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 <u>chapter 36.27 RCW</u> and assigned counsel (public defender) services pursuant to <u>chapter 36.26 RCW</u>. 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

e State Arknivist: Jerry Handfield

Page 1 of 16



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 (LGGRRS)</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> .

SUPERSEDED

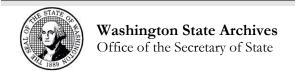


TABLE OF CONTENTS

INDEX	/FS	12
2.	ASSIGNED COUNSEL	10
1.	PROSECUTING ATTORNEYS	4



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. Limitation of Action RCW 4.16.020(2). Note: Official court of record: PERMANENT	Retain 10 years after case closed then 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. Official court of record: PERMANENT. (Police reports held by law enforcement agency)	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
	NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.		

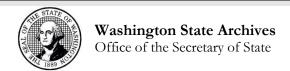
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04B Rev. 0	CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents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

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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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. Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07B Rev. 0	DISTRICT COURT CASE FILES B. DUI District Court/DISCIS: PERMANENT	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07D Rev. 0	DISTRICT COURT CASE FILES D. INFRACTIONS AND MISDEMEANORS District Court/DISCIS: 3 years after final disposition	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	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	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 District Court/DISCIS: 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied	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 Superior Court Clerk: PERMANENT	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 Superior Court Clerk - PERMANENT	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	6 years	NON-ARCHIVAL NON-ESSENTIAL
	Superior Court Clerk: PERMANENT		OFM
AT52-07-09D Rev. 0	FAMILY LAW FILES D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES Superior Court Clerk: PERMANENT	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. Superior Court Clerk: PERMANENT	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 State Office of the Administrator for the Courts	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. Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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- Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03B Rev. 0	Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES	10 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM
	Official court of record: PERMANENT. (Police reports held by law enforcement agency)		

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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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. Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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 Official court of record: PERMANENT. (Police reports held by law enforcement agency)	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



INDEX: ARCHIVAL / PERMANENT

INDEX: ESSENTIAL RECORDS

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

SUPERSEDED

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

AT50-30-01 10	AT50-30-0511	AT52-07-05C 7	AT52-07-09A 8
AT50-30-02A 10	AT52-06C-099	AT52-07-05D7	AT52-07-09B 8
AT50-30-02B 10	AT52-07-04A 4	AT52-07-05E 6	AT52-07-09C 8
AT50-30-02C 11	AT52-07-04B 5	AT52-07-05F 7	AT52-07-09D9
AT50-30-02D10	AT52-07-04C 5	AT52-07-07A 8	AT52-07-09E9
AT50-30-03A 11	AT52-07-04D5	AT52-07-07B 7	AT52-07-109
AT50-30-03B10	AT52-07-04E 4	AT52-07-07C 8	AT52-07-129
AT50-30-03C11	AT52-07-04F 6	AT52-07-07D7	AT52-07-139
AT50-30-03D11	AT52-07-05A 6	AT52-07-07E 8	AT52-07-149
AT50-30-04 11	AT52-07-05B 6	AT52-07-08 8	AT52-07-15 4

INDEXES Page 12 of 16



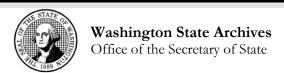
INDEX: SUBJECTS

NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.

A
accountingsee CORE
adult case files
assigned counsel
class A felonies/major cases10
class B felonies10
class C felonies/DUI11
dismissed/acquittals10
prosecuting attorney
criminal
declined4
dismissed/acquittals5
felonies/DUI
misdemeanors 6
agency counselsee CORE
asset managementsee CORE
assigned counsel
case files
adults10, 11
juveniles 10, 11
defendant interview cards/sheets 10
promissory notes11
B
В
han fits (hanness and and a
benefits (human resources)see CORE
boards/councils/committeessee CORE

C	
cash transmittals (promissory note	•
civil case files (prosecuting attorne	y) 8
civil files (prosecuting attorney)	
litigation	
civil topical and working files	
community relations	
construction	
contracts	
counsel (agency)	
court order	see also CORE
criminal case files	
assigned counsel	
adults	
class A felonies/major case	
class B felonies	
class C felonies/DUI	
dismissed/acquittals	10
juveniles	
class A felonies/major case	
class B felonies	
class C felonies/DUI	
dismissed/acquittals	11
prosecuting attorney	
adults	
class A felonies/major case	
class B felonies	
class C felonies/DUI	5

	dismis misde juveniles class (class (declin	emeanors . Emeanors . S A felonies/ B felonies . C felonies/ aed	major case	S	
D					
defendant interview					
E					
electronic information systems see CORI executive communications see CORI extraditions (prosecuting attorney)					



F	governing bodies see CORE	felonies
family law files (prosecuting attorney) 8, 9	H	
felonies (adult)	.,	Ī
assigned counsel	human resourcessee CORE	_
class A/major cases10	numan resources See CONE	legal (advice, litigation, legal affairs)see CORE
class B10		legal defendants
class C/DUI11	1	indigent (adult) 10, 11
dismissed/acquittals10	•	indigent (addit)
prosecuting attorney	indigence (determination of) 10	indigent (juvernie)
class A/major cases 4	indigent client	indigent interview 10
class B5	adult 10, 11	
class C/DUI 5	juveniles	M
declined4	infractions (prosecuting attorney)	' ''
dismissed/acquittals5	adults	mail/deliverysee CORE
felonies (juvenile)	juveniles	maintenancesee CORE
assigned counsel	inventories see CORE	meetings
class A/major cases 11	involuntary commitment	minutes
class B10	prosecuting attorney9	misdemeanors (prosecuting attorney)
class C/DUI 11	prosecuting accorney	adults4, 6, 7
dismissed/acquittals11		juveniles
prosecuting attorney	J	juvernies
class A/major cases 6		
class B6	juvenile case files	Р
class C/DUI7	assigned counsel (criminal)	
declined6	class A felonies/major cases11	payrollsee CORE
dismissed/acquittals7	class B felonies10	planssee CORE
financialsee CORE	class C felonies/DUI11	pre-prosecution diversion9
fleet/motor poolsee CORE	dismissed/acquittals11	promissory notes (assigned counsel)11
	prosecuting attorney	property managementsee CORE
	criminal	prosecuting attorney
G	declined 6	civil litigation files4
	dismissed/acquittals	criminal case files
glossary of termssee CORE	· ·	

Page 14 of 16



adults	
class C felonies/DUI	
declined	4
felonies	4, 5
misdemeanors	5, 6
juveniles	
class A felonies/major cases	6
class B felonies	6
class C felonies/DUI	7
declined	6
dismissed/acquittals	7
misdemeanors	7
district court case files	

extraditions	8
family law files	8, 9
involuntary commitment	9
pre-prosecution diversion	9
victim/witness case files	9
public defender	see assigned counsel
public disclosure	see CORE

S

security......see CORE staff recordssee CORE

V

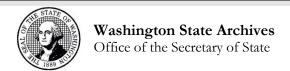
victim/witness case files prosecuting attorney9

records management.....see CORE

R

SUPERSEDED

INDEXES Page 15 of 16



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