



This schedule applies to: Criminal Justice Training Commission

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Criminal Justice Training Commission relating to the unique functions of the establishment and administration of standards and processes for certification, suspension, and decertification of peace officers and corrections officers, by providing programs and training that enhance the integrity, effectiveness, and professionalism of peace officers and corrections officers while helping to ensure that law enforcement and correctional services are delivered to the people of Washington in a manner that fully complies with the Constitutions and laws of this state and United States.. 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 state 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 Criminal Justice Training Commission are revoked. The Criminal Justice Training Commission 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 April 6, 2022.

Signature on File

For the State Auditor:
Al Rose

Signature on File

For the Attorney General:
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For the Office of Financial Management:
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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	April 4, 2018	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 3, 2020	Minor revisions throughout the schedule.
1.2	April 6, 2022	Revisions throughout schedule due to legislative changes

For assistance and advice in applying this records retention schedule,
please contact the Criminal Justice Training Commission's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov



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1. CERTIFICATION

This section covers records relating to the administration and maintenance of public safety employee certification.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69192 Rev. 0	<p><i>Clock Hours – Approvals</i></p> <p>Records relating to the commission’s approval of certain programs and courses acceptable to meet clock hours and continuing education requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Program agendas, curriculum;• Compliance checks;• Summary of course evaluations;• Approval documentation.	<p>Retain for 2 years after date of approval <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69196 Rev. 2	<p>Certifications (Other than Peace Officer, Tribal Police Officer, or Correction Officer) – Completed</p> <p>Records relating to certifications and other credentials administered and issued by the commission, including firearm certificates, instructor certification, K9 certification, and career level certification in accordance with RCW 43.101.350.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Documentation of completions; • Records relating to the revocation or reinstatement of eligibility for miscellaneous certifications, including any hearing proceedings to determine reinstatement. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Official Student Transcripts (DAN 74-11-07335);</i> • <i>Peace Officer and Tribal Police Officer Certification Files (DAN 18-04-69193).</i> <p><i>Note: Individuals are responsible for their own training and certifications, and if employed by a public entity those records are covered under their employee training history files.</i></p>	<p>Retain for 6 years after expiration of certification <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
22-04-69649 Rev. 0	<p>Certifications (Other than Peace Officer, Tribal Police Officer, or Correction Officer) – Disapproved/Denied</p> <p>Records relating to disapproved or denied applications for professional certifications where requirements were not met.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Documentation of completions. 	<p>Retain for 6 years after disapproval/denial <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69197 Rev. 1	<p><i>Certifications (Other than Peace Officer, Tribal Police Officer, or Correction Officer) – Incomplete or Withdrawn</i></p> <p>Records relating to incomplete or withdrawn applications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications;• Documentation of completions.	<p>Retain for 2 years after date of last contact</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69194 Rev. 2	<p><i>Peace Officer, Tribal Police Officer, and Correction Officer Certification – Hearings Records</i></p> <p>Records relating to hearings for the suspension, revocation, reinstatement or any other action against a peace officer, tribal police officer, or correction officer certification.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Pleadings;• Statement of Charges;• Findings of Fact and Conclusions of Law;• Appeal Documents (if applicable);• Commission’s Response to Reinstatement Petition;• Petition for reinstatement. <p><i>Note: Retention is based on statutory requirement (RCW 43.101.135(8)).</i></p>	<p>Retain permanently.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69193 Rev. 1	<p><i>Peace Officer, Tribal Police Officer, and Correction Officer Certification Files</i></p> <p>Records relating to peace officer, tribal police officer, or correction officer certifications created in accordance with chapter 43.101.095 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Peace, Tribal Police, or Correction Officer Certification Application;• Release of information. <p>Excludes records covered by <i>Official Student Transcripts (DAN 74-11-07335)</i>.</p>	<p>Retain for 6 years after expiration of certification <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-04-69195 Rev. 2	<p><i>Peace Officer, Tribal Police Officer, and Correction Officer Employment Notices and Investigations</i></p> <p>Records relating to the notices of employment actions, disciplinary proceedings, or investigations of peace, tribal police, or correction officers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Submitting agency investigative file;• CJTC Investigative case logs and supporting documentation;• Notices of Hire;• Notices of Separation;• Employing agency's misconduct or use of force investigation;• Information on employing agency's disciplinary proceedings and appeals;• Initial employing agency's disciplinary proceedings that allege a noncriminal violation of RCW 43.101.105. <p><i>Note: Retention is based on statutory requirement (RCW 43.101.135(8)).</i></p>	<p>Retain permanently.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-04-69650 Rev. 0	<p><i>Written Complaints to Deny, Suspend, or Revoke Peace or Correction Officer Certification</i></p> <p>Records relating to written complaints that state an officer’s certificate should be denied, suspended or revoked specifying the grounds of the complaint, and the Commission’s response to the complaint.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original complaint and respondent information; • Case worksheet; • Investigation records; • General summary; • Activity report; • Contact list; • Final written determination of the complaint. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Peace Officer, Tribal Police Officer, and Correction Officer Certification– Revocation and Reinstatement Hearings (DAN 18-04-69194)</i> • <i>Peace Officer, Tribal Police Officer, and Correction Officer Employment Notices and Investigations (DAN 18-04-69195)</i> <p><i>Note: Retention is based on statutory requirement (RCW 43.101.135(8)).</i></p>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR



2. CRIMINAL JUSTICE TRAINING

This section covers records relating to the provision of knowledge and skills training to criminal justice professionals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-06-69493 Rev. 1	<p><i>Additional Student Records (related to BTD Student File Folder)</i></p> <p>Records relating to information collected on each student in addition to the Basic Training Division Student Cumulative Files. These records are unrelated to Academy performance and are only used for improving internal operations, not for assessing students' performance/learning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pre-course assignments; • Minor infraction memos; • Autobiographic exercises. <p><i>Note: Retention is based on agency business need. These records are not needed for any legal or auditing purposes.</i></p>	<p>Retain for 30 days after class graduation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-04-69191 Rev. 2	<p>Basic Training Student Cumulative Files (Student File Folder)</p> <p>Records relating to information collected on each student in addition to the Official Student Record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registration application and dates of enrollment or withdrawal/re-admission; • Attestation Forms; • Failure letters or notifications; • Staff interactions and evaluations, including note to file; • Investigation documentation (hard copies or audio files) to include any disciplinary memos; • Test Failures – All test failures & re-tests; • Injury reports/check list; • Excusal or absent memos of any withdrawn recruit. <p>Excludes student training records produced by other CJTC divisions which are covered by <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)</i>.</p>	<p>Retain for 6 years after completion or withdrawal <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-06-69494 Rev. 0	<p>Individual Students' Training Test Materials – Student Passed</p> <p>Individual student's tests administered to document the completion of training courses <u>provided by</u> the Criminal Justice Training Commission (including through contracted trainers) where the student receives a passing score on the test.</p> <p>Excludes all other test materials, including master copies of test booklets, answer sheets, final scores, and individual students' training test materials where the student failed the test. These records are covered by <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)</i>.</p>	<p>Retain for 30 days after class completion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-11-07335 Rev. 2	<p><i>Official Student Transcript</i></p> <p>Records relating to an individual student achievement and progression of training completed as provided by the Criminal Justice Training Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Certifications;• Final results of course or training outcomes, pass/fail, grades and progression;• Successful requests for and changes to official transcript. <p><i>Note: All other records pertaining to the student belong in the cumulative folder or are covered by other record series.</i></p>	<p>Retain for 50 years after completion or withdrawal <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



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

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



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.



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