

This schedule applies to: Prosecuting Attorneys

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local government agency attorneys (including contractors) relating to the function of appearing for and *representing the counties and State of Washington* pursuant to chapter 36.27 RCW, and *representing the cities of Washington* pursuant to RCW 3.50.020, in actions and proceedings before the courts and judicial officers. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. CORE can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

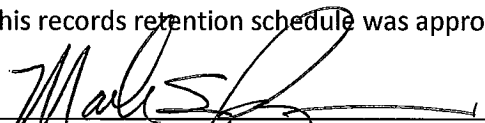
In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

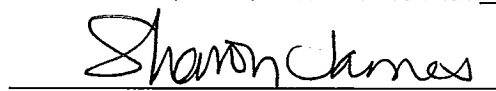
Revocation of previously issued records retention schedules


All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on August 29, 2013.


For the State Auditor: Mark Rapozo


For the Attorney General: Sharon James


The State Archivist: Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	First version. Records series imported from the Local Government General RRS (LGRRS) Version 5.2.
2.0	August 29, 2013	Complete revision; all series consolidated and updated. Nine new series – including four relating to the destruction of juvenile records pursuant to RCW 13.50.050 , and one Archival series to cover notorious/historically significant case files (AT2013-009). All changes detailed in Revision Guide. NOTE: All previously approved disposition authorities for assigned counsel/public defender records have been removed/revoked. Records retention requirements for these records are regulated by the Washington State Bar Association and the Rules of Professional Conduct .

SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

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SUPERSEDED

1. ATTORNEY LEGAL REPRESENTATION

The function of providing legal representation *on behalf of the cities, counties, or State of Washington*, relating to criminal, juvenile offender, or civil matters in family law, juvenile, trial, and appellate courts, and/or administrative forums. Includes agency employees *and attorneys who contract to provide these services*.

1.1 CIVIL CASE FILES – WHERE THE LOCAL GOVERNMENT AGENCY IS NOT A PARTY

Civil court cases where the attorney represents the State of Washington including domestic, guardianship, mental illness & alcohol, adoption and parentage, juvenile dependency, child in need of services (CHINS), dependency, developmental disability placement, termination, truancy, at-risk youth (ARY), reinstatement of parental rights, guardianship for foster children, etc. Also includes traffic infractions and code enforcement where attorneys represent the cities of Washington in municipal courts.

Excludes actions where the local government agency (including agency employees, contractors, & volunteers) is the plaintiff or defendant and actions where the County Prosecutor's office represents another county department/agency. These records are covered in the Legal Affairs section of the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-001 Rev. 0	<p>Civil Case Files – General Records relating to legal representation in civil actions <i>where the local government agency represents the cities, counties or State of Washington.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes:</p> <ul style="list-style-type: none"> • Civil suits where the local government agency is the plaintiff or defendant, which are covered by CORE series GS53-02-04; • Notorious/historically significant cases covered by AT2013-009; • Civil case files covered more specifically elsewhere in this section. 	<p>Retain for 3 years after judgment, settlement, dismissal, acquittal, completion of deferral contract, or decline to prosecute, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 CIVIL CASE FILES – WHERE THE LOCAL GOVERNMENT AGENCY IS NOT A PARTY

Civil court cases **where the attorney represents the State of Washington** including domestic, guardianship, mental illness & alcohol, adoption and parentage, juvenile dependency, child in need of services (CHINS), dependency, developmental disability placement, termination, truancy, at-risk youth (ARY), reinstatement of parental rights, guardianship for foster children, etc. Also includes traffic infractions and code enforcement **where attorneys represent the cities of Washington in municipal courts.**

Excludes actions where the local government agency (including agency employees, contractors, & volunteers) is the plaintiff or defendant and actions where the County Prosecutor’s office represents another county department/agency. These records are covered in the Legal Affairs section of the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-002 Rev. 0	<p>Civil Case Files – Infractions Records relating to the prosecution of adults and juveniles charged with noncriminal infractions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). 	<p>Retain for 30 days after judgment, settlement, dismissal, acquittal, or completion of deferral contract, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AT52-07-10 Rev. 1	<p>Civil Case Files – Involuntary Commitment Records relating to the involuntary commitment of a person for possible substance abuse in accordance with <u>RCW 70.96A.140</u> or mental health problems pursuant to chapters <u>71.05</u> or <u>71.34</u> RCW. Includes “72-hour holds”. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Commitment orders, psychiatrist reports, etc. • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p><i>Note: If criminal charges are filed, these records become part of the associated criminal case file.</i></p>	<p>Retain for 3 years after release of individual from hold <i>or</i> 3 years after case closed, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 CIVIL CASE FILES – WHERE THE LOCAL GOVERNMENT AGENCY IS NOT A PARTY

Civil court cases **where the attorney represents the State of Washington** including domestic, guardianship, mental illness & alcohol, adoption and parentage, juvenile dependency, child in need of services (CHINS), dependency, developmental disability placement, termination, truancy, at-risk youth (ARY), reinstatement of parental rights, guardianship for foster children, etc. Also includes traffic infractions and code enforcement **where attorneys represent the cities of Washington in municipal courts.**

Excludes actions where the local government agency (including agency employees, contractors, & volunteers) is the plaintiff or defendant and actions where the County Prosecutor’s office represents another county department/agency. These records are covered in the Legal Affairs section of the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-09C Rev. 1	<p>Civil Case Files – Social Security Act Title IV-D (Child Support)</p> <p>Records relating to legal representation of the State of Washington in relation to state responsibilities under Title IV, Part D (Title IV-D) of the <i>Social Security Act</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Determination of parentage; • Child support establishment, modification, adjustment, and/or enforcement; • Responding cases. <p><i>Note: Per RCW 4.16.020, the statute of limitations for commencement of action for the collection of past due child support is 10 years after the youngest child named in the child support order reaches age 18.</i></p> <p><i>Note: Per RCW 4.16.360, there is no limitation for initiating legal action for the determination of paternity.</i></p>	<p>Retain for 3 years after youngest child reaches age 18 or 3 years after entry of last order, whichever is later then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.1 CIVIL CASE FILES – WHERE THE LOCAL GOVERNMENT AGENCY IS NOT A PARTY

Civil court cases **where the attorney represents the State of Washington** including domestic, guardianship, mental illness & alcohol, adoption and parentage, juvenile dependency, child in need of services (CHINS), dependency, developmental disability placement, termination, truancy, at-risk youth (ARY), reinstatement of parental rights, guardianship for foster children, etc. Also includes traffic infractions and code enforcement **where attorneys represent the cities of Washington in municipal courts.**

Excludes actions where the local government agency (including agency employees, contractors, & volunteers) is the plaintiff or defendant and actions where the County Prosecutor’s office represents another county department/agency. These records are covered in the Legal Affairs section of the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-09E Rev. 1	<p>Civil Case Files – Juvenile Dependency Records relating to legal representation in relation to dependency actions, including, but not limited to:</p> <ul style="list-style-type: none"> • At-risk youth (ARY); • Child in need of services (CHINS); • Dependency; • Developmental disability placement; • Guardianship for foster children; • Parentage termination for adoption; • Reinstatement of parental rights; • Termination; • Truancy. <p>Excludes <i>Social Security Act</i> Title IV-D cases covered by AT52-07-09C.</p>	<p>Retain for 6 years after case closed then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.2 CRIMINAL CASE FILES

The activity of prosecuting adults (and juveniles tried as adults) in criminal trial or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04A Rev. 1	<p><i>Criminal Case Files – Convictions (Class A Felony and Persistent Offenders)</i> Records relating to the prosecution of adults convicted of a Class A felony as defined by RCW 9A.20.020 and/or sentenced as a “persistent offender” as defined by RCW 9.94A.030(37). Includes juveniles tried as adults pursuant to RCW 13.40.110. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes notorious/historically significant cases covered by AT2013-009. <i>Note: Sex offender and other “special cases” may be designated by the prosecutor for longer retention.</i></p>	<p>Retain for 20 years after sentencing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AT52-07-04B Rev. 1	<p><i>Criminal Case Files – Convictions (Class B Felony)</i> Records relating to the prosecution of adults convicted of a Class B felony as defined by RCW 9A.20.020. Includes juveniles tried as adults pursuant to RCW 13.40.110. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes records covered by AT52-07-04A and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 10 years after sentencing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.2 CRIMINAL CASE FILES

The activity of prosecuting adults (and juveniles tried as adults) in criminal trial or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04C Rev. 1	<p><i>Criminal Case Files – Convictions (Class C Felony and DUI)</i> Records relating to the prosecution of adults convicted of a Class C felony as defined by RCW 9A.20.020, Driving Under the Influence (DUI) as defined by RCW 46.61.502, and/or Physical Control of Vehicle Under the Influence as defined by RCW 46.61.504. Includes juveniles tried as adults pursuant to RCW 13.40.110.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes records covered by AT52-07-04A, AT52-07-04B, and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 5 years after sentencing <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AT2013-003 Rev. 0	<p><i>Criminal Case Files – Other</i> Records relating to the prosecution of adults charged with misdemeanors or gross misdemeanors as defined by RCW 9A.20.020, <i>and any/all criminal cases which do <u>not</u> result in a conviction.</i></p> <p>Cases include:</p> <ul style="list-style-type: none"> • Misdemeanors and gross misdemeanors; • Dismissals and acquittals (any/all charges); • Declined to prosecute (any/all charges); • Pre-prosecution diversions. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes cases covered by AT52-07-04A, AT52-07-04B, AT52-07-04C and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 3 years after judgment, sentencing, dismissal, acquittal, completion of deferral/diversion contract, or decline to prosecute, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.3 JUVENILE OFFENDER CASE FILES

The activity of prosecuting juveniles in juvenile or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05A Rev. 1	<p><i>Juvenile Offender Case Files – Adjudicated Guilty (Class A Felony)</i></p> <p>Records relating to the prosecution of juveniles adjudicated guilty of a class A felony as defined by RCW 9A.20.020.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes juvenile records destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> • Routine destruction allowed pursuant to RCW 13.50.050(22) if agency developed procedures for such routine destruction and if juvenile offender has attained age 23 (see DAN AT2013-006); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p>Also excludes notorious/historically significant cases covered by AT2013-009.</p> <p><i>Note: Sex offender and other “special cases” may be designated by the prosecutor for longer retention.</i></p>	<p>Retain for 20 years after sentencing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.3 JUVENILE OFFENDER CASE FILES

The activity of prosecuting juveniles in juvenile or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05B Rev. 1	<p>Juvenile Offender Case Files – Adjudicated Guilty (Class B Felony)</p> <p>Records relating to the prosecution of juveniles adjudicated guilty of a Class B felony as defined by RCW 9A.20.020.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes juvenile records destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> • Routine destruction allowed pursuant to RCW 13.50.050(22) if agency developed procedures for such routine destruction and if juvenile offender has attained age 23 (see DAN AT2013-006); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p>Also excludes case files covered by AT52-07-05A and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 10 years after sentencing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

1.3 JUVENILE OFFENDER CASE FILES

The activity of prosecuting juveniles in juvenile or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05C Rev. 1	<p>Juvenile Offender Case Files – Adjudicated Guilty (Class C Felony and DUI)</p> <p>Records relating to the prosecution of juveniles adjudicated guilty of a Class C felony as defined by RCW 9A.20.020, Driving Under the Influence (DUI) as defined by RCW 46.61.502, and/or Physical Control of Vehicle Under the Influence as defined by RCW 46.61.504.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format). <p>Excludes juvenile records destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> • Notification of destruction eligibility received from the juvenile court pursuant to RCW 13.50.050(17)(a) (see DAN AT2013-004); • Routine destruction allowed pursuant to RCW 13.50.050(22) if agency developed procedures for such routine destruction and if juvenile offender has attained age 23 (see DAN AT2013-006); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p>Also excludes case files covered by AT52-07-05A, AT52-07-05B, and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 5 years after sentencing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.3 JUVENILE OFFENDER CASE FILES

The activity of prosecuting juveniles in juvenile or appellate courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05F Rev. 1	<p>Juvenile Offender Case Files – Other</p> <p>Records relating to the prosecution of juveniles charged with misdemeanors or gross misdemeanors as defined by <u>RCW 9A.20.020</u>, and any/all juvenile offender cases which are <u>not adjudicated guilty</u>.</p> <p>Cases include:</p> <ul style="list-style-type: none"> • Misdemeanors and gross misdemeanors; • Dismissals and acquittals (any/all charges); • Declined to prosecute (any/all charges); • Pre-prosecution diversions. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format)). <p>Excludes juvenile records destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> • Notification of destruction eligibility received from the juvenile court pursuant to RCW 13.50.050(17)(a) (see DAN AT2013-004); • Routine destruction allowed pursuant to RCW 13.50.050(22) if agency developed procedures for such routine destruction <u>and</u> if juvenile offender has attained age 23 (see DAN AT2013-006); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p>Also excludes case files covered by AT52-07-05A, AT52-07-05B, AT52-07-05C, and notorious/historically significant cases covered by AT2013-009.</p>	<p>Retain for 3 years after judgment, sentencing, dismissal, acquittal, completion of deferral/diversion contract, or decline to prosecute, <i>whichever is later then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.4 JUVENILE OFFENDER RECORDS ELIGIBLE FOR EARLY DESTRUCTION PURSUANT TO [RCW 13.50.050](#)

This section covers juvenile records which may otherwise have a longer retention, but which are eligible for early destruction pursuant to [RCW 13.50.050](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-004 Rev. 0	<p>Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with RCW 13.50.050(17)(a) and where the records have not already been destroyed in accordance with another current, approved disposition authority. Excludes the notification of eligibility <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, <i>Destruction of Public Records</i>.</p>	<p>Retain until notification of destruction eligibility received from Juvenile Court <i>then</i> Destroy within 90 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AT2013-005 Rev. 0	<p>Juvenile Records – Destruction Notification Received by Court Order Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.050(18), or any (other) court order and where the records have not already been destroyed in accordance with another current, approved disposition authority. Excludes the notification of destruction <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, <i>Destruction of Public Records</i>.</p>	<p>Retain until court order received <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AT2013-006 Rev. 0	<p>Juvenile Records – Juvenile Attains Age 23 Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age <u>and</u> where the local government agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(22) and where the records have not already been destroyed in accordance with another current, approved disposition authority. Excludes records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, <i>Destruction of Public Records</i>.</p>	<p>Retain until juvenile attains 23 years of age <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.4 JUVENILE OFFENDER RECORDS ELIGIBLE FOR EARLY DESTRUCTION PURSUANT TO [RCW 13.50.050](#)

This section covers juvenile records which may otherwise have a longer retention, but which are eligible for early destruction pursuant to [RCW 13.50.050](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-007 Rev. 0	<p><i>Juvenile Records – Pardon Notification Received from Office of the Governor</i> Juvenile records relating to an individual who has been granted a full and unconditional pardon by the Governor, and where the Office of the Governor has notified the agency in accordance with RCW 13.50.050(17)(b) <i>and where the records have not already been destroyed in accordance with another current, approved disposition authority.</i></p> <p>Excludes the notification of pardon <u>and</u> the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, <i>Destruction of Public Records</i>.</p>	<p>Retain until pardon notification received from the Office of the Governor <i>then</i> Destroy within 30 days.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

1.5 OTHER ATTORNEY CASE FILES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-08 Rev. 1	<p>Extradition Case Files Records relating to the extradition of individuals in accordance with the Uniform Criminal Extradition Act pursuant to chapter 10.88 RCW or the Uniform Interstate Compact on Juveniles pursuant to chapter 13.24 RCW, where no criminal charges have been filed in Washington State.</p> <p>Excludes juvenile records destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> • Notification of destruction eligibility received from the juvenile court pursuant to RCW 13.50.050(17)(a) (see DAN AT2013-004); • Routine destruction allowed pursuant to RCW 13.50.050(22) if agency developed procedures for such routine destruction and if juvenile offender has attained age 23 (see DAN AT2013-006); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p>Excludes notorious/historically significant cases covered by AT2013-009.</p> <p><i>Note: If criminal/juvenile offender charges are filed in Washington State, these records become part of the associated case file.</i></p>	<p>Retain for 1 year after extradition case completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.5 OTHER ATTORNEY CASE FILES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-008 Rev. 0	<p>Litigation Materials – Development/Drafts Records relating to the development/drafting of litigation materials concerning any matter in litigation where the agency represents the State of Washington.</p> <p>Cases may include civil, criminal, juvenile offender, acquittals on grounds of insanity (RCW 10.77.080), etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Draft versions of pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits; • Internal agency correspondence regarding the draft documents (regardless of format). <p>Excludes final litigation materials, which are included in the associated case file series.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

1.5 OTHER ATTORNEY CASE FILES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT2013-009 Rev. 0	<p>Notorious/Historically Significant Case Files Records relating to the prosecution of adults and/or juveniles whose cases have gained contemporary public notoriety or significance (as defined by the local government agency). Cases may include civil, criminal, juvenile offender, acquittals on grounds of insanity (RCW 10.77.080), etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format); • Working copies of police files. <p>Excludes juvenile records destroyed under the following circumstances:</p> <ul style="list-style-type: none"> • Notification of destruction eligibility received from the juvenile court pursuant to RCW 13.50.050(17)(a) (see DAN AT2013-004); • Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, • Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). <p><i>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Legal Case Files.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

2. VICTIM/SURVIVOR AND WITNESS ADVOCACY

The activity of providing advocacy and services to victims of, survivors of, and witnesses to crime within the local government agency's jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-14 Rev. 1	<p><i>Victim/Survivor/Witness Advocacy Case Files</i> Records relating to advocacy on behalf of and the provision of services to victims of, survivors of, and witnesses to crimes, pursuant to <u>RCW 7.69.030</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notifications relating to case disposition, statements of rights, available services, etc.; • Perpetrator information (prior violations, copies of court records, etc.); • Provided services relating to physical, emotional and/or financial recovery (counseling, resource identification, personal protection orders, return of personal property, compensation, employer intercession, etc.); • Records of conversations (interview notes, personal notes, etc.); • Notes and correspondence (regardless of format). 	<p>Retain for 6 years after last activity <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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SUPERSEDED

For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:

SUPERSEDED
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.