



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

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

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 <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>District and Municipal Courts Records Retention Schedule</i> 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



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1. DISTRICT AND MUNICIPAL 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	<p>Anti-Harassment Court Case Files</p> <p>Official documentation of court proceedings and filings in anti-harassment cases pursuant to RCW 10.14.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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). <p><i>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.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<p>Retain for 3 years after final expiration of protection order</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
DM2023-031 Rev. 0 Continued Next Page	<p>Civil Court Case Files – Judgement Satisfied or Case Dismissed</p> <p>Official documentation of court proceedings and filings in civil cases where the judgement has been paid or performed, or the case has been dismissed.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"> • Contract disputes; • Damages for injury to individuals or personal property; <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>Retain for 3 years after date of satisfaction of judgement or dismissal</p> <p><i>then</i></p> <p>Destroy.</p> <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL ESSENTIAL (For Disaster Recovery) OPR</p> <p style="text-align: center;"><i>Continued Next Page</i></p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p><i>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.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	Continued From Previous Page	Continued From Previous Page
DM52-06B-01 Rev. 1	<p>Civil Infraction Case Files</p> <p>Official documentation of court proceedings and filings in civil infraction cases.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"> • Municipal infractions (failure to license pet, littering, permit violations, etc.) • Parking infractions; • Traffic infractions. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Indexes, registers, etc.; • Uniform notices of infraction, motions, orders, and other filings; • Notices of appearance, failure to appear/respond/pay, etc. 	<p>Retain for 3 years after final disposition of case</p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p style="text-align: center;">ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p style="text-align: center;">OPR</p>
DM52-06G-03 Rev. 1	<p>Clerk's Minutes Book</p> <p>Also known as Clerk's Notes.</p>	<p>Retain for 1 year after end of calendar year</p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p style="text-align: center;">OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>Continued From Previous Page</i></p>	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • 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). <p><i>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.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<p><i>Continued From Previous Page</i></p>	<p><i>Continued From Previous Page</i></p>
<p>DM52-06A-01 Rev. 1</p> <p><i>Continued Next Page</i></p>	<p>Criminal Court Case Files – Other</p> <p>Official documentation of court proceedings and filings in criminal cases.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"> • Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); • Gross misdemeanors (reckless driving, etc.). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • 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). <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>Retain for 3 years after final disposition of case <i>then</i> Destroy.</p> <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) ORR</p> <p style="text-align: center;"><i>Continued Next Page</i></p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p>Excludes records covered by <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)</i>.</p> <p><i>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.</i></p>	Continued From Previous Page	Continued From Previous Page
DM52-06A-13 Rev. 1	<p><i>Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997</i></p> <p>Official judgement and sentencing records for criminal cases filed prior to June 4, 1997. Cases include, but are not limited to:</p> <ul style="list-style-type: none"> • Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.); • Gross misdemeanors (domestic violence, DUI, reckless driving, etc.). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Judgement entered; • Sentencing proceedings (including outcomes of any hearings); • Any indexes necessary for finding/interpreting records. 	<p>Retain for 3 years after final disposition of case</p> <p style="text-align: center;"><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (For Disaster Recovery) OPR</p>
DM52-06E-02 Rev. 1 Continued Next Page	<p><i>Domestic Violence Court Case Files</i></p> <p>Official documentation of court proceedings and filings in domestic violence cases in accordance with chapter 7.105 RCW.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Criminal citations, dockets, indexes, etc. • Charging information, summons, clerk’s minutes; • Motions, published depositions, decrees, verdicts, petitions, orders of protection, & other filings; <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>Retain for 100 years after final disposition of case</p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p> <p style="text-align: center;"><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p> <p style="text-align: center;"><i>Continued Next Page</i></p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>Continued From Previous Page</i></p>	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Judgments (abstracts, civil, transcripts, foreign, etc.); • Warrants, notices of appearance, failure to appear, etc.; • Juror and witness daily attendance lists (see note, below). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>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);</i> • <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033);</i> • <i>Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13;</i> • <i>Exhibits – Case Appealed (DAN DM52-06C-10);</i> • <i>Exhibits – Case Not Appealed (DAN DM52-06C-08);</i> • <i>Probation Case Management (DAN DM52-06H-01);</i> • <i>Therapy Court Case Management (DAN DM2023-037).</i> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<p><i>Continued From Previous Page</i></p>	<p><i>Continued From Previous Page</i></p>
<p>DM52-06C-03 Rev. 1</p>	<p>Electronic Recordings of Court Proceedings – Case Appealed</p> <p>Electronic recordings of court proceedings in cases that are reviewed in appellate court and are returned to the originating court.</p>	<p>Retain for 30 days after remand of appeal <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 <i>then</i> 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 <i>then</i> 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 <i>then</i> 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 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
DM2023-034 Rev. 0 <i>Continued Next Page</i>	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: <ul style="list-style-type: none"> Administrative orders; <i>Continued Next Page</i>	Retain for 3 years after end of calendar year <i>then</i> Destroy. <i>Continued Next Page</i>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR <i>Continued Next Page</i>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<i>Continued From Previous Page</i>	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Judicial resolutions; • Jury show-cause orders and bench warrants; • Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.). <p>Excludes records covered by <i>Search Warrants (DAN DM52-06A-02)</i>.</p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06C-09 Rev. 1	<p><i>Involuntary Civil Commitment Case Files</i></p> <p>Official documentation of court proceedings and filings in involuntary civil commitment cases pursuant to RCW 71.05.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Dockets, indexes, registers, etc.; • Motions, orders, and other filings. <p>Excludes records covered by <i>Involuntary Civil Commitment Case Management (DAN DM2023-035)</i>.</p> <p><i>Note: If criminal charges are filed, these records become part of the associated criminal case file.</i></p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p>	<p>Retain for 8 years after release of individual from hold</p> <p style="text-align: center;"><i>or</i></p> <p>8 years after final disposition of case, <i>whichever is later</i></p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">(for Disaster Recovery)</p> <p style="text-align: center;">OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06J-02 Rev. 1	Notices of Delinquent Parking/Traffic Violations or Vehicle Holds	Retain for 3 years after final disposition of case <i>or</i> 3 years after completion of audit examination report, <i>whichever is later</i> <i>then</i> 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: <ul style="list-style-type: none"> • Wiretaps, sealed and unsealed (applications, reviews, etc.); • Pen registers/trap and trace devices, sealed (RCW 9.73.260). <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i>	Retain for 3 years after expiration of authorization <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06A-02 Rev. 1	<p><i>Search Warrants</i></p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Affidavit/sworn testimony establishing the grounds for issuing a warrant; • Inventory of property taken; • Return. <p><i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i></p>	<p>Retain for 3 years after expiration of warrant <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2. DISTRICT AND MUNICIPAL COURT SERVICES

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

2.1 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	<p><i>Involuntary Civil Commitment Case Management</i></p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Evaluation notes; • Treatment monitoring records; • Related correspondence/communications. <p>Excludes official court filings covered by <i>Involuntary Civil Commitment Case Files (DAN DM52-06C-09)</i>.</p> <p><i>Note: If criminal charges are filed, these records become part of the respective social file.</i></p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p>	<p>Retain for 8 years after release of individual from hold</p> <p><i>or</i></p> <p>8 years after final disposition of case, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OFM</p>



2.2 PROBATION

The activity of managing probation cases.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06H-01 Rev. 1	<p><i>Probation Case Management</i> Records documenting the progress and status of individuals on probation, <i>where the records are not filed as part of the official court record.</i> Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Eligibility assessments; • Case notes and history; • Counselling and service referrals; • Supervisory reports and monitoring; • Related correspondence/communications. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after completion or termination of probation <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



2.3 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
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Drug test results; • Medical records; • Supervisory reports; • Incentives and sanctions; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Official court filings covered in the <i>Official District and Municipal Court Records and Exhibits</i> section of this schedule; • Therapy court applications that are denied or withdrawn covered by <i>Therapy Court Applications – Denied/Withdrawn (DAN DM2023-036)</i>. <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p>	Continued From Previous Page	Continued From Previous Page



3. 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	<p>Jury Duty – General</p> <p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Jury Duty – Special Questionnaires (DAN DM52-06F-05)</i>; • Lists of impaneled juror names filed with/in the case file, covered by the appropriate case file records series in the <i>Official District and Municipal Court Records and Exhibits</i> section of this schedule; • Records used to prepare cost bill covered by <i>Financial Transactions – General (DAN GS2011-184)</i>; • Juror show cause orders and bench warrants for failure to appear covered by <i>Filed Documents (Miscellaneous (DAN DM2023-034))</i>. 	<p>Retain until end of term for which juror was summoned <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06F-05 Rev. 1	<i>Jury Duty – Special Questionnaires</i> 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 <i>Jury Duty – General (DAN DM52-06F-04)</i> .	Retain until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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 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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ESSENTIAL RECORDS INDEX

See the Local Government Common Records Retention Schedule (CORE) for additional "Essential" records.

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