**This schedule applies to: District and Municipal Courts**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of District and Municipal Courts relating to the unique functions of trying criminal and civil cases. The schedule 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 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 local 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 GR 31.1. 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 District and Municipal Courts are revoked. District and Municipal Courts 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 Local Records Committee in accordance with RCW 40.14.070 on October 4, 2023.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature on File* |  | *Signature on File* |  | *Signature on File* |
| **For the State Auditor: Al Rose** |  | **For the Attorney General: Matt Kernutt** |  | **The State Archivist: Heather Hirotaka** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | 1999 | Initial version. | |
| 2.0 | 2000 – 2001 | Major revision and multiple updates. | |
| 3.0 | 2002 – 2004 | Major revision and multiple updates. | |
| 4.0 | 2006 | Major revision. | |
| 5.0 | 2007 | Major revision. | |
| 6.0 | March 26, 2009 | Records series common to all local government agencies now appear in the new *Local Government Common Records Retention Schedule (CORE)* and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the *District and Municipal Courts Records Retention Schedule* now begin with the prefix “DM”; there have been no changes to titles, descriptions, retention periods, or archival designations. | |
| 7.0 | October 4, 2023 | Major revision. | |

For assistance and advice in applying this records retention schedule,

please contact your Court’s Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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1. DISTRICT AND MUNICPAL COURT RECORDS

The function of making or receiving records by the District or Municipal Court while performing the duties pursuant to Title 3 RCW and other state and local statute or court rule.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| DM2023-030  Rev. 0 | ***Anti-Harassment Court Case Files***  Official documentation of court proceedings and filings in anti-harassment cases pursuant to RCW 10.14.  Includes, but is not limited to:   * Dockets, indexes, registers, etc.; * Motions, orders of protection (ex parte temporary or civil), and other filings; * Judgements (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   *Note: Pursuant to RCW 10.14.170, individuals who willfully disobey any anti-harassment protection order shall be guilty of a gross misdemeanor. If criminal charges are filed, these records become part of the associated criminal case file.*  *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 3 years after final expiration of protection order  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| DM2023-031  Rev. 0  *Continued Next Page*  *Continued From Previous Page* | ***Civil Court Case Files – Judgement Satisfied or Case Dismissed***  Official documentation of court proceedings and filings in civil cases where the judgement has been paid or performed, or the case has been dismissed.  Cases include, but are not limited to:   * Contract disputes; * Damages for injury to individuals or personal property;   *Continued Next Page*  *Continued From Previous Page*   * Small claims cases.   Records include, but are not limited to:   * Dockets, indexes, registers, etc.; * Motions, orders, and other filings; * Judgements (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 3 years after date of satisfaction of judgement or dismissal  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(For Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06C-02  Rev. 1  *Continued Next Page*  *Continued From Previous Page* | ***Civil Court Case Files – Judgement Unsatisfied***  Official documentation of court proceedings and filings in civil cases where the judgement has not been paid or performed.  Cases include, but are not limited to:   * Contract disputes; * Damages for injury to individuals or personal property; * Small claims cases.   Records include, but are not limited to:   * Dockets, indexes, registers, etc.; * Motions, orders, and other filings; * Judgements (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   *Continued Next Page*  *Continued From Previous Page*  *Note: Pursuant to RCW 6.17.020 subsections (1) and (3), the party in whose favor a judgement of a court has been filed or rendered may have execution, garnishment, or other legal process issued for the collection or enforcement of the judgement at any time within ten years from entry of the judgement or the filing of the judgement in Washington State. A party in whose favor a judgement has been filed may, within ninety days before the expiration of the original ten-year period, apply to the court for an order granting an additional ten years during which an execution garnishment or other legal process may be issued.*  *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 10 years after date of judgement or extension of liability  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06B-01  Rev. 1 | ***Civil Infraction Case Files***  Official documentation of court proceedings and filings in civil infraction cases.  Cases include, but are not limited to:   * Municipal infractions (failure to license pet, littering, permit violations, etc.) * Parking infractions; * Traffic infractions.   Records include, but are not limited to:   * Indexes, registers, etc.; * Uniform notices of infraction, motions, orders, and other filings; * Notices of appearance, failure to appear/respond/pay, etc. | **Retain** for 3 years after final disposition of case  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| DM52-06G-03  Rev. 1 | ***Clerk’s Minutes Book***  Also known as Clerk’s Notes. | **Retain** for 1 year after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| DM52-06G-01  Rev. 1 | ***Court Calendar*** | **Retain** for 1 year after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| DM2023-032  Rev. 0  *Continued Next Page*  *Continued From Previous Page* | ***Criminal Court Case Files – Driving Under the Influence (DUI)***  Official documentation of court proceedings and filings in criminal cases relating to charges of Driving Under the Influence (DUI) or Physical Control of Vehicle Under the Influence.  Records include, but are not limited to:   * Criminal citations, dockets, indexes, etc. * Charging information, summons, clerk’s minutes; * Motions, published depositions, decrees, verdicts, petitions (including deferred prosecution), orders, & other filings; * Judgments (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   Excludes records covered by:   * *Criminal Court Case Files – Other (DAN DM52-06A-01);* * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08)*; * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)*;   *Continued Next Page*  *Continued From Previous Page*   * *Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13*; * *Exhibits – Case Appealed (DAN DM52-06C-10);* * *Exhibits – Case Not Appealed (DAN DM52-06C-08*); * *Probation Case Management (DAN DM52-06H-01);* * *Therapy Court Case Management (DAN DM2023-037).*   *Note: Pursuant to RCW 46.61.5055(4), if an individual violates RCW 46.61.502 or 46.61.504 and has had three or more prior offenses within ten years, their case will be prosecuted as a felony.*  *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 10 years after final disposition of case  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06A-01  Rev. 1  *Continued Next Page*  *Continued From Previous Page* | ***Criminal Court Case Files – Other***  Official documentation of court proceedings and filings in criminal cases.  Cases include, but are not limited to:   * Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); * Gross misdemeanors (reckless driving, etc.).   Records include, but are not limited to:   * Criminal citations, dockets, indexes, etc. * Charging information, summons, clerk’s minutes; * Motions, published depositions, decrees, verdicts, petitions (including deferred prosecution), orders, & other filings; * Judgments (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   *Continued Next Page*  *Continued From Previous Page*  Excludes records covered by:   * *Criminal Court Case Files – Driving Under the Influence (DUI) (DAN DM2023-032);* * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08)*; * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)*; * *Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13)*; * *Domestic Violence Court Case Files (DAN DM52-06E-02);* * *Exhibits – Case Appealed (DAN DM52-06C-10);* * *Exhibits – Case Not Appealed (DAN DM52-06C-08*); * *Probation Case Management (DAN DM52-06H-01);* * *Therapy Court Case Management (DAN DM2023-037).*   *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 3 years after final disposition of case  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  ORR  *Continued Next Page*  *Continued From Previous Page* |
| DM2023-033  Rev. 0  *Continued Next Page*  *Continued From Previous Page* | ***Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally***  Official judgement and sentencing records for criminal cases filed post June 4, 1997, where the records are **only** filed within internal court case management systems.  Cases include, but are not limited to:   * Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); * Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).   *Continued Next Page*  *Continued From Previous Page*  Records include, but are not limited to:   * Judgement entered; * Sentencing proceedings (including outcomes of any hearings); * Any indexes necessary for finding/interpreting records.   Excludes records covered by *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08)*.  *Note: Pursuant to CrRLJ 7.2 and 7.3, the judgement and record of the sentencing proceedings of a court of limited jurisdiction shall be preserved in perpetuity, either in an electronic or hard copy format.* | **Retain** permanently.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06A-08  Rev. 1  *Continued Next Page*  *Continued From Previous Page* | ***Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System***  Official judgement and sentencing records for criminal cases filed post June 4, 1997, where the records have been filed in an Administrative Office of the Courts (AOC) case management system, such as the Judicial Information System (JIS).  Cases include, but are not limited to:   * Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); * Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).   Records include, but are not limited to:   * Judgement entered; * Sentencing proceedings (including outcomes of any hearings); * Any indexes necessary for finding/interpreting records.   *Continued Next Page*  *Continued From Previous Page*  Excludes records covered by *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)*.  *Note: Pursuant to CrRLJ 7.2 and 7.3, the judgement and record of the sentencing proceedings of a court of limited jurisdiction shall be preserved in perpetuity, either in an electronic or hard copy format.* | **Retain** final record permanently within AOC case management system  *and*  **Destroy** any internal copies.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06A-13  Rev. 1 | ***Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997***  Official judgement and sentencing records for criminal cases filed prior to June 4, 1997.  Cases include, but are not limited to:   * Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); * Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).   Records include, but are not limited to:   * Judgement entered; * Sentencing proceedings (including outcomes of any hearings); * Any indexes necessary for finding/interpreting records. | **Retain** for 3 years after final disposition of case  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(For Disaster Recovery)**  OPR |
| DM52-06E-02  Rev. 1  *Continued Next Page*  *Continued From Previous Page* | ***Domestic Violence Court Case Files***  Official documentation of court proceedings and filings in domestic violence cases in accordance with chapter 7.105 RCW.  Records include, but are not limited to:   * Criminal citations, dockets, indexes, etc. * Charging information, summons, clerk’s minutes; * Motions, published depositions, decrees, verdicts, petitions, orders of protection, & other filings;   *Continued Next Page*  *Continued From Previous Page*   * Judgments (abstracts, civil, transcripts, foreign, etc.); * Warrants, notices of appearance, failure to appear, etc.; * Juror and witness daily attendance lists (see note, below).   Excludes records covered by:   * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08)*; * *Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)*; * *Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13*; * *Exhibits – Case Appealed (DAN DM52-06C-10);* * *Exhibits – Case Not Appealed (DAN DM52-06C-08*); * *Probation Case Management (DAN DM52-06H-01);* * *Therapy Court Case Management (DAN DM2023-037).*   *Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”* | **Retain** for 100 years after final disposition of case  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06C-03  Rev. 1 | ***Electronic Recordings of Court Proceedings – Case Appealed***  Electronic recordings of court proceedings in cases that are reviewed in appellate court and are returned to the originating court. | **Retain** for 30 days after remand of appeal  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| DM52-06C-04  Rev. 1 | ***Electronic Recordings of Court Proceedings – Case Not Appealed***  Electronic recordings of court proceedings in cases that are not reviewed in appellate court. | **Retain** until expiration of appeal period  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| DM52-06C-05  Rev. 1 | ***Electronic Recordings of Court Proceedings – Indexes and Logs***  Indexes, chronological listings, and other tracking/organizing records for electronic recordings of court proceedings. | **Retain** until erasure of last recording listed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| DM52-06C-10  Rev. 2 | ***Exhibits – Case Appealed***  Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing, where the case has been reviewed in appellate court and the exhibits have been returned to the originating court. | **Retain** for 30 days after remand of appeal  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| DM52-06C-08  Rev. 1 | ***Exhibits – Case Not Appealed***  Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing, where the case has not been reviewed in appellate court. | **Retain** until expiration of appeal period  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| DM2023-034  Rev. 0  *Continued Next Page*  *Continued From Previous Page* | ***Filed Documents (Miscellaneous)***  All documents filed with the District or Municipal Court Clerk that are ***not filed with/in a case file and*** that are ***not covered by a more specific records series****.*  Includes, but is not limited to:   * Administrative orders;   *Continued Next Page*  *Continued From Previous Page*   * Judicial resolutions; * Jury show-cause orders and bench warrants; * Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.).   Excludes records covered by *Search Warrants (DAN DM52-06A-02).* | **Retain** for 3 years after end of calendar year  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| DM52-06C-09  Rev. 1 | ***Involuntary Civil Commitment Case Files***  Official documentation of court proceedings and filings in involuntary civil commitment cases pursuant to RCW 71.05.  Includes, but is not limited to:   * Dockets, indexes, registers, etc.; * Motions, orders, and other filings.   Excludes records covered by *Involuntary Civil Commitment Case Management (DAN DM2023-035)*.  *Note: If criminal charges are filed, these records become part of the associated criminal case file.*  *Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).* | **Retain** for 8 years after release of individual from hold  *or*  8 years after final disposition of case, *whichever is later*  *then*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| DM52-06J-02  Rev. 1 | ***Notices of Delinquent Parking/Traffic Violations or Vehicle Holds*** | **Retain** for 3 years after final disposition of case  *or*  3 years after completion of audit examination report, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| DM52-06A-09  Rev. 1 | ***One-Party Consent Orders***  Records relating to one-party consent orders issued pursuant to chapter 9.73 RCW for the interception of wire or electronic communication or conversation, where not filed with/in a case file.  Includes, but is not limited to:   * Wiretaps, sealed and unsealed (applications, reviews, etc.); * Pen registers/trap and trace devices, sealed (RCW 9.73.260).   *Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).* | **Retain** for 3 years after expiration of authorization  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| DM52-06A-02  Rev. 1 | ***Search Warrants***  Records relating to search warrants issued in accordance with RCW 2.20.030, CrRLJ 2.3, and/or other state statute or court rule, where not filed with/in a case file.  Includes, but is not limited to:   * Affidavit/sworn testimony establishing the grounds for issuing a warrant; * Inventory of property taken; * Return.   *Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).* | **Retain** for 3 years after expiration of warrant  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. DISTRICT AND MUNICIPAL COURT SERVICES

The function of providing services outside of the official courtroom setting.

| * 1. INVOLUNTARY CIVIL COMMITMENT   The activity of providing assistance with involuntary psychiatric hospital commitment cases outside of official court proceedings. | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| DM2023-035  Rev. 0 | ***Involuntary Civil Commitment Case Management***  Records relating to the involuntary civil commitment of individuals pursuant to RCW 71.05 where the records are not filed as part of the official court record.  Includes, but is not limited to:   * Evaluation notes; * Treatment monitoring records; * Related correspondence/communications.   Excludes official court filings covered by *Involuntary Civil Commitment Case Files (DAN DM52-06C-09).*  *Note: If criminal charges are filed, these records become part of the respective social file.*  *Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).* | **Retain** for 8 years after release of individual from hold  *or*  8 years after final disposition of case, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

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| * 1. PROBATION   *The activity of managing probation cases.* | | | |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| DM52-06H-01  Rev. 1 | ***Probation Case Management***  Records documenting the progress and status of individuals on probation, ***where the records are not filed as part of the official court record.***  Includes, but is not limited to:   * Eligibility assessments; * Case notes and history; * Counselling and service referrals; * Supervisory reports and monitoring; * Related correspondence/communications.   *Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).* | **Retain** for 3 years after completion or termination of probation  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

| * 1. THERAPY COURT   *The activity of providing assistance with therapy court cases outside of the official courtroom setting.* | | | |
| --- | --- | --- | --- |
| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| DM2023-036  Rev. 0 | ***Therapy Court Applications—Denied/Withdrawn***  Records documenting applications for individuals to join a therapy court program where either court staff deems the individual ineligible to participate in the program or the individual does not enter the program.  Excludes records of individuals who do enter a therapy court program but do not complete it covered by *Therapy Court Case Management (DAN DM2023-037)*.  *Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).* | **Retain** for 3 years after application denied or withdrawn  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| DM2023-037  Rev. 0  *Continued Next Page*  *Continued From Previous Page* | ***Therapy Court Case Management***  Records documenting the progress of individuals through therapy court programs, ***where the records are not filed as part of the official court record.***  Therapy court programs include, but are not limited to:   * DUI Court; * Domestic Violence Court; * Mental Health Court; * Veterans’ Treatment Court.   Records include, but are not limited to:   * Eligibility assessments; * Agreements; * Case notes and history; * Treatment plans and monitoring;   *Continued Next Page*  *Continued From Previous Page*   * Drug test results; * Medical records; * Supervisory reports; * Incentives and sanctions; * Related correspondence/communications.   Excludes:   * Official court filings covered in the *Official District and Municipal Court Records and Exhibits* section of this schedule; * Therapy court applications that are denied or withdrawn covered by *Therapy Court Applications – Denied/Withdrawn (DAN DM2023-036)*.   *Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).* | **Retain** for 8 years after completion or termination of program  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM  *Continued Next Page*  *Continued From Previous Page* |

1. JURY MANAGEMENT

The function of managing jurors and juries for District Courts.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| DM52-06F-04  Rev. 1 | ***Jury Duty – General***  Records relating to individuals being summoned to serve on a jury, serving as jurors, and/or being dismissed by the court, in accordance with chapter 2.36 RCW.  Includes, but is not limited to:   * Summons (acknowledge, returned by postal service as undeliverable, etc.); * Biographical data for preliminary determination of statutory qualification (RCW 2.36.072); * Waiver requests (RCW 2.36.100); * Disqualifications pursuant to RCW 2.36.072(4); * General questionnaires and information forms.   Excludes:   * Records covered by *Jury Duty – Special Questionnaires (DAN DM52-06F-05)*; * Lists of impaneled juror ***names*** filed with/in the case file, covered by the appropriate case file records series in the *Official District and Municipal Court Records and Exhibits* section of this schedule; * Records used to prepare cost bill covered by *Financial Transactions – General (DAN GS2011-184);* * Juror show cause orders and bench warrants for failure to appear covered by *Filed Documents (Miscellaneous (DAN DM2023-034)*. | **Retain** until end of term for which juror was summoned  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| DM52-06F-05  Rev. 1 | ***Jury Duty – Special Questionnaires***  Special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the voir dire (juror selection) process for a specific case/trial.  Excludes general questionnaires filled out by all potential jurors summoned for jury duty covered by *Jury Duty – General (DAN DM52-06F-04).* | **Retain** until completion of proceeding and expiration of appeal period for case for which juror was selected  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

glossary

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| ***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 enhance 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. |

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