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DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.0 records series listed on the left have been discontinued. Current approved DANS that cover the records are on the right.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AT52-07-07E p. 8	DISTRICT COURT CASE FILES – E. CIVIL CASE FILES	30 days after case sentencing, dismissed, or declined	Civil Case Files	AT2013-001 p. 4	Civil Case Files – General	Retain for 3 years after judgment, settlement, dismissal, acquittal, completion of deferral contract, or decline to prosecute, whichever is later then Destroy.	AT2013-001 covers civil case files <i>where the agency is not a party</i> (e.g. domestic, guardianship, mental illness & alcohol, adoption & parentage, juvenile dependency, etc.). AT2013-002 covers infractions.
				AT2013-002 p. 5	Civil Case Files - Infractions	Retain for 30 days after judgment, settlement, dismissal, acquittal, or completion of deferral contract, whichever is later then Destroy.	
AT52-07-09A p. 8	FAMILY LAW FILES – PATERNITY CASE FILES	Until child is age 19	Civil Case Files	AT52-07-09C p. 6	Civil Case Files – Social Security Title IV-D (Child Support)	Retain for 3 years after youngest child reaches age 18 or 3 years after entry of last order, whichever is later then Destroy.	Consolidation. Retention increased from age 19 to age 21.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

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Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AT52-07-07A p. 8	DISTRICT COURT CASE FILES – CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED	3 years after case sentencing, dismissed, or declined	Criminal Case Files	AT52-07-04C p. 9	<i>Criminal Case Files – Convictions (Class C Felony and DUI)</i>	Retain for 5 years after sentencing then Destroy.	Criminal DUIs are covered by AT52-07-04C.
				AT2013-003 p. 9	<i>Criminal Case Files - Other</i>	Retain for 3 years after judgment, sentencing, dismissal, acquittal, completion of deferral/diversion contract, or decline to prosecute, whichever is later then Destroy.	Criminal gross/misdemeanors are covered by AT2013-003.
AT52-07-07C p. 8	DISTRICT COURT CASE FILES – CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED	30 days after case sentencing, dismissed, or declined	Juvenile Offender Case Files	AT52-07-05C p. 12	<i>Juvenile Offender Case Files – Adjudicated Guilty (Class C Felony & DUI)</i>	Retain for 5 years after sentencing then Destroy.	Juvenile Offender DUIs are covered by AT52-07-05C.
				AT52-07-05F p. 13	<i>Juvenile Offender Case Files – Other</i>	Retain for 3 years after judgment, sentencing, dismissal, acquittal, completion of deferral/diversion contract, or decline to prosecute, whichever is later then Destroy.	Juvenile offender gross misdemeanors and misdemeanors are covered by AT52-07-05F.
AT52-07-09B p. 8	FAMILY LAW FILES – IV-D PROGRAM FILES	6 years	CORE: Agency Mgmt: Contracts & Agreements	CORE GS50-01-11 p. 91	<i>Contracts and Agreements – General</i>	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	Social Security Act Title IV-D (Child Support) administrative and fiscal records are covered by records series in the <u>Local Government Common Records Retention Schedule (CORE)</u> . The IV-D case files are covered by AT52-07-09C.
			CORE: Financial Mgmt: Accounting	CORE GS2011-184 p. 91	<i>Financial Transactions – General</i>	Retain for 6 years after end of fiscal year then Destroy.	
				CORE GS50-03A-15 p. 92	<i>General and Subsidiary Ledgers</i>	Retain for 6 years after end of fiscal year or 6 years after final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, whichever is later then Destroy.	

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AT52-07-09D p. 9	FAMILY LAW FILES – SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES	3 years after entry of last order, or until youngest child is 18	Civil Case Files	AT52-07-09C p. 6	Civil Case Files – Social Security Title IV-D (Child Support)	Retain for 3 years after youngest child reaches age 18 or 3 years after entry of last order, whichever is later then Destroy.	Consolidation.
AT52-06C-09 p. 9	INVOLUNTARY COMMITMENT ORDERS (A.K.A. 72 HOUR HOLDS)	3 years after release from hold	Civil Case Files	AT52-07-10 p. 5	Civil Case Files – Involuntary Commitment	Retain for 3 years after release of individual from hold or 3 years after case closed, whichever is late then Destroy.	Consolidation.
AT52-07-13 p. 9	JUVENILE CASE FILES – PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	6 years	CORE: Financial Mgmt: Accounting	CORE GS2011-184 p. 91	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation. These financial records are covered by CORE series GS2011-184.
AT52-07-12 p. 9	JUVENILE CASE FILES – PRE-PROSECUTION DIVERSION CASE FILES	1 year after completion of diversion contract	Juvenile Offender Case Files	AT52-07-05F p. 13	Juvenile Offender Case Files – Other	Retain for 3 years after judgment, sentencing, dismissal, acquittal, completion of deferral/ diversion contract, or decline to prosecute/defend, whichever is later then Destroy.	Consolidation. Enhanced descriptions and cut-offs pursuant to RCW 13.50.050 .
AT50-30-04 p. 11	PROMISSORY NOTES PUBLIC DEFENDER	Payment in full or breach plus 6 years	CORE: Agency Mgmt: Contracts & Agreements	CORE GS50-01-11 p. 91	Contracts and Agreements – General	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	Consolidation. The local government agency’s contracts and agreements are covered by CORE series GS50-01-11.
AT50-30-05 p. 11	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER	6 years	CORE: Financial Mgmt: Accounting	CORE GS2011-184 p. 91	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation. The local government agency’s financial records are covered by CORE series GS2011-184.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) – ASSIGNED COUNSEL

Case files of public defenders are not subject to [RCW 40.14.070](#); all related records series have been revoked.
For answers to questions about the retention of records relating to indigent client defense, please consult the [Washington State Bar Association](#) and the [Washington State Court Rules of Professional Conduct](#).

For additional guidance, please refer to WSA’s published advice sheet *What to do with Public Defender Case Files and Indigence Determination Records*.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention
AT50-30-01 p. 10	DEFENDANT INTERVIEW CARDS & SHEETS	Destroy when obsolete or superseded
AT50-30-02A p. 10	INDIGENT CLIENT DEFENSE FILES – ADULTS - A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS	20 years after sentencing
AT50-30-02B p. 10	INDIGENT CLIENT DEFENSE FILES– ADULTS - B. CLASS 'B' FELONIES	10 years after case dismissed or acquittal
AT50-30-02C p. 11	INDIGENT CLIENT DEFENSE FILES – ADULTS - C. CLASS 'C' FELONIES AND DUI	5 years after sentencing
AT50-30-02D p. 10	INDIGENT CLIENT DEFENSE FILES – ADULTS - D. CASES DISMISSED AND ACQUITTALS	3 years after sentencing
AT50-30-03A p. 11	INDIGENT CLIENT DEFENSE FILES – JUVENILE - A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS -	20 years after sentencing
AT50-30-03B p. 10	INDIGENT CLIENT DEFENSE FILES - JUVENILE - B. CLASS 'B' FELONIES	10 years after case dismissed or acquittal
AT50-30-03C p. 11	INDIGENT CLIENT DEFENSE FILES – JUVENILE - C. CLASS 'C' FELONIES AND DUI	5 years after sentencing
AT50-30-03D p. 11	INDIGENT CLIENT DEFENSE FILES – JUVENILE - D. CASES DISMISSED AND ACQUITTALS	3 years after sentencing