

Summary of Changes

Department of Fish and Wildlife Records Retention Schedule v.1.12 (August 2025)

New Records Series Added

- None

Retention Changes

- None

Other Minor Changes

- Two (2) records series have changes to their titles and/or description:
 1. **State Environmental Policy Act (SEPA) – DFW as Lead Agency** (*was* State Environmental Policy Act (SEPA)) **(DAN 00-07-59816) p.9**
Rationale: To provide clarity and differentiate it from other SEPA series.
 2. **Tribal Relations (DAN 82-04-29817) p.6**
Rationale: Exclusions revised to reference records series in Law Enforcement Records Retention Schedule rather than Washington Department of Fish and Wildlife Records Retention Schedule.
- Elimination of “Property and Auction Management” activity, as all series in this activity are being eliminated.
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Archival Series Being Revoked

- A total of four (4) “Archival” records series are being revoked.
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Case Files – Notorious (DAN 12-09-68299)**, covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060)
- Three (3) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Internal Review/Investigation (Formal Discipline Imposed) (DAN 20-10-69596)** covered by Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003)
 2. **Internal Review/Investigation (Formal Discipline NOT Imposed) (DAN 20-10-69597)** covered by Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003)
 3. **Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 20-10-69598)** covered by Complaints, Grievances, and Misconduct Records (DAN LE2022-003)

Non-Archival Series Being Revoked

- Twenty-four (24) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Agency Owned Animals (DAN 12-12-68350)** covered by Agency-Owned Animals (DAN LE26-01-02)
 2. **Background Checks/Tests/Investigations (Non-Criminal) (DAN 20-10-69592)** covered by Background Checks/Tests/ Investigations (Non-Criminal) (DAN LE2015-005)
 3. **Case Files – Criminal (DAN 79-03-22114)** covered by case files series in *Law Enforcement Records Retention Schedule*
 4. **Case Files – Juvenile Offenders (DAN 12-09-68296)** covered by case files series in *Law Enforcement Records Retention Schedule*
 5. **Case Files – Notorious (DAN 12-09-68299)** covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060)
 6. **Citations/Notices of Infraction Forms Issued to Officer (DAN 12-09-68313)** covered by Forms – Accountable (DAN GS 12004)
 7. **Citations/Notices of Infraction Issued (DAN 13-03-68437)** covered by Citations/Notices of Infraction series in the *Law Enforcement Records Retention Schedule*
 8. **Confidential Informants (DAN 12-09-68305)** covered by Confidential Informants (DAN LE14-01-01)
 9. **Court Orders – Warrants and Writs (DAN 12-09-68297)** covered by the Court Orders/Warrants/Writs series in the *Law Enforcement Records Retention Schedule*
 10. **Crime Prevention Programs (DAN 12-09-68301)** covered by Crime Prevention Programs (DAN LE2010-025)
 11. **Criminal History Inquiry Logs (DAN 12-09-68298)** covered by Criminal Background Information Management (DAN LE07-01-11)
 12. **Evidence Audits (DAN 20-10-69594)** covered by Evidence Audits (DAN LE2013-006)
 13. **Evidence/Property in Custody – Management (DAN 20-10-69595)** covered by Evidence/Property in Custody – Management (DAN LE2010-069)
 14. **Impounds/Abandoned Vehicles (DAN 12-09-68314)** covered by Impounds/Abandoned Vehicles (DAN LE21-01-02)
 15. **Non-Emergency Reports (DAN 16-12-69025)** covered by Non-Emergency Reports (DAN LE2013-002)
 16. **Physical Property Seizure/Sale (DAN 12-09-68312)** covered by Property Seizure/Disposition (DAN LE03-01-08)
 17. **Property Forfeited (DAN 20-10-69599)** covered by Property Forfeited (DAN LE2010-058)
 18. **Recordings from Mobile Devices – Buffered Data/Images (DAN 20-10-69600)** covered by Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001)
 19. **Recordings from Mobile Devices – Incident Identified (DAN 12-09-68309)** covered by Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)
 20. **Recordings from Mobile Devices – Incident Not Identified (DAN 12-09-68310)** covered by the Recordings from Mobile Devices series in the *Law Enforcement Records Retention Schedule*
 21. **Ride-Along Program (DAN 12-09-68303)** covered by Ride-Along Programs (DAN LE03-01-38)
 22. **State Environmental Policy Act (SEPA) – Requests By External Entities (DAN 00-07-59816)** covered by Provision of Advice, Assistance, or Information (DAN GS 09022)

- 23. **Vessel Reports/Inspections (DAN 12-09-68316)** covered by Vessel Inspections (DAN LE2013-005)
- 24. **Weapons (Agency-Issued) (DAN 12-12-68353)** covered by Weapons (Agency Issued) (DAN LE27-01-04)

Net Reduction in Records Series: 26 (from 67 series down to 41 series)