



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

This schedule applies to: Department of Licensing

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Licensing (including County Auditors acting as agents of the Department of Licensing) relating to the unique functions of advancing public safety and consumer protection by licensing, regulating and educating of drivers, vehicles, vessels and professions. 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" 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.

Authority

This records retention schedule was approved for use by County Auditors (acting as agents for the Department of Licensing) by the Local Records Committee in accordance with RCW 40.14.070 on October 1, 2025.

Signed by:

Al Rose

9147240F953140A...

For the State Auditor: Al Rose

Signed by:

Patrick Myers

4BAC80224071485...

For the Attorney General: Patrick Myers

Signed by:

Heather Hirotaka

2E1999C10DD143B...

The State Archivist: Heather Hirotaka

This records retention schedule was approved for use by the Department of Licensing by the State Records Committee in accordance with RCW 40.14.050 on October 1, 2025.

Signed by:

Al Rose

9147240F953140A...

For the State Auditor:
Al Rose

Signed by:

William Schwarz

D6D317C9AE2A4B0...

For the Attorney General:
William Schwarz

Signed by:

Marie Davis

0CDBA75F93B2459...

For the Office of Financial Management:
Marie Davis

Signed by:

Heather Hirotaka

2E1999C10DD143B...

The State Archivist:
Heather Hirotaka

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Department of Licensing are revoked. The Department of Licensing and County Auditors must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 3, 2020	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	October 7, 2020	New series added to the Driver License Applications and Testing section.
1.2	August 4, 2021	Minor revision to the “Vehicle and Vessel Registration – Vehicle License Plates and Tabs Administration” section.
1.3	August 3, 2022	Fixed typos.
1.4	June 7, 2023	New series added to the Driver License Enforcement and Investigations section.
1.5	October 4, 2023	New series added to cover vehicle and vessel registration records.
1.6	October 2, 2024	New series added, retention changes, minor revisions, and revocations in the Firearms Records section.
1.7	August 6, 2025	Broadened scope of schedule to include County Auditors acting as agents of the Department of Licensing.
1.8	October 1, 2025	New series added to the Driver License Applications and Testing section, retention changes, minor revisions, consolidation, and revocations.

For assistance and advice in applying this records retention schedule,
please contact the Department of Licensing’s Records Officer
or Washington State Archives at:



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

recordsmanagement@sos.wa.gov

TABLE OF CONTENTS

1.

BUSINESS AND PROFESSIONAL LICENSING

6

1.1

APPLICATIONS AND RENEWALS

6

1.2

LICENSEE SUBMITTED REPORTS

10

1.3

UNIFORM COMMERCIAL CODE ADMINISTRATION

11

2.

AUDITS, INVESTIGATIONS, INSPECTIONS, AND CONTRACT COMPLIANCE

13

3.

EXAMINATIONS AND EDUCATION

17

3.1

EXAMINATIONS AND EDUCATION

17

3.2

DRIVER EDUCATION AND SAFETY

21

3.3

DRIVER LICENSE APPLICATIONS AND TESTING

22

4.

DRIVER LICENSING

26

4.1

DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

26

4.2

STATUS CHECKING

33

4.3

PROGRAM AND REGISTRY

35

5.

IDENTIFICATION CARD ADMINISTRATION

36

5.1

IDENTIFICATION CARD APPLICATIONS

36

6.

VEHICLE AND VESSEL REGISTRATION

38

6.1

DEALER AND MANUFACTURER MANAGEMENT

38

6.2

DISABLED PARKING ADMINISTRATION

39

6.3

FUEL TAX ADMINISTRATION

40

6.4

TITLE AND REGISTRATION MANAGEMENT

45

6.5

VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

47



*Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)*

7. FIREARMS RECORDS 50

8. CONFIDENTIAL RECORDS 52

 8.1 IDENTIFICATION 52

 8.2 VEHICLE AND VESSEL 53

9. EVENTS 54

 9.1 EVENTS 54

GLOSSARY 55

INDEXES 57

1. BUSINESS AND PROFESSIONAL LICENSING

This section covers records relating to managing the agency’s business and professional licensing.

1.1 APPLICATIONS AND RENEWALS			
The activity of reviewing and approving applications and renewals for business and professional licenses			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69498 Rev. 0	<p>Background Check Results</p> <p>Records relating to the fingerprint background check results from the Washington State Patrol and/or the Federal Bureau of Investigation, other contracted background checks, and Washington State Patrol’s WATCH database.</p> <p>Includes, but not is not limited to:</p> <ul style="list-style-type: none">• Criminal records;• “RAP” sheets;• Fingerprint cards.	<p>Retain until court cases to be investigated have been determined</p> <p>or</p> <p>application has been approved or denied</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69499 Rev. 1	<p><i>Business and Professional License Records – Granted/Denied/Withdrawn</i></p> <p>Records relating to the approval, denial, withdrawal, renewal, awarding, or tracking of professional and business licenses and certificates of authority as required to operate as a business or business professional in the State of Washington. Also includes records relating to the approval, denial, withdrawal, and issuance of temporary licenses or permits for individuals and businesses which do not become standard licenses.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and renewal information; • Changes to name/address/location of business; • Changes to officers and stakeholders; • Surety bonds and riders; • Trust or escrow fund; • Articles of incorporation or business establishment; • License plates, vehicle or vessel certificates, tabs, or decals issued; • Temporary dealer event licenses; • Applicant or licensee exam scores and reports, proof of graduation, proof of PDH; • Child Support Suspension; • Appraisal Experience Logs. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Business and Professional License Applications (Granted) – Architects and Architecture Firms (DAN 20-06-69500);</i> • <i>Business and Professional Licenses Granted – Summary Records (DAN 20-06-69501).</i> 	<p>Retain for 6 years after expiration or cancellation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69500 Rev. 0	<p><i>Business and Professional License Records (Granted) – Architects and Architecture Firms</i></p> <p>Records relating to the application or renewal for a license or approval issued to individuals who have met the qualifying criteria for the license or certificate.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, supporting documents, and renewals; • Licensee's exams scores and reports; • Certificates and certifications; • Out of state verifications; • Reciprocity information and experience; • Proof of hours, training, or experience completed; • Proof of graduation from accredited college/school/institution; • Photos; • Surety bonds or other insurance; • Other required documentation for licensure; • Requests for duplicate licenses if payment is required; • Requests to change license status. 	<p>Retain for 6 years after date of expiration or cancellation <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.1 APPLICATIONS AND RENEWALS

The activity of reviewing and approving applications and renewals for business and professional licenses

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69501 Rev. 0	<p><i>Business and Professional Licenses Granted – Summary Records</i></p> <p>Summary record of each license granted to individuals and businesses by the Department of Licensing documenting some or all of the following: .</p> <ul style="list-style-type: none"> • Full Name of applicant; • Previous names/old aliases; • Photograph (if available); • Gender; • Birthdate; • Home address; • School attended; • Graduation date; • Location of license/business; • Name of business; • Type of business; • License type; • License number; • Date license first granted; • Date license last expired. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records in the Department of Licensing’s databases; • Applicable paper documents containing summary information. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

1.2 LICENSEE SUBMITTED REPORTS

The activity of receiving reports as required by statute.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69502 Rev. 0	<i>Planned Forced Entry Reports</i> Records relating to forced entry reports provided by licensed bail bondsmen companies or bail bond recovery agents to DOL as required by RCW 18.185.300. Includes, but is not limited to: <ul style="list-style-type: none">• Name and address of the defendant;• Name of the bail bond recovery or contracting bail bond agent;• Alleged offense or conduct the defendant committed;• Supporting document.	Retain for 1 year after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3 UNIFORM COMMERCIAL CODE ADMINISTRATION

The activity of administering the Uniform Commercial Code (UCC) rules and requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69503 Rev. 1	<p><i>Federal Tax Liens</i></p> <p>Records relating to Uniform Commercial Code (UCC) filings that are Internal Revenue Service (IRS) federal tax liens or other federal filings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • IRS Federal Tax Liens and adjustments; • Pension Benefit Guarantee Corporation (PBGC) filings; • Adjustments (IRS). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Uniform Commercial Code (UCC) (DAN 20-06-69504).</i> 	<p>Retain for 30 days after filing lapses or is terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69504 Rev. 1	<p><i>Uniform Commercial Code (UCC)</i></p> <p>Records relating to legitimate Uniform Commercial Code (UCC) filings and submitted lien notice transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • UCC Financial statements and amendments; • Lien notices by Federal Estate Tax, Criminal Profiteering, or Department of Justice; • UCC1 Transmitting Utility filings. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Federal Tax Liens (DAN 20-06-69503).</i> 	<p>Retain for 1 year after filing lapses or is terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

1.3 UNIFORM COMMERCIAL CODE ADMINISTRATION			
The activity of administering the Uniform Commercial Code (UCC) rules and requirements.			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69505 Rev. 0	Uniform Commercial Code Filings Found Not Appropriate or Legitimate Records relating to filings to the Uniform Commercial Code (UCC) that are not appropriate filings or are deemed not legitimate by courts or other jurisdictional authorities. Excludes the notification to the filer, covered by <i>Provision of Advice, Assistance, or Information (DAN GS 09022)</i> .	Retain until filer is notified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2. AUDITS, INVESTIGATIONS, INSPECTIONS, AND CONTRACT COMPLIANCE

This section covers records relating to activities associated with conducting investigations, inspections, and external audits (including advising) for compliance.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69506 Rev. 1	<p><i>Business and Professional Licenses Audits and Inspections</i></p> <p>Records related to audits and inspections performed by the agency on certificate holders, licensees, examination sites and routes to determine compliance with applicable laws and practice standards.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Inspection reports; • Continuing education audits; • Records audits; • Financial audits; • Audit activities of individual brokers, and real estate firms; • Audit findings and reports; • Daily field reports; • Documentary evidence. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Disciplinary/Legal Files (DAN 20-06-69507);</i> • <i>External Data Sharing Compliance – Final Reports (DAN 20-06-69508);</i> • <i>External Data Sharing Compliance – Supporting Documentation (DAN 20-06-69509);</i> • <i>Prorate and Fuel Tax Collections (DAN 20-06-69529).</i> 	<p>Retain for 6 years after completion of audit/inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69507 Rev. 0	<p><i>Disciplinary/Legal Files</i></p> <p>Records relating to complaints or to allegations of fraud and associated investigations regarding a holder of certificate of authority, professional licensee, licensed business, or unlicensed individual or business where action is taken. This includes agents and subagents acting on behalf of the agency and driver training, commercial driver license, and motorcycle safety schools.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint form, respondent information; • Case worksheet, general summary, activity report, contact list; • Investigation, which may include audit, or inspection records; • Statement of charges or other charging document; • Evidence or case summary; • Board member/case manager decision; • Notice of correction; • Revocation; • Orders (initial, agreed, default, final). 	<p>Retain for 6 years after case closed <i>or</i> the sanction is completed, <i>whichever is longer</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69508 Rev. 2	<p>External Data Sharing Compliance – Final Reports</p> <p>Records documenting finalized reports formally communicated to a recipient by DOL that demonstrate contract compliance, including any noted exceptions and resolution of contractual requirements or self-attested compliance statements.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Audits results; • Corrective action plans; • Statements of compliance. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>External Data Sharing Compliance – Supporting Documentation (DAN 20-06-69509).</i> 	<p>Retain for 6 years after the date of termination of contract</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69509 Rev. 2	<p>External Data Sharing Compliance – Supporting Documentation</p> <p>Records relating to documentation created by the agency during contract compliance audits that supports the creation of, but is not included in, the final report.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audit notes; • Documentation provided to subject; • Drafts. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>External Data Sharing Compliance – Final Reports (DAN 20-06-69508).</i> 	<p>Retain for 6 years after conclusion of audit</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69510 Rev. 0	<p><i>Investigation Files – Unfounded</i></p> <p>Records relating to complaints or to allegations of fraud and associated investigation regarding a professional licensee or an unlicensed individual or firm performing licensee tasks where the complaint is unfounded and no action is taken.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original complaint and respondent information; • Case worksheet; • Investigation records; • General summary; • Activity report; • Contact list; • Letter of education; • Technical assistance letter. <p><i>Note: If the agency takes action as a result of the investigation, the investigation file is incorporated into the disciplinary/legal file.</i></p>	<p>Retain for 1 year after investigation complete and no finding <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3. EXAMINATIONS AND EDUCATION

This section covers records relating to the activity of monitoring and providing testing and education for licensing of businesses and professionals, and driver training, including commercial driver license and motorcycle safety schools. Testing may be administered by the Department of Licensing or by a vendor.

3.1 EXAMINATIONS AND EDUCATION			
<i>The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69511 Rev. 0	<i>Closed Schools</i> Records relating to the required transfer of school, course, instructor, and/or student records to the Department of Licensing (DOL) upon school or course closure.	Retain for 3 years after closure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69512 Rev. 1	<p><i>Education Provider (Schools, Courses, and Instructors) Supplemental Information</i></p> <p>Supplemental records relating to schools, course providers, courses, programs, apprenticeship programs, and instructors who have applied for or been approved for providing education to licensees, prospective licensees, certificate of authority holders or prospective certificate of authority holders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Curriculum and courses and routes; • Exam content and materials; • Evaluation reports; • Substantial interest holder records; • Records documenting vehicles and motorcycles used for instruction; • Copies of contracts. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Student Records (DAN 20-06-69515);</i> • <i>Background Check Results (DAN 20-06-69498);</i> • <i>Business and Professional License Records – Granted/Denied/Withdrawn (DAN 20-06-69499).</i> <p><i>Note: Documentation of individual license requirements and certifications are held in the applicant's licensing files.</i></p>	<p>Retain for 4 years after denial, expiration or cancelation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69513 Rev. 1	<p>Professional License Examination Materials</p> <p>Records relating to examinations created by or for the Department of Licensing to be used as part of the professional licensing or certificate authorization process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Exam questions, documents, and other content; • Instructions; • Reports on examination validity; • Exam answer keys. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Professional License Examinations (DAN 20-06-69514).</i> 	<p>Retain for 3 months after the exam has been discontinued or superseded</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69514 Rev. 0	<p>Professional License Examinations</p> <p>Records relating to exams taken by professional licensing candidates.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Completed question sheet; • Exam media containing the candidate's responses. 	<p>Retain 60 days after score or pass/fail has been recorded</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 EXAMINATIONS AND EDUCATION

The activity of monitoring, educating/training, and testing for professional licensure, as well as business and driver licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69515 Rev. 0	<p>Student Records</p> <p>Records relating to student enrollment and certification where the records do not form part of the licensing record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Enrollment or disenrollment status; • Waivers, scores, completed exams; • Evaluations; • Hours of training; • Revenue accounting deposit verification; • Course completion; • Refunds and fees. 	<p>Retain for 3 years after student leaves or graduates <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 DRIVER EDUCATION AND SAFETY

The activity of regulating, monitoring, and licensing individual for driver license and special endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69516 Rev. 0	<p><i>Driver License Testing</i></p> <p>Record relating to driver license exams by examinees through Non-Automated or Automated testing conducted at Licensing Services Offices.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Recordings of oral driver knowledge test exams;• Driver knowledge exams;• Answer sheets;• Test questions and scores.	<p>Retain until license issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69581 Rev. 1	<p>Address Confidentiality Program Applications</p> <p>Records relating to participation in the Address Confidentiality Program (ACP), administered by the Secretary of State under chapter 40.24 RCW and chapter 434-840 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Completed ACP application forms. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-03-59612 Rev. 2	<p>Driver License Extension</p> <p>Records relating to extension requests from drivers who are out-of-state when their license expires.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Out-of-state driver's license request; Intent to surrender/keep endorsement. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> Standard Driver's License and Identification Card (DAN 06-09-61294); Enhanced Driver's License and Identification Card (DAN 20-06-69527). 	<p>Retain for 6 years after extension granted <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58416 Rev. 1	<p>Driver License Testing – Disqualification</p> <p>Records related to errors made during or of test results that caused a disqualification on a driver.</p>	<p>Retain until license issued or case record expired <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-05-58408 Rev. 2	<p><i>Incomplete Applications – Driver License and Identification</i></p> <p>Records relating to applications for Washington state driver licenses and identification cards (standard and enhanced) that were not completed or verified.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Unverified customer information; • Customer documentation. 	<p>Retain for 1 year after incomplete submission <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69517 Rev. 0	<p><i>Special Endorsements to Driver's License</i></p> <p>Records relating to issuance of special endorsements for personal driver's license that may be required to operate certain vehicles, including hazardous materials transportation, motorcycles, and for-hire commercial purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and instructional course records; • Out of state violations reports; • Re-examination documentation; • License endorsement surrenders. 	<p>Retain for 6 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61294 Rev. 5	<p><i>Standard Driver's License and Identification Card</i></p> <p>Records relating to establishing and renewing standard Washington state credentials that do not require proof of citizenship. This includes identification cards, driver's permits, and driver's license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Out-of-state renewal requests; • Parental authorizations; • Name or gender change documentation; • Social Security Number and declaration forms; • Proof of state residency; • Biometric data and facial indicators. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Standard/Enhanced Driver's License/ID/Permit Granted - Summary Records (DAN 25-10-69866);</i> • <i>Enhanced Driver's License and Identification Card (DAN 20-06-69527).</i> <p><i>Note: Transfer records under Standard/Enhanced Driver's License/ID/Permit Granted - Summary Records (DAN 25-10-69866) before destruction.</i></p>	<p>Retain for 21 years after credential expires <i>or</i> surrendered <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.3 DRIVER LICENSE APPLICATIONS AND TESTING

The activity of reviewing applications and issuing licenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
25-10-69866 Rev. 0	<p><i>Standard/Enhanced Driver's License/ID/Permit Granted – Summary Records</i></p> <p>Summary record of each license/ID/permit granted to individuals by the Department of Licensing documenting some or all of the following:</p> <ul style="list-style-type: none"> Customer Information <ul style="list-style-type: none"> Application photo & existing photo; First, last, and middle name; Suffix; SSN; Date of birth; Gender; Physical descriptors; Residential and mailing address; Military status; License/ID number; Signature. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <i>Standard Driver's License and Identification Card (DAN 06-09-61294)</i> <i>Enhanced Driver's License and Identification Card (DAN 20-06-69527)</i> 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>



4. DRIVER LICENSING

This section covers records relating to the training, licensing, and the administration of driving licenses for individual and commercial drivers.

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69518 Rev. 0	<p>Collisions Civil Court Judgement</p> <p>Records relating to judgement against a driver for a vehicle collision for lack of financial responsibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Driver name, address, birth date and license number; • Supporting documentation; • Copy of driver's history; • Out of state violations reports; • Insurance company name, policy number and effective date, vehicle insured; • Collision reports from Washington State Patrol. <p>Excludes records under <i>Financial Transactions – General (DAN GS 01001)</i>.</p> <p><i>Note: Retention based on length of time a person can be suspended if a civil court judgment is awarded against them.</i></p>	<p>Retain for 23 years after date of collision <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
06-03-61118 Rev. 1	<p>Driver Collision Reports</p> <p>Records relating to vehicle collision reports received from the Washington State Patrol, including commercial drivers.</p> <p><i>Note: Retention based on 10-year federal business need for CDL history.</i></p>	<p>Retain for 10 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-02-61108 Rev. 2	<p><i>Driver Hearings and Interviews – Final Orders</i> Records relating to final legal orders regarding a driver hearing. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Law enforcement and court records; • Subpoenas; • Treatment providers’ reports; • Insurance companies’ documentation; • Compliance notifications; • Digital recordings; • Supporting documentation; • Evidence provided by Department of Licensing, law enforcement, driver, or attorney; • Final order; • Reconsideration request and decision; • Appeals. <p>Excludes hearing examiner notes covered by <i>Driver Hearings and Interviews – Hearing Examiner Notes (DAN 23-06-69693)</i>. <i>Note: Retention based on 5-year requirement for driver records (RCW 46.01.260).</i></p>	<p>Retain for 5 years after final order completed <i>or</i> any appealed cases are finalized, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
23-06-69693 Rev. 0	<p><i>Driver Hearings and Interviews – Hearing Examiner Notes</i></p> <p>Notes created by the hearing examiner in the process of conducting driver hearings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Hearing examiner notes. <p>Excludes records covered by <i>Driver Hearings and Interviews – Final Orders (DAN 06-02-61108)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
06-09-61289 Rev. 1	<p><i>Driver Privilege Restrictions – Permanent</i></p> <p>Records related to all suspensions, revocations, cancellations, disqualifications, and denial files affecting the restriction of driving privileges, both in state and out of state infractions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> RCW 46.61.502 – Driving under the influence; RCW 46.61.503 – Driving under twenty-one consuming alcohol or marijuana; RCW 46.61.504 – Physical control of vehicle under the influence; RCW 46.61.520 – Vehicular homicide; RCW 46.61.522 – Vehicular assault; RCW 10.05.120 – Dismissal of charges (treatment plan). <p><i>Note: Retention based on requirement per RCW 46.01.260 (2)(a).</i></p>	<p>Retain for life of agency.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69519 Rev. 0	<p><i>Driver Privilege Restrictions – Temporary</i></p> <p>Records related to non-mandatory and mandatory citations, convictions, or adjudications files affecting the restriction of driving privileges, both in state and out of state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Occupational Restricted License Applications and Ignition Interlock License application; Originally charged as violation for: <ul style="list-style-type: none"> RCW 46.61.500 – Reckless driving; RCW 46.61.5249 – Negligent driving. 	<p>Retain 5 years from date of convictions <i>or</i> 10 years from adjudications <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69521 Rev. 1	<p><i>Driver Re-examinations – Medical</i></p> <p>Records relating to evaluating and maintaining the driving privileges of Washington drivers with physical or mental disabilities or medical conditions, as described in RCW 46.20.041.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Medical waivers (CDL and PDL); In-vehicle assessments; Knowledge/skills tests; Medical clarification forms; Finalized examination report; Physical/vision examination report. <p>Excludes records covered by: <i>Driver License Testing (DAN 20-06-69516).</i></p>	<p>Retain for 21 years after license expires <i>or</i> surrendered <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69520 Rev. 1	<p><i>Driver, Vehicle, and Vessel Fraud Investigations</i></p> <p>Records relating to fraud investigations on drivers, vehicles, and vessels.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Original complaint; • Fraudulent applications; • Witness statements; • Supporting evidence; • Photos and negative files; • Driver, vehicle, or vessel history; • Final report. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Investigation Files – Unfounded (DAN 20-06-69510);</i> • <i>Disciplinary/Legal Files (DAN 20-06-69507).</i> 	<p>Retain for 6 years after investigation is closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61290 Rev.2	<p><i>Financial Responsibility – Insurance</i></p> <p>Records relating to drivers required to maintain vehicle insurance by using financial securities, deposits, and surety bonds as collateral.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Driver name, address, birth date and license number; • SR-22/26; • Insurance company name, policy number, and effective date. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Responsibility – Uninsured Collisions (DAN 06-03-61130);</i> • <i>Financial Transactions – General (DAN GS 01001).</i> <p><i>Note: Retention based on 5-year need for financial responsibility records (RCW 46-29-600 and SR 22/26).</i></p>	<p>Retain for 5 years after filing cancelled</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.1 DRIVER LICENSE ENFORCEMENT AND INVESTIGATIONS

The activity of investigating complaints and accidents, and enforcing suspensions of driver privileges, including commercial licensure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-03-61130 Rev. 2	<p><i>Financial Responsibility – Uninsured Collisions</i></p> <p>Records relating to financial responsibility for privately-owned vehicle collisions where the at-fault driver was uninsured or their insurance could not be verified at the time of the collision.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Supporting documentation; • Insurance coverage documentation; • Collision reports from Washington State Patrol. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Collisions Civil Court Judgement (DAN 20-06-69518);</i> • <i>Financial Responsibility – Insurance (DAN 06-09-61290).</i> 	<p>Retain for 5 years after date of collision <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
06-01-61069 Rev.1	<p><i>Self-Insurance Certificates</i></p> <p>Records relating to motor vehicle liability for more than 25 vehicles per RCW 46.29.630.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and financial statement; • Issued certificate or denial letter; • Supporting documentation. 	<p>Retain until certificate is surrendered or cancelled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.2 STATUS CHECKING

The activity of providing status checks and requests for driver, vehicle, or vessel information to authorized requestors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-31959 Rev. 4	<p><i>Abstract of Driving Record Requests (ADR)</i></p> <p>Records relating to requests for driver information from individuals/entities who are eligible to receive the information per RCW 46.52.130.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Status of person's driving privilege in this state; • Failure to appear in response to traffic citation or notice of infraction; • History of violations, convictions, collisions; • Departmental actions that may exist on a driver's record; • Alcohol-related offenses. 	<p>Retain for 6 years after request has been fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69522 Rev. 1	<p><i>Certified Copy of Driver Record Requests</i></p> <p>Records relating to requests from law enforcement or court officers for compiled reports that include requested driver information that have been certified by the agency for use in possible litigation in Washington.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Subpoenas and documents supporting Subpoenas Duces Tecum; • System-generated cover letter; • Withdrawal notice letters. 	<p>Retain for 2 years after request has been fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 STATUS CHECKING

The activity of providing status checks and requests for driver, vehicle, or vessel information to authorized requestors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-07-34214 Rev.1	<i>Disclosure of Name and Address – Vehicle and Vessel Owner</i> Records relating to requests for name and address of vehicle or vessel owner from individuals/entities who are eligible to receive the information per RCW 46.12.635. Includes, but not limited to: <ul style="list-style-type: none">• Notification to owner when attorney or private investigator requests the information;• Court order restricting release of owner, family, or household members information;• Denial to requestor.	Retain for 3 years after request has been fulfilled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 PROGRAM AND REGISTRY

Records relating to Department of Licensing’s responsibility to various programs and registries connected to the issuance of driver licenses, permits, and endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	DISPOSITION AND RETENTION ACTION	DESIGNATION
93-05-54547 Rev. 2	<p>Organ Donor Program</p> <p>Records relating to agency’s responsibility in the LifeCenter Northwest Organ and Tissue Donation program.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none">• Project documentation;• Supporting documents;• Statistics.	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5. IDENTIFICATION CARD ADMINISTRATION

This section covers records relating to enforcement of licensing and registration.

5.1 IDENTIFICATION CARD APPLICATIONS

The activity of providing identification cards.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69527 Rev. 1	<p><i>Enhanced Driver's License and Identification Card</i></p> <p>Records relating to issuing and renewing of Washington credentials that require proof of U.S. citizenship, including enhanced identification cards driver's permits, and driver's licenses.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Parental authorizations; • Name or gender change documentation; • Social Security Number and declaration forms; • Proof of U.S. citizenship; • Proof of state residency; • Supporting documents such as copies of certified birth certificates, certificates of naturalization, certificates of citizenship, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Standard/Enhanced Driver's License/ID/Permit Granted - Summary Records (DAN 25-10-69866);</i> • <i>Standard Driver's License and Identification Card (DAN 06-09-61294).</i> <p><i>Note: Transfer records under Standard/Enhanced Driver's License/ID/Permit Granted - Summary Records (DAN 25-10-69866) before destruction.</i></p>	<p>Retain for 21 years after credential expires <i>or</i> surrendered <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



5.1 IDENTIFICATION CARD APPLICATIONS

The activity of providing identification cards.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69524 Rev. 1	<p><i>Inmate Re-entry</i></p> <p>Records relating to notifications from state, county, or local authorities about inmates being released and require a Washington State identification card or driver's license. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inmate's personal information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Enhanced Driver's License and Identification Card (DAN 20-06-69527);</i> • <i>Standard Driver's License and Identification Card (DAN 06-09-61294);</i> • <i>Juvenile or Special Commitment Re-entry (DAN 20-06-69525).</i> 	<p>Retain for 6 years after application is finalized <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69525 Rev. 1	<p><i>Juvenile or Special Commitment Re-entry</i></p> <p>Records relating to individuals under the supervision of the Department of Social and Health Services (DSHS) who are being released and require a Washington State identification card. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letter of request; • Court orders; • Residential admission summary; • Applicant's personal information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Enhanced Driver's License and Identification Card (DAN 20-06-69527);</i> • <i>Standard Driver's License and Identification Card (DAN 06-09-61294);</i> • <i>Inmate Re-entry (DAN 20-06-69524).</i> 	<p>Retain for 6 years after application is finalized <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6. VEHICLE AND VESSEL REGISTRATION

This section covers records relating to the licensing and registration of vehicles and vessels.

6.1 DEALER AND MANUFACTURER MANAGEMENT			
The activity of regulating and licensing motor vehicle dealers and manufacturers.			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60187 Rev. 2	<p>Franchise Disputes</p> <p>Records relating to franchise disputes through official arbitration hearings between vehicle dealers and franchised vehicle manufacturers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Petitions;• Judicial findings;• Witness statements;• Documented evidence;• Final orders.	<p>Retain for 6 years after date of final order</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

6.2 DISABLED PARKING ADMINISTRATION

The activity of issuing disabled parking permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-05-20735 Rev. 7	<p><i>Disabled Parking Privileges</i></p> <p>Records relating to issuing special parking privileges for individuals with disabilities and for organizations that transport them, as defined in RCW 46.19.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications with supporting documents; • Signed authorizations; • Replacement requests; • Placard numbers. 	<p>Retain for 6 years after expiration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69528 Rev. 0	<p><i>Disabled Parking Privileges – Deceased</i></p> <p>Records relating to the death of individuals with disabilities previously granted either temporary or permanent special parking privileges.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Death record information. <p><i>Note: Retention based on 12-month purging requirement for deceased drivers (RCW 46.19.040).</i></p>	<p>Retain for 1 year after death of individual <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60178 Rev. 2	<i>Fuel Licenses and Tax Returns</i> Records relating to fuel licenses and tax returns. Includes, but is not limited to: <ul style="list-style-type: none"> • Tax schedules; • Bond information; • Transaction documentation. 	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
06-10-61328 Rev. 2	<i>Fuel Tax and Unlicensed Refund Claims</i> Records relating to exempt motor, special, or aircraft fuel tax claims. Includes, but is not limited to: <ul style="list-style-type: none"> • Fuel refund claims; • Invoices; • Export affidavit. 	Retain for 6 years after claim filed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-06-62057 Rev. 2	<i>International Fuel Tax Agreement (IFTA) License and Returns</i> Records relating to qualified International Fuel Tax Agreement accounts for all fuels. Includes, but is not limited to: <ul style="list-style-type: none"> • Applications and supporting documentation; • Tax assessments and returns. 	Retain for 6 years after calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60155 Rev. 1	<i>International Fuel Tax Agreement (IFTA) License – Denied</i> Records relating to new applicants who have been denied licensure for failure to meet minimum qualifications. Includes, but is not limited to: <ul style="list-style-type: none">• Applications;• Related denial documentation.	Retain for 1 year after date of denial <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-06-46276 Rev. 3	<p>Prorate Accounts</p> <p>Records relating to the registration of Washington-based vehicles that are eligible to participate in the International Registration Plan (IRP) allowing individuals or fleets to pay license fees based on miles operated through other IRP member jurisdictions in accordance to the IRP compact.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Account applications (owner-operator or carrier); • Mileage schedules and reporting; • Temporary permits; • Permit transmittals; • Motor Carrier Identification Report; • Federal Heavy Vehicle Use Tax form; • IRP credit ledger documentation; • Cab cards and license plates; • Decals; • Other related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Special Fuel Licenses (DAN 84-06-34041).</i> 	<p>Retain for 6 years after end of active registration year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69529 Rev. 1	<p><i>Prorate and Fuel Tax Collections</i></p> <p>Records relating to collection of debts for state prorate and fuel tax accounts when a tax lien or warrant has been filed.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Demand letters; • Court documentation (bankruptcy, probate, proof of claim, etc.); • Appeals; • Tax lien/warrants; • Vehicle liens documentation; • Withhold and deliver notices (garnishment); • Conformed copies of tax lien/warrant; • Satisfaction of lien/warrant. <p><i>Note: Retention based on favorable party's ability to act on judgment within a 10-year timeframe per RCW 6.17.020.</i></p>	<p>Retain for 10 years after date deemed uncollectible <i>or</i> satisfaction of warrant, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



6.3 FUEL TAX ADMINISTRATION

The activity of administering the International Fuel Tax Act (IFTA) and state fuel tax programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-06-34041 Rev. 3	<p><i>Special Fuel Licenses</i></p> <p>Records relating to the administration of licenses for the use of special fuel (such as diesel fuel, propane, natural gas, kerosene, biodiesel, and any other combustible liquid or gas).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Account applications (owner-operator or carrier); • Mileage schedules and reporting; • Permits transmittals; • Motor Carrier Identification Report; • Federal Heavy Vehicle Use Tax form; • IRP credit ledger documentation; • Cab cards and license plates; • Other related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Prorate Accounts (DAN 90-06-46276).</i> 	<p>Retain for 6 years after account deemed uncollectible <i>or</i> paid in full <i>or</i> final adjudication, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6.4 TITLE AND REGISTRATION MANAGEMENT

The activity of managing the proof of ownership of vehicles and vessels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
23-10-69699 Rev. 1	<p><i>Vehicle and Vessel Registration</i></p> <p>Records relating to issuing, renewing, changing, replacing, or canceling vehicle and vessel licensing and registrations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Temporary license plates; • Gross weight documents • Exemption requests; • Address verification; • Registration inventory documentation; • Letters of permission/power of attorney. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Vehicle and Vessel Title (DAN 20-06-69530);</i> • <i>Personalized and Special License Plates (DAN 20-06-69531);</i> • <i>Vehicle and Vessel Temporary Permits (DAN 01-09-60204).</i> <p><i>Note: FHA rules cover retention of Federal Heavy Vehicle Use Tax form 2290 or equivalent.</i></p>	<p>Retain for 6 years after registration issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6.4 TITLE AND REGISTRATION MANAGEMENT

The activity of managing the proof of ownership of vehicles and vessels.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69530 Rev. 1	<p><i>Vehicle and Vessel Title</i></p> <p>Records relating to proving ownership and issuing titles for vehicles and vessels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Ownership documents; • Unclaimed certificates of ownership or titles; • Refusals or cancellations of certificates; • Contaminated vehicle notifications; • Inspection documentation; • Ownership in doubt; • Security interest in vehicle. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Stolen Vehicle Records (DAN 20-06-69533);</i> • <i>Vehicle and Vessel Registration (DAN 23-10-69699);</i> • <i>Driver, Vehicle, and Vessel Fraud Investigations (DAN 20-06-69520);</i> • <i>Financial Transactions – General (DAN GS 01001).</i> 	<p>Retain for 6 years after vehicle or vessel is transferred or destroyed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69531 Rev. 1	<p><i>Personalized and Special License Plates</i></p> <p>Records relating to the issuance of personalized or special background license plates, to include:</p> <ul style="list-style-type: none"> • Collector vehicle; • Military affiliations; • Recreational affiliations; • Tribal affiliations; • Academic affiliations; • Radio operators; • Ride share for individual vehicles. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Proof of eligibility and supporting documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Disabled Parking Privileges (DAN 78-05-20735);</i> • <i>Vehicle and Vessel Registration (DAN 23-10-69699).</i> 	<p>Retain for 6 years after plate ceased <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69532 Rev. 2	<p>Special Design Plates</p> <p>Records relating to the establishment and monitoring of special license plate backgrounds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Legislative reports; • Marketing strategy; • Signature sheets; • Plate design; • Legislative sponsor letter; • Contract; • Statewide vendor code application; • Plate testing approval document. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Disabled Parking Privileges (DAN 78-05-20735).</i> 	<p>Retain for 3 years after discontinuation of plate design <i>or</i> denial of new plate series, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-06-69534 Rev. 0	<p>Vehicle Destruction</p> <p>Records relating to the destruction of vehicles by wreckers, scrap processors, owner, and insurance company.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Vehicle identification number (VIN); • Supporting documents; • Vehicles removed from the State of Washington. 	<p>Retain for 6 years after notification of status <i>or</i> report of sale, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

6.5 VEHICLE LICENSE PLATES AND TABS ADMINISTRATION

The activity of administering issuance of vehicle license plates and tabs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60204 Rev. 2	<p><i>Vehicle and Vessel Temporary Permits</i></p> <p>Records relating to issuing temporary permits for vehicles or vessels to include:</p> <ul style="list-style-type: none"> • Trip/transit permits; • Non-resident permits; • Snowmobile permits; • Temporary use permits; • Vessel permits. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Proof of eligibility; • Customer information; • Vehicle/vessel information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Vehicle and Vessel Registration (DAN 23-10-69699);</i> • <i>Vehicle and Vessel Title (DAN 20-06-69530);</i> • <i>Personalized and Special License Plates (DAN 20-06-69531).</i> 	<p>Retain for 3 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



7. FIREARMS RECORDS

This section covers records relating to the recordkeeping of firearms licenses issued, denied, revoked or transfers as issued by local law enforcement agencies or licensed firearms dealers, and licensure of weapons dealers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69535 Rev. 1	<p>Firearms Records</p> <p>Records documenting the issuance, denial, or revocation of firearms licenses or transfer of firearms in accordance with chapter 9.41 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Concealed pistol licenses (CPL); • Firearm dealer licenses; • Pistol transfer or firearms transfer applications (PTA, FTA); • Alien firearm license; • Private transfer or sales for individual pistols, revolvers, and semi-automatic assault rifles. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Persons Ineligible to Possess Firearms (ITPF) (DAN 97-03-57541).</i> 	<p>Retain for 6 years after denial, revocation, or expiration of license</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
97-03-57541 Rev. 3	<p>Persons Ineligible to Possess Firearms (ITPF)</p> <p>Records relating to orders received from the Administrative Office of the Courts or law enforcement that deal with ineligibility of individuals to possess firearms.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Notices to individuals of their status; • Court orders revoking or restoring rights. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Firearms Records (DAN 20-06-69535).</i> 	<p>Retain for 2 months after notification of eligibility determination from issuing authority</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
24-10-69762 Rev. 0	<i>Trace Requests from Law Enforcement</i> Records documenting trace (information) requests from law enforcement regarding violations of state or federal law involving firearms. Includes, but not limited to: <ul style="list-style-type: none">• Emails and other correspondence;• Data requests and reports.	Retain for 90 days after close of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8. CONFIDENTIAL RECORDS

This section covers confidential records relating to law enforcement, local and state government, in accordance with RCW 46.08.066.

8.1 IDENTIFICATION

The activity of providing confidential identification cards, driver license, and special endorsements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69537 Rev. 2	<p><i>Confidential Driver Licenses, Identification Cards, and Special Endorsements</i></p> <p>Records relating to the issuance of confidential driver licenses, identification cards, and special endorsements, including both standard and enhanced credentials.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructional course records; • Applications and supporting documentation; • Medical information; • Instructional course records; • Proof of identity, residency, and citizenship; • Biometric data; • License endorsement surrenders. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Enhanced Driver's License and Identification Card (DAN 20-06-69527);</i> • <i>Standard Driver's License and Identification Card (DAN 06-09-61294);</i> • <i>Special Endorsements to Driver's License (DAN 20-06-69517).</i> 	<p>Retain for 4 years after cancellation of credential <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



8.2 VEHICLE AND VESSEL

The activity of managing confidential vehicle and vessel records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69538 Rev. 2	<p><i>Confidential Vehicle and Vessel Titles and Registrations</i></p> <p>Records relating to the issuance, renewal, maintenance, replacement, or cancellation of confidential vehicle and vessel titles and registrations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Ownership documents; • Unclaimed certificates of ownership or titles; • Refusals or cancellations of certificates; • Contaminated vehicle notifications; • Inspection documentation; • Ownership in doubt; • Security interest in vehicle. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Vehicle and Vessel Title (DAN 20-06-69530).</i> 	<p>Retain for 6 years after vehicle or vessel transferred <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



9. EVENTS

This section covers records relating to combative sports events.

9.1 EVENTS

The activity of overseeing each professional athletic event, such as boxing, martial arts, and wrestling, held in-state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69540 Rev. 0	<p>Combative Sports Events</p> <p>Records relating to information needed to oversee each professional athletic event, such as boxing, martial arts, and wrestling, held in-state, in accordance with chapter 67.08 RCW.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Certificate of medical insurance coverage; • Gross receipts and gross revenue tax; • Event reports; • Advance notices; • Suspension letters; • Physicians and weigh-in reports; • Inspector report; • Bout score cards; • Pay sheets and contracts; • Pre- and post-fight physicals results. 	<p>Retain for 6 years after date of event <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



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.

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.

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.

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)

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.

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.

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.

INDEXES

ARCHIVAL RECORDS INDEX

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

BUSINESS AND PROFESSIONAL LICENSING	Events
Applications and Renewals	Combative Sports Events 54
Business and Professional License Applications (Granted) – Architects and	EXAMINATIONS AND EDUCATION
Architectural Firms 8	Driver License Applications and Testing
Business and Professional Licenses Granted – Summary Records..... 9	Standard/Enhanced Driver License/ID/Permit Granted – Summary Records.. 25
EVENTS	

ESSENTIAL RECORDS INDEX

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

CONFIDENTIAL RECORDS	DRIVER LICENSING
Identification	Driver License Enforcement and Investigations
Confidential Driver Licenses, Identification Cards and Special Endorsements 52	Driver Privilege Restrictions - Permanent 28

DISPOSITION AUTHORITY NUMBERS (DAN'S) INDEX

00-03-59612..... 22	20-06-69501..... 9	20-06-69518..... 26	20-06-69540..... 54
01-08-60155..... 41	20-06-69502..... 10	20-06-69519..... 29	20-10-69581..... 22
01-08-60178..... 40	20-06-69503..... 11	20-06-69520..... 30	23-06-69693..... 28
01-08-60187..... 38	20-06-69504..... 11	20-06-69521..... 29	23-10-69699..... 45
01-09-60204..... 49	20-06-69505..... 12	20-06-69522..... 33	24-10-69762..... 51
06-01-61069..... 32	20-06-69506..... 13	20-06-69524..... 37	25-10-69866..... 25
06-02-61108..... 27	20-06-69507..... 14	20-06-69525..... 37	78-05-20735..... 39
06-03-61118..... 26	20-06-69508..... 15	20-06-69527..... 36	83-06-31959..... 33
06-03-61130..... 32	20-06-69509..... 15	20-06-69528..... 39	84-06-34041..... 44
06-09-61289..... 28	20-06-69510..... 16	20-06-69529..... 43	84-07-34214..... 34
06-09-61290..... 31	20-06-69511..... 17	20-06-69530..... 46	90-06-46276..... 42
06-09-61294..... 24	20-06-69512..... 18	20-06-69531..... 47	93-05-54547..... 35
06-10-61328..... 40	20-06-69513..... 19	20-06-69532..... 48	97-03-57541..... 50
09-06-62057..... 40	20-06-69514..... 19	20-06-69534..... 48	98-05-58408..... 23
20-06-69498..... 6	20-06-69515..... 20	20-06-69535..... 50	98-05-58416..... 22
20-06-69499..... 7	20-06-69516..... 21	20-06-69537..... 52	
20-06-69500..... 8	20-06-69517..... 23	20-06-69538..... 53	

SUBJECT INDEX

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

A

address disclosure	
address confidentiality program	22
vehicle and vessel owners	34
arbitration hearing	
franchise	38
architects and architecture firms	
business and professional licenses	8
audits	<i>see also SGGRRS</i>
business and professional license holders.....	13

B

background checks	
criminal	6
backups	<i>see SGGRRS</i>
bids (contracts)	<i>see SGGRRS</i>
bills (legislation)	<i>see SGGRRS</i>
biometric data	24
budgets	<i>see SGGRRS</i>

C

certificate of authority	7
certified copy of driver record (CCDR)	33
civil court judgement	

collision	26
collections	
fuel tax and lien records	43
collision	
civil court judgment	26
collision report	26
combative sporting events	54
complaints.....	<i>see also SGGRRS</i>
licensed and unlicensed business	
founded.....	14
unfounded.....	16
contract compliance documentation.....	15
contracts	<i>see SGGRRS</i>
criminal background checks.....	6

D

driver license exam	21, 22
driver license extensions.....	22
driver record requests	
certified copy	33
driver’s hearings	
examiner’s notes	28
final orders	27
driver’s licenses	
confidential information.....	52
enhanced	36
standard.....	24

summary records.....	25
driver’s permits.....	24
summary records.....	25
driving under the influence (DUI)	28

E

education provider	18
enhanced driver’s licenses/identification cards	36
summary records.....	25
exams	
driver license	21, 22
external data sharing	15

F

facial indicators	24
facilities	<i>see SGGRRS</i>
federal tax liens.....	11
final order (driver’s hearing)	27
financial reports	<i>see SGGRRS</i>
fleet.....	<i>see SGGRRS</i>
forced entry	10
franchise	
arbitration hearing	38
fraud allegations – founded	
driver, vehicle, and vessel.....	30
licensed and unlicensed business.....	14



WASHINGTON
Secretary of State
Washington State Archives

Department of Licensing Records Retention Schedule
Version 1.8 (October 2025)

fraud allegations – unfounded	
licensed and unlicensed business	16
fuel tax	
exempt claims	40
International Fuel Tax Agreement (IFTA)	40, 41
prorate accounts	42
returns	40

G

grants	<i>see SGGRRS</i>
grievances	<i>see SGGRRS</i>

H

human resources	<i>see SGGRRS</i>
-----------------------	-------------------

I

identification card	
inmate	37
juvenile	37
identification cards	24
confidential information	52
enhanced	36
summary records	25
ineligible to possess firearms (ITPF)	50
information systems	<i>see SGGRRS</i>
inspections	
business and professional license holders	13
insurance	
financial responsibility	31

motor vehicle	31, 32
self-insured	32
International Registration Plan (IRP)	42

L

leases	<i>see SGGRRS</i>
leave	<i>see SGGRRS</i>
license	
architects and architecture firms	8
business and professional	7, 9, 13
driver	21, 22
driver privilege restrictions	28, 29
driver status	33
firearms	50
fraud investigation	14, 30
special endorsement	23
special fuel	44
standard driver license	24
temporary business	7
license and identification	
incomplete applications	23
license plate issuance	
personalized/special	47
license plates	
special design plates	48

M

medical records	
driver	29
meetings	<i>see SGGRRS</i>
motor vehicles	<i>see SGGRRS</i>

O

organ donor program	35
---------------------------	----

P

parking	
disabled parking privileges	39
payroll	<i>see SGGRRS</i>
permissible use audit	15
permits	
temporary business	7
temporary vehicle permit	49
temporary vessel permit	49
personnel	<i>see SGGRRS</i>
planning	<i>see SGGRRS</i>
plans (drawings)	<i>see SGGRRS</i>
policies	<i>see SGGRRS</i>
procedures	<i>see SGGRRS</i>
professional license examination	19
prorate and fuel tax	
collections	43
public disclosure	<i>see SGGRRS</i>
public records requests	<i>see SGGRRS</i>
purchasing	<i>see SGGRRS</i>

R

records management	<i>see SGGRRS</i>
report	
collision	26

S

school closure	
records transfer	17
special design license plates	48
special fuel license	44
standard/enhanced driver’s license/ID/permit	
granted – summary records	25
student enrollment	20

T

timesheets	<i>see SGGRRS</i>
title	

confidential vehicle and vessel ownership	
information	53
title of ownership	46
tort claims	<i>see SGGRRS</i>
trace requests	51
training	<i>see SGGRRS</i>
travel	<i>see SGGRRS</i>

U

Uniform Commercial Code (UCC)	11, 12
uninsured collision	
financial responsibility	32

V

vehicle and vessel registration	
applications	45
vehicle destruction	48
vehicles	<i>see SGGRRS</i>
vehicular assault	28
vehicular homicide	28
vison records	
driver	29

W

WATCH (Washington Access to Criminal History)	6
--	---