**This schedule applies to: Office of the Attorney General**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Office of the Attorney General relating to the unique functions of providing legal advice and opinions and managing litigation. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

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

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

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Office of the Attorney General are revoked. The Office of the Attorney General must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on August 5, 2020.

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Al Rose** | *-*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Suzanne Becker** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Gwen Stamey** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Steve Excell** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | December 5, 2012 | Consolidation and revision of all existing disposition authorities. | |
| 1.1 | March 5, 2014 | Minor revisions to litigation case files relating to habeas corpus. | |
| 1.2 | April 3, 2019 | Minor revisions throughout the schedule. | |
| 1.3 | August 5, 2020 | Minor revisions throughout the schedule. | |

For assistance and advice in applying this records retention schedule,

please contact the Office of the Attorney General’s Records Officer

or Washington State Archives at:

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

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1. LEGAL ADVICE AND OPINIONS

This section covers records relating to the development and issuance of legal advice and opinions (formal/informal) by the Office of the Attorney General.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 75-07-12557  Rev. 2 | ***Attorney General Opinions – Formal/Informal***  Formal and informal Opinions of the Attorney General on questions of law, processed through the office’s central opinions program.  Excludes records covered by *Legal Advice, Analysis, and Opinions – Development (DAN 12-12-62289)*. | **Retain** for 10 years after issuance of formal/informal opinion  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 04-09-60762  Rev. 2 | ***Legal Advice Records – Significant to the State***  Records documenting the provision of legal opinions and interpretations, legal documents and other materials pertaining to specific issues to client agencies of the Office of the Attorney General, not arising in the course of litigation.  Excludes records covered by:   * *Attorney General Opinions – Formal/Informal (DAN 75-07-12557)*; * *Legal Advice, Analysis, and Opinions – Development (DAN 12-12-68289)*; * *Legal Advice Records – Routine (DAN 12-12-68349)*. | **Retain** for 6 years after issuance of advice  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 12-12-68349  Rev. 0 | ***Legal Advice Records – Routine***  Records documenting the provision of legal opinions and interpretations, legal documents and other materials pertaining to specific issues to client agencies of the Office of the Attorney General, not arising in the course of litigation, but limited to the following matters:   * Review and approval as to form of contracts; * Issuance, denial, cancellation, or revocation of any license or permit; * Personnel actions solely related to individual state employees. | **Retain** for 6 years after issuance of advice  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 12-12-68289  Rev. 0 | ***Legal Advice, Analysis, and Opinions – Development***  Records relating to the development of Attorney General Opinions, legal advice and analysis of the law, provided to client agencies, other governmental officers and agencies, or to the public.  Includes, but is not limited to:   * Preliminary drafts; * Comments on preliminary drafts; * Related correspondence. | **Retain** until issuance of advice/opinion  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68294  Rev. 1 | ***Open Government Ombudsman Analysis***  Records documenting the communications between the Open Government Ombudsman and citizens and government agencies in relation to compliance with the Public Records Act (chapter 42.56 RCW) and the Open Public Meetings Act (chapter 42.30 RCW).  Specifically, and limited to:   * Constituent contact correspondence; * Reviews of agency denials of public records requests conducted by the Office of the Attorney General in accordance with RCW 42.56.530.   Excludes records covered by *Legal Advice, Analysis, and* Opinions *– Development (DAN 12-12-68289)*. | **Retain** for 2 years after analysis provided  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

1. LITIGATION

This section covers records relating to the management of litigation.

| * 1. CASE FILES   The activity of managing particular cases litigated by the Office of the Attorney General before a state or federal court or administrative forum. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 19-04-69357  Rev. 0 | ***Environmental Impact Case Files – (Significant to the State)***  Records relating to real estate, land, water rights, and cleanup site investigations.  ONLY includes records from CEP/DNR/ECY/FWD/TPC/UTC.  Significant cases involve the following subject matters:   * Site cleanup investigation records and/or remediated under MTCA (RCW 70.105D) or CERCLA (42 U.S.C. § 9601 et seq.) and their implementing regulations; * Records related to a state agency as a potentially liable party responsible for cleanup at a site under MTCA or CERCLA; * Records related to Ecology’s regulatory role at site(s) that is investigated and/or cleaned up under MTCA or CERCLA. Includes matters that resolve with a consent decree or agreed order or enforcement order; * The cases of United States v. Washington and United States v. Oregon (treaty fishing rights cases), including all sub proceedings in which the State participated.   Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*; * *Legal Advice, Analysis, and Opinions – Development (DAN 12-12-68289)*.   *Note: Assigned attorney is encouraged to indicate in writing at the time the file is closed any views as to whether the file contains materials of legal and/or historical significance. Assigned attorney should also identify and segregate any records considered privileged or otherwise confidential prior to transfer to Washington State Archives.* | **Retain** for 50 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 19-04-69358  Rev. 0 | ***Inmate Litigation Case File (Judicial) – (Significant to the State)***  Records relating to a particular inmate case files and/or habeas corpus cases handled by the Office of the Attorney General in which the offender is sentenced to **life in prison** or given a **death sentence**.  Excludes records covered by habeas corpus cases which deal with Federal Court cases and/or Habeas Corpus cases where parole may happen.  *Note: Assigned attorney should identify and segregate any records considered privileged or otherwise confidential prior to transfer to Washington State Archives.* | **Retain** for 75 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 04-09-60764  Rev. 1 | ***Litigation Case Files (Administrative Forums)***  Records relating to a particular case litigated by the Office of the Attorney General before a state or federal administrative forum. | **Retain** for 6 years after resolution of case  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 04-09-60766  Rev. 3 | ***Litigation Case Files (Judicial) – Highly Significant to the State***  Records relating to a particular case litigated by the Office of the Attorney General before a state or federal court which are highly significant.  Highly significant cases involve the following subject matters:   * Criminal murder litigation files (murder case files from all levels of courts containing police reports, prosecuting attorney files, AGO case file, investigation materials, all pleadings and correspondence, trial notebooks and exhibits); * Habeas corpus cases which have an evidentiary hearing in the Federal District Court and/or oral argument in the Federal Court of Appeals; * Cases in which the State’s title to real estate, including water rights, is at issue. This includes, but is not limited to, eminent domain/condemnations.   Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*.   *Note: Assigned attorney should identify and segregate any records considered privileged or otherwise confidential prior to transfer to Washington State Archives.* | **Retain** for 6 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 04-09-60765  Rev. 1 | ***Litigation Case Files (Judicial) – Significant to the State***  Records relating to a particular case litigated by the Office of the Attorney General before a state or federal court, including appeals and judicial review if administrative litigation which are not covered by a more specific litigation case file series.  Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*;   *Note: Assigned attorney is encouraged to indicate in writing at the time the file is closed any views as to whether the file contains materials of legal and/or historical significance. Assigned attorney should also identify and segregate any records considered privileged or otherwise confidential prior to transfer to Washington State Archives.* | **Retain** for 6 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 14-03-68493  Rev. 1 | ***Litigation Case Files (Judicial) – Habeas Corpus (20 Years or More in Custody)***  Records relating to a particular habeas corpus case by the Office of the Attorney General in which the offender is sentenced to 20 years or more in custody.  Excludes:   * Habeas corpus cases which have an evidentiary hearing in the Federal District Court and/or oral argument in the Federal Court of Appeals * Inmate files associated with a life sentence or a death sentence. | **Retain** for 20 years after resolution of case (including appeals)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 12-12-68291  Rev. 1 | ***Litigation Case Files (Judicial) – Routine***  Records relating to a particular case by the Office of the Attorney General before a state or federal court which are routine.  Routine cases:   1. Are limited to the following matters:  * Anti-trust and consumer protection act cases in which recovery to the State or consumers is less than $100 million; * Appeals from petitions for agency rulemaking; * Bankruptcies (unless the debtor is a government entity); * Cases brought by the state against persons in which the state sought damages, fines, or recovery of less than $25 million (excluding official misconduct cases involving elected officials or director-level officials); * Cases filed by prison inmates; * Cases involving solely the entitlement of any specific individual to state public assistance/benefits programs based upon financial or medical need; * Child support enforcement matters; * Collection and subrogation; * Construction contracts; * Criminal cases (excluding official misconduct cases involving elected officials or director-level officials); | **Retain** for 6 years after resolution of case (including appeals)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| *Continued next page* | *Continued next page* | *Continued next page* | *Continued next page* |
| 12-12-68291  Rev. 1  *Continued from previous page* | *Continued from previous page*   * Habeas corpus cases in which the offender is sentenced to less than 20 years in custody *AND* which do not have an evidentiary hearing in the Federal District Court and/or oral argument in the Federal Court of Appeals; * Issuance, denial, cancellation, revocation of any license or permit, or imposition of disciplinary sanctions on licensee or permittee; * Labor and Industries cases; * Personal restraint petitions; * Personnel actions solely related to individual state employees; * Petitions for review of agency rules; * Post-sentence petitions; * Tax issues; * Tort actions; * Utility rate cases; but  1. Exclude any case heard and determined by the United States Supreme Court or the Washington Supreme Court; and 2. Exclude any case that results in an appellate court decision declaring a state or federal law unconstitutional.   Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*. | *Continued from previous page* | *Continued from previous page* |
| 12-12-68292  Rev. 0 | ***Litigation Case Files (Judicial – Juvenile Matters) – Significant to the State***  Records relating to a particular case litigated by the Office of the Attorney General before a state or federal court involving the Department of Social and Health Services (DSHS) and juveniles, such as cases related to adoptions, alternative residential placement, dependency, guardianship, voluntary relinquishments, termination of parental rights, etc.  Significant juvenile cases are limited to those that are:   * Heard and determined by the United States Supreme Court or the Washington Supreme Court; or * That result in an appellate court decision declaring a state or federal law unconstitutional.   Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*.   *Note: Assigned attorney is encouraged to indicate in writing at the time the file is closed any views as to whether the file contains materials of legal and/or historical significance. Assigned attorney should also identify and segregate any records considered privileged or otherwise confidential prior to transfer to Washington State Archives.* | **Retain** for 21 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 77-10-20098  Rev. 4 | ***Litigation Case Files (Judicial – Juvenile Matters) – Routine***  Records relating to a particular case litigated by the Office of the Attorney General before a state or federal court involving the Department of Social and Health Services (DSHS) and juveniles, such as cases related to adoptions, alternative residential placement, dependency, guardianship, voluntary relinquishments, termination of parental rights, etc.  Excludes any case:   * Heard and determined by the United States Supreme Court or the Washington Supreme Court; and * That results in an appellate court decision declaring a state or federal law unconstitutional.   Excludes records covered by:   * *Discovery Materials Not Submitted to Court (DAN 12-12-68288)*; * *Litigation Materials – Development (DAN 12-12-68293)*. | **Retain** for 21 years after resolution of case (including appeals)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 19-04-69359  Rev. 0 | ***Sexually Violent Predator Civil Commitment Files – (Significant to the State)***  Records relating to sexually violent predator (SVP) civil commitment files (all documents relevant to SVP Civil Commitment actions, including but not limited to pleadings, medical files, police reports or court documents regarding the offender’s prior offenses, mental health records, Special Commitment Center (SCC) documents, depositions and attorney notes). Actions included are initial commitment trial, appeals, declines, and post-commitment files.  *Note: SVP case files are active throughout the individuals’ commitment. AGO’s obligation to retain and produce these records is governed by case law; Brady v. Maryland, 373 U.S. 83, 83 S.Ct. 1194 (1963).* | **Retain** for 75 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. DEVELOPMENT AND PREPARATION   The activities associated with the investigations and the development and preparation for litigation where the records do not become part of the litigation case file. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| 12-12-68288  Rev. 0 | ***Discovery Materials Not Submitted to Court***  Records gathered, received, or produced in relation to discovery requests or civil investigative demands which are not submitted to the court.  *Note: Discovery materials submitted to court are covered by the appropriate litigation case file series.* | **Retain** for until resolution of case (including appeals)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 04-09-60763  Rev. 2 | ***Investigations – Not Resulting in Litigation***  Records documenting investigations conducted by the Office of the Attorney General into matters external to the Office of the Attorney General (such as investigations into tort claims, Executive Ethics Board complaints, consumer protection complaints, criminal matters, etc.) which do not result in litigation.  *Note: Investigation records resulting in litigation are covered by the appropriate litigation case file series.*  *Note: Internal investigations (such as personnel matters) are covered by the State Government General Records Retention Schedule.)* | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68290  Rev. 0 | ***Litigation – State Does Not Participate***  Records relating to litigation where the Office of the Attorney General chooses not to participate.  Includes, but is not limited to:   * Requests from third parties to join litigation; * Pleadings and other materials; * Records documenting the decision of the Office of the Attorney General not to participate.   *Note: Records relating to litigation where the Office of the Attorney General chooses to participate are covered by the appropriate litigation case file series.* | **Retain** until determined not to participate  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12-12-68293  Rev. 0 | ***Litigation Materials – Development***  Records relating to the development of ligation materials (such as pleadings, memoranda, briefs, declarations, discovery materials, reports, etc.) concerning any matter in litigation, or reasonably anticipated to be in litigation before any judicial or administrative forum.  Includes, but is not limited to:   * Preliminary drafts; * Comments on preliminary drafts; * Related correspondence. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

Glossary

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| ***Appraisal*** |
| **The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.** |
| ***Archival (Appraisal Required)*** |
| **Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.**  *Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.* |
| ***Archival (Permanent Retention)*** |
| **Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.**  *WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.* |
| ***Disposition*** |
| **Actions taken with records when they are no longer required to be retained by the agency.**  *Possible disposition actions include transfer to Washington State Archives and destruction.* |
| ***Disposition Authority Number (DAN)*** |
| **Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.** |
| ***Essential Records*** |
| **Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.**  *Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.* |
| ***Non-Archival*** |
| **Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.**  *Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.* |
| ***Non-Essential Records*** |
| **Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.** |
| ***OFM (Office Files and Memoranda)*** |
| **Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**  *RCW 40.14.010 – Definition and classification of public records.*  *(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”* |
| ***OPR (Official Public Records)*** |
| **Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**  *RCW 40.14.010 – Definition and classification of public records.*  *(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; … and all other documents or records determined by the records committee… to be official public records.”* |
| ***Public Records*** |
| **RCW** **40.14.010** *–* **Definition and classification of public records.**  *“… The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business…”* |
| ***Records Series*** |
| **A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.** |
| ***State Records Committee*** |
| **The committee established by RCW 40.14.050 to review and approve disposition of state government records.**  *Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.* |

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*See the State Government General Records Retention Schedule for additional “Archival” records.*

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