



This schedule applies to: Caseload Forecast Council

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Caseload Forecast Council relating to the unique functions of forecasting and sentencing. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency 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.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Caseload Forecast Council are revoked. The Caseload Forecast Council must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on December 6, 2023.

Signature on File

**For the State Auditor:
Al Rose**

Signature on File

**For the Attorney General:
Suzanne Becker**

-

**For the Office of Financial Management:
Cheri Keller**

Signature on File

**The State Archivist:
Heather Hirota**



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 6, 2023	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,
please contact the Caseload Forecast Council's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



TABLE OF CONTENTS

1.	FORECASTING	4
2.	SENTENCING	5
	GLOSSARY.....	6
	INDEXES	8



1. FORECASTING

The function of providing state government with accurate, unbiased, and transparent caseload forecasts as a foundation to the state budget process.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-01-61406 Rev. 0	Official Caseload Forecasts Forecasts for the number of persons expected to meet entitlement requirements and require the services of public assistance programs, state correctional institutions, state correctional non-institutional supervision, state institutions for juvenile offenders, the common school system, long term care, medical assistance, foster care and adoption support in the state of Washington.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



2. SENTENCING

The function of providing accurate statewide adult and juvenile sentencing data as a foundation to criminal justice policies and practices.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
23-12-69703 Rev. 0	<p><i>Criminal Sentencing Database Records</i> Database records compiled by the Caseload Forecast Council relating to adult felony sentences and juvenile dispositions in the state of Washington. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Active database; • Database snapshots (a.k.a. "Frozen Data"). <p>Excludes sentencing documents used as source material and covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>. <i>Note: Retention based on ongoing business need for this data for longitudinal analyses/studies.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

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

Archival (Appraisal Required)

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

Archival (Permanent Retention)

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

Disposition

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

Disposition Authority Number (DAN)

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

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

Local Records Committee

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



Non-Archival

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

Non-Essential Records

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

OFM (Office Files and Memoranda)

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

OPR (Official Public Records)

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

Public Records

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

Records Series

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

State Records Committee

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



INDEXES

ARCHIVAL RECORDS INDEX

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

FORECASTING

Official Caseload Forecasts.....	4
----------------------------------	---

ESSENTIAL RECORDS INDEX

See the State Government General Records Retention Schedule for "Essential" records.

DISPOSITION AUTHORITY NUMBERS (DAN'S) INDEX

07-01-61406.....	4
23-12-69703.....	5



SUBJECT INDEX

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

A

agreements see SGGRRS
asset management see SGGRRS
audits see SGGRRS

B

backups see SGGRRS
budgeting see SGGRRS

C

caseload forecasts 4
complaints see SGGRRS
contracts see SGGRRS

F

facilities see SGGRRS
financial records see SGGRRS
forecasts 4
frozen data 5

G

grants see SGGRRS
grievances see SGGRRS

H

human resources see SGGRRS

I

information systems see SGGRRS

L

leave see SGGRRS
legal affairs see SGGRRS

M

mail services see SGGRRS
meetings see SGGRRS
motor vehicles see SGGRRS

P

payroll see SGGRRS
policies/procedures see SGGRRS
public disclosure see SGGRRS
public records requests see SGGRRS
publications see SGGRRS

R

records management see SGGRRS
risk management see SGGRRS

S

security see SGGRRS
sentencing records 5

T

telecommunications see SGGRRS
timesheets see SGGRRS
training see SGGRRS
transitory records see SGGRRS
travel see SGGRRS



V

vehicles..... *see SGGRRS*