



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, and the management of the agency's assets and human resources. This schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule (SGRRS)*, 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 the use by local governments by the Local Records Committee in accordance with RCW 40.14.070 on February 2, 2022.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

Acting State Archivist: Terry Badger

This records retention schedule was approved for use by state agencies by the State Records Committee in accordance with RCW 40.14.050 on February 2, 2022.

Signature on File

**For the State Auditor:
Al Rose**

Signature on File

**For the Attorney General:
Suzanne Becker**

Signature on File

**For the Office of Financial Management:
Gwen Stamey**

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**Acting State Archivist:
Terry Badger**



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 <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Law Enforcement Records Retention Schedule</i> 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 <i>Local Government Common Records Retention Schedule (CORE)</i> 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 <i>CORE</i> . |



| | | |
|-----|------------------|--|
| 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); <i>Prison Rape Elimination Act (PREA)</i> ; mobile recordings (bodycam, dashcam, drone, etc.); background checks conducted for non-criminal investigation purposes; solicitor licenses; juvenile records <i>and their early destruction</i> (chapter 13.50 RCW). All changes are detailed in the Summary of Changes. (NOTE: <i>Typographical error corrections, formatting, and inconsequential language modifications were not considered changes.</i>) |
| 7.1 | August 11, 2016 | Changes to retention for <i>Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)</i> 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, <i>Recordings from Mobile Devices – Buffered Data/Images (DAN GS2017-001)</i> , provides disposition authority for certain data/images recorded over <i>as part of routine device operations</i> . 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. |

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. 1 | <p>Background Checks/Tests/Investigations (Non-Criminal)</p> <p>Records relating to background checks, tests, and/or investigations completed by the law enforcement agency on behalf of the agency or any other government agency or private employer/entity that are unrelated to the agency’s criminal investigation cases.</p> <p>Includes employment-related investigations of employees, volunteers, contractors, etc.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Criminal History Record Information (CHRI) and/or “No Record Found” results; • Fingerprints, analysis, etc.; • Third party references, statements, reports (including credit checks, etc.); • Polygraph and psychological testing; • Related communications (regardless of format). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Concealed Pistol License Applications – Approved/Voided/Revoked (DAN LE17-01-01);</i> • <i>Concealed Pistol License Applications – Denied (DAN LE17-01-02);</i> • <i>Employee Work History (DAN GS50-04B-06);</i> • <i>Personnel – Employment History Files (DAN GS 03042);</i> • <i>Personnel Records (Peace/Corrections Officers) (DAN LE2022-010);</i> • <i>Recruitment – Employee (DAN GS 03012);</i> • <i>Recruitment (DAN GS50-04B-22).</i> | <p>Retain for 3 years after request fulfilled</p> <p><i>then</i></p> <p>Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



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 |
|------------------------------------|--|--|--------------------------------------|
| LE2010-025 Rev. 1 | <p>Crime Prevention Programs</p> <p>Records relating to the operation and management of crime prevention programs, such as:</p> <ul style="list-style-type: none"> • Crime Stoppers; • Block watch; • Business watch; • House watch. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02 / GS 10013);</i> • <i>Ride-Along Program (DAN LE03-01-38).</i> | <p>Retain for 1 year after obsolete or superseded <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2013-001 Rev. 1 | <p>Fingerprint Requests (Public)</p> <p>Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons <u>unrelated to criminal or other investigations by the law enforcement agency</u>, such as to provide to a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Transactions – General (DAN GS2011-184 / GS 01001);</i> • <i>Fingerprint Analysis (DAN LE2013-010).</i> | <p>Retain for 3 years after request fulfilled <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



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 <i>Contracts and Agreements – General (DAN GS50-01-11 / GS 01050)</i> . | Retain for 3 years after date of lock-out <i>then</i> 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 <i>then</i> 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: <ul style="list-style-type: none"> • Parent/legal guardian permissions for individuals under age 18. <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i> | Retain for 3 years after participant’s ride-along <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



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 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. 2 | <p>Agency-Owned Animals</p> <p>Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training and canine team certification; • Animal acquisition and microchip information; • Records showing purpose, use, or assignment of animal. | <p>Retain for 6 years after removal from active service <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE27-01-04 Rev. 1 | <p>Weapons (Agency-Issued)</p> <p>Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records of issuance, gift, and loss; • Records of inspection, maintenance, and certification. | <p>Retain for 3 years after disposal of weapon <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



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.

Excludes records covered in the *Emergency Communications (911) Records Retention Schedule*.

| 3.1 DISPATCH <i>The activity of coordinating emergency response in regards to specific emergency situations.</i> | | | |
|--|--|---|--------------------------------------|
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
| LE06-01-03 Rev. 1 | All Radio Transmissions Recordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity. | Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE12-01-01 Rev. 1 | Alarm Call Response Reports documenting officer response to alarms and/or the outcome of the agency response. | Retain for 30 days after event <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE12-01-05 Rev. 1 | Census Tract/Grid Maps Maps showing census tracts used for the purposes of compiling law enforcement statistics, trending and analysis. | Retain until no longer needed for agency business <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



3.1 DISPATCH

The activity of coordinating emergency response in regards to specific emergency situations.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| LE03-01-32 Rev. 2 | <i>Dangerous Individuals and Premises</i> Records documenting specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response, such as: <ul style="list-style-type: none">• Address-specific security systems or hazards to law enforcement;• Individuals known to have unique medical needs or to present risk to law enforcement personnel. | Retain until no longer needed for agency business <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2022-007 Rev. 0 | <i>GPS/AVL Data – Not Used</i> Automatically and continuously generated Global Positioning System/Automatic Vehicle Location (GPS/AVL) data, generated by law enforcement vehicles and devices, that is not used in the dispatching of law enforcement units. | Retain until no longer needed for agency business <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



3.1 DISPATCH

The activity of coordinating emergency response in regards to specific emergency situations.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| LE2013-002 Rev. 0 | <p>Non-Emergency Reports Reports of non-emergency crimes or incidents received by law enforcement agencies. Does not include calls or reports received by designated public safety answering points. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports of non-emergency incidents received via phone or web-form; • Master recordings of non-emergency calls received. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>911 Conversations – Master Recordings (DAN EM50-29-01)</i> in the <i>Emergency Communications (911) Records Retention Schedule</i>; • Records covered by <i>Computer-Aided Dispatch (CAD) – Incident Files (DAN EM06-01-02)</i> in the <i>Emergency Communications (911) Records Retention Schedule</i>; • Incident reports. | <p>Retain for 90 days after report received <i>or</i> conclusion of dispatch action, <i>whichever is later</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE06-01-07 Rev. 1 | <p>Radio Logs Logs documenting incoming and/or outgoing emergency radio communications.</p> | <p>Retain for 60 days after date of entry <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE06-01-08 Rev. 1 | <p>Recurrent Callers Records relating to individuals who make emergency calls on an unusually frequent basis.</p> | <p>Retain for 3 years after last activity <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



3.1 DISPATCH

The activity of coordinating emergency response in regards to specific emergency situations.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--------------------------------------|
| LE2010-031 Rev. 0 | <i>Reverse Automatic Locator Requests</i> Records relating to requests to phone companies for location information associated with specific phone numbers from which calls have been received. | Retain for 3 years after date of request <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



3.2 INFORMATION DISSEMINATION

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

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| LE2010-032 Rev. 0 | <i>Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC)</i> 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 <i>or</i> until completion of Washington State Patrol audit, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE03-01-18 Rev. 1 | <i>Daily Bulletins</i> Bulletins created on a daily basis to disseminate pertinent information to officers. | Retain until no longer needed for agency business <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE03-01-47 Rev. 1 | <i>Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)</i> Reports prepared on a monthly basis documenting UCR and/or NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports. | Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |



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 | <p><i>Electronic Monitoring and Home Detention Records (Age 18 and Over)</i></p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Excludes records covered by <i>Financial Transactions – General (DAN GS2011-184 / GS 01001)</i>.</p> | <p>Retain for 6 years after termination of monitoring/detention</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 | <p><i>Electronic Monitoring and Home Detention Records (Under Age 18)</i> 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:</p> <ul style="list-style-type: none"> • 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. <p>Excludes records covered by <i>Financial Transactions – General (DAN GS2011-184 / GS 01001)</i>.</p> | <p>Retain for 5 years after subject attains age 18 <i>and</i> 6 years after termination of monitoring/detention <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 | <p>Commissary Orders Orders submitted by inmates for the purchase of commissary items.</p> | <p>Retain for 3 years after date of order <i>or</i> until completion of State Auditor’s report, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE15-01-17 Rev. 1 | <p>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 <i>Food Services – Special Dietary Requirements (DAN LE15-01-09)</i>.</p> | <p>Retain until no longer needed for agency business <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE15-01-09 Rev. 1 | <p>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:</p> <ul style="list-style-type: none"> • Diet orders; • Documentation of food/products provided to individuals. | <p>Retain for 3 years after termination of incarceration <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



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 | <p><i>Provision of Items to Inmates</i> Records documenting the agency’s provision of items for inmates at no cost to the inmate, such as:</p> <ul style="list-style-type: none"> • Razors; • Personal hygiene products; • Clothing; • Etc. | <p>Retain for 3 years after end of financial year <i>or</i> until completion of State Auditor’s report, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



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. 2 | <p><i>Inmate Health Records (Age 18 and Over)</i> Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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). <p>Excludes records covered by <i>Inmate Custody Files (Age 18 and Over) (DAN LE15-01-40)</i>.</p> | <p>Retain for 8 years after provision of health-related services <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-034 Rev. 1 | <p><i>Inmate Health Records (Under Age 18)</i> Records documenting the provision of health-related services or surveillance for juvenile inmates on an individual basis. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening and history information; • Information about medical encounters with health care providers; • Laboratory and test results; • Diagnostic images (such as x-rays, MRIs or CAT scans). <p>Excludes records covered by <i>Inmate Custody Files (Under Age 18) (DAN LE2010-038)</i>.</p> | <p>Retain for 8 years after patient attains age 18 <i>and</i> 8 years after provision of health-related services <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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: <ul style="list-style-type: none"> • Departure to/return from classes or programs; • Phone use. | Retain for 6 years after date of log entry <i>then</i> 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: <ul style="list-style-type: none"> • <i>Inmate Custody Files (Age 18 and Over) (DAN LE15-01-40);</i> • <i>Inmate Custody Files (Under Age 18) (DAN LE2010-038).</i> | Retain for 6 years after extradition fulfilled, cancelled, or expired <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE15-01-30 Rev. 2 | 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 <i>Detention Log (DAN SS50-28-04)</i> . | Retain until no longer needed for agency business <i>then</i> 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 <i>Local Jail Reports (DAN LE2010-035)</i> . | Retain for the life of the agency. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2010-036 Rev. 0 | Sex/Kidnapping Offender Registration Acknowledgements Records documenting acknowledgement of notification of offender registration requirements (in accordance with RCW 70.48.470(1)) by inmates convicted of sex or kidnapping offenses. | Retain for 6 years after date of signature <i>then</i> 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 | <p><i>Earnings Disposition</i> Records relating to payroll deductions and disbursements of inmate earnings in accordance with RCW 72.65.050.</p> | <p>Retain for 6 years after termination of incarceration <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |
| LE15-01-40 Rev. 1 | <p><i>Inmate Custody Files (Age 18 and Over)</i> Records documenting the custody of inmates age 18 and over. Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • 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.). <p>Excludes records covered by <i>Extraditions (DAN LE22-01-03)</i>.</p> | <p>Retain for 6 years after termination of incarceration <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |



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 | <p><i>Inmate Custody Files (Under Age 18)</i> Records documenting the custody of inmates under age 18. Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • 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.). <p>Excludes records covered by <i>Extraditions (DAN LE22-01-03)</i>.</p> | <p>Retain for 5 years after subject attains age 18 <i>and</i> 6 years after termination of incarceration <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 | <p><i>Inmate Custody Files – Notorious/Historically Significant Inmates</i></p> <p>Records documenting the custody of inmates who have gained contemporary public notoriety or significance, such as inmates who have:</p> <ul style="list-style-type: none"> • 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. <p>Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"> • 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.). <p>Excludes records covered by <i>Extraditions (DAN LE22-01-03)</i>.</p> | <p>Retain for 6 years after termination of incarceration <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |
| LE14-01-29 Rev. 2 | <p><i>Inmate Surveillance Logs</i></p> <p>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.</p> <p>Excludes records covered by <i>Mail and Property Surveillance (DAN LE15-01-56)</i>.</p> | <p>Retain for 3 years after date of final entry <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



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 |
|------------------------------------|--|---|---|
| LE15-01-56 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE15-01-39 Rev. 1 | Population Counts (Inmate) Records documenting inmate population demographics, counts, or assignments. Includes, but is not limited to: <ul style="list-style-type: none">• Bed and housing assignments;• Population census and reports;• Tank rosters. | Retain for 3 years after date of report or entry <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |



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 |
|------------------------------------|---|--|--------------------------------------|
| LE2015-003 Rev. 1 | <p><i>Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review</i></p> <p>Records documenting administrative and/or criminal investigations into allegations of sexual abuse or sexual harassment pursuant to 28 CFR Part 115, <i>Prison Rape Elimination Act (PREA) National Standards</i>.</p> <p>Also includes records relating to sexual abuse incident reviews conducted pursuant to 28 CFR § 115.86, § 115.186, § 115.286, and § 115.386.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Records covered by <i>Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063)</i>; Annual report(s) prepared pursuant to 28 CFR § 115.88, § 115.188, § 115.288, and §115.388 covered by <i>Publications – Master Set (DAN GS50-06F-04) / State Publications (DAN GS 15008)</i>. <p><i>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)).</i></p> | <p>Retain for 6 years after inmate no longer incarcerated <u>and</u> <u><i>If minor involved in incident, until minor’s 30th birthdate</i></u> <u>and</u> <u><i>If agency employee involved in incident, 10 years after separation from employment</i></u> <u>then</u></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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 | <p>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 <i>Prison Rape Elimination Act (PREA) National Standards</i>, 28 CFR §115.87, §115.187, §115.287, and §115.387.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Records covered by <i>Prison Rape Elimination Act (PREA) - Allegations, Investigations, Incident Review (DAN LE2015-003)</i>; Annual report(s) prepared pursuant to 28 CFR § 115.88, § 115.188, § 115.288, and § 115.388 covered by <i>Publications – Master Set (DAN GS50-06F-04) / State Publications (DAN GS 15008)</i>. <p><i>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).</i></p> | <p>Retain for 10 years after data collected <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-042 Rev. 3 | <p>Recordings – Inmate Conversations (Case-Specific) Recordings of inmate conversations (such as phone calls, video calls, etc.) where the recorded conversation <i>is</i> related to litigation or a criminal proceeding. Excludes records covered by <i>Investigational Conversation Recordings (DAN LE06-01-04)</i>.</p> | <p>Retain until exhaustion of appeals process <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-043 Rev. 3 | <p>Recordings – Inmate Conversations (Not Case-Specific) Recordings of inmate conversations (such as phone calls, video calls, etc.) where the recorded conversation <i>is not</i> related to litigation or a criminal proceeding. Excludes records covered by <i>Investigational Conversation Recordings (DAN LE06-01-04)</i>. <i>Note: Retention based on 1-year requirement for recorded conversations (RCW 9.73.095(3)(c)).</i></p> | <p>Retain for 1 year after date of conversation <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



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. 1 | <p>Recordings, Security – Incident Identified</p> <p>Recordings, created as security measures, which <u>do</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inmate surveillance; • Booking and arrest area security recordings. | <p>Retain until exhaustion of appeals process <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE15-01-64 Rev. 1 | <p>Recordings, Security – Incident Not Identified</p> <p>Recordings, created as security measures, which <u>do not</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inmate surveillance; • Booking and arrest area security recordings. | <p>Retain for 60 days after date of recording <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE15-01-26 Rev. 1 | <p>Requests (Inmate)</p> <p>Records relating to inmate requests for items or services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical or pharmacy services; • Commissary services; • Access to service programs (including applications for admission into community corrections programs). | <p>Retain for 3 years after date of request <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



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 |
|------------------------------------|---|---|--------------------------------------|
| LE2010-044 Rev. 1 | <p>Trustee Files</p> <p>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:</p> <ul style="list-style-type: none"> • <i>Inmate Custody Files (Age 18 or Over) (DAN LE15-01-40);</i> • <i>Inmate Custody Files (Under Age 18) (DAN LE2010-038).</i> | <p>Retain for 1 year after revocation or termination of trustee status</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE15-01-62 Rev. 1 | <p>Trustee Rosters</p> <p>Rosters of inmates selected to be trustees.</p> | <p>Retain for 1 year after last entry</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE15-01-59 Rev. 1 | <p>Warrant Holds</p> <p>Records relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Hold warrants; • Documentation relating to transfer of offender. | <p>Retain for 6 years after cancelled or inmate transferred</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE15-01-67 Rev. 2 | <p>Work Crews</p> <p>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.</p> | <p>Retain for 6 years after conclusion of work activity</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



5. 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.

5.1 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 <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |



6. 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.

6.1 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 | <p>Alcohol, Tobacco and Firearms (ATF) Forms – Action Taken</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • ATF Form 4 – Application for Tax Paid Transfer and Registration of Firearm; • ATF Form 7CR – Application for Federal Firearms License (Collector of Curios and Relics); • ATF Form 1 – Application to Make and Register a Firearm. | <p>Retain for 3 years after date form completed</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2022-002 Rev. 0 | <p>Alcohol, Tobacco and Firearms (ATF) Forms – No Action Taken</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • ATF Form 4 – Application for Tax Paid Transfer and Registration of Firearm; • ATF Form 7CR – Application for Federal Firearms License (Collector of Curios and Relics); • ATF Form 1 – Application to Make and Register a Firearm. | <p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.1 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. 0 | <p><i>Alien Firearm Licenses</i></p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses. <p><i>Note: Alien firearm license notifications received by the Washington State Department of Licensing are retained for 6 years after expiration of license in accordance with the Department of Licensing records retention schedule.</i></p> | <p>Retain for 6 years after expired, voided, or denied, whichever occurs sooner</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.1 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. 3 | <p><i>Concealed Pistol License Applications – Approved/Voided/Revoked</i></p> <p>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 <u>is</u> approved to receive a concealed pistol license or where the license is subsequently voided or revoked in accordance with RCW 9.41.075.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial/revocation notifications sent to Department of Licensing; • Copies of licenses issued; • Background investigation materials; • Voided licenses. <p><i>Note: Concealed Pistol License approvals received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.</i></p> | <p>Retain for 6 years after expired, voided or revoked <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE17-01-02 Rev. 3 | <p><i>Concealed Pistol License Applications – Denied</i></p> <p>Records relating to applications to obtain concealed pistol licenses in accordance with RCW 9.41.070, and supporting documentation, where the applicant is <u>not</u> approved to receive a concealed pistol license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of approval/denial notifications sent to Department of Licensing; • Background investigation materials. <p><i>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.</i></p> | <p>Retain for 2 years after date of denial <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.1 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 |
|------------------------------------|---|--|--------------------------------------|
| LE17-01-06 Rev. 1 | Firearm Dealer Licenses Records relating to the licensing of firearms dealers in accordance with chapter 9.41 RCW. <i>Note: Department of Licensing retains firearm dealer licenses for 6 years in accordance with the state Department of Licensing records retention schedule.</i> | Retain for 1 year after expiration of license <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 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 <i>eligible</i> to receive a firearm in accordance with 18 U.S.C. §922. Excludes records covered by <i>Firearm Purchase/Transfer Requests – Ineligible (DAN LE17-01-03)</i> . <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i> | Retain no later than 20 days after request received <i>then</i> 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 <i>ineligible</i> to receive a firearm in accordance with 18 U.S.C. §922. Excludes records covered by <i>Firearm Purchase/Transfer Requests – Eligible (DAN LE2010-049)</i> . <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i> | Retain for at least 20 days after receipt of transfer request <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.1 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 |
|------------------------------------|--|--|--------------------------------------|
| LE17-01-10 Rev. 1 | <p><i>Pawnbroker/Secondhand Dealer Slip Files/Daily Reports</i> Records relating to daily slips received from pawnbrokers/secondhand dealers regarding their sales transactions.</p> | <p>Retain for 1 year after date of receipt <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE17-01-11 Rev. 1 | <p><i>Pawnbroker/Secondhand Dealer Inspections</i> Records relating to the inspection of pawnbroker/secondhand dealers to determine compliance with rules and regulations.</p> | <p>Retain for 3 years after date of inspection <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2013-004 Rev. 1 | <p><i>Solicitor Licenses</i> 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:</p> <ul style="list-style-type: none"> • 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. <p>Excludes records covered by <i>Financial Transactions – General (DAN GS2011-184 / GS 01001)</i>.</p> | <p>Retain for 6 years after expiration/final renewal of license <i>or</i> 6 years after denial of license, <i>if applicable</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.2 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. 2 | <p><i>Court Orders/Warrants/Writs – Not Acted Upon</i></p> <p>Orders issued by a court and filed with the law enforcement agency where the agency has taken no subsequent action.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Anti-harassment, no contact, protection, restrictive area, Stay Out of Drug Areas/Stay Out of Areas of Prostitution (SODA/SOAP) orders; • 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). <p>Excludes records covered by <i>Compulsory Process Served on the Agency (Not Party to Litigation)</i> (DAN GS2011-172 / GS 18006).</p> | <p>Retain until expired, vacated, terminated, or superseded <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.2 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. 2 | <p><i>Court Orders/Warrants/Writs – Acted Upon</i></p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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). <p>Excludes summonses that become part of a case file.</p> | <p>Retain for 6 years after last entry or action <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE07-01-08 Rev. 1 | <p><i>Dockets/Process Logs</i></p> <p>Logs, dockets, or lists of civil and criminal processes received by the agency.</p> | <p>Retain for 3 years after date of entry <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



6.2 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 | <p><i>Executions Against Personal Property</i> 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:</p> <ul style="list-style-type: none"> • Civil worksheets; • Writs and granting orders; • Continuation reports; • Descriptions of property involved. | <p>Retain for 6 years after date of seizure or stay <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE20-01-03 Rev. 2 | <p><i>Sex/Kidnapping Offender Registration, Monitoring and Contacts</i> 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.</p> | <p>Retain for 6 years after offender leaves the agency’s jurisdiction <i>or</i> 6 years after termination of offender’s registration requirement, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



6.3 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. 0 | <p>Evidence Audits</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence relating to evidence audits; • Notes, logs, or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>External Audits/Reviews of Agency – Final Reports (DAN GS 04006);</i> • <i>Fiscal and Performance Audit Reports (DAN GS50-03F-02);</i> • <i>State Auditor’s Examination Report (DAN GS50-03A-26);</i> • Audits performed by the Washington Association of Sheriffs and Police Chiefs (WASPC). | <p>Retain for 4 years after completion of auditor’s report <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.3 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 | <p>Property Forfeited</p> <p>Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use; • Forfeiture hearing tapes. <p>Excludes records relating to property retained for law enforcement use in accordance with chapters 63.32, 63.40, and 63.42 RCW.</p> <p><i>Note: Retention based on 7-year requirement for records relating to forfeited property (RCW 69.50.505(8)(b)).</i></p> | <p>Retain for 7 years after disposal of property <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE03-01-08 Rev. 3 | <p>Property Seizure/Disposition</p> <p>Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds. | <p>Retain for 6 years after disposal of property <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.4 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 <u>have</u> resulted in the issuance of a citation or notice of infraction. | Retain until exhaustion of appeals process <i>then</i> 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 <u>have not</u> resulted in the issuance of a citation or notice of infraction. | Retain until verification that no infraction has been captured <i>then</i> 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 <u>do</u> contain images significant to case investigations or court proceedings. | Retain until exhaustion of appeals process <i>then</i> 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 <u>do not</u> contain images significant to case investigations or court proceedings. | Retain until verification that a significant image has not been captured <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.4 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 |
|------------------------------------|--|---|---|
| LE2010-095 Rev. 2 | <p><i>Citations/Notices of Infraction Issued – Driving Under the Influence</i></p> <p>Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as defined in RCW 46.61.502.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by <i>Citations/Notices of Infraction Issued – All Others (DAN LE07-01-06)</i>. <p><i>Note: Retention based on 10-year requirement to allow individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor (RCW 46.61.502).</i></p> | <p>Retain for 10 years after date of issuance <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |



6.4 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. 3 | <p><i>Citations/Notices of Infraction Issued – All Others</i></p> <p>Records relating to criminal or non-criminal citations issued to alleged violators (such as traffic and non-traffic citations).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by <i>Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095)</i>. | <p>Retain for 3 years after date of issuance</p> <p><i>or</i></p> <p>until completion of State Auditor’s report, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE03-01-12 Rev. 1 | <p><i>Citations/Notices of Infraction – Issued to Officer</i></p> <p>Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipts for books and/or devices issued. <p>Excludes unissued/blank citation forms covered by <i>Forms – Accountable (DAN GS2010-011 / GS 12004)</i>.</p> | <p>Retain for 3 years after date of issuance</p> <p><i>or</i></p> <p>until completion of State Auditor’s report, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.4 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. 1 | Collision Reports Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State Patrol in accordance with RCW 46.52.030. | Retain until submitted to Washington State Patrol <i>then</i> 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE21-01-02 Rev. 1 | Impounds/Abandoned Vehicles Records relating to vehicles impounded by the agency. Includes, but is not limited to: <ul style="list-style-type: none">• 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 <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



6.4 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 |
|------------------------------------|--|---|--------------------------------------|
| LE2010-057 Rev. 0 | <p><i>Suspension/Trespass/Expulsion Notices</i></p> <p>Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Transit suspensions; • Trespass notices; • Expulsion notices. | <p>Retain for 1 year after cancelled or expired <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2013-005 Rev. 0 | <p><i>Vessel Inspections</i></p> <p>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.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095);</i> • <i>Citations/Notices of Infraction Issued – All Others (DAN LE07-01-06).</i> | <p>Retain for 6 years after date of inspection <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



7. 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*.

7.1 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. 0 | <p><i>Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers)</i></p> <p>Records relating to complaints, grievances, misconduct, etc. (including their related internal reviews/investigations) involving peace officers or corrections officers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> 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). <p>Excludes:</p> <ul style="list-style-type: none"> Complaints, grievances, and misconduct records for corrections officers employed by state agencies; Records covered by <i>Prison Rape Elimination Act (PREA) - Allegations, Investigations, Incident Review (DAN LE2015-003)</i>. <p><i>Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).</i></p> | <p>Retain for 10 years after date of separation from agency</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |





7.2 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. 0 | <p>Personnel Records (Peace/Corrections Officers)</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Records typically covered by <i>Employee Work History (DAN GS50-04B-06)/Personnel – Employment History Files (DAN GS 03042)</i> 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). <p>Excludes:</p> <ul style="list-style-type: none"> Personnel records for corrections officers employed by state agencies; Records covered by <i>Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN 2022-003)</i>; Records covered by <i>Employee Retirement/Pension Verifications (DAN GS2017-009) / Retirement Verification (DAN GS 03032)</i>. <p><i>Note: Retention based on 10-year requirement for peace and corrections officers’ personnel records (RCW 40.14.070(4)).</i></p> | <p>Retain for 10 years after date of separation from agency <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



7.2 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



8. INVESTIGATION

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

8.1 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 <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2010-062 Rev. 2 | Case Files – Homicides (Solved) Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved. Includes, but is not limited to: <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). Excludes records covered by: <ul style="list-style-type: none"> <i>Criminal History Record Information (DAN LE07-01-05);</i> <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> | Retain for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |



8.1 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. 2 | <p><i>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</i></p> <p>Case reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies or unfound missing persons where the case has not been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Criminal History Record Information (DAN LE07-01-05);</i> • <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> | <p>Retain for 75 years after case opened <i>and</i> until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p> |



8.1 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. 3 | <p>Case Files – Sex Offenders and Sexually Violent Offenses</p> <p>Case reports and files 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(17), or pertaining to a sex offender as defined in chapter 9A.44 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Criminal History Record Information (DAN LE07-01-05);</i> • <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> <p><i>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).</i></p> | <p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington Association of Sheriffs and Police Chiefs for permanent retention.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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. 3 | <p>Case Files – Other Cases (Notorious/Historically Significant)</p> <p>Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance, such as cases that have:</p> <ul style="list-style-type: none"> • 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. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Case Files – Homicides (Solved) (DAN LE2010-062);</i> • <i>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061);</i> • <i>Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063);</i> • <i>Criminal History Record Information (DAN LE07-01-05);</i> • <i>Criminal History Records Information – Non-Conviction Data (DAN LE2013-007).</i> | <p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |



8.1 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. 2 | <p>Case Files – Other Cases (Routine)</p> <p>Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060);</i> • <i>Criminal History Record Information (DAN LE07-01-05);</i> • <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> | <p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE12-01-04 Rev. 1 | <p>Case Logs</p> <p>Logs documenting case tracking information within the agency.</p> | <p>Retain until all inclusive case files have been destroyed/transferred <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2010-065 Rev. 1 | <p>Court Disposition Information</p> <p>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.</p> | <p>Retain until no longer needed for agency business <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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 |
|------------------------------------|--|--|--|
| LE07-01-11 Rev. 2 | <p><i>Criminal Background Information Management</i></p> <p>Records documenting the searching, management, and dissemination of criminal background information.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • National Crime Information Center (NCIC) Inquiry Logs; • Secondary Dissemination Logs. <p><i>Note: Retention based on auditing requirements of the Washington State Patrol.</i></p> | <p>Retain until completion of Washington State Patrol audit</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2010-066 Rev. 0 | <p><i>Criminal History Audit Reports</i></p> <p>Final reports of Washington State Patrol audit findings.</p> <p><i>Note: Criminal history audit reports are retained by Washington State Patrol in accordance with the Washington State Patrol records retention schedule.</i></p> | <p>Retain for 6 years after completion of Washington State Patrol audit</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
| LE07-01-02 Rev. 1 | <p><i>Criminal History Audit Trail Files</i></p> <p>Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.</p> | <p>Retain for 1 year after completion of Washington State Patrol audit</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



8.1 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 |
|------------------------------------|--|---|--|
| LE07-01-05 Rev. 3 | <p><i>Criminal History Record Information</i> Criminal history record information as defined by RCW 10.97.030. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.050 or RCW 43.43.570; • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. <p>Excludes the records of Washington State Patrol.</p> | <p>Retain until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2013-007 Rev. 1 | <p><i>Criminal History Record Information – Non-Conviction Data</i> 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 <i>Criminal History Record Information (DAN LE07-01-05)</i>.</p> | <p>Retain until deletion request from subject of non-conviction data is granted <i>or</i> until subject is deceased, whichever occurs sooner <i>then</i> Destroy.</p> | NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR |



8.1 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 |
|------------------------------------|--|--|--------------------------------------|
| LE2022-004 Rev. 0 | <p>Custodial Interrogation Recordings</p> <p>Electronic recordings of custodial interrogations as defined in section 2, chapter 329, Laws of 2021.</p> <p><i>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. (Section 14 – chapter 329, Laws of 2021).</i></p> <p><i>Note: Retention requirements do not take effect until January 1, 2022.</i></p> | <p>Retain until final discharge of offender from custody (including community custody)</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-069 Rev. 1 | <p>Evidence/Property In Custody – Management</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Executions Against Personal Property (DAN LE05-01-07);</i> • <i>Inmate Custody Files (Age 18 or Over) (DAN LE15-01-40);</i> • <i>Inmate Custody Files (Under Age 18) (DAN LE2010-038);</i> • <i>Property Seizure/Disposition (DAN LE03-01-08).</i> | <p>Retain for 6 years after disposition of property</p> <p><i>and</i></p> <p>1 year after disposition of pertinent case file(s)</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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 |
|------------------------------------|---|--|--------------------------------------|
| LE2010-070 Rev. 1 | <p><i>Expungement/Sealing/Vacation of Records</i></p> <p>Records relating to requests and orders for the expungement, sealing, or vacation of criminal information or records in accordance with WAC 446-16-025.</p> | <p>Retain for the current approved retention period for the records being expunged/sealed/vacated <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2013-010 Rev. 0 | <p><i>Fingerprint Analysis</i></p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Records covered by <i>Fingerprint Requests (Public) (DAN LE2013-001)</i>; Ten prints or other fingerprints taken or received in regards to a concealed pistol license application or other permit/registration being processed by the agency and covered by a more specific DAN. | <p>Retain for 3 years after request fulfilled <i>or</i> until returned to requesting agency <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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 |
|------------------------------------|---|--|--------------------------------------|
| LE2022-008 Rev. 0 | <p>Internal Review/Post-Incident Analysis (Routine)</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Use of force forms and their review. <p>Excludes records covered by <i>Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN 2022-003)</i>.</p> | <p>Retain for 6 years after completion of review</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE06-01-04 Rev. 2 | <p>Investigational Conversation Recordings</p> <p>Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.</p> <p>Excludes records covered by <i>Custodial Interrogation Recordings (DAN LE2022-004)</i>.</p> | <p>Retain for 1 year after transcribed verbatim and verified</p> <p><i>or</i></p> <p>until disposition of pertinent case file, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2010-077 Rev. 0 | <p>Investigational Conversation Transcriptions</p> <p>Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.</p> | <p>Retain until disposition of pertinent case file</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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 |
|------------------------------------|---|---|--|
| LE2010-071 Rev. 0 | <p>Investigative Funds</p> <p>Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Expense vouchers;• Receipt books for funds spent;• Ledgers;• Receipts for purchases. | <p>Retain for 10 years after date of last expenditure</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-072 Rev. 0 | <p>Major Accident Response and Reconstruction (MARR)</p> <p>Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Accident scene drawings and measurements;• Crash data logs. | <p>Retain for 50 years after conclusion of investigation</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |



8.1 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 |
|------------------------------------|---|---|--------------------------------------|
| LE2010-073 Rev. 1 | <p><i>Polygraph Tests</i></p> <p>Records relating to polygraph examinations administered as part of a criminal case investigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Uninterpreted polygraph results;• Interpretive reports. <p>Excludes polygraph tests administered for non-criminal purposes covered by <i>Background Checks/Tests/Investigations (Non-Criminal) (DAN LE2015-005)</i>.</p> | <p>Retain until disposition of pertinent case file</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.1 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. 1 | <p>Recordings from Mobile Devices – Buffered Data/Images</p> <p>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 <u>without being accessed</u>.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Data and images (including any “pre-event” or “post-event” buffer) that are part of a manually or automatically triggered event recording, covered by <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)</i>; • 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 <u>not</u> part of a triggered event recording, etc.) covered by <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)</i>; • <i>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001)</i>. | <p>Destroy as part of routine device operations <i>as defined by agency policy</i>.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



8.1 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 |
|------------------------------------|--|---|---|
| LE09-01-08 Rev. 3 | <p>Recordings from Mobile Devices – Incident Identified</p> <p>Recordings, created by the law enforcement agency using mobile recording devices, and whether manually or automatically triggered, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes all mobile recordings, regardless of where recording device is mounted, such as:</p> <ul style="list-style-type: none"> • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of a 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). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i> • <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001).</i> | <p>Retain until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



8.1 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. 2 | <p>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras)</p> <p>Recordings, created by the law enforcement agency using body worn cameras, <i>provided that</i> the recording is <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i> • <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i> • <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i> • <i>Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras) (DAN LE09-01-09).</i> <p><i>Note: Retention based on 60-day requirement for certain body worn camera recordings (RCW 42.56.240).</i></p> | <p>Retain for 60 days after date of recording <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



8.1 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. 5 | <p>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 <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes, but is not limited to mobile recordings such as:</p> <ul style="list-style-type: none"> • 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). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i> • <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i> • <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i> • <i>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001).</i> | <p>Retain for 90 days after date of recording <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |



8.1 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. 0 | <p><i>Suspicious Matter Testing</i> Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Test requisitions; • Testing and analysis notes, data, and reports (findings of fact reports, leaf marijuana test notes, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Suspicious Matter Testing – Logs (DAN LE2013-009)</i>; • Testing reports and other testing records that are part of a case file. | <p>Retain until disposition of pertinent case file <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2013-009 Rev. 0 | <p><i>Suspicious Matter Testing – Logs</i> Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter. Excludes records covered by <i>Suspicious Matter Testing (DAN LE2013-008)</i>.</p> | <p>Retain for 3 years after date of latest entry <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LE2022-011 Rev. 0 | <p><i>U-Visa / T-Visa Records</i> Records relating to the law enforcement agency's involvement with U-visas for victims of crime and T-visas for victims of human trafficking.</p> | <p>Retain for 6 years after last contact with individual <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.2 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. 1 | Career Criminals Records relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case file. | Retain until no longer needed for agency business <i>then</i> 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 <i>then</i> 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 <i>then</i> 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 <i>Custodial Interrogation Recordings (DAN LE2022-004)</i> . | Retain for 1 year after date of report <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



8.2 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 | <p><i>Intelligence Files</i> 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.).</p> | <p>Retain until no longer needed for agency business <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-075 Rev. 0 | <p><i>Intercepted Communications/Conversations – Recorded</i> Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Authorization(s); • Recordings. | <p>Retain until disposition of pertinent case file <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2010-076 Rev. 0 | <p><i>Intercepted Communications/Conversations – Not Recorded</i> Records relating to <u>unfulfilled</u> authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.</p> | <p>Retain until expiration of authorization <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE14-01-02 Rev. 1 | <p><i>Organized Crime</i> Records relating to the investigation of organized crime. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Criminal Activity Profiles (CAPs); • Incidental documents; • Name/individual subject records. | <p>Retain for 3 years after conclusion of investigation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |



8.2 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 | <p>Strip/Body Cavity Searches</p> <p>Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Authorizations and warrants; • Statements of results/reports. | <p>Retain for 6 years after date of search</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE03-01-40 Rev. 1 | <p>Special Weapons and Tactics (SWAT)</p> <p>Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units.</p> <p>Excludes SWAT records that are part of a case file.</p> | <p>Retain for 2 years after completion of mission/operation</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| LE21-01-06 Rev. 1 | <p>Vehicle Histories</p> <p>Records relating to information compiled on vehicle types and/or models involved in criminal activities.</p> | <p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



8.3 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 | <p>Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court</p> <p>Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with <u>RCW 13.50.270(1)(b)</u>.</p> <p>Excludes the notification of eligibility <u>and</u> the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i>.</p> | <p>Upon receipt of notification of destruction eligibility from Juvenile Court,</p> <p>Destroy juvenile records within 90 days.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2015-009 Rev. 0 | <p>Juvenile Records – Pardon Notification Received from Office of the Governor</p> <p>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).</p> <p>Excludes the notification of pardon and the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i>.</p> | <p>Upon receipt of pardon notification received from the Office of the Governor,</p> <p>Destroy juvenile records within 30 days.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LE2015-010 Rev. 0 | <p>Juvenile Records – Destruction Ordered by Court</p> <p>Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.270(3) or any (other) court order.</p> <p>Excludes the notification of destruction and the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i>.</p> | <p>Upon receipt of court order,</p> <p>Destroy juvenile records.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



8.3 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 | <p>Juvenile Records – Juvenile Attains Age 23</p> <p>Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age <u>and</u> where the local government agency has developed procedures for the routine destruction of certain records pursuant to RCW 13.50.270(4).</p> <p>Excludes records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i>.</p> | <p>Retain until juvenile attains 23 years of age <i>then</i> Destroy according to agency policy/procedures.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |



9. 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. 0 | <p>Legacy Arrest Register Volumes and Mug Shot Books</p> <p>Previously compiled volumes of arrests and mug shots prior to contemporary management of criminal history records.</p> <p>Excludes contemporary records covered by <i>Criminal History Record Information (DAN LE07-01-05)</i>.</p> | <p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> |



GLOSSARY

Appraisal

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

Archival (Appraisal Required)

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

Archival (Permanent Retention)

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

Disposition

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

Disposition Authority Number (DAN)

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

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



Local Records Committee

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

Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as "Archival." Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

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

Public Records

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

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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