



## **This schedule applies to: County Clerks**

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

This records retention schedule covers the public records of County Clerks relating to the functions of keeping and protecting the records of the Superior Court (including all records appertaining to the Juvenile Court pursuant to RCW 13.04.021); collecting statutory fees and fines, disbursing funds, and investing monies on behalf of the Superior Court; summoning and managing jurors in accordance with chapter 2.36 RCW; filing and recording public documents; and other duties in accordance with chapter 36.23 RCW, RCW 2.32.050 and other state/local statute or court rule. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

### **Disposition of public records**

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

Public records designated as “Archival (Permanent Retention)” or Non-Archival (with a retention period of “Permanent”) 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 and/or General Court Rule GR 31.1. 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 for records that are covered by this retention schedule are revoked. County Clerks must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 4, 2024.

*Signature on File*

**For the State Auditor: Al Rose**

*Signature on File*

**For the Attorney General: Matt Kernutt**

*Signature on File*

**The State Archivist: Heather Hirota**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 1983	First version.
2.0	August 1993	Major revision.
3.0	February 2001	Major revision.
4.0	December 2001	Updates to records series originating in <i>Local Government General Records Retention Schedule (LGRRS)</i> .
5.0	2006 - 2007	Accounting and Electronic Information sections updated.
6.0	January 29, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>County Clerk and Clerk of the Superior Court Records Retention Schedules</i> now begin with the prefix "CL"; there have been no changes to titles, descriptions, retention periods, or archival designations.
7.0	June 26, 2014	Complete revision; all records series consolidated and updated. 10 new series; 20 revised; 35 discontinued. Juvenile Court is a division of Superior Court; consequently, official <b>Juvenile Court</b> records are covered in this retention schedule. <ul style="list-style-type: none"><li>• The <i>Juvenile Courts and Services Records Retention Schedule (Ver. 1.0)</i> was <u>revoked</u> effective 6/26/2014.</li><li>• Juvenile "social files" are covered in the <i>Social Services Records Retention Schedule</i> approved 6/26/2014.</li><li>• References to chapter 13.50 RCW have <b>not</b> been updated to reflect 2014 Legislation; <i>awaiting web update on leg.wa.gov</i>.</li></ul> <b>All changes detailed in the Summary of Changes.</b>
7.1	December 4, 2019	Minor revisions to the "County Clerk Filings and Recordings" and "Juvenile Offender Records Eligible For Early Destruction Pursuant to Chapter 13.50 RCW" sections.
8.0	October 4, 2023	Major revision, including separation of schedule into the <i>County Clerks Records Retention Schedule</i> and the <i>Superior Courts Records Retention Schedule</i> .
8.1	December 4, 2024	Minor revisions to the "Superior Court Records" and "Financial Management" sections.



For assistance and advice in applying this records retention schedule,  
please contact your agency's Records Officer  
or Washington State Archives at: [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

**SUPERSEDED**



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**SUPERSEDED**



## 1. COUNTY CLERK FILINGS AND RECORDINGS

The function of filing and/or recording documents in accordance with federal, state, and local statute or court rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-33 Rev. 1	<b><i>Bonds – Elected Official</i></b> Bonds of elected officials filed with the County Clerk in accordance with federal, state, or local statute. <i>Note: The County Clerk’s bond is recorded with the County Auditor and filed with the County Treasurer.</i>	<b>Retain</b> permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
CL65-01-32 Rev. 1	<b><i>Oaths of Office – Staff and Contractors</i></b> Oaths of office of Superior Court staff and contractors filed with the County Clerk in accordance with federal, state, or local statute or court rule. Includes court commissioners, court reporters, bailiffs, etc. Excludes oaths of elected officials covered by: <ul style="list-style-type: none"> <li><i>Oaths of Office – Filed or Recorded with County Auditor (DAN GS50-05A-15);</i></li> <li><i>Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023).</i></li> </ul>	<b>Retain</b> for 6 years after end of appointment or termination of service <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2019-002  Rev. 0	<p><b><i>Voluntary Waivers of Firearm Rights</i></b></p> <p>Records relating to the filing and revocation of voluntary waivers of firearm rights with the Clerk of the Court in accordance with RCW 9.41.350.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Waivers;</li> <li>• Revocation of waivers;</li> <li>• Submission of waivers/revocations to Washington State Patrol;</li> <li>• Related correspondence/communications.</li> </ul> <p><i>Note: Retention is based on an average anticipated lifespan of an adult and the destruction of all records upon receipt of revocation is based on RCW 9.41.350(2).</i></p>	<p><b>Retain</b> for 75 years after submission to Washington State Patrol</p> <p><i>or</i></p> <p>Upon receipt of revocation, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



## 2. SUPERIOR COURT RECORDS

The function of making or receiving records by the County Clerk/Superior Court while performing duties pursuant to chapter 36.23 RCW, RCW 2.32.050, and other state and local statute or court rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-009 Rev. 0	<b><i>Appointed Counsel – Certification of Compliance</i></b> Signed certifications of compliance filed by attorneys who have been appointed to represent indigent persons pursuant to Supreme Court Order #25700-A-1004 (beginning 9/1/2012).	<b>Retain</b> for 75 years after filed with the court <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-09 Rev. 1	<b><i>Clerk’s Minutes</i></b> Notes/record/journal/minutes of Superior Court proceedings created by the Clerk in accordance with RCW 2.32.050 and where not placed in individual case files. Includes minutes recorded on court calendars.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2024-034 Rev. 0	<p><b>Exhibits (Capital Cases)</b></p> <p>Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing in Superior Court (including Juvenile Court and exhibits included in appeals from lower courts and administrative agencies), <b>where the death penalty has not been commuted to life in prison.</b></p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Artifacts used as exhibits, which should be managed in accordance with RCW 36.23.070 and GR 20;</li> <li>• Exhibits marked but not offered and/or marked but rejected pursuant to CR 5(i);</li> <li>• Orders to destroy exhibits and the written findings supporting orders to destroy, which are covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> or <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> (pursuant to GR 15(h)(4)(C));</li> <li>• Reporter’s notes covered by <i>Oral Testimony and Proceedings (DAN CL65-01-12)</i>.</li> </ul> <p><i>Note: Retention based on requirements per SPRC 7; GR15(i); RAP 5.2 Time Allowed to File Notice; RCW 36.23.070; CR 5(i); and GR 20.</i></p> <p><b>Certain exhibits may have enduring historical value for future research.</b> For guidance on how to identify historically valuable exhibits, please refer to Washington State Archives (WSA) publication <i>Notorious/Historically Significant Court Exhibits &amp; Recordings of Proceedings</i>, or contact WSA.</p>	<p><b>Retain</b> until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered <i>and</i> <b>Retain</b> until death of defendant <i>in capital cases where the death penalty has been imposed</i> <i>and</i> <b>Provide</b> 60 days’ notice pursuant to SPRC 7 <b>in all capital cases</b> <i>then</i> <b>As ordered by the court,</b> <b>Return</b> (to law enforcement agency, plaintiff, defendant, or lower court) <i>or</i> <b>Transfer</b> exhibits of possible value to the county sheriff pursuant to RCW 36.23.070 <i>or</i> <b>Transfer</b> exhibits of historical value <i>as determined by the Clerk</i> to Washington State Archives <i>and</i> <b>Destroy</b> remaining exhibits.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-22 Rev. 3	<p><b>Exhibits (General)</b> Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing in Superior Court (including Juvenile Court and exhibits included in appeals from lower courts and administrative agencies), <b>where not covered by a more specific records series.</b></p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Artifacts used as exhibits, which should be managed in accordance with RCW 36.23.070 and GR 20;</li> <li>• Exhibits marked but not offered and/or marked but rejected pursuant to CR 5(i);</li> <li>• Orders to destroy exhibits and the written findings supporting orders to destroy, which are covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> or <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> (pursuant to GR 15(h)(4)(C));</li> <li>• Reporter’s notes covered by <i>Oral Testimony and Proceedings (DAN CL65-01-12)</i>.</li> </ul> <p><i>Note: Retention based on 6-year requirement for court exhibits (RCW 36.23.070).</i></p> <p><b>Certain exhibits may have enduring historical value for future research.</b> For guidance on how to identify historically valuable exhibits, please refer to Washington State Archives (WSA) publication <i>Notorious/Historically Significant Court Exhibits &amp; Recordings of Proceedings</i>, or contact WSA.</p>	<p><b>Retain</b> for 6 years after entry of final judgement <i>and</i> until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered <i>then</i> <b>As ordered by the court, Return</b> (to law enforcement agency, plaintiff, defendant, or lower court) <i>or</i> <b>Transfer</b> exhibits of possible value to the county sheriff pursuant to RCW 36.23.070 <i>or</i> <b>Transfer</b> exhibits of historical value <i>as determined by the Clerk</i> to Washington State Archives <i>and</i> <b>Destroy</b> remaining exhibits.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
CL2024-035 Rev. 0	<p><b>Exhibits (Sexual Assault Medical Forensic Examination Depictions) – Acquittals</b> Exhibits depicting a victim or a victim’s genitals created during a sexual assault medical forensic examination, <b>where the criminal proceeding ends in an acquittal.</b></p> <p><i>Note: Exhibits may be stored with the law enforcement agency on behalf of the County Clerk (RCW 9A.44.026(2)).</i></p> <p><i>Note: Retention based on requirements for acquittal cases (RCW 9A.44.026(3)).</i></p>	<p><i>Upon acquittal,</i> <b>Return</b> to law enforcement agency.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2024-036 Rev. 0	<p><b><i>Exhibits (Sexual Assault Medical Forensic Examination Depictions) – Convictions</i></b></p> <p>Exhibits depicting a victim or a victim’s genitals created during a sexual assault medical forensic examination, <b><i>where the criminal proceeding ends in a conviction.</i></b></p> <p><i>Note: Exhibits may be stored with the law enforcement agency on behalf of the County Clerk (RCW 9A.44.026(2)).</i></p> <p><i>Note: Retention based on 5-year requirement for conviction cases (RCW 9A.44.026(3)).</i></p>	<p><b>Retain</b> for 5 years after judgement is final <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL2014-010 Rev. 0	<p><b><i>Filed Documents (Miscellaneous)</i></b></p> <p>All documents filed with the Superior Court Clerk that are <b><i>not filed with/in a case file and that are not covered by a more specific records series.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Administrative orders;</li> <li>• Judicial resolutions;</li> <li>• Jury show-cause orders and bench warrants;</li> <li>• Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Appointed Counsel – Certification of Compliance (DAN CL2014-009);</i></li> <li>• <i>Search Warrants (DAN CL65-01-37).</i></li> </ul>	<p><b>Retain</b> permanently.</p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-23 Rev. 1	<p><b>Grand Jury</b> Records relating to a grand jury impaneled by Superior Court to hear, examine and investigate evidence concerning criminal activity and corruption in accordance with chapter 10.27 RCW. Excludes juror records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Jury Duty – General (DAN CL65-01-27);</i></li> <li>• <i>Jury Duty – Special Questionnaires (DAN CL2014-016);</i></li> <li>• <i>Jury List (Master and Source) (DAN CL65-01-26).</i></li> </ul>	<p><b>Retain</b> one copy permanently <i>and</i> <b>Contact</b> Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

**SUPERSEDED**



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-12 Rev. 1	<p><b>Oral Testimony and Proceedings</b></p> <p>Record of oral testimony and other oral proceedings in Superior Court captured by court reporter pursuant to RCW 2.32.200 and/or electronic or mechanical device pursuant to CR 80 and retained by the Superior Court Clerk in accordance with SPRC 3 and SPRC 7. Includes recordings of juvenile court proceedings pursuant to JuCR 10.2.</p> <p>Formats include, but are not limited to, audio, video, analog, digital, shorthand notes, etc.</p> <p>Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by <i>Superior Court Case File (DAN CL65-01-08)</i>) and/or transferred to appellate court (covered by <i>Verbatim Report of Proceedings (DAN CL65-01-44)</i>).</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>SPRC 7 “No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the death penalty has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a capital case, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant’s last known attorney of record, and to the defendant...”</li> <li>RCW 36.23.070 “A county clerk may at any time more than six years after the entry of final judgment in any action apply to the superior court for an authorizing order and, upon such order being signed and entered...destroy...reporters’ notes which have theretofore been filed in such cause: PROVIDED, That reporters’ notes in criminal cases must be preserved for at least fifteen years....”</li> <li>WAC 434-662-040 “Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period.” Please see WSA publications for digital/analog recordings preservation best practices at: <a href="http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx">http://www.sos.wa.gov/archives/RecordsManagement/Advice-Sheets.aspx</a>.</li> </ul> <p>Note: Certain records may have enduring historical value for future research. For guidance on how to identify historically valuable records, please see Washington State Archives’ advice sheet <i>Notorious/Historically Significant Court Exhibits &amp; Recordings of Proceedings</i>, or contact WSA.</p>	<p><b>Retain</b> until court order authorizing transfer or destruction of record(s) has been signed and entered</p> <p><i>and</i></p> <p><b>Retain</b> until death of defendant <i>in capital cases where the death penalty has been imposed</i></p> <p><i>and</i></p> <p><b>Provide</b> 60 days’ notice pursuant to SPRC 7 <i>in all capital cases</i></p> <p><i>then</i></p> <p><b>As ordered by the court,</b></p> <p><b>Transfer</b> record(s) of historical value <i>as determined by the Clerk</i> to Washington State Archives</p> <p><i>and</i></p> <p><b>Destroy</b> remaining records.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-35 Rev. 1	<p><b>One-Party Consent Orders</b></p> <p>Records relating to one-party consent orders issued by a Superior Court judge pursuant to chapter 9.73 RCW for the interception of wire or electronic communication or conversation, where not filed with/in a case file.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Wiretaps, sealed and unsealed (applications, reviews, etc.);</li> <li>• Pen registers/trap &amp; trace devices, sealed (RCW 9.73.260).</li> </ul>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
CL65-01-37 Rev. 1	<p><b>Search Warrants</b></p> <p>Records relating to search warrants issued in accordance with RCW 10.79.015, RCW 9A.72.085, and/or other state or federal statute or court rule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Affidavit/sworn testimony establishing the grounds for issuing a warrant;</li> <li>• Inventory of property taken;</li> <li>• Return.</li> </ul> <p>Reference:</p> <ul style="list-style-type: none"> <li>• AR 2.3 (c) Search and Seizure. "The sworn testimony may be an electronically recorded telephonic statement. The recording...shall be a part of the court record and shall be transcribed if requested by a party if there is a challenge to the validity of the warrant or if ordered by the court..."</li> <li>• GR 15(h)(5) "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."</li> <li>• WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period."</li> </ul>	Retain for 75 years after filed then Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED





DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> <li>• Case management records not part of the official court record covered by the <i>Superior Courts Records Retention Schedule</i>;</li> <li>• Juror records covered by DAN CL2014-016, CL65-01-26 and/or CL65-01-27 and juror/witness cost bill records covered by CORE DAN GS2011-184;</li> <li>• Legacy records covered in the Legacy Records section of this schedule.</li> </ul> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	Continued From Previous Page	Continued From Previous Page
CL50-28-10 Rev. 3	<p><b><i>Superior Court Case Files (Juvenile Court)</i></b></p> <p>Official documentation of Juvenile Court proceedings and filings. Includes sealed records. Juvenile Court is a division of the Superior Court pursuant to RCW 13.04.021.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Dockets, indexes, registers, etc.;</li> <li>• Charging information, summons, clerk’s minutes;</li> <li>• Motions, orders, judgments, no-contact orders, and other filings;</li> <li>• Warrants, notices of appearance, failure to appear, etc.;</li> <li>• Witness daily attendance lists;</li> <li>• Guardian ad Litem (GAL) reports.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Juvenile records destroyed earlier in accordance with chapter 13.50 RCW and covered by the <i>Superior Courts Records Retention Schedule</i>;</li> <li>• Juvenile case management records not part of the official court record covered by the <i>Superior Courts Records Retention Schedule</i>.</li> </ul>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR

SUPERSEDED



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-44 Rev. 1	<b><i>Verbatim Report of Proceedings</i></b> Written transcript of proceedings or stipulated statement prepared for transmittal to Court of Appeals. The original transcript is docketed in electronic docket entry and sent to the Court of Appeals. A case file may contain transcripts of certain proceedings or portions of proceedings and become part of the case file. Transcripts or tapes are sent to the appellate court, are <u>not</u> kept with the Superior Court case file, and are <u>not</u> returned from the appellate court.	<b>Retain</b> until entered into the court docket <i>then</i> <b>Transfer</b> to appellate court.	NON-ARCHIVAL NON-ESSENTIAL OPR

**SUPERSEDED**



### 3. FINANCIAL MANAGEMENT

This section includes records relating to financial management that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE)*.

<b>3.1 RESTITUTION AND TRUST FUND ADMINISTRATION</b>			
<i>The activity of collecting and receipting statutory fees, fines, trust and support funds, disbursing funds, and investing monies of the Superior Court. See CORE – Financial Management for all financial records relating to the operations of the County Clerk’s office.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-014 Rev. 0	<p><b>Restitution – Victim Deceased/Not Found</b></p> <p>Records relating to restitution paid pursuant to court order <i>where the victim entitled to restitution cannot be found or has died.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Efforts to locate victim (correspondence, registered mail receipts, last known address, etc.);</li> <li>• Transfer of funds to County Treasurer pursuant to RCW 7.68.290.</li> </ul> <p>Excludes other unclaimed property/funds covered by CORE series GS55-05B-32 or GS55-05B-33.</p> <p><i>Note: Reference to funds transfer should be recorded in case file.</i></p>	<p>Retain for 6 years after funds transferred to County Treasurer then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-46 Rev. 2	<p><b>Trust Fund Ledger</b></p> <p>The entire record of trust account debits, credits, deposits, and withdrawals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Periodic statements and reconciliations covered by <i>Financial Transactions – General (DAN GS2011-184)</i>;</li> <li>• General and subsidiary ledgers for financial records of the County Clerk’s Office and Superior Court covered by <i>Financial Transactions – General (DAN GS2011-184)</i>.</li> </ul>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR



## 4. INFORMATION MANAGEMENT

This section includes records relating to information management that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE)*.

### 4.1 RECORDS CONVERSION

This section includes records relating to records conversion that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE)*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2010-085 Rev. 0	<p><b>Source Records – Reproduced (Superior Court Records)</b></p> <p>Superior Court records which have been reproduced in accordance with RCW 36.23.065 and provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes records covered by <i>Legacy Records – Paper/Hard Copy (DAN CL2014-015)</i> and all other records designated as <b>Archival</b>, which must be appraised by Washington State Archives before destroying.</p>	<p><b>Retain</b> until verification of successful conversion <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 5. JURY MANAGEMENT

The function of managing jurors and juries for Superior Court pursuant to chapter 2.36 RCW and all courts in the county or judicial district pursuant to RCW 2.36.095(2). Includes petit juries, grand juries, and juries of inquest.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-27 Rev. 1	<p><b>Jury Duty – General</b></p> <p>Records relating to individuals being summoned to serve on a jury, serving as jurors, and/or being dismissed by the court, in accordance with Chapter 2.36 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Summons (acknowledged, returned by postal service as undeliverable, etc.);</li> <li>• Biographical data for preliminary determination of statutory qualification (RCW 2.36.072);</li> <li>• Waiver requests (RCW 2.36.100);</li> <li>• Disqualifications pursuant to RCW 2.36.072(4);</li> <li>• General questionnaires and information forms.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Jury Duty – Special Questionnaires (DAN CL2014-016)</i>;</li> <li>• Lists of impaneled juror <b>names</b> filed with/in the case file covered by <i>Superior Court Case Files (DAN CL65-01-08)</i>;</li> <li>• Records covered by <i>Jury List (Master and Source) (DAN CL65-01-26)</i>;</li> <li>• Records used to prepare cost bill covered by <i>Financial Transactions – General (DAN GS2011-184)</i>;</li> <li>• Juror show cause orders and bench warrants for failure to appear covered by <i>Filed Documents (Miscellaneous) (DAN CL2014-010)</i>.</li> </ul> <p><i>Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p> <p><i>Per GR 15(h)(5), "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."</i></p>	<p><b>Retain</b> until end of term for which juror was summoned <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-016 Rev. 1	<p><b>Jury Duty – Special Questionnaires</b></p> <p>Special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the voir dire (juror selection) process for a specific case/trial.</p> <p>Excludes general questionnaires filled out by all potential jurors summoned for jury duty covered by <i>Jury Duty – General (DAN CL65-01-27)</i>.</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>GR 31(j), “Individual juror information, other than name, is presumed to be private.”</li> <li>SPRC 7 “No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the death penalty has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a capital case, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant’s last known attorney of record, and to the defendant...”</li> </ul>	<p>Retain until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected</p> <p>and</p> <p>Retain until death of defendant in capital cases where the <b>death penalty has been imposed</b></p> <p>and</p> <p>Provide 60 days’ notice pursuant to SPRC 7 <b>in all capital cases</b></p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-26 Rev. 1	<p><b>Jury List (Master and Source)</b></p> <p>Records relating to the master jury list certified by the Superior Court and filed with the County Clerk in accordance with RCW 2.36.055 and GR 18.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Jury source list containing names of registered voters (Office of the Secretary of State) and driver’s license/identocard holders (Department of Licensing) pursuant to RCW 2.36.054);</li> <li>Master jury list (source lists merged, duplications removed, conflicts resolved).</li> </ul> <p>Excludes jury records covered by:</p> <ul style="list-style-type: none"> <li><i>Jury Duty – General (DAN CL65-01-27)</i>;</li> <li><i>Superior Court Case Files (DAN CL65-01-08)</i>.</li> </ul>	<p>Retain until list superseded</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6. LEGACY RECORDS

These are records no longer created and/or received by County Clerks and Clerks of the Superior Court; however, Clerks may still hold some of these records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-06 Rev. 1	<b>Bond Dockets</b> May have been bound volumes containing the original or copies of bonds filed by administrators, guardians, and executors as security copies of bonds in case files. Excludes records covered by <i>Bonds – Elected Official (DAN CL65-01-33)</i> .	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
CL65-01-07 Rev. 1	<b>Book of Levies</b> May include post-judgment execution documents and events. <i>Record of debtors' properties seized by the Sheriff on court order and sold to leverage against debts in delinquency cases. Record shows names of parties, date of execution, date of levy, date of sale, date of confirmation, and description of real estate levied upon.</i>	<b>Retain</b> one copy permanently <i>and</i> <b>Contact</b> Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
CL65-01-14 Rev. 1	<b>Day Books</b> List of documents delivered to the clerk for filing.	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
CL65-01-16 Rev. 1	<b>Depositions, Unpublished/Unopened</b> Effective 9/1/1988, unpublished/unopened depositions, interrogatories and responses are no longer filed with the Clerk. <i>Reference: CR 5(i), discovery material "shall not be filed with the court unless for use in a proceeding or trial or on order of the court".</i>	<b>Retain</b> until court order authorizing destruction of record(s) has been signed and entered <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL65-01-28 Rev. 1	<b><i>Land Registration Files (Torrens Act)</i></b> Records filed in a land registration/Torrens case.	<b>Retain</b> one copy permanently <i>and</i> <b>Contact</b> Washington State Archives for appraisal and selective retention of paper/hard copy, electronic, and microfilm copies.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CL2014-015 Rev. 0	<p><b>Legacy Records – Paper/Hard Copy</b></p> <p>Superior Court records that were created or filed in paper/hard copy form, that have been reproduced in accordance with RCW 36.23.065, and that have been determined to possess enduring historical value in paper/hard copy form.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Territorial case files (official record of Washington Territory cases prior to statehood);</li> <li>• Articles of incorporation;</li> <li>• Business registers (or assumed business name certificates), trade names, etc.;</li> <li>• Child support ledgers (payments received, to whom funds were disbursed, etc.);</li> <li>• Coroner investigation files;</li> <li>• Delayed birth certificates;</li> <li>• Marriage index, applications, certificates, and/or waivers;</li> <li>• Mother’s petition/pension, old age assistance claims, etc.;</li> <li>• Naturalization (declarations, petitions, records, certificates, oaths, correspondence, dockets, etc.);</li> <li>• Professional registers/journals/certificates (medical practitioners, architects, etc.);</li> <li>• Record of wills (not associated with a case file; may be bound volumes);</li> <li>• Tide land appeals;</li> <li>• U.S. Land Office records.</li> </ul> <p>Includes indexes and other finding aids.</p>	<p><b>Retain</b> one copy permanently <i>and</i> <b>Transfer</b> paper/hard and electronic copy to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***AR***

Superior Court Administrative Rules.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***CR***

Superior Court Civil Rules.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

**SUPERSEDED**



### **Essential Records**

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### **GR**

General Rules.

### **JuCR**

Juvenile Court Rules.

### **Local Records Committee**

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

### **Non-Archival**

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### **OPR (Official Public Records)**

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### **Public Records**

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.



**RAP**

Rules of Appellate Procedure.

**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 or a number of different types of documents that are filed together to document a specific function.

**SPR**

Superior Court Special Proceedings Rules.

**SPRC**

Superior Court Special Proceedings Rules – Criminal.

**State Records Committee**

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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