



REVISION GUIDE

SUMMARY OF CHANGES

- Records common to all local government agencies have been removed from this schedule and now appear in the ***Local Government Common Records Retention Schedule (CORE)***.
- All records series in the *District and Municipal Courts Records Retention Schedule* begin with the prefix “DM”; there are no changes to titles, descriptions, retention periods, or archival designations.
- Duplicated series have been removed.
 - ✓ “Office Reference Copies” are usually secondary record copies and should be retained/disposed of accordingly.
 - ✓ The following series appeared multiple times throughout the Court Records section, but now appear only once (with one exception, #5, below) in the Court Records - General section:
 1. **ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED** (DAN DM52-06C-03)
 2. **ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED** (DAN DM52-06C-04)
 3. **ELECTRONIC RECORDING LOG** (DAN DM52-06C-05)
 4. **EXHIBITS – CASES NOT APPEALED** (DAN DM52-06C-08)
 5. **EXHIBITS – CASES APPEALED** (DAN DM52-06C-06) - was split into two series:
 - a. **EXHIBITS – CASES APPEALED** (DAN DM52-06C-06) Domestic Violence and Anti-Harassment cases only.
 - b. **EXHIBITS – CASES APPEALED** (DAN DM52-06C-10) Civil, Civil Infractions, Criminal, Parking Infractions, and Small Claims cases.
- Series with duplicate Disposition Authority Numbers (DANs) have been assigned new DANs.
- Discontinued series have been removed.
- Four detailed indexes have been added:
 - Archival/Potentially Archival/Permanent Records
 - Essential Records
 - DANs
 - Subjects



TABLE OF CONTENTS

SERIES REMOVED FROM <i>DISTRICT AND MUNICIPAL COURTS RECORDS RETENTION SCHEDULE</i> - DIFFERENT RETENTION PERIODS	3
DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS.....	5
DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) - SERIES COVERED BY <i>CORE</i> DANS	5



SERIES REMOVED FROM *DISTRICT AND MUNICIPAL COURTS RECORDS RETENTION SCHEDULE* - Different Retention Periods

All records series which are covered by the *Local Government Common Records Retention Schedule (CORE)* have been removed. From this point forward, Disposition Authority Numbers (DANs) will be unique identifiers and will appear in only one schedule.

This table contains only those records series whose retention periods have changed. The former titles and retention requirements are shaded in gray and listed on the left side of the table; the current *CORE* disposition authorities are shown on the right.

FORMER Category	FORMER Title and Retention P= Primary S=Secondary	DAN (unchanged)	CORE Function: CORE Activity	Title and Retention P= Primary S=Secondary
Administrative Records Common to All Agency Work Units	CITIZENS' COMPLAINTS/REQUESTS <i>P: 3 years S: None designated</i>	GS50-01-09	Agency Management: Community Relations	CITIZENS' COMPLAINTS/REQUESTS <i>P: Matter Closed plus 3 years S: Destroy when obsolete or superseded</i>
Insurance/Risk Management/ Safety	CERTIFICATION OF EMPLOYER AS SELF-INSURER <i>P: Department of Labor and Industries keeps primary copy - Termination plus 6 years S: Keep until certification withdrawn or surrendered</i>	GS50-06C-05	Human Resource Management: Industrial Insurance	SELF-INSURED EMPLOYER CERTIFICATION <i>P: Department of Labor and Industries keeps primary copy - Termination plus 6 years S: Retain 1 copy until certification withdrawn or surrendered plus 2 years. For all other copies, destroy when obsolete or superseded.</i>
Insurance/Risk Management/ Safety	FACILITY SAFETY INSPECTION HISTORY RECORDS <i>P: Disposition or sale of facility plus 10 years S: Destroy when obsolete or superseded</i>	GS50-06C-08	Asset Management: Maintenance	FACILITY SAFETY INSPECTION HISTORY RECORDS <i>P: Disposition of facility S: Destroy when obsolete or superseded</i>
Insurance/Risk Management/ Safety	INSURANCE AND SAFETY INSPECTION REPORTS <i>P: Termination of policy plus 6 years S: Destroy when obsolete or superseded</i>	GS50-06C-18	Asset Management: Maintenance	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS <i>P: Violation corrected plus 6 years S: Destroy when obsolete or superseded</i>
Insurance/Risk Management/ Safety	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS <i>P: Department of Labor and Industries keeps primary copy - PERMANENT - See remarks S: Last payment plus completion of State Auditor's examination report.</i>	GS50-06C-27	Human Resource Management: Industrial Insurance	SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS COMPENSABLE <i>P: Self-Insured employer retains 75 years after close of claim. (Revised by Local Records Committee 03/2003) S: L&I retains all claims records in its possession for 75 years. However, L&I cannot certify completeness of file.</i>



SERIES REMOVED FROM *DISTRICT AND MUNICIPAL COURTS RECORDS RETENTION SCHEDULE* - Different Retention Periods

All records series which are covered by the *Local Government Common Records Retention Schedule (CORE)* have been removed. From this point forward, Disposition Authority Numbers (DANs) will be unique identifiers and will appear in only one schedule.

This table contains only those records series whose retention periods have changed. The former titles and retention requirements are shaded in gray and listed on the left side of the table; the current *CORE* disposition authorities are shown on the right.

FORMER Category	FORMER Title and Retention P= Primary S=Secondary	DAN (unchanged)	CORE Function: CORE Activity	Title and Retention P= Primary S=Secondary
Records Management	PUBLIC DISCLOSURE REQUEST FILES <i>P: Current year plus 1 year - See remarks S: Destroy when obsolete or superseded</i>	GS50-09-04	Information Management: Public Disclosure	PUBLIC DISCLOSURE REQUEST FILES <i>P: Requests and responses received through July 23, 2005 are retained for 5 years. Requests received on or after July 24, 2005 are retained for 1 year. (Revised by LRC 09/2005) S: Destroy when obsolete or superseded</i>



DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS

The series listed below were assigned Disposition Authority Numbers (DANs) which had already been assigned to other records series. The new/correct DANs (and records retention schedules where they are located) are listed. There are no changes to retention periods.

Series Title	Former DAN	NEW DAN	Records Retention Schedule Function:Activity
JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED PRIOR TO JUNE 4, 1997	GS52-06A-01	DM52-06A-13	<i>District and Municipal Courts</i> Court Records:Criminal
NOISE EXPOSURE REPORTS (INDIVIDUAL EMPLOYEE)	GS50-06D-04	GS50-06C-29	<i>CORE</i> Human Resource Management:Occupational Health and Safety
SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	GS50-04B-30	GS50-04B-50	<i>CORE</i> Human Resource Management:Performance Management
RECEIPTS FOR CASH RECEIVED - OFFICE REFERENCE COPIES	GS50-03A-21	GS50-03A-34	<i>CORE</i> Financial Management:Accounting

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs) - Series covered by CORE DANs

The series listed below originated in the *LGRRS* and was discontinued; the date of Local Records Committee decision is listed beneath the discontinued DAN. The correct DAN is listed and the location of the series in the new *CORE* schedule noted.

Discontinued DAN	Former Category	Former Title	Former Retention	Effective DAN	New Category	New Title	New Retention
GS51-05D-01 03/2003	Insurance/Risk Management/ Safety	FACILITY SAFETY HISTORY RECORDS	Life of facility	GS50-06C-08	Asset Management: Maintenance	FACILITY SAFETY INSPECTION HISTORY RECORDS	Disposition of facility