



This schedule applies to: Coroners and Medical Examiners

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of coroners and medical examiners relating to the function of death investigation in accordance with chapter 68.50 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule 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) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") 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.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

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 should take measures to 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 Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.


For the State Auditor: Cindy Evans


For the Attorney General: Sharon Payant


The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. 4 series have been designated “Archival – Permanent Retention” (Card File Index, Inquests, Coroner/Medical Examiner Investigation Files, and Coroner/Medical Examiner Ledger). All disposition authority numbers (DANs) have been assigned a prefix of “CO” and a revision number of “0” (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. CORONERS AND MEDICAL EXAMINERS

The function of determining cause of death and the management of the bodies and property of deceased individuals in accordance with [chapter 68.50 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CO50-34-01 Rev. 0	CARD FILE INDEX Index used as cross-reference tool to case files.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-04 Rev. 0	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	Retain for 6 years after matter closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
CO50-34-05 Rev. 0	INQUESTS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-03 Rev. 0	INVESTIGATION FILES Reports, transmittals and other documentation of laboratory and investigative work.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CO50-34-02 Rev. 0	LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-06 Rev. 0	MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.	Retain for 6 years after last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
CO50-34-07 Rev. 0	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS Lists of jewelry, moneys, papers and other personal property of the deceased made – and filed with the County Auditor – in accordance with RCW 68.50.040 . <i>Note: All documents filed or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i>	Retain for 3 years after filing with the County Auditor <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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SUPERSEDED

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