



This schedule applies to: Prosecuting Attorneys and Assigned Counsel

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local government agencies (including contractors) relating to the functions of prosecuting attorneys pursuant to chapter 36.27 RCW and assigned counsel (public defender) services pursuant to chapter 36.26 RCW. 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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AT" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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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.



1. PROSECUTING ATTORNEYS

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-15 Rev. 0	CIVIL LITIGATION FILES Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff. <i>Limitation of Action RCW 4.16.020(2).</i> <i>Note: Official court of record: PERMANENT</i>	Retain 10 years after case closed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
AT52-07-04E Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-04A Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i> <i>NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04B Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i> <i>*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCE 40.14.070.2.</i>	10 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-04C Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONIES AND DUI CONVICTIONS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-04D Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04F Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05E Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. E. CASES DECLINED	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05A Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05B Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. B. CLASS 'B' FELONY CONVICTIONS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	10 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05C Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. C. CLASS 'C' FELONY AND DUI CONVICTIONS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05D Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05F Rev. 0	CRIMINAL CASE FILES – JUVENILES Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. F. MISDEMEANORS AND GROSS MISDEMEANORS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07B Rev. 0	DISTRICT COURT CASE FILES B. DUI <i>District Court/DISCIS: PERMANENT</i>	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07D Rev. 0	DISTRICT COURT CASE FILES D. INFRACTIONS AND MISDEMEANORS <i>District Court/DISCIS: 3 years after final disposition</i>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-07A Rev. 0	DISTRICT COURT CASE FILES A. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence <i>District Court/DISCIS: PERMANENT</i>	3 years after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07C Rev. 0	DISTRICT COURT CASE FILES C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence <i>District Court/DISCIS: PERMANENT</i>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07E Rev. 0	DISTRICT COURT CASE FILES E. CIVIL CASE FILES <i>District Court/DISCIS: 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied</i>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-08 Rev. 0	EXTRADITIONS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09A Rev. 0	FAMILY LAW FILES A. PATERNITY CASE FILES <i>Superior Court Clerk: PERMANENT</i>	Until child is age 19	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09B Rev. 0	FAMILY LAW FILES B. IV-D PROGRAM FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09C Rev. 0	FAMILY LAW FILES C. SUPPORT ENFORCEMENT FILES <i>Superior Court Clerk - PERMANENT</i>	3 years after entry of last order, or until youngest child is 18	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-09E Rev. 0	FAMILY LAW FILES E. DEPENDENCY CASE FILES <i>Superior Court Clerk: PERMANENT</i>	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09D Rev. 0	FAMILY LAW FILES D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES <i>Superior Court Clerk: PERMANENT</i>	3 years after entry of last order, or until youngest child is 18	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-10 Rev. 0	INVOLUNTARY COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports, etc. <i>Superior Court Clerk: PERMANENT</i>	3 years after case closed	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-06C-09 Rev. 0	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental health problems. If charges are filed, the order becomes part of the case file.	3 years after release from hold	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-13 Rev. 0	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-12 Rev. 0	PRE-PROSECUTION DIVERSION CASE FILES <i>State Office of the Administrator for the Courts</i>	1 year after completion of diversion contract	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-14 Rev. 0	VICTIM / WITNESS CASE FILES Includes interview notes and case-related documents used for client reference and statistical reports.	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM



2. ASSIGNED COUNSEL

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT50-30-01 Rev. 0	DEFENDANT INTERVIEW CARDS & SHEETS Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02A Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02B Rev. 0	INDIGENT CLIENT DEFENSE FILES– ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES- <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	10 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02D Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03B Rev. 0	INDIGENT CLIENT DEFENSE FILES - JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	10 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT50-30-03C Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03D Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03A Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02C Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-04 Rev. 0	PROMISSORY NOTES PUBLIC DEFENDER Agreements by defendants to reimburse county for cost of appointed counsel.	Payment in full or breach plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
AT50-30-05 Rev. 0	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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There are no records series designated as “Essential” in the *Prosecuting Attorneys and Assigned Counsel Records Retention Schedule*.

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SUPERSEDED



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