication: Dispatch	LE06-01-02 Rev. 1 p. 10	Computer-Aided Dispatch (CAD) Incident Files	Retain for 1 year after end of calendar year then destroy.	<i>Consolidation.</i>
Communication	LE06-01-06 p. 22	Manual Reference Files	1 year.					<i>Agencies do not create or use these records anymore.</i>
Communication	LE06-01-09 p. 23	Teletypes – Agency Answered	1 year.					<i>Retention should be determined by the content and function of the record.</i>
Communication	LE06-01-10 p. 23	Teletypes – Agency Initiated	1 year.					<i>Retention should be determined by the content and function of the record.</i>



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Crime Prevention	LE25-01-01 p. 24	Bicycle Registration Files	Until obsolete or superseded.	LAW: Agency Mgmt: Community Relations	LE25-01-01 Rev. 1 p. 5	Property Registration	Retain until no longer needed for agency business then destroy.	<i>Consolidation and clarification.</i>
Crime Prevention	LE25-01-02 p. 24	Community Meeting Files	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 Rev. 0	Administrative Working Files	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	<i>These files consist of notes, agenda copies, and other informational/working documents relating to community meetings; covered by CORE.</i>
Crime Prevention	LE25-01-03 p. 24	Community Police Case Files	Current year plus 1 year.	CORE: Agency Mgmt: Community Relations	GS50-01-09 p. 17	Citizens' Complaints/Requests	Matter closed plus 3 years.	<i>Covered by CORE.</i>
				CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Completion of project plus 6 years – potential archival value.	<i>Covered by CORE.</i>
Crime Prevention	LE25-01-04 p. 24	Community Police Special Projects	Current year plus 1 year.	CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Completion of project plus 6 years – potential archival value.	<i>Covered by CORE.</i>



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Crime Prevention	LE25-01-05 p. 24	Community Policing Programs	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	Crime Prevention Programs	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Crime Prevention	LE25-01-06 p. 25	Crime Prevention Complaint Logs	Current year plus 1 year.	CORE: Agency Mgmt: Community Relations	GS50-01-09 Rev. 0 p. 17	Citizens' Complaints/Requests	Matter closed plus 3 years.	<i>Covered by CORE.</i>
Crime Prevention	LE25-01-07 p. 25	Crime Stoppers	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	Crime Prevention Programs	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Crime Prevention	LE25-01-08 p. 25	House Watch Checklist and Reports	Current year plus 1 year.	LAW: Agency Mgmt: Community Relations	LE2010-025 Rev. 0 p. 5	Crime Prevention Programs	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Crime Prevention	LE25-01-09 p. 25	Special Event Files	Destroy when obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-02 Rev. 0 p. 5	Administrative Working Files	Destroy when obsolete or superseded – elected official, executive and department head files are potentially archival.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Crime Prevention	LE25-01-10 p. 25	Special Statistical Crime Reports, Maps for Selected Neighborhoods	Until obsolete or superseded.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Criminal History	LE07-01-01 p. 26	Alias Name/Moniker Files	Reference CHRI Supplement – See Appendix A.	LAW: Investigation: Case Management	LE07-01-05 Rev. 1 p. 46	Criminal History Record Information – Felonies and Gross Misdemeanors	Retain until transmitted to WA State Patrol and until no longer needed for agency business.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
					LE2010-067 Rev. 0 p. 47	Criminal History Record Information – Misdemeanors (with Fingerprints)	Retain until transmitted to WA State Patrol and until no longer needed for agency business.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
					LE2010-068 Rev. 0 p. 47	Criminal History Record Information – Misdemeanors (without Fingerprints)	Retain until offender attains 99 years of age.	Alias Name/Moniker Files are CHRI and should be retained accordingly.
Criminal History	LE07-01-07 p. 27	Dissemination Logs	1 year.	CORE: Information Mgmt: Public Disclosure	GS50-09-13 Rev. 1 p. 151	Public Disclosure/Records Request Logs	Retain for 3 years after date of latest entry.	Covered by CORE.



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				LAW: Investigation: Case Management	LE07-01-11 Rev. 1 p. 50	National Crime Information Center (NCIC) Inquiry Logs	Retain until completion of Washington State Patrol audit.	<i>The only dissemination log unique to law enforcement is the NCIC/III dissemination log.</i>
Evidence Files	LE09-01-01 p. 42	Certificate of Nondestruction of, or Notice of Intent to Destroy, Weapon or Dangerous Instrument, Appliance, or Substances	6 years after disposition of property, or 1 year after disposition of any related case investigation records, whichever is longer.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	Evidence/Property In Custody	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of records.</i>
Evidence Files	LE09-01-02 p. 42	Latent Print Files, Crime Scene Prints, Partial, Palms, Etc.	1 year after final court disposition.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to WA State Archives.	<i>This information is part of the case file.</i>
					LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-062 Rev. 0 p. 43	Case Files – Homicides (Solved)	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by WA State Archives.	
					LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 43	Case Files – Juvenile Offenders	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-063 Rev. 0 p. 44	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	
Evidence Files	LE09-01-03 p. 42	Narcotics Lab Reports	Current plus 3 years.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of the case file.</i>
					LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-062 Rev. 0 p. 43	Case Files – Homicides (Solved)	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	
					LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 44	Case Files – Juvenile Offenders	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	



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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-063 Rev. 0 p. 44	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	
Evidence Files	LE09-01-04 p. 42	Personal Property for Safe Keeping Record	6 years after disposition of property.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	Evidence/Property In Custody	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>
Evidence Files	LE09-01-05 p. 42	Personal Property Records (Dangerous Weapons)	6 years after disposition of property or 1 year after disposition of any related case investigation records – whichever is longer.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	Evidence/Property In Custody	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Evidence Files	LE09-01-06 p. 43	Personal Property Records (General)	6 years after disposition of property.	LAW: Investigation: Case Management	LE2010-069 Rev. 0 p. 48	Evidence/Property In Custody	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.	<i>Consolidation, more accurate description of the records.</i>
Human Resource Management	LE50-06C-02 p. 45	Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries	For accidents/incidents involving adults NOT resulting in claims – 3 years. For accidents/incidents involving adults resulting in claims – closure plus 6 years. For accidents/incidents resulting in claims – age of majority plus 3 years. For accidents/incidents involving minors resulting in claims – closure plus 6 years.	CORE: Human Resource Mgmt: Industrial Insurance	GS50-06C-03 p. 27	Accident/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18.	<i>Covered by CORE.</i>
					GS2010-081 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Human Resource Management	LE50-06C-03 p. 46	Accident/Incident Reports – Employees – Insured Through Labor and Industries	<ul style="list-style-type: none"> For accidents/incidents involving adults NOT resulting in claims – 3 years. For accidents/incidents involving adults resulting in claims – closure plus 6 years. For accidents/incidents resulting in claims – age of majority plus 3 years. For accidents/incidents involving minors resulting in claims – closure plus 6 years. 	CORE: Human Resource Mgmt: Industrial Insurance	GS50-06C-03 p. 27	Accident/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18.	Covered by CORE.
					GS2010-081 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident.	
Incident Reports	LE12-01-02 p. 47	Animal Control Report File	<ul style="list-style-type: none"> Dangerous animals: destroy when known dead or 5 years whichever comes first; 	LGRRS: Animal Services	GS50-10B-10 p. 10	Investigation Reports Not Resulting in Citations	3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
			<ul style="list-style-type: none"> Animal abuse cases: destroy after 5 years; Remaining records: destroy after 1 year. 			Investigation Reports Resulting in Citations	6 years.	
Incident Reports	LE12-01-06 p. 48	Crime Classification Files	5 years.					Agencies no longer create these records. (Used only in manual systems.)
Incident Reports	LE12-01-07 p. 48	Crime Scene Negatives	5 years.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	This information is part of the case file.
					LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-062 Rev. 0 p. 43	Case Files – Homicides (Solved)	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	
					LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	
					LE07-01-09 Rev. 1 p. 44	Case Files – Juvenile Offenders	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-063 Rev. 0 p. 44	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	
Incident Reports	LE12-01-10 p. 50	Missing Person/Runaway Records	5 years or until located.	LAW: Investigation: Case Management	LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of a case file.</i>
					LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Incident Reports	LE12-01-11 p. 50	Offense/Incident Reports	5 years. Unsolved homicide: permanent. Abduction/violent sex offenses: see CHRI supplement.	LAW: Investigation: Case Management	LE2010-062 Rev. 0 p. 43	Case Files – Homicides (Solved)	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.	<i>This information is part of a case file.</i>
					LE2010-061 Rev. 0 p. 43	Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of a case file.</i>
					LE07-01-09 Rev. 1 p. 44	Case Files – Juvenile Offenders	Retain until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.	<i>This information is part of a case file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-063 Rev. 0 p. 44	Case Files – Sex Offenders and Sexually Violent Offenses	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.	<i>This information is part of a case file.</i>
					LE2010-060 Rev. 0 p. 42	Case Files – Notorious/Historically Significant Cases	Retain until no longer needed for agency business then transfer to Washington State Archives.	<i>This information is part of a case file.</i>
					LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until no longer needed for agency business then destroy.	<i>This information is part of a case file.</i>
Incident Reports	LE12-01-12 p. 50	Supplemental Index Files	30 days.	CORE: Information Mgmt: Records Management	GS50-09-02 Rev. 1 p. 158	Records Control	Retain until no longer needed for agency business then destroy.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Incident Reports	LE12-01-09 p. 49	Law Enforcement Reports, Studies or Data Queries	5 years or longer if needed to meet any legal obligations.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Intelligence Records	LE14-01-03 p. 52	Incidental Document File	3 years.	LAW: Investigation: Intelligence	LE14-01-02 Rev. 1 p. 54	Organized Crime	Retain for 3 years after conclusion of investigation then arrange for appraisal by Washington State Archives.	Consolidation.
Intelligence Records	LE14-01-04 p. 52	Intelligence Historical Files	Permanent.	CORE: Agency Mgmt: Community Relations	GS50-06F-02 Rev. 0 p. 17	Historical Files of the Agency	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Intelligence Records	LE04-01-05 p. 52	Law Enforcement Intelligence Unit (LEIU)	When obsolete or superseded.	LAW: Investigation: Intelligence	LE2010-074 Rev. 0 p. 52	Intelligence Files	Retain until no longer needed for agency business then destroy.	LEIU records are intelligence records.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Intelligence Records	LE04-01-06 p. 52	Name/Individual Subject File	3 years or when obsolete or superseded.	LAW: Investigation: Intelligence	LE14-01-02 Rev. 1 p. 54	Organized Crime	Retain for 3 years after conclusion of investigation then arrange for appraisal by Washington State Archives.	<i>Consolidation.</i>
Jail Records	LE14-01-29 p. 60	Inspection Logs (Weekly)	4 years.	LAW: Corrections and Jails: Inmate Security and Control	LE14-01-29 Rev. 1 p. 21	Inspection (Cell/Unit)	Retain for 3 years after last entry then destroy.	<i>Consolidation of multiple cell/unit inspection series. Revision of retention period to reflect statute of limitations.</i>
Intelligence Records	LE14-01-07 p. 53	Public Information File	Current plus 1 year.	CORE: Records with Minimal Retention Value	GS50-02-02 Rev. 0 p. 160	Agency-Generated Forms and Publications - Copies	Retain until no longer needed for agency business then destroy.	<i>Covered by CORE.</i>
					GS50-02-04 Rev. 0 p. 161	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then destroy.	
Jail Records	LE15-01-01 p. 54	Application of Change in Maximum Facility Capacity	2 years after superseded by subsequent change in capacity.	CORE: Agency Mgmt: Administration (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-02 p. 54	Authorizations for Confinement	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
					LE2010-038 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
Jail Records	LE15-01-03 p. 54	Bail Receipt/Bail Bonds	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-04 p. 54	Bed Assignment Diagram	Until superseded.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-39 Rev. 1 p. 22	Population Counts (Inmate)	Retain for 3 years after date of report or entry then arrange for appraisal by Washington State Archives.	Consolidation.
Jail Records	LE15-01-05 p. 54	Billings for Contract Cities	3 years or completion of audit.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	Covered by CORE.
Jail Records	LE15-01-06 p. 54	Chronological Records	Termination plus 5 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-08 Rev. 0 p. 5	Chronological Reference File	Destroy when obsolete or superseded.	Covered by CORE.
Jail Records	LE15-01-07 p. 55	Classification Action Request	3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-08 p. 55	Commissary/Kitchens Accounts	3 years or completion of audit.	CORE: Financial Mgmt: Accounting	GS50-03A-02 Rev. 0 p. 78	Accounts Payable and Receivable Supporting Documents and Reports	3 years.	Covered by CORE.
					GS50-03A-14 Rev. 0 p. 82	General and Subsidiary Journals	6 years.	Covered by CORE.
					GS50-03A-21 Rev. 0 p. 84	Receipts	6 years.	Covered by CORE.
					GS50-03A-30 Rev. 0 p. 88	Vouchers	6 years.	Covered by CORE.
Jail Records	LE15-01-11 p. 55	Commissary/Kitchens Inventory	3 years.	CORE: Asset Mgmt: Inventory	GS50-08B-02 Rev. 0 p. 59	Inventory of Materials/Equipment, Changes and Transfers	3 years.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-12 p. 55	Community Screening Results	6 years.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	General Information - External	Retain until no longer needed for agency business then destroy.	<i>These records are created by DOC/Community Screening Committees. They are retained by DOC in accordance with the DOC records retention schedule.</i>
Jail Records	LE15-01-13 p. 56	Complaint or Incident Report	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE2010-040 Rev. 0 p. 20	Grievances – Inmate (Age 18 and Over)	Retain for 6 years after resolution of grievance then destroy.	<i>Creation of two new series for inmate grievances (complaints)</i>
					LE2010-041 Rev. 0 p. 21	Grievances – Inmate (Under Age 18)	Retain for 6 years after resolution of grievance and 3 years after juvenile attains age 18 then destroy.	<i>Creation of two new series for inmate grievances (complaints)</i>
					LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>Incident information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Incident information is part of the inmate custody file.</i>
Jail Records	LE15-01-14 p. 56	Court Orders (inmate copy)	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>These documents are part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-16 p. 56	Denied/No-Show Work Release Files	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
							incarceration then destroy.	
Jail Records	LE15-01-18 p. 57	Disciplinary Hearing Report	6 years.	LAW: Jails and Corrections: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-20 p. 57	Facility or Lock-Up Reports	6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – potential archival value.	Covered by CORE.
Jail Records	LE15-01-21 p. 58	General Program Records (Work Release)	3 years upon completion.	LAW: Jails and Corrections: Community Corrections	LE15-01-67 Rev. 1 p. 26	Work Release Logs	Retain for 6 years after date of log entry then destroy.	May be applicable.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				LAW: Jails and Corrections: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>Inmate-specific work release documents are part of the custody file.</i>
				LAW: Jails and Corrections: Inmate Security and Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Inmate-specific work release documents are part of the custody file.</i>
Jail Records	LE15-01-22 p. 58	Health and Sanitation Inspection and Related Records	3 years.	CORE: Asset Mgmt: Maintenance	GS50-06C-08 Rev. 0 p. 64	Facility Safety Inspection History Records	Disposition of facility.	<i>Covered by CORE.</i>
					GS50-06B-27 Rev. 0 p. 64	Inspection Documentation	6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-23 p. 59	Infraction/Obse rvation Reports and Reports of Inmate Disciplinary	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>Inmate-specific disciplinary information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
		Action			LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>Inmate-specific disciplinary information is part of the inmate custody file.</i>
Jail Records	LE15-01-24 p. 59	In-House Education Files	Case closed plus 1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>These records are part of the inmate custody file.</i>
Jail Records	LE15-01-27 p. 60	Inmate/Employer Agreement	6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-28 p. 60	Inmate's Welfare Fund	6 years.	CORE: Financial Mgmt: Accounting	GS50-03A-13 Rev. 0 p. 82	Fund Accounts Supporting Documents and Reports	3 years.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-31 p. 60	Key Log	3 years.	CORE: Asset Mgmt: Security	GS50-06B-05 Rev. 0 p. 74	Key/Card Key Inventory	Destroy when obsolete or superseded.	<i>Covered by CORE.</i>
Jail Records	LE15-01-32 p. 60	Mail/Visitor/At torney Logs	1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-19 Rev. 1 p. 22	Pass-On and Surveillance Logs	Retain for 3 years after date of log entry then destroy.	<i>Consolidation.</i>
				CORE: Asset Mgmt: Security	GS50-06B-12 Rev. 0 p. 75	Visitor Logs	3 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-33 p. 61	Monthly Jail Report	2 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded – potential archival value.	<i>Covered by CORE.</i>
Jail Records	LE15-01-34 p. 61	Monthly Work Release Files	6 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Law Enforcement Version 5.0				New Disposition Authority Information				
Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				Control	LE2010-38 Rev. 0 p. 18	<i>Inmate Custody Files (Under Age 18)</i>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-35 p. 61	<i>Notice of Termination Hearing, Allegations and Rights</i>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<i>Inmate Custody Files (Age 18 and Over)</i>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<i>Inmate Custody Files (Under Age 18)</i>	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-36 p. 61	<i>Out of State Prisoner Transportation Authorization Records</i>	Extradition plus 6 years.	LAW: Corrections and Jails: Inmate Movement	LE22-01-03 Rev. 1 p. 16	<i>Extraditions</i>	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.	<i>Consolidation.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-37 p. 61	Out of State Prisoner Transportation Determination Records	Extradition plus 6 years.	LAW: Corrections and Jails: Inmate Movement	LE22-01-03 Rev. 1 p. 16	Extraditions	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.	<i>Consolidation.</i>
				LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>These records may be part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject attains age 18 and 6 years after termination of incarceration then destroy.	<i>These records may be part of the inmate custody file.</i>
Jail Records	LE15-01-38 p. 62	Payment Authorizations from Inmates	6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	<i>Covered by CORE.</i>
Jail Records	LE15-01-41 p. 63	Prisoner Exercise Records	3 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				Control	LE2010-38 Rev. 0 p. 18	<i>Inmate Custody Files (Under Age 18)</i>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-42 p. 64	<i>Prisoner Transport Files</i>	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	<i>Inmate Custody Files (Age 18 and Over)</i>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	<i>Inmate Custody Files (Under Age 18)</i>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-43 p. 64	<i>Probation</i>	1 year.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	<i>Inmate Custody Files (Age 18 and Over)</i>	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-44 p. 64	Promissory Notes	Payment plus 6 years.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	Covered by CORE.
Jail Records	LE15-01-45 p. 64	Property Receipts	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-48 p. 64	Resident Identification Approval to Operate a	6 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
		Vehicle		Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-50 p. 65	Resident Property Inventory	Completion of State Auditor's Report	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-49 p. 65	Resident Liability Waiver and Resident Contract	Termination plus 6 years.	CORE: Agency Mgmt: Administration (General)	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	<i>Covered by CORE.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-51 p. 65	Resident Property Rules	Until superseded.	CORE: Information Mgmt: Forms and Publications	GS50-06F-04 Rev. 1 p. 146	Publications – Master Set	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.	<i>Agencies report that this is part of the inmate handbook which is a published document distributed to inmates.</i>
Jail Records	LE15-01-52 p. 65	Resident Search Notice	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-53 p. 65	Resident Treatment Plan	Release plus 3 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-54 p. 65	Resident Vehicle I.D. Approval to Operate	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-55 p. 66	Resident Work Plan	Release plus 6 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
				Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-57 p. 66	Social Outing Agreement	6 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-58 p. 66	Standard Rules	Release plus 3 years.	LAW: Corrections and Jails: Inmate Security and	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.



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				Control	LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Jail Records	LE15-01-60 p. 66	Substitute Jail Order	3 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-65 p. 68	Surveillance Recordings of Booking or Arrest Processing <i>(when no litigation and/or criminal proceedings have commenced)</i>	3 years.	LAW: Corrections and Jails: Recordings, Security – Incident Not Identified	LE15-01-64 Rev. 1 p. 23	Recordings, Security – Incident Not Identified	Retain for 60 days after date of recording then destroy.	Consolidation.
Jail Records	LE15-01-61 p. 68	Termination Custody Decision	5 years.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	This information is part of the inmate custody file.
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Jail Records	LE15-01-68 p. 68	Work/Detail Assignments	1 year.	LAW: Corrections and Jails: Inmate Security and Control	LE15-01-40 Rev. 1 p. 18	Inmate Custody Files (Age 18 and Over)	Retain for 6 years after termination of incarceration then destroy.	<i>This information is part of the inmate custody file.</i>
					LE2010-38 Rev. 0 p. 18	Inmate Custody Files (Under Age 18)	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.	
Licenses, Permits and Associated Documents	LE17-01-04 p. 68	Firearms Stolen or Missing	30 days after firearms are located or destroyed.	LAW: Investigations: Case Management	LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy,	<i>Firearms stolen or missing are documented in a case file.</i>
Licenses, Permits, and Associated Documents	LE17-01-05 p. 68	Hulk/House Moving and Special Vehicle Permits	1 year.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	Non-Business Licenses and Permits	Expiration plus 3 years.	<i>Covered by LGRRS (Local Government General Records Retention Schedule).</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Licenses, Permits, and Associated Documents	LE17-01-07 p. 71	List of Firearms Dealers	Destroy when obsolete or superseded.	CORE: Minimal Retention Value	GS50-02-05 Rev. 0 p. 162	Transitory Records	Retain until no longer needed for agency business then destroy.	Covered by CORE.
Licenses, Permits, and Associated Documents	LE17-01-08 p. 71	Miscellaneous Licenses	Destroy when expired or superseded.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	Non-Business Licenses and Permits	Expiration plus 3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).
Licenses, Permits, and Associated Documents	LE17-01-09 p. 71	Parade Permits	1 year.	LGRRS: Licenses, Permits, Fees & Taxes	GS50-12D-10 p. 105	Non-Business Licenses and Permits	Expiration plus 3 years.	Covered by LGRRS (Local Government General Records Retention Schedule).
LAW: Motor Pool Vehicle and Equipment	LE50-06E-11 p. 71	Vehicle Mileage Log	3 years.	CORE: Asset Mgmt: Leasing/Usage	GS50-06E-04 Rev. 0 p. 61	Equipment and Vehicle Data and Statistical Reports	3 years	Covered by CORE.
LAW: Motor Vehicle Reports (Note	LE21-01-01 p. 73	Impound Abatement Files	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-04 Rev. 0 p. 161	Secondary (Duplicate) Copies	Retain until no longer needed for agency business.	Tow companies have primary copies of these records.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Assoc. with Master Case)				LAW: Enforcement: Violations and Traffic Enforcement	LE21-01-02 Rev. 1 p. 38	Impounds/Abandoned Vehicles	Retain for 3 years after disposition of vehicle or until completion of State Auditor's report, whichever is sooner then destroy.	
LAW: Motor Vehicle Reports (Note Assoc. with Master Case)	LE21-01-03 p. 73	Towing Contracts or Agreements	6 years after expiration or termination.	CORE: Agency Mgmt: Contracts/Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Termination plus 6 years.	Covered by CORE.
LAW: Motor Vehicle Reports (Note Assoc. with Master Case)	LE21-01-07 p. 74	Wrecker Fee Schedules	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	General Information - External	Retain until no longer needed for agency business then destroy.	Covered by CORE.
LAW: Personnel	LE02-01-01 p. 74	Department Shooting Qualification Records	Obsolete or superseded.	CORE: Human Resource Mgmt: Staff Development/Training	GS50-04G-02 Rev. 0 p. 144	Training/Class Completion Report	3 years	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
LAW: Personnel	LE02-01-03 p. 75	Employee Traffic Accident Report File	Until retirement and/or 5 years following termination of employment.	CORE: Human Resource Mgmt: Occupational Health and Safety	GS50-06C-03 Rev. 0 p. 132	Incident Reports Filed by Employees or Students	Incidents involving adults only – 3 years. Incidents involving minors – 3 years after subject minors turn 18 years of age.	Covered by CORE.
LAW: Personnel	LE02-01-04 p. 75	Employee Training Records File	Termination plus 6 years.	CORE: Human Resource Mgmt: Staff Development/Tr aining	GS50-04G-01 Rev. 0 p. 143	Employee Training History File	Termination plus 6 years	Covered by CORE.
LAW: Personnel	LE02-01-05 p. 75	Field Training Manuals	3 years.	CORE: Information Mgmt: Forms and Publications	GS50-06F-04 Rev. 1 p. 146	Publications – Master Set	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.	Covered by CORE.
LAW: Personnel	LE02-01-06 p. 75	Polygraphs, Polygraph Reports, Voice Stress Analyzer Reports	3 years.	CORE: Human Resource Mgmt: Personnel	GS50-04A-03 Rev. 0 p. 140	Civil Service Examination (Passed But Not Hired)	2 years	Covered by CORE.
					GS50-04B-06 Rev. 0 p. 137	Personnel File	Termination plus 6 years – see remarks.	Covered by CORE.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
LAW: Personnel	LE02-01-08 p. 76	SWAT Training Activities	Termination of employment plus 6 years.	CORE: Human Resource Mgmt: Staff Development/Training	GS50-04G-01 Rev. 0 p. 143	Employee Training History File	Termination plus 6 years.	Covered by CORE.
LAW: Special Police Authority	LE20-01-02 p. 77	Special Police Commissions	6 years.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	Personnel File	Termination plus 6 years.	Covered by CORE.
LAW: Specialized Equipment/Animals	LE26-01-03 p. 79	Vehicle History and Maintenance Records (Including Watercraft)	Vehicle sold.	CORE: Asset Mgmt: Maintenance	GS50-06E-06 Rev. 0 p. 63	Equipment and Vehicle Maintenance and History Files	Until disposal or sale of equipment or vehicle.	Covered by CORE.
LAW: Warrants/Court Orders	LE22-01-01 p. 80	Copy of Order Protection	6 months after order expires or otherwise becomes invalid.	LAW: Enforcement: Court Order Implementation	LE07-01-12 Rev. 1 p. 32	Court Orders – Filed with the Agency	Retain until expired, vacated, terminated, or superseded then destroy.	Consolidation.



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
LAW: Warrants/Court Orders	LE22-01-04 p. 80	Informational/ Wanted Bulletins	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	CORE: Records with Minimal Retention Value	GS50-02-05 Rev. 0 p. 162	Transitory Records	Retain until no longer needed for agency business then destroy.	<i>These records have minimal retention value because they are transitory.</i>
Warrants/Court Orders	LE22-01-05 p. 81	Settled Files (Deadletter/Strikers)	3 years.	LAW: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	Court Orders – Fulfilled by the Agency	Retain for 6 years after last entry or action then destroy.	<i>Consolidation.</i>
Warrants/Court Orders	LE22-01-06 p. 81	Subpoena or Summons Service Records	Keep original until served, cancelled or expired.	LAW: Enforcement: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	Court Orders – Fulfilled by the Agency	Retain for 6 years after last entry or action then destroy.	<i>Consolidation, clarification.</i>
Warrants/Court Orders	LE22-01-07 p. 81	Warrant Execution	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	LAW: Enforcement: Court Order Implementation	LE05-01-04 Rev. 1 p. 32	Court Orders – Fulfilled by the Agency	Retain for 6 years after last entry or action then destroy.	<i>Consolidation, clarification.</i>
				LAW: Investigation: Case Management	LE2010-064 Rev. 0 p. 45	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy.	<i>In some cases, warrant service may be documented in a case file.</i>



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Activity	Discontinued DAN	Title	Retention	Schedule: Function: Activity	DAN	Title	Retention	Rationale
Motor Vehicle Reports	LE21-01-05 p. 73	Towing Company List	Destroy when superseded or obsolete.	CORE: Agency Mgmt: Contracts/Agreements	GS50-08A-02 Rev. 0 p. 20	Consultant and Contractor Rosters	Destroy when superseded plus 6 years.	Covered by CORE.
Personnel	LE02-01-07 p. 76	Reserve or Auxiliary Officer Files	Termination of employment plus 6 years.	CORE: Human Resource Mgmt: Personnel	GS50-04B-06 Rev. 0 p. 137	Personnel File	Termination plus 6 years.	Covered by CORE.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Agency Management	Community Relations	LE2010-025 Rev. 0 p. 5	<i>Crime Prevention Programs</i>	Retain for 1 year after obsolete or superseded then arrange for appraisal by Washington State Archives.
Agency Management	Community Relations	LE2010-026 Rev. 0 p. 5	<i>Lock-Outs</i>	Retain for 3 years after date of lock-out then destroy.
Asset Management	Maintenance	LE2010-027 Rev. 0 p. 8	<i>Aircraft - Maintenance and Inspection</i>	Retain until work is repeated or superseded and 3 years after the work is performed then destroy.
Communication	Dispatch	LE2010-028 Rev. 0 p. 9	<i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems</i>	Retain for 6 years after resolution of problem then destroy.
Communication	Dispatch	LE2010-029 Rev. 0 p. 10	<i>Automatic Call Distribution Records (ACDR)</i>	Retain for 6 months after last action taken then destroy.
Communication	Dispatch	LE2010-030 Rev. 0 p. 10	<i>Computer-Aided Dispatch (CAD) Backup Data</i>	Retain for 3 years after conclusion of dispatch action then destroy.
Communication	Dispatch	LE2010-031 Rev. 0 p. 11	<i>Reverse Automatic Locator Requests</i>	Retain for 3 years after date of request then destroy.
Communication	Information Dissemination	LE2010-032 Rev. 0 p. 12	<i>A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) Validations</i>	Retain for 3 years after date of validation or until completion of Washington State Patrol audit, whichever is sooner then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Corrections and Jails	Food and Commissary Services	LE2010-033 Rev. 0 p. 13	<i>Commissary Orders</i>	Retain for 3 years after date of order or until completion of State Auditor's Report, whichever occurs sooner then destroy.
Corrections and Jails	Inmate Health Information Management	LE2010-034 Rev. 0 p. 15	<i>Inmate Health Records (Under Age 18)</i>	Retain for 8 years after patient attains age 18 and 8 years after most recent discharge then destroy.
Corrections and Jails	Inmate Movement	LE2010-035 Rev. 0 p. 16	<i>Local Jail Reports</i>	Retain for 6 years after date of report then destroy.
Corrections and Jails	Inmate Movement	LE2010-036 Rev. 0 p. 17	<i>Sex/Kidnapping Offender Registration Acknowledgements</i>	Retain for 6 years after date of signature then destroy.
Corrections and Jails	Inmate Movement	LE2010-037 Rev. 0 p. 17	<i>Transfer of Custody</i>	Retain for 3 years after transport fulfilled or cancelled then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-038 Rev. 0 p. 18	<i>Inmate Custody Files (Under Age 18)</i>	Retain for 5 years after subject reaches age 18 and 6 years after termination of incarceration then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-039 Rev. 0 p. 20	<i>Grievance Logs (Inmate)</i>	Retain for 6 years after date of log entry then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-086 Rev. 0 p. 19	<i>Inmate Custody Files – Notorious/Historically Significant Inmates</i>	Retain for 6 years after termination of incarceration then transfer to Washington State Archives.
Corrections and Jails	Inmate Security and Control	LE2010-040 Rev. 0 p. 20	<i>Grievances – Inmate (Age 18 and Over)</i>	Retain for 6 years after resolution of grievance then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Corrections and Jails	Inmate Security and Control	LE2010-041 Rev. 0 p. 21	<i>Grievances – Inmate (Under Age 18)</i>	Retain for 6 years after resolution of grievance and 3 years after juvenile attains age 18 then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-042 Rev. 0 p. 23	<i>Recordings, Phone Conversation (Case-Specific)</i>	Retain until exhaustion of appeals process then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-043 Rev. 0 p. 23	<i>Recordings, Phone Conversation (Not Case-Specific)</i>	Retain for 1 year after date of conversation then destroy.
Corrections and Jails	Inmate Security and Control	LE2010-044 Rev. 0 p. 24	<i>Trustee Files</i>	Retain for 1 year after revocation or termination of trustee status then destroy.
Corrections and Jail	Community Corrections	LE2010-045 Rev. 0 p. 26	<i>Earnings Disposition</i>	Retain for 6 years after termination of incarceration then destroy.
Emergency Management	Search and Rescue	LE2010-046 Rev. 0 p. 27	<i>Mission Files – Search and Rescue</i>	Retain for 6 years after mission concluded then destroy.
Emergency Management	Search and Rescue	LE2010-047 Rev. 0 p. 26	<i>Training – Search and Rescue</i>	Retain for 3 years after conclusion of training activity then destroy.
Enforcement	Authorization and Regulation	LE2010-048 Rev. 0 p. 28	<i>Alcohol, Tobacco, and Firearms (ATF) Forms</i>	Retain for 3 years after date form completed then destroy.
Enforcement	Authorization and Regulation	LE2010-049 Rev. 0 p. 30	<i>Firearm Purchase/Transfer Requests – Eligible</i>	Retain until no longer needed for agency business then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Enforcement	Court Order Implementation	LE2010-050 Rev. 0 p. 33	<i>Court Orders – Served on the Agency</i>	Retain for 3 years after served, cancelled, or recalled then destroy.
Enforcement	Court Order Implementation	LE2010-051 Rev. 0 p. 33	<i>Court Orders – Warrants and Writs</i>	Retain until served, recalled, or cancelled then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-052 Rev. 0 p. 35	<i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Issued</i>	Retain until exhaustion of appeal process then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-053 Rev. 0 p. 35	<i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Not Issued</i>	Retain until verification that no infraction has been captured then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-054 Rev. 0 p. 35	<i>Automatic License Plate Recognition Images – Case-Specific</i>	Retain until exhaustion of appeal process then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-055 Rev. 0 p. 35	<i>Automatic License Plate Recognition Images – Not Case-Specific</i>	Retain until verification that a significant image has not been captured then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-095 Rev. 0 p. 36	<i>Citations/Notices of Infraction Issued – Driving Under the Influence</i>	Retain for 10 years after date of issuance then destroy.
Enforcement	Violations and Traffic Enforcement	LE2010-057 Rev. 0 p. 38	<i>Suspension/Trespass/Expulsion Notices</i>	Retain for 1 year after cancelled or expired and until exhaustion of appeals process then destroy.
Enforcement	Property Auction and Management	LE2010-058 Rev. 0 p. 39	<i>Property Forfeited</i>	Retain for 7 years after date of forfeiture then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Human Resource Management	Misconduct/Discipline	LE2010-059 Rev. 0 p. 40	<i>Major Incident Review</i>	Retain for 6 years after date of incident then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-060 Rev. 0 p. 42	<i>Case Files – Notorious/Historically Significant Cases</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.
Investigation	Case Management	LE2010-061 Rev. 0 p. 43	<i>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</i>	Retain for 75 years after case opened and until no longer needed for agency business then transfer to Washington State Archives.
Investigation	Case Management	LE2010-062 Rev. 0 p. 43	<i>Case Files – Homicides (Solved)</i>	Retain for 20 years after conclusion of investigation and until exhaustion of appeals process then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-063 Rev. 0 p. 44	<i>Case Files – Sex Offenders and Sexually Violent Offenses</i>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then transfer to Washington Association of Sheriffs and Police Chiefs.
Investigation	Case Management	LE2010-064 Rev. 0 p. 45	<i>Case Files – All Other Cases</i>	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy.
Investigation	Case Management	LE2010-065 Rev. 0 p. 45	<i>Court Disposition Information</i>	Retain until no longer needed for agency business then destroy.
Investigation	Case Management	LE2010-067 Rev. 0 p. 47	<i>Criminal History Record Information – Misdemeanors (with Fingerprints)</i>	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.
Investigation	Case Management	LE2010-068 Rev. 0 p. 47	<i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i>	Retain until offender attains 99 years of age then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Investigation	Case Management	LE2010-069 Rev. 0 p. 48	<i>Evidence/Property In Custody</i>	Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) then destroy.
Communication	Information Dissemination	LE2010-066 Rev. 0 p. 45	<i>Criminal History Audit Reports</i>	Retain for 6 years after completion of Washington State Patrol audit then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-070 Rev. 0 p. 48	<i>Expungement</i>	Retain for the current approved retention period for the records being expunged then destroy.
Investigation	Case Management	LE2010-071 Rev. 0 p. 49	<i>Investigative Funds</i>	Retain for 10 years after date of last payment activity or until completion of State Auditor's report, whichever occurs sooner then destroy.
Investigation	Case Management	LE2010-072 Rev. 0 p. 49	<i>Major Accident Response and Reconstruction (MARR)</i>	Retain for 50 years after conclusion of investigation then arrange for appraisal by Washington State Archives.
Investigation	Case Management	LE2010-073 Rev. 0 p. 50	<i>Polygraph Tests</i>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-074 Rev. 0 p. 52	<i>Intelligence Files</i>	Retain until no longer needed for agency business then destroy.
Investigation	Intelligence	LE2010-075 Rev. 0 p. 53	<i>Intercepted Communications/Conversations – Recorded</i>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-076 Rev. 0 p. 53	<i>Intercepted Communications/Conversations – Not Recorded</i>	Retain until expiration of authorization then destroy.



New Records Series

Function	Activity	Disposition Authority Number (DAN)	Title	Current Approved Minimum Retention
Investigation	Intelligence	LE2010-077 Rev. 0 p. 53	<i>Investigational Conversation Transcriptions</i>	Retain until disposition of pertinent case file then destroy.
Investigation	Intelligence	LE2010-078 Rev. 0 p. 54	<i>Strip/Body Cavity Searches</i>	Retain for 6 years after date of search then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
LE26-01-02 p. 78	Animal Records	Until retirement or sale of animal plus 2 years.	LE26-01-02 Rev. 1 p. 7	Asset Mgmt: Maintenance	Agency-Owned Animals	Retain for 6 years after removal from active service then destroy.
LE06-01-01 p. 21	Ambulance Logs	Until obsolete or superseded.	LE06-01-02 Rev. 1 p. 10	Communication: Dispatch	Computer-Aided Dispatch (CAD) Incident Files	Retain for 1 year after end of calendar year then destroy.
LE15-01-09 p. 55	Commissary/ Kitchens Files – Menus/Special Diet Order Log	2 years.	LE15-01-09 Rev. 1 p. 14	Corrections and Jails: Food Services	Food Services – Special Dietary Requirements	Retain for 3 years after termination of incarceration then destroy.
LE15-01-25 p. 59	Inmate Medical Files	Release plus 6 years.	LE15-01-25 Rev. 1 p. 15	Corrections and Jails: Inmate Security and Control	Inmate Health Records (Age 18 and Over)	Retain for 8 years after provision of health-related services then destroy.
			LE2010-034 Rev. 0 p. 15	Corrections and Jails: Inmate Security and Control	Inmate Health Records (Under Age 18)	Retain for 8 years after patient attains age 18 and 8 years after provision of health-related services then destroy.
LE22-01-03 p. 80	Extradition Files	Keep original until served, cancelled or expired. When served – county clerk is responsible for original copy.	LE22-01-03 Rev. 1 p. 16	Corrections and Jails: Inmate Movement	Extraditions	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.
LE15-01-46 p. 64	Razor Log	1 year.	LE15-01-46 Rev. 1 p. 22	Corrections and Jails: Inmate Security and Control	Receipt of Items (Inmate)	Retain for 3 years after date of log entry or until completion of State Auditor's report, whichever is sooner then destroy.
LE15-01-63 p. 67	Surveillance Recordings – Case-Specific	Release plus 6 years.	LE15-01-63 Rev. 1 p. 23	Corrections and Jails: Inmate Security and Control	Recordings, Security – Incident Identified	Retain until exhaustion of appeals process then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
LE15-01-66 p. 68	Visitation Files	Until superseded.	LE15-01-66 Rev. 1 p. 19	Corrections and Jails: Inmate Security and Control	Access Requests	Retain for 1 year after access terminated/denied then destroy.
LE05-01-04 p. 18	Day Tickets (Execution/Registry Dockets)	6 years after last entry.	LE05-01-07 Rev. 1 p. 34	Enforcement: Court Order Implementation	Executions Against Personal Property	Retain for 6 years after date of seizure or stay then destroy.
LE21-01-02 p. 73	Impound or Abandoned Vehicle Records	Tow company 3 years. Secondary copies: destroy when superseded or obsolete.	LE21-01-02 Rev. 1 p. 38	Enforcement: Violations and Traffic Enforcement	Impounds/Abandoned Vehicles	Retain for 3 years after agency disposition of vehicle or until completion of State Auditor's report, whichever is sooner then destroy.
LE03-01-05 p. 6	Administrative Review Files	5 years or PERMANENET.	LE03-01-05 Rev. 1 p. 40	Human Resource Mgmt: Misconduct/Discipline	Administrative Review	Retain for 5 years after completion of review then arrange for appraisal by Washington State Archives.
LE07-01-09 p. 28	Juvenile Record Information Files	18 years of age and/or 23 years of age for Class A felony.	LE07-01-09 Rev. 1 p. 44	Investigation: Case Management	Case Files – Juvenile Offenders	Retain until juvenile attains 23 years of age or until notification of destruction eligibility is received from the juvenile court, whichever occurs sooner then destroy.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
DAN	Title	Retention	DAN	Function: Activity	Title	Retention
LE26-01-01 p. 78	Aircraft History and Maintenance Records	Aircraft sold – then transfer to new owner.	LE26-01-01 Rev. 1 p. 7	Asset Mgmt: Maintenance	Aircraft – Alteration, Status, and Time In Service	Retain for 6 years after sale or aircraft then destroy.
			LE2010-027 Rev. 0 p. 8	Asset Mgmt: Maintenance	Aircraft – Maintenance and Inspection	Retain until repeated or superseded by subsequent maintenance work or 3 years after the work is performed then destroy.
LE12-01-05 p. 48	Census Tract Files/Grid Files	5 years.	LE12-01-05 Rev. 1 p. 10	Communication: Dispatch	Census Tract/Grid Maps	Retain until no longer needed for agency business then destroy.
LE14-01-29 p. 60	Inspection Logs (Weekly)	4 years	LE14-01-29 Rev. 1 p. 21	Corrections and Jails: Inmate Security and Control	Inspection Logs (Cell/Unit)	Retain for 3 years after date of log entry then destroy.
LE09-01-07 p. 43	Video/Audio Tape or Other Electronic Recordings of Booking or Arrest Processing (when litigation and/or criminal proceedings have commenced)	1 year after final court disposition.	LE15-01-63 Rev. 1 p. 23	Corrections and Jails: Inmate Security and Control	Recordings, Security – Incident Identified	Retain until exhaustion of appeals process then destroy.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
LE15-01-65 p. 68	Surveillance Recordings of Booking or Arrest Processing (when no litigation and/or criminal proceedings have commenced)	3 years.	LE15-01-64 Rev. 1 p. 24	Corrections and Jails: Inmate Security and Control	Recordings, Security – Incident Not Identified	Retain for 60 days after date of recording then destroy.
LE12-01-13 p. 51	Traffic Accident Reports	5 years.	LE12-01-13 Rev. 1 p. 37	Enforcement: Violations and Traffic Enforcement	Collision Reports	Retain until submitted to Washington State Patrol then destroy.
LE03-01-05 p. 6	Administrative Review Files	5 years or PERMANENT.	LE03-01-05 Rev. 1 p. 40	Human Resource Mgmt: Misconduct/Discipline	Administrative Review	Retain for 5 years after completion of review then arrange for appraisal by Washington State Archives.
LE12-01-03 p. 47	Case Assignment Control Records	90 days.	LE12-01-03 Rev. 1 p. 42	Investigation: Case Management	Case Assignment Control	Retain until no longer needed for agency business then destroy.
LE07-01-05 p. 27	Criminal History Information	Purge when defender is 80 and/or 20 years from date of discharge, whichever is longer.	LE07-01-05 Rev. 1 p. 46	Investigation: Case Management	Criminal History Record Information – Felonies and Gross Misdemeanors	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.
			LE2010-067 Rev. 0 p. 47	Investigation: Case Management	Criminal History Record Information – Misdemeanors (with Fingerprints)	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
			LE2010-068 Rev. 0 p. 47	Investigation: Case Management	<i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i>	Retain until offender attains 99 years of age then destroy.
LE07-01-03 p. 26	<i>Career Criminal Program Files</i>	Current year plus 6 years.	LE07-01-03 Rev. 1 p. 52	Investigation: Intelligence	<i>Career Criminals</i>	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.
LE14-01-01 p. 52	<i>Confidential Informant Files</i>	5 years or until obsolete or superseded.	LE14-01-01 Rev. 1 p. 52	Investigation: Intelligence	<i>Confidential Informants</i>	Retain until termination of confidential informant status then destroy.



Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Function: Activity	Title	DAN(s)	Function: Activity	Title	DAN(s)	Changes
Administrative/Operational	Administrative Review Files	LE03-01-05 p. 6	Human Resource Mgmt: Misconduct/Discipline	Administrative Review	LE03-01-05 Rev. 1 p. 40	<i>Clearer, more accurate description of the law enforcement record. The state archivist has identified this as a series with enduring historical/research value.</i>
Administrative/Operational	Auction Reports	LE03-01-08 p. 6	Enforcement: Property Auction and Management	Property Seizure/Sale	LE03-01-08 Rev. 1 p. 39	<i>Consolidation.</i>
Administrative/Operational	Citation/Ticket Voided Files	LE03-01-12 p. 6	Enforcement: Violations and Traffic Enforcement	Citations/Notices of Infraction – Issued to Officer	LE03-01-12 Rev. 1 p. 37	<i>Clearer, more accurate description of the law enforcement record.</i>
Administrative/Operational	Daily Bulletins Files	LE03-01-18 p. 7	Communication: Information Dissemination	Daily Bulletins	LE03-01-18 Rev. 1 p. 12	<i>Clarification.</i>
Administrative/Operational	Officer Safety	LE13-01-31 p. 9	Communication: Dispatch	Dangerous Individuals and Premises	LE03-01-31 Rev. 1 p. 11	<i>Clearer, more accurate description of the law enforcement record.</i>
Administrative/Operational	Ride-Along Program File	LE03-01-38 p. 10	Agency Mgmt: Community Relations	Ride-Along Program	LE03-01-38 Rev. 1 p. 6	<i>Clarification.</i>
Administrative/Operational	Roll Call Files	LE03-01-39 p. 10	Human Resource Mgmt: Personnel Management	Roll Call Files	LE03-01-39 Rev. 1 p. 41	<i>Clarification.</i>



Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Administrative/Operational	Special Assignment Plans	LE03-01-40 p. 10	Investigation: Intelligence	Special Weapons and Tactics (SWAT)	LE03-01-40 Rev. 1 p. 54	<i>Consolidation. The State Archivist has identified this as a series with enduring historical/research value.</i>
Administrative/Operational	UCR/WIBR Statistics, Supplemental Monthly Reports	LE03-01-47 p. 11	Communication	Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)	LE03-01-47 Rev. 1 p. 12	<i>Clarification, more accurate description of records.</i>
Civil Records	Day Tickets (Execution/Registry Dockets)	LE05-01-04 p. 18	Enforcement: Court Order Implementation	Court Orders – Fulfilled by the Agency	LE05-01-04 Rev. 1 p. 32	<i>Consolidation; more accurate description of the law enforcement record.</i>
Civil Records	Executions	LE05-01-07 p. 18	Enforcement: Court Order Implementation	Executions Against Personal Property	LE05-01-07 Rev. 1 p. 34	<i>Consolidation.</i>
Communication	911/Computer-Aided Dispatch (CAD)	LE06-01-04 p. 21	Communication: Dispatch	Computer-Aided Dispatch (CAD) Incident Files	LE06-01-02 Rev. 1 p. 10	<i>More accurate description of the law enforcement record.</i>
Communication	Investigatorial Tapes of Conversations	LE06-01-04 p. 22	Investigation: Intelligence	Investigational Conversation Recordings	LE06-01-04 Rev. 1 p. 52	<i>Addition of new series to account for investigational conversations that have been transcribed.</i>
				Investigational Conversation Transcriptions	LE2010-077 Rev. 0 p. 52	
Communication	Radio Logs	LE06-01-07 p. 22	Communication: Dispatch	Radio Logs	LE06-01-07 Rev. 1 p. 11	<i>Clarification.</i>
Communication	Recurrent Caller File	LE06-01-08 p. 22	Communication: Dispatch	Recurrent Callers	LE06-01-08 Rev. 1 p. 11	<i>Clarification.</i>



Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Communication	<i>All Radio Transmissions</i>	LE06-01-03 p. 21	Communication: Dispatch	<i>All Radio Transmissions</i>	LE06-01-03 Rev. 1 p. 9	<i>Clarification.</i>
Communications	<i>Automated Reference Files</i>	LE06-01-11 p. 21	Communication: Dispatch	<i>911 Conversations – Master Recordings</i>	LE06-01-11 Rev. 1 p. 9	<i>More accurate description of the law enforcement record; agreement with existing series in LGRRS schedule.</i>
Crime Prevention	<i>Bicycle Registration Files</i>	LE15-01-01 p. 24	Agency Mgmt: Community Relations	<i>Property Registration</i>	LE15-01-01 Rev. 1 p. 5	<i>Revision of series title and description for clarification.</i>
Criminal History	<i>Crime Analysis Files</i>	LE07-01-04 p. 26	Investigation: Intelligence	<i>Crime Analysis Files</i>	LE07-01-04 Rev. 1 p. 52	<i>Clarification.</i>
Criminal History	<i>Audit Trail Files</i>	LE07-01-02 p. 26	Investigation: Case Management	<i>Criminal History Audit Trail Files</i>	LE07-01-02 Rev. 1 p. 46	<i>Clarification.</i>
Criminal History	<i>Career Criminal Program Files</i>	LE07-01-03 p. 26	Investigation: Intelligence	<i>Career Criminals</i>	LE07-01-03 Rev. 1 p. 52	<i>Clarification.</i>
Criminal History	<i>Criminal History Information</i>	LE07-01-05 p. 27	Investigation: Case Management	<i>Criminal History Record Information – Felonies and Gross Misdemeanors</i>	LE07-01-05 Rev. 1 p. 46	<i>LE agencies are required to take fingerprints for all felonies and gross misdemeanors. Fingerprints must be transmitted to WSP.</i>



Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
				<i>Criminal History Record Information – Misdemeanors (with Fingerprints)</i>	LE2010-067 Rev. 0 p. 47	<i>LE agencies are not required to take fingerprints for misdemeanors. Therefore, two series are necessary to accommodate when that information has been transmitted to WSP.</i>
				<i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i>	LE2010-068 Rev. 0 p. 47	<i>LE agencies are not required to take fingerprints for misdemeanors. Therefore, two series are necessary to accommodate when that information has been transmitted to WSP.</i>
Criminal History	<i>Criminal or Non Criminal Citations Issued</i>	LE07-01-06 p. 27	Enforcement: Violations and Traffic Enforcement	<i>Citations/Notices of Infraction Issues – Driving Under the Influence</i>	LE2010-095 Rev. 0 p. 35	<i>New series added to accommodate unique retention needs of DUI citations (10 years).</i>
				<i>Citations/Notices of Infraction Issued – All Others</i>	LE07-01-06 Rev. 1 p. 36	
Criminal History	<i>Docket File or Process Logs (Arrest Book)</i>	LE07-01-08 p. 27	Enforcement: Court Order Implementation	<i>Dockets/Process Logs</i>	LE07-01-08 Rev. 1 p. 33	<i>Clarification.</i>
Criminal History	<i>Juvenile Record Information Files</i>	LE07-01-09 p. 28	Investigation: Case Management	<i>Case Files – Juvenile Offenders</i>	LE07-01-09 Rev. 1 p. 44	<i>Clearer, more accurate description of juvenile offense records held by local law enforcement.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Criminal History	Juvenile Sealed Records/Court Orders	LE07-01-10 p. 28	Investigation: Case Management	Juvenile Sealed Records	LE07-01-10 Rev. 1 p. 49	<i>Clarification.</i>
Criminal History	National Crime Information Center (NCIC) III (CHRI Appendix A) Inquire Log	LE07-01-11 p. 28	Investigation: Case Management	National Crime Information Center (NCIC) Inquiry Logs	LE07-01-11 Rev. 1 p. 50	<i>Clarification.</i>
Criminal History	Restrictive Area Orders (SODA & SOAD)	LE07-01-12 p. 28	Enforcement: Court Order Implementation	Court Orders – Filed with the Agency	LE07-01-12 Rev. 1 p. 32	<i>Consolidation.</i>
Evidence Files	Video Tapes of Other Recordings from Mobile Unit (where recording does not relate to a specific case investigation)	LE09-01-09 p. 43	Investigation: Case Management	Recordings from Mobile Units – Incident Not Identified	LE09-01-09 Rev. 1 p. 51	<i>Clarification.</i>
Evidence Files	Video/Audio Tapes or Other Recordings from Mobile Unit (where recording does relate to a specific case investigation)	LE09-01-08 p. 44	Investigation: Case Management	Recordings from Mobile Units – Incident Identified	LE09-01-08 Rev. 1 p. 50	<i>Clarification.</i>
Incident Reports	Alarm Call Reports File	LE12-01-01 p. 47	Communication: Dispatch	Alarm Call Response	LE12-01-01 Rev. 1 p. 9	<i>Clarification.</i>
Incident Reports	Case Assignment Control Records	LE12-01-03 p. 47	Investigation: Case Management	Case Assignment Control	LE12-01-03 Rev. 1 p. 42	<i>Clarification.</i>



Revisions to Records Series

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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Incident Reports	Case Logs	LE12-01-04 p. 47	Investigation: Case Management	Case Logs	LE12-01-04 Rev. 1 p. 45	Clarification.
Incident Reports	Census Tract Files/Grid Files	LE12-01-05 p. 48	Communication: Dispatch	Census Tract/Grid Maps	LE12-01-05 Rev. 1 p. 10	Clarification.
Incident Reports	Field Interrogation Reports	LE12-01-08 p. 48	Investigation: Intelligence	Field Interrogation Reports	LE12-01-08 Rev. 1 p. 52	Clarification.
Incident Reports	Traffic Accident Reports	LE12-01-13 p. 51	Enforcement: Violations and Traffic Enforcement	Collision Reports	LE12-01-13 Rev. 1 p. 37	Clarification.
Intelligence Records	Confidential Informant Files	LE14-01-01 p. 52	Investigation: Intelligence	Confidential Informants	LE14-01-01 Rev. 1 p. 52	Clarification.
Intelligence Records	Criminal Activity Profile (CAP)	LE14-01-02 p. 52	Investigation: Intelligence	Organized Crime	LE14-01-02 Rev. 1 p. 54	Consolidation.
Jail Records	Commissary/Kitchens Files – Menus/Special Diet Order Log	LE15-01-09 p. 55	Corrections and Jails: Food and Commissary Services	Food Services – Special Dietary Requirements	LE15-01-09 Rev. 1 p. 14	Consolidation, clarification.
				Food Services - General	LE15-01-17 Rev. 1 p. 13	
Jail Records	Deck Logs	LE15-01-15 Rev. 1 p. 56	Corrections and Jails: Inmate Movement	Activity Logs (Floor/Block/Unit)	LE15-01-15 Rev. 1 p. 16	Consolidation, clarification.
Jail Records	Dietary Services Records	LE15-01-17 p. 56	Corrections and Jails: Food and Commissary Services	Food Services – General	LE15-01-17 Rev. 1 p. 13	Consolidation.



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Jail Records	Commissary/Kitchen s Free Issue Check Sheets (Indigents)	LE15-01-10 p. 55	Corrections and Jails: Inmate Security and Control	Free Issue	LE15-01-10 Rev. 1 p. 14	<i>Consolidation, clarification.</i>
Jail Records	Facility Housing Supervisor Log/Inmates' Surveillance Activities Log	LE15-01-19 p. 57	Corrections and Jails: Inmate Security and Control	Inspection Logs (Cell/Unit)	LE14-01-29 Rev. 1 p. 21	<i>New series for cell/unit inspections.</i>
				Mail and Property Surveillance	LE15-01-56 Rev. 1 p. 21	<i>New series for mail and property surveillance.</i>
				Pass-On and Surveillance Logs	LE15-01-19 Rev. 1 p. 22	<i>New series for inmate surveillance and coordination of inmate surveillance among jail staff.</i>
Jail Records	Inmate Medical Files	LE15-01-25 p. 59	Corrections and Jails: Inmate Health Information Management	Inmate Health Records (Age 18 and Over)	LE15-01-25 Rev. 1 p. 15	<i>Broken into two series to accommodate unique retention needs for juveniles. Retention period revised to be consistent with statute.</i>
				Inmate Health Records (Under Age 18)	LE2010-034 Rev. 0 p. 15	<i>Broken into two series to accommodate unique retention needs for juveniles. Retention period revised to be consistent with statute.</i>
Jail Records	Inmate Requests (Kites)	LE15-01-26 p. 59	Corrections and Jails: Inmate Security and Control	Requests (Inmate)	LE15-01-26 Rev. 1 p. 24	<i>Clarification.</i>



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Law Enforcement Version 5.0			Law Enforcement Version 6.0			
Jail Records	Inspection Logs (Weekly)	LE14-01-29 p. 60	Corrections and Jails: Inmate Security and Control	Inspection Logs (Cell/Unit)	LE14-01-29 Rev. 1 p. 21	<i>Clarification. Reduction of retention period to allow for statute of limitations.</i>
Jail Records	Jail Register/Blotter	LE15-01-30 p. 60	Corrections and Jails: Inmate Security and Control	Facility Registers	LE15-01-30 Rev. 1 p. 16	<i>Clarification. Retention changed to agency permanent because of administrative need.</i>
Jail Records	Population Counts (Daily Tank Roster)	LE15-01-39 p. 62	Corrections and Jails: Inmate Security and Control	Population Counts (Inmate)	LE15-01-39 Rev. 1 p. 22	<i>Clarification.</i>
Jail Records	Release Recap	LE15-01-47 p. 64	Corrections and Jails: Inmate Movement	Release Recaps	LE15-01-47 Rev. 1 p. 16	<i>Clarification.</i>
Jail Records	Prisoner Case Records (Jackets)	LE15-01-40 p. 63	Corrections and Jails: Inmate Security and Control	Inmate Custody Files (Age 18 and Over)	LE15-01-40 Rev. 1 p. 18	<i>Creation of new series to accommodate unique retention needs for juveniles, clarification.</i>
				Inmate Custody Files (Under Age 18)	LE2010-38 Rev. 0 p. 18	<i>Creation of new series to accommodate unique retention needs for juveniles, clarification.</i>
Jail Records	Razor Log	LE15-01-46	Corrections and Jails: Inmate Security and Control	Receipt of Items (Inmate)	LE15-01-46 Rev. 1 p. 22	<i>Consolidation.</i>
Jail Records	Review and Censorship Records for Incoming Printed Materials and Publications	LE15-01-56 p. 66	Corrections and Jails: Inmate Security and Control	Mail and Property Surveillance	LE15-01-56 Rev. 1 p. 21	<i>Consolidation; clarification.</i>



Revisions to Records Series

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Jail Records	State Hold Reports	LE15-01-59 p. 66	Corrections and Jails: Inmate Security and Control	Warrant Holds	LE15-01-59 Rev. 1 p. 25	<i>Clarification; more accurate description of law enforcement record.</i>
Jail Records	Trustee Roster	LE15-01-62 p. 68	Corrections and Jails: Inmate Security and Control	Trustee Rosters	LE15-01-62 Rev. 1 p. 24	<i>Clarification.</i>
Jail Records	Visitation Files	LE15-01-66 p. 68	Corrections and Jails: Inmate Security and Control	Access Requests	LE15-01-66 Rev. 1 p. 19	<i>Clarification to distinguish between unique law enforcement record and other visitor records covered by CORE.</i>
Jail Records	Work Release Log Book	LE15-01-67 p. 69	Corrections and Jails: Community Corrections	Work Release Logs	LE15-01-67 Rev. 1 p. 26	<i>Clarification.</i>
Licenses, Permits and Associated Documents	Concealed Pistol License/Permit Files (Approved)	LE17-01-01 p. 70	Enforcement: Authorization and Regulation	Concealed Pistol License Applications – Approved/Voided	LE17-01-01 Rev. 1 p. 29	<i>More accurate description of law enforcement record.</i>
Licenses, Permits and Associated Documents	Concealed Pistol License/Permit Files (Disapproved)	LE17-01-02 p. 70	Enforcement: Authorization and Regulation	Concealed Pistol License Applications - Denied	LE17-01-02 Rev. 1 p. 29	<i>More accurate description of law enforcement record.</i>
Licenses, Permits and Associated Documents	Firearm Purchase/Transfer Request	LE17-01-03 p. 70	Enforcement: Authorization and Regulation	Firearm Purchase/Transfer Requests - Eligible	LE2010-049 Rev. 0 p. 29	<i>Broken into two series to accommodate unique retention needs for denied transfer requests.</i>
				Firearms Purchase/Transfer Requests - Ineligible	LE17-01-03 Rev. 1 p. 29	
Licenses, Permits and Associated Documents	Licensed Firearms Dealers	LE17-01-06 p. 70	Enforcement: Authorization and Regulation	Firearm Dealer Licenses	LE17-01-06 Rev. 1 p. 30	<i>Clarification.</i>



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Licenses, Permits and Associated Documents	<i>Pawn Slip Files/Daily Reports</i>	LE17-01-10 p. 71	Enforcement: Authorization and Regulation	<i>Pawnbroker/Secondhand Dealer Slip Files/Daily Reports</i>	LE17-01-10 Rev. 1 p. 31	<i>Clarification.</i>
Licenses, Permits and Associated Documents	<i>Pawnbroker/Used Goods Dealer Inspection Report</i>	LE17-01-11 p. 71	Enforcement: Authorization and Regulation	<i>Pawnbroker/Secondhand Dealer Inspections</i>	LE17-01-11 Rev. 1 p. 31	<i>Clarification.</i>
Motor Vehicle Reports (Not Associated With Master Case)	<i>Impound or Abandoned Vehicle Records</i>	LE21-01-02 p. 73	Enforcement: Violations and Traffic Enforcement	<i>Impounds/Abandoned Vehicles</i>	LE21-01-02 Rev. 1 p. 38	<i>Clarification, more accurate description of records.</i>
Motor Vehicle Reports (Not Associated With Master Case)	<i>Tow Logs</i>	LE21-01-04 p. 73	Enforcement: Violations and Traffic Enforcement	<i>Impound Logs</i>	LE21-01-04 Rev. 1 p. 37	<i>Clarification.</i>
Motor Vehicle Reports	<i>Vehicle History Files (Not Associated with Master Case)</i>	LE21-01-06 p. 74	Investigation: Intelligence	<i>Vehicle Histories</i>	LE21-01-06 Rev. 1 p. 54	<i>Clarification.</i>
Special Police Authority	<i>Extensions of Police Authority</i>	LE20-01-01 p. 77	Human Resource Mgmt: Personnel	<i>Off-Duty Authorizations and Commissions</i>	LE20-01-01 Rev. 1 p. 41	<i>Clarification, more accurate description of records.</i>
Special Police Authority	<i>Sex Offender Registration Records and Associated Documentation</i>	LE20-01-03 p. 77	Enforcement: Court Order Implementation	<i>Sex/Kidnapping Offender Registration and Contacts</i>	LE20-01-03 Rev. 1 p. 34	<i>Clarification.</i>
Specialized Equipment/Animals	<i>Aircraft History and Maintenance Records</i>	LE26-01-01 p. 78	Asset Mgmt: Maintenance	<i>Aircraft – Alteration Status, and Time In Service</i>	LE26-01-01 Rev. 1 p. 7	<i>Broken into two series to accommodate unique retention requirements in 41 CFR (to transfer certain records to purchaser at time of aircraft sale).</i>



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				Aircraft – Maintenance and Inspection	LE2010-027 Rev. 0 p. 8	<i>Broken into two series to accommodate unique retention requirements in 41 CFR (to transfer certain records to purchaser at time of aircraft sale).</i>
Specialized Equipment/Animals	Animal Records	LE26-01-02 p. 78	Asset Mgmt: Maintenance	Agency-Owned Animals	LE26-01-02 Rev. 1 p. 7	<i>Clarification.</i>
Specialized Equipment/Animals	Weapons Records	LE27-01-04 p. 79	Asset Mgmt: Maintenance	Weapons (Agency-Issued)	LE27-01-04 Rev. 1 p. 8	<i>Clarification.</i>
Warrants/Court Orders	Extradition Files	LE22-01-03 p. 80	Corrections and Jails: Inmate Movement	Extraditions	LE22-01-03 Rev. 1 p. 16	<i>Clarification.</i>