

## Summary of Changes

### ***Prosecuting Attorneys Records Retention Schedule v.2.2 (August 2024)***

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

- One (1) records series has been added to this records retention schedule:
  1. **Restoration of Firearm Rights Petitions (DAN AT2024-001) p.21**  
*“3 years after last activity (Non-Archival)”*  
*Rationale: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).*

#### **Retention Changes**

- Two (2) records series have changes to their retention period/cutoff:
  2. **Potential Impeachment Disclosure (PID) Information – Law Enforcement Staff (DAN AT2023-002) p.22**  
Changed from “6 years after date of separation from agency (Non-Archival)” to “6 years after resolution of any case involving the employee (including any appeals) (Non-Archival)”  
*Rationale: To accurately reflect the Prosecuting Attorney’s business need for these records (as distinct from the employing agency’s need for them under Employee Work History (DAN GS50-04B-06)).*
  3. **Potential Impeachment Disclosure (PID) Information – Peace/Corrections Officers (DAN AT2023-003) p.23**  
Changed from “10 years after date of separation from agency (Non-Archival)” to “10 years after resolution of any case involving the employee (including any appeals) (Non-Archival)”  
*Rationale: To accurately reflect the Prosecuting Attorney’s business need for these records (as distinct from the employing agency’s need for them under Complaints, Grievances, and Misconduct Records (Peace Corrections Officers) (DAN LE2022-003)).*

#### **Other Minor Changes**

- Three (3) records series have changes to their title and/or description:
  1. **Civil Case Files – Involuntary Commitment (DAN AT52-07-10) p.6**
  2. **Potential Impeachment Disclosure (PID) Information – Law Enforcement Staff (DAN AT2023-002) p.22**
  3. **Potential Impeachment Disclosure (PID) Information – Peace/Corrections Officers (DAN AT2023-003) p.23**
- The two Potential Impeachment Disclosure (PID) Information records series were moved from the Attorney Legal Representation – Other Attorney Case Files section to a new section, Attorney Legal Representation – Potential Impeachment Disclosure (PID) Management.
- Glossary was updated.

### **Essential Designation Changes**

- None

### **Archival Designation Changes**

- None

### **Series Being Revoked**

- None

***Net Increase in Records Series: 1 (from 24 series up to 25 series)***