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## Using Records Retention Schedules: How Long Does Law Enforcement Evidence/Property Need to Be Kept?

Purpose: Provide guidance to state and local law enforcement agencies on the retention and management of physical evidence/property and related records.

Is the retention and disposition of evidence/property found in the retention schedules?

NO – The retention schedules do not cover the retention or disposition of physical evidence or property because it is not considered a record. Instead, evidence/property should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy.

What about records *relating to* physical evidence/property?

YES – Records relating to the intake, management, and disposition of physical evidence/property are included in the *Law Enforcement Records Retention Schedule*, including:

1. *Executions Against Personal Property (DAN LE05-01-07)*, 6 years after date of seizure or stay
2. *Evidence Audits (DAN LE2013-006)*, 4 years after completion of auditor's report
3. *Property Forfeited (DAN LE2010-058)*, 7 years after disposal of property
4. *Property Seizure/Disposition (DAN LE03-01-08)*, 6 years after disposal of property
5. *Evidence/Property In Custody – Management (DAN LE2010-069)*, 6 years after disposition of property and 1 year after disposition of pertinent case file(s)

Please note: Washington State Patrol also has DANs in its agency unique schedule for its own evidence/property-related records.

Additional advice regarding the management of public records is available from  
Washington State Archives: