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This schedule applies to: Law Enforcement Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of state and local law enforcement agencies relating to the unique functions of law enforcement, criminal case investigation, community and external relations, and management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all government 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 local resources.

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

Authority

This records retention schedule was approved for use by local governments by the Local Records Committee in accordance with RCW 40.14.070 on June 3,2026.

Signed by: Al Rose 9147240F953140A...
For the State Auditor: Al Rose

Signed by: Patrick Myers 4BAC8022407F469...
For the Attorney General: Patrick Myers

Signed by: 2E1999C10DD143B...
The State Archivist: Heather Hirotaka

This records retention schedule was approved for use by state agencies by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2026.

Signed by: Al Rose 9147240F953140A...
For the State Auditor: Al Rose

Signed by: Matthew Kernutt 72A2E69C60844B6...
For the Attorney General: Matt Kernutt

Signed by: Marie Davis 0CDBA75F93B2459...
For the Office of Financial Management: Marie Davis

Signed by: 2E1999C10DD143B...
The State Archivist: Heather Hirotaka

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Revocation of previously issued records retention schedules
All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to 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	2001	Initial version (and updates).
2.0	2002	Minor revisions.
3.0	2005	Minor revisions.
4.0	2007	Jail Records and Electronic Records and Information Services sections revised.
4.1	Dec. 27, 2007	Primary retention of SURVEILLANCE RECORDINGS – ROUTINE (DAN L15-01-64) reduced from 6 months to 60 days.
5.0	March 26, 2009	Records series common to all local government agencies now appear in the new *Local Government Common Records Retention Schedule (CORE)* and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the *Law Enforcement Records Retention Schedule* now begin with the prefix "LE"; there have been no changes to titles, descriptions, retention periods, or archival designations.
6.0	July 29, 2010	Complete revision of series titles, descriptions, retention periods, and archival designations. Entire schedule has been reorganized and restructured. The "Secondary Copy" and "Remarks" columns have been removed and the entire schedule has been reformatted. Records series common to all local government agencies and covered by the *Local Government Common Records Retention Schedule (CORE)* have been removed.
6.1	January 31, 2013	Critical updates based on user feedback. Added 10 new records series, discontinued 10 series, and revised 36 series. Function descriptions revised to more closely follow activity descriptions in *CORE*.
7.0	December 3, 2015	Critical updates based on user feedback. Added 9 new records series, discontinued 2 series, and revised 11 series. Topics addressed include internal review and/or investigation of incidents (including misconduct); *Prison Rape Elimination Act (PREA)*; mobile recordings (bodycam, dashcam, drone, etc.); background checks conducted for non-criminal investigation purposes; solicitor licenses; juvenile records *and their early destruction* (chapter 13.50 RCW). **All changes are detailed in the Summary of Changes**. *(NOTE: Typographical error corrections, formatting, and inconsequential language modifications were not considered changes.)*

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7.1	August 11, 2016	Changes to retention for *Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)* and minor revisions to the "Corrections and Jails – Inmate Security and Control" and "Enforcement – Violations and Traffic Enforcement" sections.
7.2	January 26, 2017	New series, *Recordings from Mobile Devices – Buffered Data/Images (DAN GS2017-001),* provides disposition authority for certain data/images recorded over *as part of routine device operations.* 3 related series modified. All changes are detailed in the Summary of Changes.
8.0	February 2, 2022	Scope of schedule broadened to include state law enforcement agencies (such as Washington State Patrol, Department of Fish and Wildlife, State Parks and Recreation Commission, university police departments, etc.), incorporation of legislative changes, and other minor revisions throughout the schedule.
9.0	June 3, 2026	Critical updates based on user feedback. Added 15 new records series, discontinued 17 series, and revised 44 series. All series in the Communications – Dispatch section were discontinued and mapped to series in the *Emergency Communications (911) and Dispatch Records Retention Schedule v.2.0* or the *CORE / SGGRRS* schedules. Topics addressed in new series include case records (including audio/video recordings and other records relating to the case); criminal history record information (CHRI) without fingerprints; concealed carry authorization for retired/separated officers; independent investigations by the Office of Independent Investigations (OII) or an Independent Investigation Team (IIT); juvenile temporary custody; pharmaceutical inventory accountability; and specialized forest product permits.

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

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1. AGENCY ADMINISTRATION AND MANAGEMENT

This section includes records relating to agency administration and management that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule*.

1.1 COMMUNITY AND EXTERNAL RELATIONS

This section includes records relating to community and external relations that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-005 Rev. 2	***Background Checks/Tests/Investigations (Non-Criminal)*** Records relating to background checks, tests, and/or investigations performed by the law enforcement agency on behalf of another government agency or private employer/entity that are unrelated to the agency's criminal investigation cases. Includes employment-related investigations on behalf of another agency/employer/entity's applicants, employees, volunteers, contractors, etc. Records include, but are not limited to: • Criminal History Record Information (CHRI) and/or "No Record Found" results; • Fingerprints, analysis, etc.; • Related communications (regardless of format). Excludes: • CPL license applications covered by *Concealed Pistol License Applications – Approved/Voided/Revoked (DAN LE17-01-01)* and *Concealed Pistol License Applications – Denied (DAN LE17-01-02);* • *Fingerprint Requests (Public) (DAN LE2013-001)*;	**Retain** for 3 years after fulfillment of request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
Continued next page	*Continued next page*	*Continued next page*	*Continued next page*

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1.1 COMMUNITY AND EXTERNAL RELATIONS

This section includes records relating to community and external relations that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued from previous page	*Continued from previous page* • Background check/investigation results for the law enforcement agency's own non-commissioned employees, covered by *Employee Work History (DAN GS50-04B-06) / Personnel – Employment History Files (DAN GS 03042)*; • Background check/investigation results for the law enforcement agency's own commissioned officers and corrections officers, covered by *Personnel Records (Peace/Corrections Officers) (DAN LE2022-010)*; • Background check/investigation records for applicants not hired by the law enforcement agency, covered by *Recruitment (DAN GS50-04B-22) / Recruitment – Employee (DAN GS 03012)*.	*Continued from previous page*	*Continued from previous page*
LE2010-025 Rev. 1	***Crime Prevention Programs*** Records relating to the operation and management of crime prevention programs, such as: • Crime Stoppers; • Block watch; • Business watch; • House watch. Excludes records covered by: • *Establishment/Development History of Agency/Programs (DAN GS50-06F-02 / GS 10013)*; • *Ride-Along Programs (DAN LE03-01-38)*.	**Retain** for 1 year after obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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1.1 COMMUNITY AND EXTERNAL RELATIONS

This section includes records relating to community and external relations that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-013 Rev. 0	***Drug Take-Back*** Records relating to the agency's authorized collection and disposal of unused, unwanted, and expired medicines dropped off by the public in accordance with chapter 69.48 RCW. Includes, but is not limited to: • Records documenting collection and disposal of pharmaceuticals. Excludes records covered by: • *Contracts and Agreements – General (DAN GS50-01-11 / GS 01050)*.	**Retain** for 2 years after disposal of pharmaceuticals *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-001 Rev. 2	***Fingerprint Requests (Public)*** Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons unrelated to criminal or other investigations by the law enforcement agency, such as to provide to a potential employer prior to hiring, obtain a specific occupational license from a regulatory agency, obtain one's own criminal history record from Washington State Patrol, apply to be a prospective foster or adoptive parent, etc. Excludes records covered by: • *Background Checks/Tests/Investigations (Non-Criminal) (DAN LE2015-005);* • *Concealed Pistol License Applications – Approved/Voided/Revoked (DAN LE17-01-01)* and *Concealed Pistol License Applications – Denied (DAN LE17-01-02);* • *Financial Transactions – General (DAN GS2011-184 / GS 01001)*; • *Fingerprint Analysis (DAN LE2013-010)*.	**Retain** for 3 years after fulfillment of request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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1.1 COMMUNITY AND EXTERNAL RELATIONS

This section includes records relating to community and external relations that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-026 Rev. 1	***Lock-Outs*** Records relating to the provision of assistance to citizens who have locked themselves out of houses or vehicles. Excludes waivers of liability covered by *Contracts and Agreements – General (DAN GS50-01-11 / GS 01050)*.	**Retain** for 3 years after date of lock-out *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE25-01-01 Rev. 1	***Property Registration*** Records relating to personal property registered with the agency for recovery if lost or stolen.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-38 Rev. 2	***Ride-Along Programs*** Records relating to public participation in agency Ride-Along programs. Includes, but is not limited to: • Parent/legal guardian permissions for individuals under age 18. *Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).*	**Retain** for 3 years after participant's ride-along *and* 3 years after participant reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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2. ASSET MANAGEMENT

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

2.1 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-020 Rev. 0	***Pharmaceutical Inventory Accountability*** Records documenting the agency's acquisition, transfer, administration, return, and/or destruction of pharmaceuticals, including controlled substances, in accordance with the Drug Supply Chain Security Act, or DSCSA (Title II of the Drug Quality and Security Act, Public Law 113-54). Includes, but is not limited to: • Official transaction reports from wholesale suppliers or distributors; • Transaction statements from wholesale suppliers or distributors; • Records tracking the administration and restocking of pharmaceuticals by the agency; • Records documenting destruction or return to distributor of unused pharmaceuticals. Excludes records documenting administration of medications to individual inmates, covered by *Inmate Health Records (Age 18 and Over) (DAN LE15-01-25)* and *Inmate Health Records (Under Age 18) (DAN LE2010-034)*. *Note: Retention based on 6-year retention requirement for transaction records of dispensers of pharmaceuticals per the Drug Supply Chain Security Act (DSCSA).*	**Retain** for 6 years after date of administration, destruction, or return to distributor *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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2.2 MAINTENANCE, INSPECTION, AND MONITORING

This section includes records relating to maintenance, inspection, and monitoring that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE26-01-02 Rev. 3	***Agency-Owned Animals*** Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915. Includes, but is not limited to: • Training and canine team certification; • Animal acquisition and microchip information; • Records showing purpose, use, or assignment of animal. Excludes records covered by: • *Internal Review/Post-Incident Analysis (Routine) (DAN LE2022-008);* • *Independent Investigations – Law Enforcement Use of Deadly Force (DAN LE2026-015).*	**Retain** for 6 years after removal from active service *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE27-01-04 Rev. 1	***Weapons (Agency-Issued)*** Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel. Includes, but is not limited to: • Records of issuance, gift, and loss; • Records of inspection, maintenance, and certification.	**Retain** for 3 years after disposal of weapon *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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3. COMMUNICATION

The function of receiving, maintaining, and disseminating information relating to law enforcement activities, including the provision of pertinent information to agency personnel, other agencies, and the public, where not covered by the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule* or the *Emergency Communications (911) and Dispatch Records Retention Schedule*.

3.1 INFORMATION DISSEMINATION

The activity of distributing information among law enforcement agency personnel, other law enforcement agencies, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-007 Rev. 0	***Alert and Notification Management*** Records documenting the entry and dissemination of information, including by teletype, about specific individuals (e.g., wanted, missing, unidentified, supervised release, violent person) or property (e.g. stolen/missing items, guns, license plates, vehicles) to the public, dispatch agencies, and/or responder agencies. Includes, but is not limited to, alerts/notifications about: • Missing/endangered person alerts, such as America's Missing Broadcast Emergency Response (AMBER) Alerts, Endangered Missing Persons Advisory (EMPA) Alerts, Missing Indigenous Persons Alerts (MIPA), and Silver Alerts; • Wanted suspects; • Stolen property; • Court orders. Excludes: • Records covered by *Criminal Background Information Management (DAN LE07-01-11);* • *Received* alerts/notifications, covered by other records series based on the content and function of the records. *Note: Retention based on auditing requirements of the Washington State Patrol*.	**Retain** until completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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3.1 INFORMATION DISSEMINATION

The activity of distributing information among law enforcement agency personnel, other law enforcement agencies, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE03-01-18 Rev. 1	***Daily Bulletins*** Bulletins created on a daily basis to disseminate pertinent information to officers.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4. CORRECTIONS AND JAILS

The function of operating correctional facilities and community corrections programs.

See the Local Government Common Records Retention Schedule (CORE) for additional records relating to asset management and financial management.

4.1 ELECTRONIC / HOME DETENTION MONITORING

The activities associated with the electronic monitoring and home detention of individuals by law enforcement agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-005 Rev. 0	***Electronic Monitoring and Home Detention Records (Age 18 and Over)*** Records documenting the use of electronic monitoring equipment and orders for administering electronic monitoring and home detention on individuals in accordance with chapter 9.94A RCW. Includes, but is not limited to: • Court orders; • Equipment information files; • Infractions and disciplinary records; • Notification of installation and removal of electronic monitoring devices; • Agreements between individuals and private monitoring entities; • Referral, pre-screening, compliance, and consent forms; • Reports and schedules. Excludes records covered by *Financial Transactions – General (DAN GS2011-184 / GS 01001)*.	**Retain** for 6 years after termination of monitoring/detention *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.1 ELECTRONIC / HOME DETENTION MONITORING

The activities associated with the electronic monitoring and home detention of individuals by law enforcement agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-006 Rev. 0	***Electronic Monitoring and Home Detention Records (Under Age 18)*** Records documenting the use of electronic monitoring equipment and orders for administering electronic monitoring and home detention on individuals in accordance with chapter 9.94A RCW. Includes, but is not limited to: • Court orders; • Equipment information files; • Infractions and disciplinary records; • Notification of installation and removal of electronic monitoring devices; • Agreements between individuals and private monitoring entities; • Referral, pre-screening, compliance, and consent forms; • Reports and schedules. Excludes records covered by *Financial Transactions – General (DAN GS2011-184 / GS 01001)*.	**Retain** for 5 years after subject attains age 18 *and* 6 years after termination of monitoring/detention *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.2 FOOD AND COMMISSARY SERVICES

The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-033 Rev. 0	***Commissary Orders*** Orders submitted by inmates for the purchase of commissary items.	**Retain** for 3 years after date of order *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-17 Rev. 1	***Food Services – General*** Records relating to meals and food programs provided to the general inmate population. Includes, but is not limited to, meal counts and menus. Excludes records covered by *Food Services – Special Dietary Requirements (DAN LE15-01-09)*.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-09 Rev. 1	***Food Services – Special Dietary Requirements*** Records relating to the unique or specific dietary needs of individual inmates and the provision of food/dietary products. Includes, but is not limited to: • Diet orders; • Documentation of food/products provided to individuals.	**Retain** for 3 years after termination of incarceration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.2 FOOD AND COMMISSARY SERVICES

The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-46 Rev. 2	***Provision of Items to Inmates*** Records documenting the agency's provision of items for inmates at no cost to the inmate, such as: • Razors; • Personal hygiene products; • Clothing; • Etc.	**Retain** for 3 years after end of financial year *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.3 INMATE HEALTH INFORMATION MANAGEMENT

The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental, and psychiatric records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-25 Rev. 3	***Inmate Health Records (Age 18 and Over)*** Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis. Includes, but is not limited to: • Screening and history information; • Information about medical encounters with health care providers; • Notes and correspondence related to the patient; • Laboratory and test results; • Diagnostic images (such as x-rays, MRIs, or CAT scans); • Records of medications administered. Excludes pharmaceutical tracking records covered by *Pharmaceutical Inventory Accountability (DAN LE2026-020)*.	**Retain** for 8 years after provision of health-related services *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.3 INMATE HEALTH INFORMATION MANAGEMENT

The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental, and psychiatric records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-034 Rev. 2	***Inmate Health Records (Under Age 18)*** Records documenting the provision of health-related services or surveillance for juvenile inmates on an individual basis. Includes, but is not limited to: • Screening and history information; • Information about medical encounters with health care providers; • Notes and correspondence related to the patient; • Laboratory and test results; • Diagnostic images (such as x-rays, MRIs, or CAT scans); • Records of medications administered. Excludes pharmaceutical tracking records covered by *Pharmaceutical Inventory Accountability (DAN LE2026-020)*.	**Retain** for 8 years after patient attains age 18 *and* 8 years after provision of health-related services *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.4 INMATE MOVEMENT

The activity of authorizing and documenting the movement of inmates into, within or out of the corrections facility.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-15 Rev. 1	***Activity Logs (Floor/Block/Unit)*** Logs documenting inmate activity and/or movement on each floor, block, or unit. Includes, but is not limited to logs documenting: • Departure to/return from classes or programs; • Phone use.	**Retain** for 6 years after date of log entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE22-01-03 Rev. 2	***Extraditions*** Records relating to agency planning and coordination of inmate extraditions to out-of-state detention facilities. Excludes records covered by: • *Inmate Custody Files (Age 18 and Over) (DAN LE15-01-40)*; • *Inmate Custody Files (Under Age 18) (DAN LE2010-038)*.	**Retain** for 6 years after extradition fulfilled, cancelled, or expired *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-30 Rev. 3	***Facility Registers*** Summary information created in accordance with RCW 70.48.100, documenting persons who are admitted into, transferred between, or released from correctional facilities, jails, or temporary holding cells. Excludes summary records of juvenile holding or detention covered by *Juvenile Temporary Custody (DAN LE2026-016)*.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** **(for Disaster Recovery)** OPR
LE2010-035 Rev. 0	***Local Jail Reports*** Reports submitted to the Office of Financial Management in accordance with RCW 10.98.130 regarding offenders released from jails who were convicted of felonies or incarcerated for noncompliance with a felony sentence.	**Retain** for 6 years after date of report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.4 INMATE MOVEMENT

The activity of authorizing and documenting the movement of inmates into, within or out of the corrections facility.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-47 Rev. 2	***Release Recaps*** Chronological listings of all inmates released from incarceration the previous day. Excludes records covered by *Local Jail Reports (DAN LE2010-035)*.	**Retain** for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-036 Rev. 1	***Sex/Kidnapping Offender Registration Notifications and Acknowledgements*** Records documenting agency notification and inmate acknowledgement of offender registration requirements (in accordance with RCW 70.48.470) for inmates convicted of sex or kidnapping offenses.	**Retain** for 6 years after date of signature/returned as undeliverable *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-037 Rev. 0	***Transfer of Custody*** Records relating to agency planning and coordination of transportation for inmates into another agency's custody.	**Retain** for 3 years after transport fulfilled or cancelled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-045 Rev. 0	***Earnings Disposition*** Records relating to payroll deductions and disbursements of inmate earnings in accordance with RCW 72.65.050.	**Retain** for 6 years after termination of incarceration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-40 Rev. 1	***Inmate Custody Files (Age 18 and Over)*** Records documenting the custody of inmates age 18 and over. Includes, but is not limited to, documentation relating to: • Admittance, booking, and transfer; • Background data and history; • Classification (change requests, reviews, hearings, etc.); • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.). Excludes records covered by *Extraditions (DAN LE22-01-03)*.	**Retain** for 6 years after termination of incarceration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-038 Rev. 0	***Inmate Custody Files (Under Age 18)*** Records documenting the custody of inmates under age 18. Includes, but is not limited to, documentation relating to: • Admittance, booking, and transfer; • Background data and history; • Classification; • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.). Excludes records covered by *Extraditions (DAN LE22-01-03)*.	**Retain** for 5 years after subject attains age 18 *and* 6 years after termination of incarceration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-086 Rev. 2	***Inmate Custody Files – Notorious/Historically Significant Inmates*** Records documenting the custody of inmates who have gained contemporary public notoriety or significance, such as inmates who have: • Received significant media coverage; • Caused the agency to change policies/procedures or use new methods/technology; • Been frequently cited in scholarly/professional literature or subject of well-known books/films; • Otherwise been generally viewed by the community as important/significant, etc. Includes, but is not limited to, documentation relating to: • Admittance, booking, and transfer; • Background data and history; • Classification (change requests, reviews, hearings, etc.); • Involvement in inmate programming; • Infractions and disciplinary hearings; • Release and community corrections (probation, parole, etc.); • Legal (court records, extradition authorization, victim notification forms, etc.). Excludes records covered by *Extraditions (DAN LE22-01-03)*.	**Retain** for 6 years after termination of incarceration *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
LE14-01-29 Rev. 2	***Inmate Surveillance Logs*** Logs relating to the surveillance and monitoring of inmates for security purposes. Includes, but is not limited to cell/unit inspection logs, pass-on logs, and surveillance logs used by agency employees to provide continuity in security across work shifts. Excludes records covered by *Mail and Property Surveillance (DAN LE15-01-56)*.	**Retain** for 3 years after date of final entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-016 Rev. 0	***Juvenile Temporary Custody*** Summary information documenting juveniles who are held in temporary custody at the local law enforcement agency, pursuant to 28 CFR 31, Subpart A, *Juvenile Justice and Delinquency Prevention Act*. Includes, but is not limited to: • Identifying information; • Date and time of arrival and release; • Any charges; • Classification of the juvenile as a juvenile offender, status offender, or non-offender; • Times of welfare checks; • Any medical or other screenings requested and completed; • Circumstances that justify any secure custody.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-56 Rev. 1	***Mail and Property Surveillance*** Records relating to the inspection and review of mail and other materials sent to inmates by outside parties.	**Retain** for 3 years after conclusion of review *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-39 Rev. 1	***Population Counts (Inmate)*** Records documenting inmate population demographics, counts, or assignments. Includes, but is not limited to: • Bed and housing assignments; • Population census and reports; • Tank rosters.	**Retain** for 3 years after date of report or entry *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
LE2015-003 Rev. 2	***Prison Rape Elimination Act (PREA) – Allegations, Investigations, Incident Review*** Records documenting administrative and/or criminal investigations into allegations of sexual abuse or sexual harassment pursuant to 28 CFR Part 115, *Prison Rape Elimination Act (PREA) National Standards*. Also includes records relating to sexual abuse incident reviews conducted pursuant to 28 CFR § 115.86, § 115.186, § 115.286, and § 115.386. Excludes: • Records covered by *Case Records – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063)*; • Annual report(s) prepared pursuant to 28 CFR § 115.88, § 115.188, § 115.288, and § 115.388 covered by *Publications – Master Set (DAN GS50-06F-04) / State Publications (DAN GS 15008)*. *Note: Retention based on certain violations against a victim under the age of eighteen being able to be prosecuted up to the victim's 30th birthday (RCW 9A.04.080) and 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).*	**Retain** for 6 years after inmate no longer incarcerated *and* *If minor involved in incident,* until minor's 30th birthday *and* *If agency employee involved in incident,* 10 years after separation from employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-004 Rev. 1	***Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse Data*** Accurate, uniform **data** *collected and aggregated* by the agency for every allegation of sexual abuse at facilities under its control pursuant to *Prison Rape Elimination Act (PREA) National Standards,* 28 CFR § 115.87, § 115.187, § 115.287, and § 115.387. Excludes: • Records covered by *Prison Rape Elimination Act (PREA) - Allegations*, *Investigations, Incident Review (DAN LE2015-003)*; • Annual report(s) prepared pursuant to 28 CFR § 115.88, § 115.188, § 115.288, and § 115.388 covered by *Publications – Master Set (DAN GS50-06F-04) / State Publications (DAN GS 15008)*. *Note: Retention based on 10-year retention requirement for Prison Rape Elimination Act data (28 CFR § 115.89, § 115.189, § 115.289, and § 115.389).*	**Retain** for 10 years after data collected *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-043 Rev. 4	***Recordings – Inmate Conversations (Not Case-Specific)*** Recordings of inmate conversations (such as phone calls, video calls, etc.) where the recorded conversation *is not* related to litigation or a criminal proceeding. Excludes recordings of inmate conversations related to a criminal case, covered by the appropriate *Case Records* series in the Investigation – Case Management section of this schedule. *Note: Retention based on 1-year requirement for recorded conversations (RCW 9.73.095(3)(c)).*	**Retain** for 1 year after date of conversation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-63 Rev. 2	***Recordings, Security – Incident Identified*** Recordings, created as security measures, which do contain an incident identified by an inmate, agency personnel, or pending public disclosure request. Includes, but is not limited to: • Inmate surveillance; • Booking and arrest area security recordings.	**Retain** until case adjudicated or closed (no further action possible) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-64 Rev. 1	***Recordings, Security – Incident Not Identified*** Recordings, created as security measures, which do not contain an incident identified by an inmate, agency personnel, or pending public disclosure request. Includes, but is not limited to: • Inmate surveillance; • Booking and arrest area security recordings.	**Retain** for 60 days after date of recording *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-26 Rev. 2	***Requests (Inmate)*** Records relating to inmate requests for items or services. Includes, but is not limited to: • Medical or pharmacy services; • Commissary services; • Access to service programs (including applications for admission into community corrections programs). Excludes: • Complaints/grievances covered by *Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003)*; • Complaints/grievances involving PREA, covered by *Prison Rape Elimination Act (PREA) – Allegations, Investigations, Incident Review (DAN LE2015-003)*.	**Retain** for 3 years after date of request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-044 Rev. 1	***Trustee Files*** Records relating to inmates selected for trustee status and their involvement as trustees. Excludes trustee records that are part of an inmate custody file covered by: • *Inmate Custody Files (Age 18 or Over) (DAN LE15-01-40)*; • *Inmate Custody Files (Under Age 18) (DAN LE2010-038)*.	**Retain** for 1 year after revocation or termination of trustee status *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE15-01-62 Rev. 2	***Trustee Rosters*** Rosters of inmates selected to be trustees.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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4.5 INMATE SECURITY AND CONTROL

The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE15-01-59 Rev. 1	***Warrant Holds*** Records relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended. Includes, but is not limited to: • Hold warrants; • Documentation relating to transfer of offender.	**Retain** for 6 years after cancelled or inmate transferred *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE15-01-67 Rev. 2	***Work Crews*** Documentation of community corrections or community service work crews overseen by the law enforcement agency, including rosters of inmates or volunteers who worked, orders, directions, shift activity documentation, and any other coordination materials.	**Retain** for 6 years after conclusion of work activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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5. CRIMINAL HISTORY RECORD INFORMATION (CHRI) MANAGEMENT

The function of managing the collecting, submitting, and querying of criminal history record information (CHRI).

5.1 AUDITING

This section includes records relating to auditing criminal history record information (CHRI) that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-066 Rev. 0	***Criminal History Audit Reports*** Final reports of Washington State Patrol audit findings. *Note: Criminal history audit reports are retained by Washington State Patrol in accordance with the Washington State Patrol records retention schedule.*	**Retain** for 6 years after completion of Washington State Patrol audit *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
LE07-01-02 Rev. 1	***Criminal History Audit Trail Files*** Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.	**Retain** for 1 year after completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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5.2 BACKGROUND CHECKS/QUERYING

The activity of querying criminal history record information (CHRI) for background checks and other purposes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-11 Rev. 3	***Criminal Background Information Management*** Records documenting the searching, management, receipt, and dissemination of criminal background information, including by teletype. Includes, but is not limited to: • National Crime Information Center (NCIC) and Washington Crime Information Center (WACIC) inquiry logs; • Secondary Dissemination logs. *Note: Retention based on auditing requirements of the Washington State Patrol.*	**Retain** until completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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5.3 COLLECTION/SUBMISSION

The activity of collecting and submitting criminal history record information (CHRI).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-05 Rev. 4	***Criminal History Record Information – With Fingerprints*** Criminal history record information (CHRI) (as defined by RCW 10.97.030) collected by the agency on individuals, where the agency has recorded the individuals' fingerprints. Includes, but is not limited to: • Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol (WSP) in accordance with RCW 10.98.050 or RCW 43.43.570; • CHRI initially rejected by WSP, if successfully transmitted on a later attempt; • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. Excludes the records of Washington State Patrol.	**Retain** until transmitted to Washington State Patrol *and* until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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5.3 COLLECTION/SUBMISSION

The activity of collecting and submitting criminal history record information (CHRI).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-011 Rev. 0	***Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony)*** Criminal history record information (as defined by RCW 10.97.030) collected by the agency on individuals, where the agency did **not** record their fingerprints, and where the offense for which they were cited is either a felony or could be elevated to a felony due to repeated offenses. Examples of offenses of this nature include, but are not limited to, domestic violence, stalking, harassment, and DUI. Includes, but is not limited to: • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. Excludes the records of Washington State Patrol.	**Retain** until offender attains 99 years of age *or* until offender is deceased, *whichever occurs sooner* *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OPR

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5.3 COLLECTION/SUBMISSION

The activity of collecting and submitting criminal history record information (CHRI).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-012 Rev. 0	***Criminal History Record Information – No Fingerprints (Misdemeanor/Gross Misdemeanor – No Potential Elevation to Felony)*** Criminal history record information (as defined by RCW 10.97.030) collected by the agency on individuals, where the agency did **not** record their fingerprints, and where the offense for which they were cited is either a misdemeanor or gross misdemeanor that could **not** be elevated to a felony in the event of repeated offenses. Examples of offenses of this nature include, but are not limited to, third-degree theft, first-degree criminal trespass, disorderly conduct, and failure to disperse. Includes, but is not limited to: • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. Excludes the records of Washington State Patrol.	**Retain** for 10 years after date of last modification to the record *and* until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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5.3 COLLECTION/SUBMISSION

The activity of collecting and submitting criminal history record information (CHRI).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-007 Rev. 2	***Criminal History Record Information – Non-Conviction Data*** Criminal history record information (as defined by RCW 10.97.030) that consists entirely of non-conviction data (as defined by RCW 10.97.030) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with RCW 10.97.060. Excludes records covered by: • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011)*; • *Criminal History Record Information – No Fingerprints (Misdemeanor/Gross Misdemeanor – No Potential Elevation to Felony) (DAN LE2026-012)*; • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*.	**Retain** until deletion request is granted *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OPR
LE2010-032 Rev. 0	***Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC)*** Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050.	**Retain** for 3 years after date of validation *or* until completion of Washington State Patrol audit, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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6. EMERGENCY MANAGEMENT

The function relating to the management and provision of emergency services in response to specific emergency or disaster situations to ensure public safety.

6.1 SEARCH AND RESCUE

The activity of coordinating and providing search and rescue services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-046 Rev. 0	***Mission Files – Search and Rescue*** Records relating to the planning and/or implementation of search and rescue missions in accordance with chapter 38.52 RCW.	**Retain** for 6 years after mission concluded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

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7. ENFORCEMENT

The function of enforcing ordinances and laws within the jurisdiction of the local law enforcement agency.

See the Local Government Common Records Retention Schedule for additional records relating to the management of the law enforcement agency's assets.

7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-048 Rev. 1	***Alcohol, Tobacco and Firearms (ATF) Forms – Action Taken*** Copies of federal forms documenting citizen requests for ATF permission to acquire regulated weapons where the law enforcement agency indicates that they have information that may disqualify the applicant from possessing such weapons. Includes, but is not limited to: • ATF Form 4 – Application to Transfer and Register NFA Firearm (Tax-Paid); • ATF Form 7CR – Application for Federal Firearms License; • ATF Form 1 – Application to Make and Register NFA Firearm.	**Retain** for 3 years after date form completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2022-002 Rev. 0	***Alcohol, Tobacco and Firearms (ATF) Forms – No Action Taken*** Copies of federal forms documenting citizen requests for ATF permission to acquire regulated weapons where no further action is taken by the law enforcement agency. Includes, but is not limited to: • ATF Form 4 – Application to Transfer and Register NFA Firearm (Tax-Paid); • ATF Form 7CR – Application for Federal Firearms License; • ATF Form 1 – Application to Make and Register NFA Firearm.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-003 Rev. 1	***Alien Firearm Licenses*** Records relating to applications to obtain alien firearm licenses in accordance with RCW 9.41.173 regardless of whether the applicant has been approved or denied. Includes, but is not limited to: • Copies of approval/denial notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses.	**Retain** for 6 years after expired, voided, or denied *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2026-010 Rev. 0	***Concealed Carry Authorization – Retired/Separated Law Enforcement Officers – Law Enforcement Officers Safety Act (LEOSA)*** Records relating to applications submitted to the agency to obtain nationwide concealed carry authority under the Law Enforcement Officers Safety Act (LEOSA) (18 USC § 926C) and RCW 9.41.060 and 36.28A.090. Includes, but is not limited to: • Application packet, including supporting documentation; • Records documenting the agency's issuance or denial of LEOSA photographic identification to applicant; • Records documenting LEOSA firearms qualification within the last 12 months.	**Retain** for 6 years after expiration, renewal, denial, or revocation of eligibility *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE17-01-01 Rev. 4	***Concealed Pistol License Applications – Approved/Voided/Revoked*** Records relating to applications to obtain concealed pistol licenses in accordance with RCW 9.41.070 and agency issuance of concealed pistol licenses where the applicant is approved to receive a concealed pistol license or where the license is subsequently voided or revoked in accordance with RCW 9.41.075. Includes, but is not limited to: • Copies of approval/voiding/revocation notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses. Excludes applications for concealed carry authorization under LEOSA, covered by *Concealed Carry Authorization – Retired/Separated Law Enforcement Officers – Law Enforcement Officers Safety Act (LEOSA) (DAN LE2026-010)*. *Note: Per RCW 9.41.070(4), the authority issuing the license must retain its copy for 6 years.*	**Retain** for 6 years after expired, voided, or revoked *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE17-01-02 Rev. 4	***Concealed Pistol License Applications – Denied*** Records relating to applications to obtain concealed pistol licenses in accordance with RCW 9.41.070, and supporting documentation, where the applicant is not approved to receive a concealed pistol license. Includes, but is not limited to: • Copies of denial notifications sent to Department of Licensing; • Background investigation materials. Excludes applications for concealed carry authorization under LEOSA, covered by *Concealed Carry Authorization – Retired/Separated Law Enforcement Officers – Law Enforcement Officers Safety Act (LEOSA) (DAN LE2026-010)*. *Note: Concealed Pistol License denials received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.*	**Retain** for 2 years after date of denial *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-014 Rev. 0	***Felony Firearm Offender Registration*** Records relating to court-ordered registration requirements (in accordance with RCW 9.41.330 and 9.41.333) for individuals found not guilty by reason of insanity or convicted of a felony firearm offense in this state. Includes, but is not limited to: • Signed acknowledgement by offender of registration requirement; • Records documenting offender's registration with the sheriff in their county of residence; • Required updates/verifications by offender of current residence address. *Note: Per RCW 9.41.333, an offender's registration requirements continue for four years from the date that they are first required to register.* *Note: In the event that an offender knowingly fails to comply with registrations and is charged with a gross misdemeanor in accordance with RCW 9.41.335, these records would be retained as part of Case Records – Other Cases (Routine) (DAN LE2010-064).*	**Retain** until registration requirement expires *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE17-01-06 Rev. 1	***Firearm Dealer Licenses*** Records relating to the licensing of firearms dealers in accordance with chapter 9.41 RCW. *Note: Department of Licensing retains firearm dealer licenses for 6 years in accordance with the state Department of Licensing records retention schedule.*	**Retain** for 1 year after expiration of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-049 Rev. 1	***Firearm Purchase/Transfer Requests – Eligible*** Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is *eligible* to receive a firearm in accordance with 18 U.S.C. § 922. Excludes records covered by Firearm Purchase/Transfer Requests – Ineligible (DAN LE17-01-03). *Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.*	**Retain** no later than 20 days after request received *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE17-01-03 Rev. 2	***Firearm Purchase/Transfer Requests – Ineligible*** Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is *ineligible* to receive a firearm in accordance with 18 U.S.C. § 922. Excludes records covered by Firearm Purchase/Transfer Requests – Eligible (DAN LE2010-049). *Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.*	**Retain** for at least 20 days after receipt of transfer request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-017 Rev. 0	***Notice of Suspension of Firearm Rights – Action Taken*** Notices provided to the law enforcement agency by Designated Crisis Responders (DCRs) of six-month suspensions of firearm rights for certain individuals in accordance with RCW 71.05.182, where the individual *does* surrender their firearms or concealed pistol licenses, and/or there *are* records of contact between the law enforcement agency and the individual regarding this matter. Includes, but is not limited to: • Notices by DCR of suspension of firearm rights; • Proof of Surrender (if court-ordered); • Related correspondence/communications. Excludes records documenting surrendered firearm/license custody management covered by *Evidence/Property in Custody—Management (DAN LE2010-069).* *Note: If a criminal possession investigation is initiated, these records would fall under the appropriate* Case Records *series in the Investigation – Case Management section of this schedule.*	**Retain** for 3 years after firearm rights restored *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-018 Rev. 0	***Notice of Suspension of Firearm Rights – No Action Taken*** Notices provided to the law enforcement agency by Designated Crisis Responders (DCRs) of suspension of firearm rights for certain individuals in accordance with RCW 71.05.182, where the individual *does not* surrender any firearms or concealed pistol licenses, and there are *no* records of contact between the law enforcement agency and the individual regarding this matter. Includes, but is not limited to: • Notices by DCR of suspension of firearm rights; • Related correspondence/communications between DCR and agency.	**Retain** until expiration of suspension period *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE17-01-10 Rev. 1	***Pawnbroker/Secondhand Dealer Slip Files/Daily Reports*** Records relating to daily slips received from pawnbrokers/secondhand dealers regarding their sales transactions.	**Retain** for 1 year after date of receipt *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE17-01-11 Rev. 1	***Pawnbroker/Secondhand Dealer Inspections*** Records relating to the inspection of pawnbroker/secondhand dealers to determine compliance with rules and regulations.	**Retain** for 3 years after date of inspection *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-004 Rev. 1	***Solicitor Licenses*** Records relating to applications for licenses to solicit/hawk/peddle within the agency's jurisdiction in accordance with chapter 36.71 RCW. Includes, but is not limited to: • Applications received (including those denied); • Reference check forms and notes; • Fingerprint materials; • Background check notes or printouts; • Copies or originals of licenses provided (if approved); • Correspondence relating to the application. Excludes records covered by *Financial Transactions – General (DAN GS2011-184 / GS 01001)*.	**Retain** for 6 years after expiration/final renewal of license *or* 6 years after denial of license, *if applicable* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.1 AUTHORIZATION AND REGULATION

The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-021 Rev. 0	***Specialized Forest Product Permits*** Records relating to the issuance and validation of permits to harvest or transport certain types and quantities of forest products from state or (with landowner permission) private forest land, in accordance with chapter 76.48 RCW. Specialized forest products include, but are not limited to, specialty woods, Christmas trees, evergreen foliage, wild edible mushrooms, and huckleberries. Includes, but is not limited to: • Authorizations and/or permit forms presented to the county sheriff's office or other authorized entity for acceptance/validation; • Supporting materials submitted with the permit, if any; • Documentation of any investigations deemed necessary to determine the validity of the information on the permit form. *Note: Per RCW 76.48.061, specialized forest products permits expire no later than the end of the calendar year in which they are issued.*	**Retain** for 6 years after expiration of permit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.2 COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE05-01-04 Rev. 3	***Court Orders/Warrants/Writs – Acted Upon*** Records relating to the tracking and delivery of official documents requiring a process to be served by the agency, including action taken on orders, warrants, and writs not originally filed with the agency. Includes, but is not limited to: • Anti-harassment, no contact, protection, restrictive area, Stay Out of Drug Areas/Stay Out of Areas of Prostitution (SODA/SOAP) orders, where served by the agency; • Domestic violence information sheets; • Service slips and logs (including face sheets and day tickets); • Returns of service; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). Excludes summonses that become part of a case record, covered by the appropriate *Case Records* series in the Investigation **–** Case Management section of this schedule.	**Retain** for 6 years after last entry or action *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Docusign Envelope ID: B27AC085-7BD0-85D3-8012-C1C606E4B0B6

7.2 COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-12 Rev. 3	***Court Orders/Warrants/Writs – Not Acted Upon*** Orders issued by a court and filed with the law enforcement agency where the agency has taken no subsequent action. Includes, but is not limited to: • Anti-harassment, no contact, protection, restrictive area, Stay Out of Drug Areas/Stay Out of Areas of Prostitution (SODA/SOAP) orders, where **not** served by the agency; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). Excludes: • Records covered by *Compulsory Process Served on the Agency (Not Party to Litigation) (DAN GS2011-172 / GS 18006)*; • Records sent to the wrong jurisdiction, covered by *Unsolicited Additional Materials (DAN GS2016-012 / GS 50015)*.	**Retain** until expired, vacated, terminated, or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE07-01-08 Rev. 1	***Dockets/Process Logs*** Logs, dockets, or lists of civil and criminal processes received by the agency.	**Retain** for 3 years after date of entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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7.2 COURT ORDER IMPLEMENTATION

The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE05-01-07 Rev. 1	***Executions Against Personal Property*** Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with chapter 6.17 RCW. Includes, but is not limited to: • Civil worksheets; • Writs and granting orders; • Continuation reports; • Descriptions of property involved.	**Retain** for 6 years after date of seizure or stay *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE20-01-03 Rev. 2	***Sex/Kidnapping Offender Registration, Monitoring and Contacts*** Records documenting the registration and/or monitoring of sex and kidnapping offenders in the agency's jurisdiction, and/or any associated contacts with offenders. Includes, but is not limited to, records relating to sex/kidnapping offender community notifications.	**Retain** for 6 years after offender leaves the agency's jurisdiction *or* 6 years after termination of offender's registration requirement, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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7.3 PROPERTY AND AUCTION MANAGEMENT

The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance, or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-006 Rev. 1	***Evidence Audits*** Records relating to evidence room audits conducted by the law enforcement agency's own staff to determine compliance with applicable policies, procedures, and requirements for the management of evidence. Includes, but is not limited to: • Correspondence relating to evidence audits; • Notes, logs, or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings. Excludes records covered by: • *External Audits/Reviews of Agency – Final Reports (DAN GS50-03F-02 / GS 04006)*; • Audits performed by the Washington Association of Sheriffs and Police Chiefs (WASPC) for accreditation purposes, covered by *Authorizations/Certifications Received by Agency (DAN GS50-01-42 / GS 21013).*	**Retain** for 4 years after completion of auditor's report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.3 PROPERTY AND AUCTION MANAGEMENT

The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance, or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-058 Rev. 1	***Property Forfeited*** Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505. Includes, but is not limited to: • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use; • Forfeiture hearing tapes. Excludes records relating to property retained for law enforcement use in accordance with chapters 63.32, 63.40, and 63.42 RCW. *Note: Retention based on 7-year requirement for records relating to forfeited property (RCW 69.50.505(8)(b)).*	**Retain** for 7 years after disposal of property *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-08 Rev. 3	***Property Seizure/Disposition*** Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order. Includes, but is not limited to: • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds.	**Retain** for 6 years after disposal of property *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-052 Rev. 0	***Automated Traffic Safety Cameras – Citation or Notice of Infraction Issued*** Images captured by automated traffic safety cameras which have resulted in the issuance of a citation or notice of infraction.	**Retain** until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-053 Rev. 0	***Automated Traffic Safety Cameras – Citation or Notice of Infraction Not Issued*** Images captured by automated traffic safety cameras which have not resulted in the issuance of a citation or notice of infraction.	**Retain** until verification that no infraction has been captured *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-054 Rev. 0	***Automatic License Plate Recognition Images – Case-Specific*** Images of vehicle license plates captured by automatic license plate imaging equipment and which do contain images significant to case investigations or court proceedings.	**Retain** until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-055 Rev. 0	***Automatic License Plate Recognition Images – Not Case-Specific*** Images of vehicle license plates captured by automatic license plate imaging equipment and which do not contain images significant to case investigations or court proceedings.	**Retain** until verification that a significant image has not been captured *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

Docusign Envelope ID: B27AC085-7BD0-85D3-8012-C1C606E4B0B6

7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-06 Rev. 4	***Citations/Notices of Infraction Issued – Non-DUI – <u>Not</u> Transmitted to TraCS/SECTOR*** Records relating to criminal or non-criminal citations/notices of infraction issued to alleged violators (such as traffic and non-traffic citations), where driving under the influence (DUI) is **not** a factor and the citation/notice is **not** transmitted to Washington State Patrol using the National Model Traffic and Criminal Software (TraCS) or Statewide Electronic Collision and Ticket Online Records (SECTOR). Includes, but is not limited to: • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. Excludes: • Records covered by *Citations/Notices of Infraction Issued – Non-DUI – Transmitted to TraCS/SECTOR (DAN LE2026-009)*; • Citations/notices of infraction involving DUI, covered by *Case Records – Homicides (Solved) (DAN LE2010-062)* or *Case Records – Other Cases (DUI Involved) (DAN LE2026-008)*.	**Retain** for 3 years after date of issuance *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-009 Rev. 0	***Citations/Notices of Infraction Issued – Non-DUI – Transmitted to TraCS/SECTOR*** Records relating to criminal or non-criminal citations/notices of infraction issued to alleged violators (such as traffic and non-traffic citations), where driving under the influence (DUI) is **not** a factor and the citation/notice **is** transmitted to Washington State Patrol using the National Model Traffic and Criminal Software (TraCS) or Statewide Electronic Collision and Ticket Online Records (SECTOR). Includes, but is not limited to: • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. Excludes: • Records covered by *Citations/Notices of Infraction Issued – Non-DUI – Not Transmitted to TraCS/SECTOR (DAN LE07-01-06)*; • Citations/notices of infraction involving DUI, covered by *Case Records – Homicides (Solved) (DAN LE2010-062)* or *Case Records – Other Cases (DUI Involved) (DAN LE2026-008)*.	**Retain** until submitted to Washington State Patrol *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-12 Rev. 1	***Citations/Notices of Infraction – Issued to Officer*** Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010. Includes, but is not limited to: • Voided citations/tickets; • Receipts for books and/or devices issued. Excludes unissued/blank citation forms covered by *Forms – Accountable (DAN GS2010-011 / GS 12004)*.	**Retain** for 3 years after date of issuance *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE12-01-13 Rev. 2	***Collision Reports*** Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted via the National Model Traffic and Criminal Software (TraCS) or Statewide Electronic Collision and Ticket Online Records (SECTOR) to Washington State Patrol in accordance with RCW 46.52.030. Excludes case records covered by the appropriate *Case Records* series in the Investigation – Case Management section of this schedule. *Note: Washington State Patrol retains these records for 10 years after end of calendar year per DAN 25-02-69826 in WSP's records retention schedule*.	**Retain** until submitted to Washington State Patrol *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE21-01-04 Rev. 1	***Impound Logs*** Logs documenting impounds reported to the agency by registered tow truck operators.	**Retain** for 3 years after date of log entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE21-01-02 Rev. 1	***Impounds/Abandoned Vehicles*** Records relating to vehicles impounded by the agency. Includes, but is not limited to: • Impound/abatement records; • Tow-away notices; • Requests for information; • Notices to owner(s) and/or lien holder(s); • Affidavits; • Transfers of ownership; • Bills of sale.	**Retain** for 3 years after disposition of vehicle *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-057 Rev. 1	***Suspension/Trespass/Expulsion Notices*** Records relating to notices issued by the agency to suspend the rights of an individual or to prohibit their presence in a specific place or location. Includes, but is not limited to: • Transit suspensions; • Trespass notices; • Expulsion notices. Excludes court-issued Stay Out of Drug Area (SODA) and Stay Out of Area of Prostitution (SOAP) orders, covered by *Court Orders/Warrants/Writs – Acted Upon (DAN LE05-01-04)* or *Court Orders/Warrants/Writs – Not Acted Upon (DAN LE07-01-12)*.	**Retain** for 1 year after cancelled or expired *and* until case adjudicated or closed (no further action possible) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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7.4 VIOLATIONS AND TRAFFIC ENFORCEMENT

The activity of enforcing laws and ordinances and citing violations (including traffic, non-traffic and vessel or vehicle-related violations).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-005 Rev. 1	***Vessel Inspections*** Records relating to boat/vessel inspections performed by the local law enforcement agency to determine compliance with applicable laws and regulations where a violation has or has not been cited. Excludes: • Citations/notices of infraction involving DUI, covered by *Case Records – Other Cases (DUI Involved) (DAN LE2026-008)* or *Case Records – Homicides (Solved) (DAN LE2010-062);* • Citations/notices of infraction not involving DUI, covered by *Citations/Notices of Infraction Issued – Non-DUI – Transmitted to TraCS/SECTOR (DAN LE2026-009)* or *Citations/Notices of Infraction Issued – Non-DUI – Not Transmitted to TraCS/SECTOR (DAN LE07-01-06)*.	**Retain** for 6 years after date of inspection *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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8. HUMAN RESOURCE MANAGEMENT

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

8.1 COMPLAINTS, GRIEVANCES, INVESTIGATIONS, AND MISCONDUCT

This section includes records relating to complaints, grievances, investigations, and misconduct that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-003 Rev. 1	***Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers)*** Records relating to complaints, grievances, misconduct, etc. (including their related internal reviews/investigations) involving the agency's peace officers or corrections officers. Includes, but is not limited to: • Misconduct and equal employment opportunity complaints, whether founded or unfounded; • Progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records; • Other records needed to comply with the requirements set forth in RCW 43.101.095 (peace and corrections officer certification) and 43.101.135 (notice to Criminal Justice Training Commission of peace or corrections officer termination); • Potential impeachment disclosure (PID) information; • Agency copy of investigation results where conducted by the Office of Independent Investigations (OII) or an Independent Investigative Team (IIT).	**Retain** for 10 years after date of separation from agency *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
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8.1 COMPLAINTS, GRIEVANCES, INVESTIGATIONS, AND MISCONDUCT

This section includes records relating to complaints, grievances, investigations, and misconduct that are either not covered by or are exceptions to the Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued from previous page	*Continued from previous page* Excludes: • OII/IIT copy of investigations they have conducted, covered by *Independent Investigations — Law Enforcement Use of Deadly Force (DAN LE2026-015)*; • Complaints, grievances, and misconduct records for corrections officers employed by state agencies, covered by *Complaints and Grievances – Exonerated (DAN GS 03006)* and *Complaints and Grievances – Upheld (DAN GS 03003)*; • Records covered by *Prison Rape Elimination Act (PREA) – Allegations, Investigations, Incident Review (DAN LE2015-003)*. *Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).*	*Continued from previous page*	*Continued from previous page*

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8.2 PERSONNEL RECORDS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-010 Rev. 1	***Personnel Records (Peace/Corrections Officers)*** Personnel records for any peace officers or corrections officers relating to an individual's employment history with the agency and the documentation related to the position held. Includes, but is not limited to: • Records typically covered by *Employee Work History (DAN GS50-04B-06)* / *Personnel – Employment History Files (DAN GS 03042)* for other non-peace/corrections officers; • Oaths of office; • Off-duty authorizations/commissions; • Other records needed to comply with the requirements set forth in RCW 43.101.095 (peace and corrections officer certification) and 43.101.135 (notice to Criminal Justice Training Commission of peace or corrections officer termination). Excludes: • Personnel records for corrections officers employed by state agencies, covered by *Personnel – Employment History Files (DAN GS 03042)*; • Records covered by *Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003)*; • Records covered by *Employee Retirement/Pension Verification (DAN GS2017-009)* / *Retirement Verification (DAN GS 03032)*. *Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).*	**Retain** for 10 years after date of separation from agency *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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8.2 PERSONNEL RECORDS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE03-01-39 Rev. 1	***Roll Call Files*** Records relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.	**Retain** for 1 year after event *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9. INVESTIGATION

The function of investigating criminal activity, agency operations and procedures, and employee conduct within the local law enforcement agency's jurisdiction.

9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE12-01-03 Rev. 1	***Case Assignment Control*** Logs documenting the assignment of criminal cases to detectives.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE12-01-04 Rev. 1	***Case Logs*** Logs documenting case tracking information within the agency.	**Retain** until all inclusive case files have been destroyed/transferred *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-062 Rev. 3	***Case Records – Homicides (Solved)*** Case reports and other records assembled by law enforcement in the course of investigating homicides that have been solved, including those in which driving under the influence (DUI) plays a factor. Includes, but is not limited to: • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Case Records – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063)* for homicides with a finding of sexual motivation; • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*; • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011)*; • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007)*.	**Retain** for 20 years after case adjudicated or closed (no further action possible) *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-061 Rev. 3	***Case Records – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies*** Case reports and other records assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons where the case has not been solved. Includes, but is not limited to: • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Case Records – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063)* for homicides with a finding of sexual motivation; • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*; • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011);* • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007)*.	**Retain** for 75 years after case opened *and* until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** **(for Disaster Recovery)** OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-008 Rev. 0	***Case Records – Other Cases (DUI Involved)*** Case reports and other records assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series, where driving under the influence (DUI) plays a factor. Includes, but is not limited to: • DUI arrest packets; • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Case Records – Homicides (Solved) (DAN LE2010-062);* • *Case Records – Other Cases (Notorious/Historically Significant) (DAN LE2010-060);* • *Case Records – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063);* • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05);* • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011);*	**Retain** for 15 years after case adjudicated or closed (no further action possible) *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued from previous page	*Continued from previous page* • *Criminal History Record Information – No Fingerprints (Misdemeanor/Gross Misdemeanor – No Potential Elevation to Felony) (DAN LE2026-012);* • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).* *Note: Retention based on 15-year requirement to allow individuals who have had three or more prior DUI offenses within 15 years to be charged with a gross misdemeanor (RCW 46.61.5055(4)).*	*Continued from previous page*	*Continued from previous page*

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-060 Rev. 4	***Case Records – Other Cases (Notorious/Historically Significant)*** Case reports and other records assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance, such as cases that have: • Received significant media coverage; • Caused the agency to change policies/procedures or use new methods/technology; • Been frequently cited in scholarly/professional literature or the subject of well-known books/films; • Otherwise been generally viewed by the community as important/significant, etc. Includes, but is not limited to: • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Case Records – Homicides (Solved) (DAN LE2010-062);*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued from previous page	*Continued from previous page* • *Case Records – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061);* • *Case Records – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063);* • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05);* • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011);* • *Criminal History Record Information – No Fingerprints (Misdemeanor/Gross Misdemeanor – No Potential Elevation to Felony) (DAN LE2026-012);* • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).*	*Continued from previous page*	*Continued from previous page*

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-064 Rev. 3	***Case Records – Other Cases (Routine)*** Case reports and other records assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series, where driving under the influence (DUI) does **not** play a factor. Includes, but is not limited to: • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Case Records – Other Cases (DUI Involved) (DAN LE2026-008)*; • *Case Records – Other Cases (Notorious/Historically Significant) (DAN LE2010-060)*; • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*; • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011);* • *Criminal History Record Information – No Fingerprints (Misdemeanor/Gross Misdemeanor – No Potential Elevation to Felony) (DAN LE2026-012);* • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007)*.	**Retain** for 5 years after case adjudicated or closed (no further action possible) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-063 Rev. 4	***Case Records – Sex Offenders and Sexually Violent Offenses*** Case reports and other records assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(18), or pertaining to a sex offender as defined in chapter 9A.44 RCW. Includes, but is not limited to: • Incident reports; • Audio/video recordings, including mobile device recordings and recordings of inmate conversations; • Interview recordings and/or transcripts; • Witness statements; • Search warrants and affidavits; • Crime scene reports and diagrams; • Laboratory/forensic reports. Excludes records covered by: • *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*; • *Criminal History Record Information – No Fingerprints (Felony/Potential Elevation to Felony) (DAN LE2026-011);* • *Criminal History Record Information – Non-Conviction Data (DAN LE2013-007)*. *Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b).*	**Retain** for 5 years after case adjudicated or closed (no further action possible) *then* **Transfer** to Washington Association of Sheriffs and Police Chiefs for permanent retention.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-065 Rev. 1	***Court Disposition Information*** Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2022-004 Rev. 1	***Custodial Interrogation Recordings*** Electronic recordings of custodial interrogations as defined in RCW 10.122.020. *Note: Retention based on requirement to retain custodial interrogation recordings throughout the length of any resulting sentence, including any period of community custody extending through final discharge (RCW 10.122.140).*	**Retain** until final discharge of offender from custody (including community custody) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-069 Rev. 2	***Evidence/Property In Custody – Management*** Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. **Does not include the actual evidence, which should be managed in accordance with applicable federal, state, or local law, court order, and/or agency policy**. Includes, but is not limited to: • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). Excludes records covered by: • *Executions Against Personal Property (DAN LE05-01-07)*; • *Inmate Custody Files (Age 18 or Over) (DAN LE15-01-40)*; • *Inmate Custody Files (Under Age 18) (DAN LE2010-038)*; • *Property Seizure/Disposition (DAN LE03-01-08)*.	**Retain** for 6 years after disposition of property *or* until disposition of pertinent case record(s), w*hichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-070 Rev. 1	***Expungement/Sealing/Vacation of Records*** Records relating to requests and orders for the expungement, sealing, or vacation of criminal information or records in accordance with WAC 446-16-025.	**Retain** for the current approved retention period for the records being expunged/sealed/vacated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-010 Rev. 1	***Fingerprint Analysis*** Requests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and that do not relate to criminal or other investigations undertaken by the agency. Includes latent prints from crime scenes, arrestee or inmate prints, and ten-prints or other prints received for identification purposes, correspondence, and reports. Excludes: • Records covered by *Fingerprint Requests (Public) (DAN LE2013-001)*; • Ten-prints or other fingerprints taken or received as part of a concealed pistol license application or other license/permit/registration being processed by the agency, covered by series such as *Concealed Pistol License Applications – Approved/Voided/Revoked (DAN LE17-01-01), Concealed Pistol License Applications – Denied (DAN LE17-01-02), Solicitor Licenses (DAN LE2013-004)*, etc.	**Retain** for 3 years after fulfillment of request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-071 Rev. 0	***Investigative Funds*** Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to: • Expense vouchers; • Receipt books for funds spent; • Ledgers; • Receipts for purchases.	**Retain** for 10 years after date of last expenditure *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-072 Rev. 0	***Major Accident Response and Reconstruction (MARR)*** Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to: • Accident scene drawings and measurements; • Crash data logs.	**Retain** for 50 years after conclusion of investigation *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
LE2026-019 Rev. 0	***Officer Daily Activity Logs*** Reports/logs created by individual officers to document their activities during each shift or special detail worked. Information provided may include, but is not limited to: • Nature, location, and duration of activity; • Case number; • Arrests made (including name, age, and date of birth of individual).	**Retain** for 1 year after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2017-001 Rev. 2	***Recordings from Mobile Devices – Buffered Data/Images*** Automatically and continuously generated data and images that are captured by mobile recording devices, stored temporarily in the device, *and recorded over* as part of routine device operations *without being accessed*. Excludes: • Data and images (including any "*pre-event*" or "*post-event*" buffer) that are part of a ***manually or automatically triggered event recording***, covered by the appropriate *Case Records* series, *Recordings from Mobile Devices – Incident Not Identified (Body-Worn Cameras) (DAN LE2016-001)*, or *Recordings from Mobile Devices – Incident Not Identified (Non-Body-Worn Cameras) (DAN LE09-01-09)*; • Any data and images that are ***accessed before being recorded over*** (e.g., if a triggered recording does not record successfully, if the agency reviews recorded images/data that are not part of a triggered event recording, etc.) covered by the appropriate *Case Records* series, *Recordings from Mobile Devices – Incident Not Identified (Body-Worn Cameras) (DAN LE2016-001)*, or *Recordings from Mobile Devices – Incident Not Identified (Non-Body-Worn Cameras) (DAN LE09-01-09).*	**Destroy** as part of routine device operations *as defined by agency policy*.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2016-001 Rev. 3	***Recordings from Mobile Devices – Incident Not Identified (Body-Worn Cameras)*** Recordings, created by the law enforcement agency using **body-worn cameras**, *provided that* the recording is *not known* to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Excludes records covered by: • One of the *Case Records* series; • *Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001)*; • *Recordings from Mobile Devices – Incident Not Identified (Non-Body-Worn Cameras) (DAN LE09-01-09)*. *Note: Retention based on 60-day requirement for certain body-worn camera recordings (RCW 42.56.240).*	**Retain** for 60 days after date of recording *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-09 Rev. 6	***Recordings from Mobile Devices – Incident Not Identified (Non-Body-Worn Cameras)*** Recordings, created by the law enforcement agency using **mobile recording devices (other than body-worn cameras)**, and whether manually or automatically triggered, that are *not known* to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Includes, but is not limited to mobile recordings such as: • Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all-terrain vehicle (ATV), bike, scooter, etc.); • Dogcam (on an animal's body – canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). Excludes records covered by: • One of the *Case Records* series; • *Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);* • *Recordings from Mobile Devices – Incident Not Identified (Body-Worn Cameras) (DAN LE2016-001)*.	**Retain** for 90 days after date of recording *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-008 Rev. 1	***Suspicious Matter Testing*** Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes. Includes, but is not limited to: • Test requisitions; • Testing and analysis notes, data, and reports (findings of fact reports, leaf marijuana test notes, etc.). Excludes: • Records covered by *Suspicious Matter Testing – Logs (DAN LE2013-009)*; • Testing reports and other testing records that are part of a case record.	**Retain** until disposition of pertinent case record *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2013-009 Rev. 0	***Suspicious Matter Testing – Logs*** Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter. Excludes records covered by *Suspicious Matter Testing (DAN LE2013-008)*.	**Retain** for 3 years after date of latest entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2022-011 Rev. 0	***U-Visa / T-Visa Records*** Records relating to the law enforcement agency's involvement with U-visas for victims of crime and T-visas for victims of human trafficking.	**Retain** for 6 years after last contact with individual *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-03 Rev. 2	***Career Criminals*** Records relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case record, covered by the appropriate *Case Records* series.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
LE14-01-01 Rev. 1	***Confidential Informants*** Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.	**Retain** until termination of confidential informant status *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE07-01-04 Rev. 2	***Crime Analysis Files*** Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.	**Retain** for 1 year after completion of analysis *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
LE12-01-08 Rev. 2	***Field Interrogation Reports*** Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention. Excludes records covered by *Custodial Interrogation Recordings (DAN LE2022-004)*.	**Retain** for 1 year after date of report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-074 Rev. 0	***Intelligence Files*** Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-076 Rev. 1	***Intercepted Communications/Conversations – Authorized but Not Acted Upon*** Records relating to unfulfilled authorizations obtained from an individual with statutory authority under chapter 9.73 RCW to authorize the interception, transmission, or recording of communications or conversations with a non-consenting party. Excludes authorizations that result in such communications/conversations being intercepted or recorded (and the recordings themselves), covered by the appropriate *Case Records* series.	**Retain** until expiration of authorization *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE14-01-02 Rev. 1	***Organized Crime*** Records relating to the investigation of organized crime. Includes, but is not limited to: • Criminal Activity Profiles (CAPs); • Incidental documents; • Name/individual subject records.	**Retain** for 3 years after conclusion of investigation *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

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9.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-078 Rev. 0	***Strip/Body Cavity Searches*** Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150. Includes, but is not limited to: • Authorizations and warrants; • Statements of results/reports.	**Retain** for 6 years after date of search *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-40 Rev. 2	***Special Weapons and Tactics (SWAT)*** Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case record.	**Retain** for 2 years after completion of mission/operation *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
LE21-01-06 Rev. 1	***Vehicle Histories*** Records relating to information compiled on vehicle types and/or models involved in criminal activities.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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9.3 JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which may otherwise have a longer retention but are eligible for early destruction pursuant to RCW 13.50.270.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-008 Rev. 0	***Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court*** Juvenile records **identified by the Juvenile Court** as eligible to be destroyed in accordance with RCW 13.50.270(1). Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by *Destruction/Transfer of Records (DAN GS50-09-06 / GS 11001)*.	***Upon receipt*** of notification of destruction eligibility from Juvenile Court, **Destroy** juvenile records within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-009 Rev. 0	***Juvenile Records – Pardon Notification Received from Office of the Governor*** Juvenile records relating to an individual who has been granted a full and **unconditional pardon by the Governor**, and where the Office of the Governor has notified the agency in accordance with RCW 13.50.270(2). Excludes the notification of pardon and the records documenting the destruction of the juvenile records, which are covered by *Destruction/Transfer of Records (DAN GS50-09-06 / GS 11001).*	***Upon receipt*** of pardon notification received from the Office of the Governor, **Destroy** juvenile records within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-010 Rev. 0	***Juvenile Records – Destruction Ordered by Court*** Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.270(3) ***or any (other) court order***. Excludes the notification of destruction and the records documenting the destruction of the juvenile records, which are covered by *Destruction/Transfer of Records (DAN GS50-09-06 / GS 11001).*	***Upon receipt*** of court order, **Destroy** juvenile records.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.3 JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which may otherwise have a longer retention but are eligible for early destruction pursuant to RCW 13.50.270.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-011 Rev. 0	***Juvenile Records – Juvenile Attains Age 23*** Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age and where the **local government agency has developed procedures for the routine destruction of *certain* records** pursuant to RCW 13.50.270(4). Excludes records documenting the destruction of the juvenile records, which are covered by *Destruction/Transfer of Records (DAN GS50-09-06 / GS 11001).*	**Retain** until juvenile attains 23 years of age *then* **Destroy** according to agency policy/procedures.	NON-ARCHIVAL NON-ESSENTIAL OPR

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9.4 REVIEWS

The activity of reviewing/investigating the agency's response to incidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2026-015 Rev. 0	***Independent Investigations – Law Enforcement Use of Deadly Force*** Records relating to investigations conducted by the Office of Independent Investigations (OII) in accordance with chapter 43.102 RCW or an Independent Investigation Team (IIT) in accordance with RCW 10.114.011 and chapter 139-12 WAC. Includes, but is not limited to, records created and/or received by the OII or IIT in the course of their investigation, such as: • Incident reports; • Audio/video files; • Interview recordings or transcripts; • Crime scene reports and diagrams; • Other forensic reports, including toxicology and autopsy; • Final reports. Excludes involved law enforcement agency's copy of OII/IIT final report, covered by *Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003).*	**Retain** for 6 years after conclusion of investigation *and* until case adjudicated or closed (no further action possible) *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
LE2022-008 Rev. 1	***Internal Review/Post-Incident Analysis (Routine)*** Records relating to formal or informal analysis of a given response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned. Includes, but is not limited to: • Use of force forms and their review. Excludes records covered by *Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)*.	**Retain** for 6 years after completion of review *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

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10. LEGACY RECORDS

This section covers records no longer being created/received by law enforcement agencies, where the existing records have not yet reached their minimum retention period or been transferred to Washington State Archives.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-009 Rev. 1	***Legacy Arrest Register Volumes and Mug Shot Books*** Previously compiled volumes of arrests and mug shots prior to contemporary management of criminal history records. Excludes contemporary records covered by *Criminal History Record Information – With Fingerprints (DAN LE07-01-05)*.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

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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.

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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.

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