



REVISION GUIDE

SUMMARY OF CHANGES

Based on questions and requests from local government agencies:

- 10 new records series were created to provide specific disposition authority for new or existing records:
 - ***Fingerprint Requests (Public)*** (LE2013-001)
 - ***Non-Emergency Reports*** (LE2013-002)
 - ***Alien Firearm Licenses*** (LE2013-003)
 - ***Solicitor Licenses*** (LE2013-004)
 - ***Vessel Inspections*** (LE2013-005)
 - ***Evidence Audits*** (LE2013-006)
 - ***Criminal History Records Information – Non-Conviction Data*** (LE2013-007)
 - ***Suspicious Matter Testing*** (LE2013-008)
 - ***Suspicious Matter Testing – Logs*** (LE2013-009)
 - ***Fingerprint Analysis*** (LE2013-010)
- 38 records series were revised in order to provide specific disposition authority for new or existing records and/or to provide clear(er) definitions and guidance for end-user ease.
- 11 records series were discontinued by consolidating redundant, confusing, or obsolete series:
 - ***Aircraft – Alteration, Status, and Time in Service*** (LE26-01-01)
 - ***Aircraft – Maintenance and Inspection*** (LE2010-027)
 - ***911 Conversations – Master Recordings*** (LE06-01-11)
 - ***Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems*** (LE2010-028)
 - ***Automatic Call Distribution Records (ACDR)*** (LE2010-029)
 - ***Computer-Aided Dispatch (CAD) Backup Data*** (LE2010-030)
 - ***Computer-Aided Dispatch (CAD) Incident Files*** (LE06-01-02)
 - ***Access Requests*** (LE15-01-66)
 - ***Court Orders – Served on the Agency*** (LE2010-050)
 - ***Court Orders – Warrants and Writs*** (LE2010-051)
 - ***Pass-On and Surveillance Logs*** (LE15-01-19)
- Function and activity descriptions were revised to bring them in line with equivalent descriptions in the *Local Government Common Records Retention Schedule (CORE)*.
- If changes were minor (defined below), they were not considered a revision and are not listed in this revision guide.
 - Spelling corrections;
 - Removal of redundant or unnecessary words.



TABLE OF CONTENTS

REVISED DISPOSITION AUTHORITIES.....	3
NEW RECORDS SERIES	13
DISCONTINUED DISPOSITION AUTHORITIES	16



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE2010-031 Ver 6.0 p. 11 Ver 6.1 p. 10	<i>Reverse Automatic Locator Requests</i>	Retain for 3 years after date of request then destroy.	No change.	No change.	Removed "911" from series description so that this DAN can be applied to non-911 calls received by law enforcement agencies; 911 public safety answering points should use the <i>Emergency Communications Records Retention Schedule</i> .
LE2010-032 Ver 6.0 p. 12 Ver 6.1 p. 11	<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.	<i>Criminal History Validations - A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC)</i>	No change.	Series title revised for clarity.
LE15-01-25 Ver 6.0 p. 15 Ver 6.1 p. 14	<i>Inmate Health Records (Age 18 and Over)</i>	Retain for 8 years after provision of health-related services then destroy.	No change.	No change.	Descriptions modified to clarify that diagnostic images (x-rays, MRIs, CAT scans, etc.) should be retained under this DAN. Corrected erroneous DAN citation in exclusion.
LE2010-034 Ver 6.0 p. 15 Ver 6.1 p. 14	<i>Inmate Health Records (Under Age 18)</i>	Retain for 8 years after patient attains age 18 and 8 years after provision of health-related services then destroy.	No change.	No change.	



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE22-01-03 Ver 6.0 p. 16 Ver 6.1 p. 15	Extraditions	Retain for 6 years after extradition fulfilled, cancelled, or expired then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE15-01-47 Ver 6.0 p. 16 Ver 6.1 p. 16	Release Recaps	Retain for the life of the agency.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE2010-086 Ver 6.0 p. 19 Ver 6.1 p. 18	Inmate Custody Files – Notorious/Historically Significant Inmates	Retain for 6 years after termination of incarceration then transfer to Washington State Archives.	No change.	No change.	Note revised to direct users to the Notorious/Historically Significant Case Files and Inmate Custody Records advice sheet which provides advice on how to identify records that should be retained under this DAN. This advice sheet has been published since the previous version of the schedule.
LE2010-039 Ver 6.0 p. 20 Ver 6.1 p. 18	Grievance Logs (Inmate)	Retain for 6 years after date of log entry then destroy.	No change.	No change.	Description revised to clarify that these are documents used to <i>track</i> inmate grievances; added note directing users to LE2010-040 for grievances.
LE2010-040 Ver 6.0 p. 20 Ver 6.1 p. 19	Grievances – Inmate (Age 18 and Over)	Retain for 6 years after resolution of grievance then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE2010-041 Ver 6.0 p. 21 Ver 6.1 p. 20	Grievances – Inmate (Under Age 18)	Retain for 6 years after resolution of grievance <i>and</i> 3 years after juvenile attains age 18 then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE14-01-29 Ver 6.0 p. 21 Ver 6.1 p. 20	Inspection Logs (Cell/Unit)	Retain for 3 years after date of log entry then destroy.	Inmate Surveillance Logs	Retain for 3 years after date of final entry then destroy.	LE14-01-29 and LE15-01-39 have been combined under one DAN for simplification because they are so similar. Effective retention period for these records has not been effected.
LE15-01-39 Ver 6.0 p. 22 Ver 6.1 p. 20	Pass-On and Surveillance Logs	Retain for 3 years after date of log entry then destroy.			
LE2010-042 Ver 6.0 p. 23 Ver 6.1 p. 22	Recordings, Phone Conversation (Case-Specific)	Retain until exhaustion of appeals process then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE2010-043 Ver 6.0 p. 23 Ver 6.1 p. 22	Recordings, Phone Conversation (Not Case-Specific)	Retain for 1 year after date of conversation then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE2010-044 Ver 6.0 p. 24 Ver 6.1 p. 23	Trustee Files	Retain for 1 year after revocation or termination of trustee status then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE15-01-67 Ver 6.0 p. 26 Ver 6.1 p. 23	Work Release Logs	Retain for 6 years after date of log entry then destroy.	Work Crews	Retain for 6 years after conclusion of work activity then destroy.	Series title, description and disposition language were revised and the scope of the series broadened to include any work crews overseen by law enforcement agencies.
LE2010-047 Ver 6.0 p. 27 Ver 6.1 p. 25	Mission Files – Search and Rescue	Retain for 6 years after mission concluded then destroy.	No change.	Retain for 6 years after mission concluded then transfer to Washington State Archives for appraisal and selective retention.	Per the State Archivist, this series has been designated <i>Archival – Appraisal Required</i> .
LE17-01-01 Ver 6.0 p. 29 Ver 6.1 p. 27	Concealed Pistol License Applications – Approved/Voided	Retain for 6 years after expiration/voided then destroy.	Concealed Pistol License Applications – Approved/Voided/Revoked	Retain for 6 years after expired, voided, or revoked then destroy.	Series title and retention language revised to account for revoked CPLs; no change to the effective retention period.
LE17-01-02 Ver 6.0 p. 29 Ver 6.1 p. 27	Concealed Pistol License Applications – Denied	Retain for 2 years after date of denial then destroy.	No change.	No change.	Series description language changed from “citizen” to “applicant” for added clarity.
LE2010-049 Ver 6.0 p. 30 Ver 6.1 p. 28	Firearm Purchase/Transfer Requests – Eligible	Retain until no longer needed for agency business then destroy.	No change.	Retain no later than 20 days after request received then destroy.	Description language corrected to reflect that this DAN should cover requests where the transferee <u>has</u> been determined to be eligible to receive a firearm. Retention period changed to reflect requirements in 18 U.S.C §922(s)(6)(B)(i). Removed extended U.S.C. citation to allow for flexibility if codification changes.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE17-01-03 Ver 6.0 p. 30 Ver 6.1 p. 28	Firearm Purchase/Transfer Requests – Ineligible	Retain for 20 days after agency response then destroy.	No change.	Retain until no longer needed for agency business then destroy.	Retention period changed to reflect requirements in 18 U.S.C. §922(s)(6)(C) and 18 U.S.C. §922(s)(7) which requires a response to the transfer request be provided within 20 days of receipt, and part (7) which says that law enforcement cannot be held responsible for failing to prevent unlawful transfer or sale. Removed extended U.S.C. citation to allow for flexibility in the future if codification changes.
LE07-01-12 Ver 6.0 p. 32 Ver 6.1 p. 30	Court Orders – Filed with the Agency	Retain until expired, vacated, terminated, or superseded then destroy.	Court Orders/Warrants/ Writs – Not Acted Upon	No change.	Warrants and Writs (LE2010-051) has been discontinued and combined under this DAN; added bullet for warrants and writs to account for those records. Description language revised to clarify that one series is for orders, warrants, and writs received by the agency but never acted upon by the agency. The other series is for those on which the agency does not take action. Added language to address instances when the law enforcement agency forwards information to other entities in regards to a warrant they took action upon.
LE05-01-04 Ver 6.0 p. 32 Ver 6.1 p. 30	Court Orders – Fulfilled by the Agency	Retain for 6 years after last entry or action then destroy.	Court Orders/Warrants/ Writs – Acted Upon	No change.	



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE20-01-03 Ver 6.0 p. 34 Ver 6.1 p. 31	<i>Sex/Kidnapping Offender Registration and Contacts</i>	Retain for 6 years after offender leaves the agency's jurisdiction or for 6 years after termination of offender's registration requirement, whichever is sooner then destroy.	<i>Sex/Kidnapping Offender Registration, Monitoring, and Contacts</i>	No change.	Series description changed to clarify that this DAN should include records relating to the monitoring of sex offenders as well as records relating to their registration and contacts made by law enforcement with those offenders. Also removed the word "regular" as this series should address <i>all</i> contacts with offenders.
LE2010-095 Ver 6.0 p. 36 Ver 6.1 p. 33	<i>Citations/Notices of Infraction Issued – Driving Under the Influence</i>	Retain for 10 years after date of issuance then destroy.	No change.	No change.	Series description changed to more accurately reflect language in RCW 46.61.502(6). Note added to address repeated questions regarding the rationale for the retention period.
LE07-01-06 Ver 6.0 p. 36 Ver 6.1 p. 33	<i>Citations/Notices of Infraction Issued – All Others</i>	Retain for 3 years after date of issuance or until completion of State Auditor's report, whichever is sooner then destroy.	No change.	No change.	Corrected erroneous DAN citation in exclusion.
LE03-01-08 Ver 6.0 p. 39 Ver 6.1 p. 37	<i>Property Seizure/Sale</i>	Retain for 6 years after sale of property then destroy.	No change.	No change.	Disposition language and series description revised to account for any type of property disposition, not just sale.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE2010-060 Ver 6.0 p. 42 Ver 6.1 p. 40	Case Files – Notorious/ Historically Significant Cases	Retain until no longer needed for agency business then transfer to Washington State Archives.	No change.	No change.	Series description revised to address bail and bond information. Corrected erroneous DAN citation in exclusion. Revised note to direct users to the Notorious/Historically Significant Case Files and Inmate Custody Records advice sheet.
LE2010-061 Ver 6.0 p. 43 Ver 6.1 p. 41	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.	No change.	No change.	Series description revised to address bail and bond information. Corrected erroneous DAN citation in exclusion.
LE2010-062 Ver 6.0 p. 43 Ver 6.1 p. 41	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.	No change.	No change.	Added inclusions to series description for bond and bail information, as well as for latent print documentation.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE2010-063 Ver 6.0 p. 44 Ver 6.1 p. 42	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.	No change.	No change.	
LE07-01-09 Ver 6.0 p. 44 Ver 6.1 p. 43	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 is sooner then destroy.	No change.	No change.	
LE2010-064 Ver 6.0 p. 45 Ver 6.1 p. 44	Case Files – All Other Cases	Retain for 5 years after conclusion of investigation and until exhaustion of appeals process then destroy.	No change.	No change.	
LE2010-065 Ver 6.0 p. 45 Ver 6.1 p. 44	Court Disposition Information	Retain until no longer needed for agency business then destroy.	No change.	No change.	Added inclusion to series description to clarify that disposition information may be received from other law enforcement agencies as provided for in RCW 10.97.045.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE07-01-05 Ver 6.0 p. 46 Ver 6.1 p. 45	<i>Criminal History Record Information – Felonies and Gross Misdemeanors</i>	Retain until transmitted to Washington State Patrol and until no longer needed for agency business then destroy.	No change.	No change.	Revised series description by adding bullet to specifically address mug shots. Corrected incorrect DAN citation in exclusion.
LE2010-067 Ver 6.0 p. 47 Ver 6.1 p. 46	<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.	No change.	No change.	
LE2010-068 Ver 6.0 p. 47 Ver 6.1 p. 46	<i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i>	Retain until offender attains 99 years of age then destroy.	No change.	Retain until offender attains 99 years of age or until offender is deceased, whichever occurs sooner then destroy.	Revised series description by adding bullet to specifically address mug shots. The retention and disposition language has been revised to allow for the destruction of these records in the event that an offender is confirmed to be deceased.
LE2010-070 Ver 6.0 p. 48 Ver 6.1 p. 48	<i>Expungement</i>	Retain for the current approved retention period for the records being expunged then destroy.	No change.	No change.	Revised series description to clarify that this DAN should be used for records relating to expungement, sealing or vacation of records; this DAN should not be limited to expungement only.



REVISED DISPOSITION AUTHORITIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in Version 6.1 order.)

Version 6.0 DAN	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Description	Version 6.1 Retention	Rationale
LE07-01-04 Ver 6.0 p. 52 Ver 6.1 p. 52	Crime Analysis Files	Retain for 1 year after completion of analysis then destroy.	No change.	Retain for 1 year after completion of analysis then transfer to Washington State Archives for appraisal and selective retention.	Per the State Archivist, this records series has been designated <i>Archival – Appraisal Required</i> .



NEW RECORDS SERIES

The following records series are proposed for addition to version 6.1 of the Law Enforcement Records Retention Schedule; they do not appear in the current, approved version of the schedule. They appear below in version 6.1 order.

Function: Activity	Title	New DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Management: Community Relations	<i>Fingerprint Requests (Public)</i>	LE2013-001 p. 5	Retain for 3 years after request fulfilled then destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Provides disposition authority for requests received by law enforcement agencies for fingerprinting when it does not relate to case investigations or other agency business.
Communication: Dispatch	<i>Non-Emergency Reports</i>	LE2013-002 p. 9	Retain for 90 days after report received or conclusion of dispatch action, whichever is later then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for reports of non-emergency incidents received by law enforcement agencies via non-emergency phone numbers, web forms, etc.
Enforcement: Authorization and Regulation	<i>Alien Firearm Licenses</i>	LE2013-003 p. 26	Retain for 6 years after expired, voided, or denied, whichever occurs sooner then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for research and approval documentation for alien firearm license applications.
Enforcement: Authorization and Regulation	<i>Solicitor Licenses</i>	LE2013-004 p. 29	Retain for 6 years after expiration of license or final renewal, whichever is later then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for applications received by law enforcement agencies for solicitor/peddler/hawker licenses.
Enforcement: Violations and Traffic Enforcement	<i>Vessel Inspections</i>	LE2013-005 p. 35	Retain for 6 years after date of inspection then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records relating to law enforcement searches and inspections of vessels (boats, etc.) for compliance with applicable laws and regulations.



NEW RECORDS SERIES

The following records series are proposed for addition to version 6.1 of the Law Enforcement Records Retention Schedule; they do not appear in the current, approved version of the schedule. They appear below in version 6.1 order.

Function: Activity	Title	New DAN	Minimum Retention and Disposition	Designations	Rationale
Enforcement: Property and Auction Management	<i>Evidence Audits</i>	LE2013-006 p. 36	Retain for 4 years after completion of auditor's report then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records used by law enforcement personnel to audit evidence room documentation and procedures
Investigation: Case Management	<i>Criminal History Record Information – Non- Conviction Data</i>	LE2013-007 p. 47	Retain until deletion request from subject of non-conviction data is granted or until subject is deceased, whichever occurs sooner then destroy.	NON-ARCHIVAL ESSENTIAL OPR	Provides disposition authority in accordance with RCW10.37.060 for the deletion of criminal history record information that consists of non- conviction data only.
Investigation: Case Management	<i>Fingerprint Analysis</i>	LE2013-010 p. 48	Retain for 3 years after request fulfilled or until returned to requesting agency then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for reports, correspondence, and other records created in response to requests from outside law enforcement agencies to analyze fingerprint records. These analyses are most often performed to identify inmates, suspects, arrestees, etc. Prints with "no value" are returned to requesting agency. Separate DANs cover latent prints from crime scenes and evidence, and public requests for fingerprints for job seeking and other purposes.



NEW RECORDS SERIES

The following records series are proposed for addition to version 6.1 of the Law Enforcement Records Retention Schedule; they do not appear in the current, approved version of the schedule. They appear below in version 6.1 order.

Function: Activity	Title	New DAN	Minimum Retention and Disposition	Designations	Rationale
Investigation: Case Management	<i>Suspicious Matter Testing</i>	LE2013-008 p. 51	Retain until disposition of pertinent case file then destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Provides disposition authority for records relating to the testing of suspicious matter by local law enforcement agencies.
Investigation: Case Management	<i>Suspicious Matter Testing - Logs</i>	LE2013-009 p. 51	Retain for 3 years after date of latest entry then destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Provides disposition authority for logs of suspicious matter samples to be tested by local law enforcement agencies.



DISCONTINUED DISPOSITION AUTHORITIES

Version 6.0 records series listed on the left have been discontinued. Series that cover the affected records in version 6.1 are listed on the right.

Discontinued DAN Version 6.0	Version 6.0 Function: Activity	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Schedule: Function: Activity	Use DAN:	Version 6.1 Title	Version 6.1 Retention	Rationale
LE26-01-01 p. 7	Asset Management: Maintenance	<i>Aircraft – Alteration, Status, and Time In Service</i>	Retain for 6 years after sale of aircraft then destroy.	CORE Asset Management: Maintenance	GS2012-039	<i>Maintenance – Major and/or Regulated</i>	Retain for 6 years after asset no longer owned by agency then destroy.	These records are now covered by CORE.
LE2010-027 p. 8	Asset Management: Maintenance	<i>Aircraft – Maintenance and Inspection</i>	Retain until repeated or superseded by subsequent maintenance work or 3 years after the work is performed, whichever is sooner then destroy.	CORE Asset Management: Maintenance	GS2012-039	<i>Maintenance – Major and/or Regulated</i>	Retain for 6 years after asset no longer owned by agency then destroy.	These records are now covered by CORE.
LE06-01-11 p. 9	Communication : Dispatch	<i>911 Conversations – Master Recordings</i>	Retain for 90 days after conclusion of dispatch action then destroy.	Emergency Communications	EM50-29-01	<i>911 Conversations – Master Recordings</i>	Retain for 90 days after conclusion of dispatch action then destroy.	This records series has been moved to the new Emergency Communications RRS.
LE2010-028 p. 9	Communication : Dispatch	<i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems</i>	Retain for 6 years after resolution of problem then destroy.	Emergency Communications	EM2010-028	<i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems</i>	Retain for 6 years after resolution of problem then destroy.	This records series has been moved to the new Emergency Communications RRS.
LE2010-029 p. 10	Communication : Dispatch	<i>Automatic Call Distribution Records (ACDR)</i>	Retain for 6 months after last action then destroy.	Emergency Communications	EM2010-029	<i>Automatic Call Distribution Records (ACDR)</i>	Retain for 6 months after last action then destroy.	This records series has been moved to the new Emergency Communications RRS.



DISCONTINUED DISPOSITION AUTHORITIES

Version 6.0 records series listed on the left have been discontinued. Series that cover the affected records in version 6.1 are listed on the right.

Discontinued DAN Version 6.0	Version 6.0 Function: Activity	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Schedule: Function: Activity	Use DAN:	Version 6.1 Title	Version 6.1 Retention	Rationale
LE2010-030 p. 10	Communication : Dispatch	Computer-Aided Dispatch (CAD) Backup Data	Retain for 3 years after conclusion of dispatch action then destroy.	Emergency Communications	EM50-29-03	Computer Aided Dispatch (CAD) – Backup Data/Tapes	Retain for 3 years after date of backup then destroy.	This records series has been moved to the new Emergency Communications RRS.
LE06-01-02 p. 10	Communication : Dispatch	Computer-Aided Dispatch (CAD) Incident Files	Retain for 1 year after end of calendar year then destroy.	Emergency Communications	EM06-01-02	Computer-Aided Dispatch (CAD) – Incident Files	Retain for 1 year after end of calendar year then destroy.	This records series has been moved to the new Emergency Communications RRS.
LE15-01-66 p. 19	Corrections and Jails: Inmate Security and Control	Access Requests	Retain for 1 year after access terminated/denied then destroy.	CORE Asset Management: Security	GS2010-002	Authorization – Employee Access	Retain for 6 years after termination of user's access or 6 years after system or asset no longer in use, whichever is sooner then destroy.	These records are now covered by CORE.
LE2010-050 p. 33	Enforcement: Court Order Implementation	Court Orders – Served on the Agency	Retain until no longer needed for agency business then destroy.	CORE Agency Management: Legal Affairs	GS2011-172 Rev. 0	Court Orders – Served on the Agency	Retain until no longer needed for agency business <i>then</i> Destroy.	These records are now covered by CORE.
LE2010-051 p. 33	Enforcement: Court Order Implementation	Court Orders – Warrants and Writs	Retain until served, recalled, or cancelled then destroy.	Law Enforcement Enforcement: Court Order Implementation	LE07-01-12 Rev. 2	Court Orders/Warrants /Writs – Not Acted Upon	Retain until expired, vacated, terminated, or superseded <i>then</i> Destroy.	Previously separate Warrants/Writs series has been combined with Court Orders series because of similar retention needs.



DISCONTINUED DISPOSITION AUTHORITIES

Version 6.0 records series listed on the left have been discontinued. Series that cover the affected records in version 6.1 are listed on the right.

Discontinued DAN Version 6.0	Version 6.0 Function: Activity	Version 6.0 Title	Version 6.0 Retention	Version 6.1 Schedule: Function: Activity	Use DAN:	Version 6.1 Title	Version 6.1 Retention	Rationale
					LE05-01-04 Rev. 1	Court Orders/Warrants /Writs – Acted Upon	Retain for 6 years after last entry or action <i>then</i> Destroy.	

For assistance and advice in applying these revisions,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.