

## Summary of Changes

### **Law Enforcement Records Retention Schedule v.8.0 (February 2022)**

*Note: Scope of schedule broadened to include all law enforcement agencies (including state agencies such as Washington State Patrol, Department of Fish and Wildlife, State Parks and Recreation Commission, university police departments, etc.)*

#### **New Records Series Added**

- Ten (10) new records series have been added to this records retention schedule:
  1. **Alcohol, Tobacco and Firearms (ATF) Forms—No Action Taken (DAN LE2022-002) p.31**  
*“Until no longer needed for agency business (Non-Archival)”*
  2. **Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003) p.46**  
*“10 years after separation from agency (Non-Archival)”*  
*Rationale: Added for compliance with new legislative requirements in RCW 40.14.070 (4).*
  3. **Custodial Interrogation Recordings (DAN LE2022-004) p.56**  
*“Until final discharge of offender from custody (including community custody) (Non-Archival)”*  
*Rationale: Added for compliance with new legislative requirements in Chapter 329, Laws of 2021.*  
*Note: Retention requirements do not take effect until January 1, 2022.*
  4. **Electronic Monitoring and Home Detention Records (Age 18 and Over) (DAN LE2022-005) p.15**  
*“6 years after termination of monitoring/detention (Non-Archival)”*
  5. **Electronic Monitoring and Home Detention Records (Under Age 18) (DAN LE2022-006) p.16**  
*“5 years after subject attains age 18 and 6 years after termination of monitoring/detention (Non-Archival)”*
  6. **GPS/AVL Data – Not Used (DAN LE2022-007) p.11**  
*“Until no longer needed for agency business (Non-Archival)”*
  7. **Internal Review/Post-Incident Analysis (Routine) (DAN LE2022-008) p.58**  
*“6 years after completion of review (Non-Archival)”*
  8. **Legacy Arrest Register Volumes and Mug Shot Books (DAN 2022-009) p.71**  
*“Until no longer needed for agency business (Archival – Appraisal Required)”*
  9. **Personnel Records (Peace/Corrections Officers) (DAN LE2022-010) p.47**  
*“10 years after separation from agency (Non-Archival)”*  
*Rationale: Added for compliance with new legislative requirements in RCW 40.14.070 (4).*
  10. **U-Visa / T-Visa Records (DAN LE2022-011) p.65**  
*“6 years after last contact with individual (Non-Archival)”*

## Retention Changes

- Five (5) records series have changes to their retention period/cutoff:
  1. **Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review (DAN LE2015-003) p.26**  
Changed from “6 years after inmate no longer incarcerated and if minor involved in incident, until minor’s 30<sup>th</sup> birthdate and if agency employee involved in incident, 6 years after separation from employment” to “6 years after inmate no longer incarcerated and if minor involved in incident, until minor’s 30<sup>th</sup> birthdate and if agency employee involved in incident, 10 years after separation from employment”  
*Rationale: Increase retention if agency employees involved for compliance with new legislative requirements in RCW 40.14.070 (4).*
  2. **Property Forfeited (DAN LE2010-058) p.40**  
Changed from “7 years after date of forfeiture (Non-Archival)” to “7 years after disposal of property (Non-Archival)”  
*Rationale: For consistency with the cutoff for other property acquisition/disposal records.*
  3. **Property Seizure/Disposition (DAN LE03-01-08) p.40**  
Changed from “6 years after disposition of property (Non-Archival)” to “6 years after disposal of property (Non-Archival)”
  4. **Provision of Items to Inmates (was Receipt of Items (Items)) (DAN LE15-01-46) p.18**  
Changed from “3 years after date of log entry or until completion of State Auditor’s report, whichever is sooner (Non-Archival)” to “3 years after end of financial year or until completion of State Auditor’s report, whichever is sooner (Non-Archival)”
  5. **Ride-Along Programs (DAN LE03-01-38) p.8**  
Changed from “3 years after participant’s ride-along (Non-Archival)” to “3 years after participant’s ride-along and 3 years after participant reaches age 18 (Non-Archival)”

## Other Minor Changes

- Thirty-five (35) records series have changes to their title and/or description:
  1. **Agency-Owned Animals (DAN LE26-01-02) p.9**
  2. **Alcohol, Tobacco and Firearms (ATF) Forms—Action Taken (was Alcohol, Tobacco and Firearms (ATF) Forms) (DAN LE2010-048) p.31**
  3. **Background Checks/Tests/Investigations (Non-Criminal) (DAN LE2015-005) p.6**
  4. **Case Files – Homicides (Solved) (DAN LE2010-062) p.49**
  5. **Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061) p.50**
  6. **Case Files – Other Cases (Notorious/Historically Significant) (was Case Files – Notorious/Historically Significant Cases) (DAN LE2010-060) p.52**  
*Rationale: Clarified the scope of this records series and its relationship to the other case file records series.*
  7. **Case Files – Other Cases (Routine) (was Case Files – All Other Cases) (DAN LE2010-064) p.53**
  8. **Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063) p.51**

9. Citations/Notices of Infraction – Issued to Officer (DAN LE03-01-12) p.43
  10. Citations/Notices of Infraction Issued – All Others (DAN LE07-01-06) p.43
  11. Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095) p.42
  12. Concealed Pistol License Applications – Approved/Voided/Revoked (DAN LE17-01-01) p.33
  13. Concealed Pistol License Applications – Denied (DAN LE17-01-02) p.33
  14. Crime Prevention Programs (DAN LE2010-015) p.7
  15. Criminal Background Information Management (*was* National Crime Information Center (NCIC) Logs) (DAN LE07-01-11) p.54
  16. Criminal History Record Information (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05) p.55
  17. Criminal History Records Information – Non-Conviction Data (DAN LE2013-007) p.55
  18. Dangerous Individuals and Premises (DAN LE03-01-32) p.11
  19. Evidence/Property In Custody – Management (DAN LE2010-069) p.56
  20. Facility Registers (DAN LE15-01-30) p.20
  21. Field Interrogation Reports (DAN LE12-01-08) p.66
  22. Fingerprint Requests (Public) (DAN LE2013-001) p.7
  23. Inmate Custody Files – Notorious/Historically Significant Inmates (DAN LE2010-086) p.24
  24. Investigational Conversation Recordings (DAN LE06-01-04) p.58
  25. Lock-Outs (DAN LE2010-026) p.8
  26. Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review (DAN LE2015-003) p.26
  27. Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse Data (DAN LE2015-004) p.27
  28. Provision of Items to Inmates (*was* Receipt of Items (Items)) (DAN LE15-01-46) p.18
  29. Recordings – Inmate Conversations (Case-Specific) (*was* Recordings, Phone Conversation (Case-Specific)) (DAN LE2010-042) p.27
  30. Recordings – Inmate Conversations (Not Case-Specific) (*was* Recordings, Phone Conversation (Not Case-Specific)) (DAN LE2010-043) p.27
  31. Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001) p.61
  32. Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (*was* Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW 42.56.240)) (DAN LE2016-001) p.63
  33. Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras) (*was* Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09) p.64
  34. Release Recaps (DAN LE15-01-47) p.21
  35. Ride-Along Programs (DAN LE03-01-38) p.8
- Two (2) records series were moved from the “Investigation – Intelligence” section to the “Investigation – Case Management” section:
    1. Investigational Conversation Recordings (DAN LE06-01-04) p.58
    2. Investigational Conversation Transcripts (DAN LE2010-077) p.58

- One (1) records series was moved from the “Corrections and Jails – Inmate Security and Control” section to the “Corrections and Jails – Food and Commissary Services” section:
  1. **Provision of Items to Inmates** (*was* Receipt of Items (Inmates)) (DAN LE15-01-46) p.18
- One (1) records series was moved from the “Investigation – Case Management” section to the “Agency Management – Community and External Relations” section:
  1. **Background Checks/Tests/Investigations (Non-Criminal)** (DAN LE2015-005) p.6
- Minor changes made to the formatting throughout the schedule to align with current Washington State Archives practices.

### **Essential Designation Changes**

- None

### **Archival Designation Changes**

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
  1. **Crime Prevention Programs (DAN LE2010-025) p.7**  
*Rationale: The records with Archival value are more appropriately covered by Establishment/Development History of Agency/Programs (DAN GS50-06F-02).*

### **Archival Series Being Revoked**

- Two (2) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Internal Review/Investigation (Formal Discipline Imposed) (DAN LE2010-059)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
  2. **Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN LE2015-006)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)

### **Non-Archival Series Being Revoked**

- Ten (10) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Criminal History Record Information – Misdemeanors (with Fingerprints) (DAN LE2010-067)** covered by Criminal History Record Information (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05)
  2. **Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN LE2010-068)** covered by Criminal History Record Information (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05)
  3. **Free Issue (DAN LE15-01-10)** covered by Provision of Items to Inmates (*was* Receipt of Items (Inmates)) (DAN LE15-01-46)

4. **Grievance Logs (Inmates) (DAN LE2010-039)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
5. **Grievances – Inmates (Age 18 and Over) (DAN LE2010-040)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
6. **Grievances – Inmate (Under Age 18) (DAN LE2010-041)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
7. **Internal Review/Investigation (Formal Discipline Not Imposed) (DAN LE03-01-05)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
8. **Internal Review/Investigation – Recordings (Transcribed Verbatim) (DAN LE2015-007)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)
9. **Off-Duty Authorizations and Commissions (DAN LE20-01-01)** covered by Personnel Records (Peace/Corrections Officers) (DAN LE2022-010)
10. **Training – Search and Rescue (DAN LE2010-047)** covered by Agency-Provided Training – General (DAN GS2011-181) / Training – General (DAN GS 22007)

***Net Reduction in Records Series: 2 (from 136 series down to 134 series)***