

Summary of Changes

County Clerks Records Retention Schedule v.8.1 (December 2024)

New Records Series Added

- Three (3) new records series have been added to this records retention schedule:
 1. **Exhibits (Capital Cases) (DAN CL2024-034) p.8**

“Until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered and until death of defendant in capital cases where the death penalty has been imposed and provide 60 days’ notice pursuant to SPRC 7 in all capital cases (Archival (Appraisal Required))”

Rationale: Added to allow for simplifying the retention of exhibits for non-capital cases.
 2. **Exhibits (Sexual Assault Medical Forensic Examination Depictions) – Acquittals (DAN CL2024-035) p.9**

“Upon acquittal, return to law enforcement agency (Non-Archival)”

Rationale: Added to meet new legislative requirement (RCW 9A.44.026).
 3. **Exhibits (Sexual Assault Medical Forensic Examination Depictions) – Convictions (DAN CL2024-036) p.10**

“5 years after judgement is final (Non-Archival)”

Rationale: Added to meet new legislative requirement (RCW 9A.44.026).

Retention Changes

- One (1) records series has changes to its retention period/cutoff:
 1. **Exhibits (General) (was Exhibits) (DAN CL65-01-22) p.9**

Changed from “Until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered and until death of defendant in capital cases where the death penalty has been imposed and provide 60 days’ notice pursuant to SPRC 7 in all capital cases (Archival (Appraisal Required))” to “6 years after entry of final judgement and until court order authorizing return, transfer, or destruction of exhibit(s) has been signed and entered (Archival (Appraisal Required))”

Rationale: Retention able to be simplified with the removal of additional requirements relating to capital cases and based on 6-year requirement for exhibits (RCW 36.23.070).

Other Minor Changes

- Four (4) records series have changes to its title and/or description:
 1. **Exhibits (General) (was Exhibits) (DAN CL65-01-22) p.9**
 2. **Superior Court Case Files (DAN CL65-01-08) p.14-15**

Rationale: Updated references to the separate Superior Courts Records Retention Schedule.

3. **Superior Court Case Files (Juvenile Court) (DAN CL50-28-10) p.15**

Rationale: Updated references to the separate Superior Courts Records Retention Schedule.

4. **Trust Fund Ledger (DAN CL65-01-46) p.17**

Rationale: Updated references to Financial Transactions – General (DAN GS2011-184) in the Local Government Common Records Retention Schedule (CORE).

- Two (2) records series have had their revision numbers corrected as they were incorrect in v.8.0:
 1. **Exhibits (General) (was Exhibits) (DAN CL65-01-22) p.9**
 2. **Superior Court Case Files (Juvenile Court) (DAN CL50-28-10) p.15**

Essential Designation Changes

- None

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 3 (from 27 series up to 30 series)