

DISTRICT AND MUNICIPAL COURTS  
OF WASHINGTON STATE

RECORDS MANAGEMENT  
GUIDELINES

[http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc](http://www.secstate.wa.gov/archives/doc/Records%20Management%20Guidelines.doc)

and

**SUPERSEDED**  
GENERAL RECORDS  
RETENTION SCHEDULES

*Approved and Issued by the Washington State Local Records Committee  
September 2006*

*This publication supersedes any previous versions of this manual. For consistency, this manual includes sections from the Local Government General Records Retention Schedule's that are common to all local governments such as: Accounting, Personnel, Records Management etc. If you have any questions regarding the use of this manual, please contact your Regional Branch Archives at <http://www.secstate.wa.gov/archives/archives.asp> or the Records Management section in Olympia at 360.586.4902*

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**SUPERSEDED**

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:

Series NO.	TITLE AND DESCRIPTION
1	<b>AGENCY PUBLICATIONS</b> Supplies of agency publications, forms, and printed documents that are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS THAT MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	<b>CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS</b> Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	<b>INFORMATIONAL COPIES</b> Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	<b>LETTERS OF TRANSMITTAL</b> Letters of transmittal, which do not add any information to the transmitted materials.
5	<b>MISCELLANEOUS MEMORANDA</b> Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	<b>PRELIMINARY DRAFTS</b> Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	<b>REPRODUCTION MATERIALS</b> Includes materials such as stencils, hectograph masters and offset plates.
8	<b>ROUTING SLIPS</b> Routing slips used to direct the distribution of documents.
9	<b>SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS</b> After they have been transcribed into typewritten or printed form on paper or microfilm.
10	<b>TELEPHONE MESSAGES</b> "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	<b>USED / CANCELLED EVENT TICKETS AND PASSES</b>

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys ([see Documenting Records Destruction, page 13](#)). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.
- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.
- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – January 2002



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer

  
For the State Archivist, Diana Bradrick

The State Archivist: Jerry Handfield

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-02	Contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	ANNUAL REPORTS – OFFICE REFERENCE COPIES Copies of reports of activities submitted yearly to the governing council, commission, or board.	OFM	Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival - <b>See remarks</b>	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
4	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES Copies of employment applications submitted by applicants who were <b>not</b> hired.	OFM	Personnel office keeps primary copy 3 years	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-04B-01	
5	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
6	BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-06F-01	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
7	BUDGET AND BUDGET DEVELOPMENT FILES – OFFICE REFERENCE COPIES The final budgets are retained permanently as reference attachments to the ordinances or resolutions that adopt them.	OFM	Final budget is kept by clerk of governing council, commission, or board PERMANENT  Budget development and request files are retained 2 years by the finance or budget office	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-03D-03	
8	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	GS50-01-37	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
10	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
11	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
12	CONTRACTS, AGREEMENTS, AND WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
13	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
14	FINANCIAL REPORTS – OFFICE REFERENCE COPIES Copies of financial reports made to and/or by the department regarding its, expenditures and the status of its budget.	OFM	3 years or until completion of State Auditor's examination report	<b>Office references copies - Destroy when obsolete or superseded</b>	GS50-3D-06	
15	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
16	GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – OFFICE REFERENCE COPIES	OFM	Clerk of governing council, commission or board keeps primary copy 3 years	<b>Office references copies - Destroy when obsolete or superseded</b>	GS50-05A-03	
17	GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES – OFFICE REFERENCE COPIES	OFM	Clerk of governing council, commission or board keeps primary copy PERMANENT	<b>Office references copies - Destroy when obsolete or superseded</b>	GS50-05A-13	
18	HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	<b>Office references copies - Destroy when obsolete or superseded</b>	GS50-06F-02	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
19	LEGAL OPINIONS – OFFICE REFERENCE COPIES	OFM	Agency attorney keeps primary copy PERMANENT - <b>See remarks</b>	<b>Office references copies - Destroy when obsolete or superseded</b>	GS53-02-03	If the agency contracts for outside legal representation, the primary record copy will probably be held by agency's executive administration.

SUPERSEDED



Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
20	LITIGATION FILES – OFFICE REFERENCE COPIES	OFM	Legal office or executive administration keeps until case closed plus 10 years - Potential archival value - <b>See remarks</b>	<b>Office references copies</b> - Destroy when obsolete or superseded	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
21	MAILING LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
22	MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-06F-04	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
23	NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-06F-05	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
24	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks</b> . (See item #1 for administrative procedures and instructions).	OPR	PERMANENT as adopted - One copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
25	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission or board.	OFM	3 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-25	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
26	ORDINANCES AND RESOLUTIONS – OFFICE REFERENCE COPIES	OFM	Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT	<b>Office references copies</b> - Destroy when obsolete or superseded	GS50-05A-16	

SUPERSEDED



Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
27	PAYROLL REPORTS – OFFICE REFERENCE COPIES	OFM	Payroll office keeps primary copy- 3 years, OR 60 years if needed for retirement audit	Office references copies - Destroy when obsolete or superseded	GS50-03E-25	
28	PERSONNEL FILES – OFFICE REFERENCE COPIES	OFM	Personnel office keeps primary copy until termination of employment plus 6 years	Office references copies - Destroy when obsolete or superseded	GS50-04B-06	
29	PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL – OFFICE REFERENCE COPIES Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - <b>See remarks.</b>	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Office references copies - Destroy when obsolete or superseded	GS50-06F-06	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
30	PRESS RELEASES – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Office references copies - Destroy when obsolete or superseded	GS50-06F-07	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
31	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-30	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
32	RECEIPTS FOR CASH RECEIVED – OFFICE REFERENCE COPIES	OFM	Finance office keeps primary copy 6 years	Office references copies - Keep 3 years	GS50-03A-21	
33	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
34	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
35	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-08	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
36	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – OFFICE REFERENCE COPIES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Office references copies - Destroy when obsolete or superseded	GS50-06F-09	Contact your Regional Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED

Schedule Title: ADMINISTRATIVE RECORDS COMMON TO ALL AGENCY WORK UNITS

DISPOSITION AUTHORITY GS 50-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
37	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-30	
38	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	
39	WORK PLANS Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions. <i>(New series - January 2002)</i>	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-38	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS – CIVIL *(Revised September 2006)*

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the records and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - CIVIL - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

Schedule Applicable to: ALL DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CIVIL

DISPOSITION AUTHORITY GS52-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CIVIL CASE FILES The case file may contain most or some of the following forms: Affidavit of Service and Notice of Suit, Motion and Order for Default, Affidavit for Garnishment, Order to Pay into Court/Garnishment, Order Discharging Garnished Defendant, Writ of Attachment, Executions, Abstract of Damages (for Motor Vehicle Accident). <b>ESSENTIAL RECORD -- See remarks.</b>	OPR	Judgment Unsatisfied: 10 years after date of judgment <b>- See remarks</b>  Case Dismissed or Judgment Satisfied: 3 years	Destroy when obsolete or superseded	GS52-06C-02	Reference RCW 40.16.020(2).  Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.
2	CIVIL DOCKETS	OPR	10 years after final disposition - potential archival value - See remarks	Destroy when obsolete or superseded	GS52-06C-01	Reference RCW 40.16.020(2). Contact your Regional Archivist before destroying dockets covering periods prior to 1940.
3	CIVIL INDEXES <b>ESSENTIAL RECORD - See remarks</b>	OFM	10 years after final disposition of last item on index- potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06C-07	Reference RCW 40.16.020(2) Contact your Regional Archivist before destroying indexes covering periods prior to 1940. Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.
4	<b>ELECTRONIC RECORDING LOG</b> Chronological listing of electronic recordings of court proceedings.  <b>Series Revised - Removed 'Tape' from the title and description and replaced it with 'Electronic' and removed 'tape' in the retention period for primary copy and replaced it with 'recordings'. - 09/06</b>	OFM	Erasure of last recordings entered on log	Destroy when obsolete or superseded	GS52-06C-05	
5	<b>ELECTRONIC RECORDINGS OF COURT PROCEEDINGS - CASES APPEALED</b> To be used by appellate court on appeals of District and Municipal Court actions.  <b>Series Revised - Removed 'Tape' from the title and replaced it with 'Electronic' and removed 'tapes' from the remarks column and replaced it with 'recordings'. - 09/06</b>	OPR	30 days after remand of appeal - <b>See remarks</b>	Superior Court has secondary copy	GS52-06C-03	Upon completion of Superior Court action, the recordings are to be returned to the courts of limited jurisdiction where they originated.

SUPERSEDED

Schedule Applicable to: ALL COUNTY ASSESSORS

Schedule Title: COURT RECORDS - CIVIL

DISPOSITION AUTHORITY GS52-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED  Series Revised – Removed 'Tape' from the title and replaced it with 'Electronic'. – 09/06	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06C-04	
7	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06C-06	Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
8	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06C-08	
9	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental problems. If charges are filed, the order becomes part of the case file. (New series – September 2002)	OFM	3 years after release from hold	Destroy when obsolete or superseded	GS52-06C-09	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - CIVIL INFRACTIONS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - CIVIL INFRACTIONS - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CIVIL INFRACTIONS

DISPOSITION AUTHORITY GS52-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ELECTRONIC RECORDING LOG Chronological listing of electronic recordings of court proceedings.  Series Revised – Removed 'Tape' from the title and replaced with 'Electronic' and removed 'tape' from the retention period for the primary copy and replaced it with 'recordings'. – 09/06	OFM	Erasure of last recordings entered on log	Destroy when obsolete or superseded	GS52-06B-05	
2	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by Superior Court on appeals of District and Municipal Court actions. Upon completion of Superior Court action, the recordings are to be returned to the court of limited jurisdiction where they originated.  Series Revised – Removed 'Tape' from the title and replaced it with 'Electronic'; removed 'tape' from the description and replaced it with 'recordings' and removed 'tape' from the remarks column and replaced it with 'electronic recordings'. – 09/06	OPR	30 days after remand of appeal	Destroy when obsolete or superseded	GS52-06B-03	Upon completion of Superior Court action, electronic recordings are to be returned to the courts of limited jurisdiction where they originated.
3	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED  Series Revised – Removed 'Tape' from the title and replaced with 'Electronic'. – 09/06	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06B-04	
4	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - See remarks	Destroy when obsolete or superseded	GS52-06B-07	Upon completion of Superior Court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
5	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06B-08	
6	NOTICE OF FAILURE TO RESPOND, APPEAR, OR PAY ESSENTIAL RECORD – See remarks	OFM	3 years after final disposition - See remarks	Destroy when obsolete or superseded	GS52-06B-02	Department of Licensing holds official copy. <b>Electronic records need security backup.</b> Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.
7	TRAFFIC INFRACTION INDEXES	OFM	3 years after final disposition of the last case listed	Destroy when obsolete or superseded	GS52-06B-06	

SUPERSEDED



Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CIVIL INFRACTIONS

DISPOSITION AUTHORITY GS52-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	UNIFORM NOTICE OF INFRACTION, COURT DOCKET AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.	OPR	3 years after final disposition	Destroy when obsolete or superseded	GS52-06B-01	

**SUPERSEDED**

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - CRIMINAL

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The function of the record and not its format shall govern its retention period. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - CRIMINAL - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CRIMINAL

DISPOSITION AUTHORITY GS52-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	<p>CRIMINAL INDEXES COVERING JUDGEMENT AND SENTENCING RECORDS FILED JUNE 4, 1997 AND LATER</p> <p><b>ESSENTIAL RECORD – See remarks</b></p> <p>Series Revised – Removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...the Judicial Information System (JIS): JIS...’; removed ‘...DISCIS:’ from ‘For courts not on...’ part of the retention period for the primary copy and replaced with ‘...JIS:’ and added information regarding ‘Reference Court Rules’ in the remarks column. – 09/06</p>	OFM	<p><b>PERMANENT</b></p> <p>For courts on the Judicial Information System (JIS): JIS holds the permanent record</p> <p>For courts <u>not</u> on JIS: The court holds the permanent record*</p> <p><b>See remarks</b></p>	Destroy when obsolete or superseded	GS52-06A-12	<p><b>Reference Court Rules – CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in perpetuity as required by the court rule.</b></p> <p><b>NEEDS PERMANENT OFF-SITE BACKUP.</b> The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p>
2	<p>CRIMINAL INDEXES COVERING JUDGEMENT AND SENTENCING RECORDS FILED PRIOR TO JUNE 4, 1997</p> <p><b>ESSENTIAL RECORD – See remarks</b></p>	OFM	3 years after disposition of last item on index- potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06A-07	Contact your Regional Archivist before destroying indexes covering periods prior to 1940.
3	<p><b>ELECTRONIC RECORDING LOG</b> Chronological listing of electronic recordings of court proceedings.</p> <p>Series Revised – Removed ‘Tape’ from the title and description and replaced with ‘Electronic’ and removed ‘tape’ from the retention period for the primary copy and replaced it with ‘recordings’. – 09/06</p>	OFM	Erasure of last recordings entered on log	Destroy when obsolete or superseded	GS52-06A-06	Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.
4	<p><b>ELECTRONIC RECORDINGS OF COURT PROCEEDINGS - CASES APPEALED</b> To be used by the superior courts on appeals of district and municipal court actions. - <b>See remarks</b></p> <p>Series Revised – Removed ‘Tape’ from the title and replaced with ‘Electronic’ and removed ‘tapes’ from the remarks column and replaced it with ‘recordings’. – 09/06</p>	OPR	30 days after remand of appeal	Destroy when obsolete or superseded	GS52-06A-04	Upon completion of appellate court action, the recordings are to be returned to the court of limited jurisdiction where they originated.
5	<p><b>ELECTRONIC RECORDINGS OF COURT PROCEEDINGS - CASES NOT APPEALED</b></p> <p>Series Revised – Removed ‘Tape’ from the title and replaced with ‘Electronic’. – 09/06</p>	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06A-05	Reference Court Rules - RALJ 2.5A, RALJ 5.1A, RAP 5.2.

SUPERSEDED

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CRIMINAL

DISPOSITION AUTHORITY GS52-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06A-10	Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
7	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06A-11	
8	<b>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED JUNE 4, 1997 AND LATER</b>  A record of the sentencing proceedings shall be made. The judgment and sentencing records shall be preserved in perpetuity. CrRLJ7.2  <b>ESSENTIAL RECORD - See remarks.</b>  Series Revised – Removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...JIS: JIS...’; removed ‘...DISCIS:’ from ‘For courts not on...’ part of the retention period for the primary copy and replaced with ‘...JIS:’ and sentence under ‘Reference Court Rules’ in the remarks column. – 09/06	OPR	<b>PERMANENT</b>  For courts on DISCIS: DISCIS holds the permanent record  For courts not on DISCIS: The court holds the permanent record*  <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06A-08	Reference Court Rules - CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in perpetuity as required by the court rule.  <b>NEEDS PERMANENT OFF-SITE BACKUP.</b> The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.  *Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.
9	<b>JUDGMENT AND SENTENCING RECORDS OF THE COURTS FILED PRIOR TO JUNE 4, 1997</b>  <b>ESSENTIAL RECORD - See remarks.</b>  Series Revised – Removed description which read ‘A record of the sentencing proceedings shall be made. The judgment and sentencing records shall be preserved in perpetuity. CrRLJ7.2’ and added statement under ‘Reference Court Rules’ in the remarks column. – 09/06	OPR	Retain with Criminal Case Files 3 years after final disposition (see Item 12) - potential archival value - <b>see remarks</b>	Destroy when obsolete or superseded	GS52-06A-01	Reference Court Rules - CrRLJ 7.2. The requirement to maintain the record of the judgment and sentence proceedings in perpetuity became effective June 4, 1997.
10	PETITION AND ORDER DEFERRED PROSECUTION Includes docket and case files.  <b>ESSENTIAL RECORD - See remarks</b>	OFM	3 years after case is closed	Destroy when obsolete or superseded	GS52-06A-03	<b>Electronic record needs security backup</b> - Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.

SUPERSEDED

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - CRIMINAL

DISPOSITION AUTHORITY GS52-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	SEARCH WARRANTS Authorization for search of private property by a local law enforcement agency. Includes search warrants, affidavits, and returns of search.	OFM	2 years after expiration of warrant	Destroy when obsolete or superseded	GS52-06A-02	
12	<b>UNIFORM CITATION, COMPLAINT, COURT DOCKET AND CASE FILES</b> Completed criminal citation form, which serves as statement of citation, summons, and court docket, and official documentation of court action. Case related documents and information kept by the court showing motions, orders, judgments, no-contact orders, and other filings. May include warrants, notices of appearance, notices of failure to appear, 60-day rules of waiver, notices of appeal, summonses, subpoenas, and other documents.  <b>Series Revised – Added 'and information' to the description in the second sentence. – 09/06</b>	OPR	3 years after final disposition - potential archival value - <b>see remarks</b>	Destroy when obsolete or superseded	GS52-06A-01	Contact your Regional Archivist before destroying dockets covering periods prior to 1940.
13	WIRETAPS AND RECORDINGS APPLICATIONS AND AUTHORIZATIONS Applications, orders and authorizations issued under RCW 9.73.	OPR	2 years after expiration of authorization	Destroy when obsolete or superseded	GS52-06A-09	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT

DISPOSITION AUTHORITY GS52-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	<p><b>DOMESTIC VIOLENCE AND ANTI-HARRASSMENT CASE FILES</b></p> <p>May include Petition for Protection Order or Protection Order. <b>ESSENTIAL RECORD- See remarks.</b></p> <p><b>Series Revised – Removed ‘All cases in which a permanent order has been granted:’ from the title and retention period for primary records and added court statements in both the retention period for primary records column and the remarks column. – 09/06</b></p>	OPR	<p><b>PERMANENT</b></p> <p>For courts on the Judicial Information System (JIS), the permanent record is held by the JIS.</p> <p>For courts <u>not</u> on the JIS, the permanent record is held by the court.</p>	Destroy when obsolete or superseded	GS52-06E-02	<p><b>NEEDS PERMANENT OFF-SITE BACKUP.</b> The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p> <p>JIS courts may destroy the non-electronic case file 3 years after final disposition.</p>
2	<p><b>DOMESTIC VIOLENCE AND ANTI-HARRASSMENT CASE FILES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED</b></p> <p>May include Petition for Protection Order.</p> <p><b>Series Discontinued – record series combined with GS52-06E-02. – 09/06</b></p>	OPR	3 years after final disposition	Destroy when obsolete or superseded	GS52-06E-06	
3	<p><b>DOMESTIC VIOLENCE AND ANTI-HARRASSMENT DOCKETS</b></p>	OPR	3 years after final disposition	Destroy when obsolete or superseded	GS52-06E-01	
4	<p><b>DOMESTIC VIOLENCE AND ANTI-HARRASSMENT INDEXES OF CASE FILES</b></p> <p><b>Series Revised – Removed ‘...for which permanent orders have been granted’ from the title and removed ‘...DISCIS: DISCIS...’ from ‘For courts on...’ part of the retention period for the primary copy and replaced it with ‘...JIS: JIS...’; removed ‘...DISCIS:’ from ‘For courts <u>not</u> on...’. – 09/06</b></p>	OFM	<p><b>PERMANENT</b></p> <p>For courts on JIS: JIS holds the permanent record</p> <p>For courts <u>not</u> on JIS: The court holds the permanent record*</p> <p><b>See remarks</b></p>	Destroy when obsolete or superseded	GS52-06E-05	<p><b>NEEDS PERMANENT OFF-SITE BACKUP.</b> The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.</p>
5	<p><b>DOMESTIC VIOLENCE AND ANTI-HARRASSMENT INDEXES OF CASE FILES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED</b></p> <p><b>Series Discontinued – records series combined with GS52-06E-05. – 09/06</b></p>	OFM	3 years after final disposition of last item on index	Destroy when obsolete or superseded	GS52-06E-10	

SUPERSEDED



Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - DOMESTIC VIOLENCE AND ANTI-HARRASSMENT

DISPOSITION AUTHORITY GS52-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	ELECTRONIC RECORDING LOG Chronological listing of electronic recordings of court proceedings.  <b>Series Revised – Replaced ‘Tape’ in the title and description with ‘Electronic’ and replaced ‘tape’ in the retention period for primary record column with ‘recordings’. – 09/06</b>	OFM	Erasure of last recordings entered on log	Destroy when obsolete or superseded	GS52-06E-04	
7	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions.  <b>Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’ and replaced ‘tape’ in the remarks column with ‘recordings’. – 09/06</b>	OPR	30 days after remand of appeal - <b>See remarks</b>	Superior Court	GS52-06E-03	Upon completion of appellate court action, the recordings are to be returned to the courts of limited jurisdiction where they originated.
8	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED  <b>Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’. – 09/06</b>	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06E-09	
9	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06E-07	<b>NEEDS PERMANENT OFF-SITE BACKUP.</b> The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.  Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
10	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06E-08	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - GENERAL

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - GENERAL - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - GENERAL

DISPOSITION AUTHORITY GS52-06G

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BOOKING SHEETS Reference copies of booking sheets covering defendants incarcerated during criminal proceedings. This information is used to set the Court Calendar.	OFM	1 year	Destroy when obsolete or superseded	GS52-06G-08	Official copy held by the issuing jail.
2	BREATHALYZER TECHNICIAN CERTIFICATES	OFM	3 years - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06G-06	Official copy held by Washington State Patrol
3	CLERK'S MINUTES BOOK Also known as Clerk's Notes.	OFM	1 year	Destroy when obsolete or superseded	GS52-06G-03	
4	COURT CALENDAR	OFM	1 year	Destroy when obsolete or superseded	GS52-06G-01	
5	LISTS OF PRISONERS TO BE TRANSPORTED FROM THE COUNTY JAIL FOR COURT HEARINGS	OFM	1 year	Destroy when obsolete or superseded	GS52-06G-09	
6	LOG BOOKS Index for electronic recordings of court proceedings.  Series Revised – Removed 'tapes' from the description and replaced with 'electronic recordings'. – 09/06	OFM	3 years	Destroy when obsolete or superseded	GS52-06G-02	
7	PROCEDURAL MANUALS AND MATERIALS	OFM	Destroy when obsolete or superseded - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06G-05	Official copy held by the Office of the Administrator for the Courts.
8	REPORT TO THE ADMINISTRATOR FOR THE COURTS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06G-04	Contact your Regional Archivist before disposing of this record. Administrator for the Courts holds this record for 1 year.
9	SPEED VERIFICATION CERTIFICATES Certificate of verification of speed device calibration accuracy filed by radar technician.	OFM	Destroy when obsolete or superseded - <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06G-07	Reference CrRLJ 6.6. Official copy held by Washington State Patrol.

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - JURY

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - JURY - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - JURY

DISPOSITION AUTHORITY GS52-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	JUROR QUESTIONNAIRES Filled out by juror – confidential information filed with court.	OPR	Expiration of juror term	Destroy when obsolete or superseded	GS52-06F-05	
2	JUROR REGISTRATION OR SIGN-IN SHEET Supporting documentation to Jury Cost Bills.	OFM	1 year	Destroy when obsolete or superseded	GS52-06F-06	
3	JUROR SUMMONS	OPR	Expiration of juror term	Destroy when obsolete or superseded	GS52-06F-04	
4	JURY COST BILLS Documentation of juror payment.	OFM	1 year – <b>See remarks</b>	Destroy when obsolete or superseded	GS52-06F-03	Official copy held by County Auditor or City Finance Office.
5	JURY LISTS Master list of voters selected to serve as jurors for a specific term.	OFM	Expiration of juror term	Destroy when obsolete or superseded	GS52-06F-01	
6	WAIVER FROM JURY DUTY	OFM	Expiration of juror term	Destroy when obsolete or superseded	GS52-06F-02	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - PARKING INFRACTIONS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - PARKING INFRACTIONS - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - PARKING INFRACTIONS

DISPOSITION AUTHORITY GS52-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	<b>ELECTRONIC RECORDING LOG</b>  Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’ and ‘tape’ in the retention period for primary copy with ‘recordings.’ – 09/06	OFM	Erasure of last recordings entered on log	Destroy when obsolete or superseded	GS52-06J-05	
2	<b>ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED</b> To be used by appellate court on appeals of District and Municipal Court actions. - See remarks.  Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’ and ‘tape’ in the remarks column with ‘recordings.’ – 09/06	OPR	30 days after remand of appeal	Destroy when obsolete or superseded	GS52-06J-03	Upon completion of appellate court action, recordings are to be returned to the courts of limited jurisdiction where they originated.
3	<b>ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED</b>  Series Revised – Replaced ‘Tape’ in the title with ‘Electronic.’ – 09/06	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06J-04	
4						
5	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - See remarks	Destroy when obsolete or superseded	GS52-06J-07	Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
6	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06J-08	
7	PARKING DELINQUENT NOTICES OR VEHICLE HOLDS <b>ESSENTIAL RECORD - See remarks</b>	OPR	3 years after final disposition, or after audit, whichever is later	Destroy when obsolete or superseded	GS52-06J-02	<b>Electronic records need security backup.</b> Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.
8	PARKING INFRACTION INDEXES	OFM	3 years after disposition of last item on Index	Destroy when obsolete or superseded	GS52-06J-06	
9	UNIFORM NOTICE OF INFRACTION, COURT DOCKET, AND CASE FILE Completed notice of infraction form, which serves as court docket and official documentation of court action.	OPR	3 years after final disposition	Destroy when obsolete or superseded	GS52-06J-01	

SUPERSEDED



## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### COURT RECORDS - SMALL CLAIMS

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### COURT RECORDS - SMALL CLAIMS - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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For the State Archivist: Jerry Handfield

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: COURT RECORDS - SMALL CLAIMS

DISPOSITION AUTHORITY GS52-06D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ELECTRONIC RECORDING LOG Chronological listing of electronic recordings of court proceedings.  <b>Series Revised – Replaced ‘Tape’ in the title and the description with ‘Electronic’ and ‘tape’ in the retention period for primary copy with ‘recordings.’ –09/06</b>	OFM	Erasure of last tape entered on log	Destroy when obsolete or superseded	GS52-06D-06	
2	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES APPEALED To be used by appellate court on appeals of District and Municipal Court actions.  <b>Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’ and ‘tape’ in the remarks column with ‘recordings.’ – 09/06</b>	OPR	30 days after remand of appeal - See remarks	Superior Court	GS52-06D-07	Upon completion of appellate court action, the recordings are to be returned to the courts of limited jurisdiction where they originated.
3	ELECTRONIC RECORDINGS OF COURT PROCEEDINGS – CASES NOT APPEALED  <b>Series Revised – Replaced ‘Tape’ in the title with ‘Electronic’ – 09/06</b>	OFM	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06D-08	
4	EXHIBITS-CASES APPEALED	OPR	30 days after remand of appeal - See remarks	Destroy when obsolete or superseded	GS52-06D-04	Upon completion of appellate court action, the exhibits are to be returned to the courts of limited jurisdiction where they originated.
5	EXHIBITS-CASES NOT APPEALED	OPR	Expiration of appeal period	Destroy when obsolete or superseded	GS52-06D-05	
6	SMALL CLAIMS CASE FILES (If not satisfied within 30 days after settlement of case, may be transferred to Civil Department). May include: Notice of Claim, Affidavit/Proof of Service, and Abstract of Damages (for motor vehicle accidents). <b>ESSENTIAL RECORD -See remarks.</b>	OPR	Judgment Unsatisfied: 10 years after date of judgment - <b>See remarks</b>  Case Dismissed or Judgment Satisfied: 3 years	Destroy when obsolete or superseded	GS52-06D-02	Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). <b>Electronic records need security backup.</b> Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.
7	SMALL CLAIMS DOCKET	OPR	10 years after final disposition	Destroy when obsolete or superseded	GS52-06D-01	
8	SMALL CLAIMS INDEX <b>ESSENTIAL RECORD - See remarks.</b>	OFM	10 years after final disposition of last item on index	Destroy when obsolete or superseded	GS52-06D-03	<b>Electronic records need security backup.</b> Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. **The function of the record and not its format shall govern its retention period.** This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (*see Documenting Records Destruction, page 13*). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### ELECTRONIC INFORMATION - INCLUSIVE

Approved as revised by the Washington State Local Records Committee – September 2006

(Note: only cover page was revised)

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For the Attorney General: Cindy Evans

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For the State Auditor: Mark Rapozo

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The State Archivist: Jerry Handfield

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: ELECTRONIC INFORMATION - GENERAL**

<b>DATA AND INPUT DOCUMENTATION</b>	
<b>DATABASE AND SPREADSHEET DATA FINDING AIDS AND INDEXES (USER WORKING COPY) INPUT DOCUMENTS WORD PROCESSING FILES</b>	Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.
<b>ELECTRONIC MAIL</b>	
<p>Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. Such messages must be identified, filed and retained just like records in other formats.</p> <p>Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.</p>	
<b>E-mail messages which are usually public records and must meet records retention requirements before being destroyed:</b> <ol style="list-style-type: none"><li>1. Policy and Procedure Directives</li><li>2. Correspondence or memoranda related to official public business</li><li>3. Agendas and minutes of meetings</li><li>4. Documents relating to legal or audit issues</li><li>5. Messages which document agency actions, decisions, operations and responsibilities</li><li>6. Documents that initiate, authorize or complete a business transaction</li><li>7. Drafts of documents that are circulated for comment or approval</li><li>8. Final reports or recommendations</li><li>9. Appointment calendars</li><li>10. E-mail distribution lists</li><li>11. Routine information requests</li><li>12. Other messages sent or received that relate to the transaction of local government business</li></ol>	<b>E-mail Messages Which Are Usually Administrative Materials with No Retention Value:</b> <ol style="list-style-type: none"><li>1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins</li><li>2. Phone message slips that do not contain information that may constitute a public record</li><li>3. Copies of published materials</li><li>4. Informational copies</li><li>5. Preliminary drafts</li><li>6. Routing slips</li><li>7. Transmittals (Letters/memos)</li></ol> <p><b><i>See e-mail guidelines in the records management section of this manual.</i></b></p>

**SUPERSEDED**

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. <b>ESSENTIAL RECORD</b> - Backup should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, and work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specification and system acceptance criteria. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### INSURANCE/RISK MANAGEMENT/SAFETY

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.
- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.
- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### INSURANCE/RISK MANAGEMENT SAFETY- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs



Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT/SAFETY

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	For accidents/incidents involving adults NOT resulting in claims– 3 years For accidents/incidents involving adults resulting in claims– closure plus 6 years For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-02	<b>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</b>  Consult your risk manager.
3	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	For accidents/ incidents involving adults NOT resulting in claims– 3 years For accidents/ incidents involving adults resulting in claims– closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/ incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.
4	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5	CERTIFICATES OF INSURANCE  ESSENTIAL RECORD – Needs security microfilm backup – <b>See remarks.</b>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT/SAFETY

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	
7	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8	DISASTER/EMERGENCY MANAGEMENT PLAN  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks.</b>	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
9	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS50-06C-08	
10	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	GS51-05D-01	
11	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
12	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
13	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
14	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT/SAFETY

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	For accidents/incidents involving adults NOT resulting in claims– 3 years For accidents/incidents involving adults resulting in claims– closure plus 6 years For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	
16	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
17	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	
18	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency.  ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
19	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
20	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
21	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
22	NOISE EXPOSURE REPORTS	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06D-04	Please reference WAC 296-62-09041 (4a).
23	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT/SAFETY

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
24	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
25	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notice.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
26	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
27	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered- <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).
28	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded- <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).
29	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
30	SAFETY COMMITTEE MINUTES	OFM	1 year- <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
31	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	
32	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - <b>See remarks</b>	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
33	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:


- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.
- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.
- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### LEGAL COUNSEL- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LEGAL COUNSEL

DISPOSITION AUTHORITY GS53-02

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS53-02-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### MAIL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

- **Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.
- **Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.
- **Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### MAIL SERVICES- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

**Schedule Title: MAIL SERVICES**

**DISPOSITION AUTHORITY GS50-06D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

**SUPERSEDED**



## DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

### PROBATION OFFICE

The following general records retention schedule sets minimum retention requirements and provides district and municipal courts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to district and municipal courts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### PROBATION OFFICE - INCLUSIVE

Approved by the Washington State Local Records Committee – May 2000



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: DISTRICT AND MUNICIPAL COURTS

Schedule Title: PROBATION OFFICE

DISPOSITION AUTHORITY GS52-06H

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	PROBATION CASE FILES Reports and correspondence regarding the progress and status of individuals on probation. Also includes copies of the Court's orders related to probation.	OFM	3 years after completion or termination of probation	Destroy when obsolete or superseded	GS52-06H-01	

SUPERSEDED

# DISTRICT AND MUNICIPAL COURTS GENERAL RECORDS RETENTION SCHEDULE

## RECORDS MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.


**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## RECORDS MANAGEMENT- INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year <b>-See remarks</b>	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6	PUBLIC RECORDS DESTRUCTION LOG <b>ESSENTIAL RECORD</b> – Needs security backup – <b>See remarks.</b>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	<b>Local Records Committee - PERMANENT</b>	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES  <b>ESSENTIAL RECORD</b> - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

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