

## SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

This revision guide has been prepared as a helpful tool for agency staff who manage records relating to the provision of social services. It highlights changes to records series as approved by the Local Records Committee on June 26, 2014 pursuant to [RCW 40.14.070](#). This guide is **NOT** the records retention schedule, itself. Rather, it is provided as a “crosswalk” to be used while transitioning from the previous version (1.0) to the current approved version (1.1).

Changes include:

- Because Juvenile Court is a division of Superior Court pursuant to [RCW 13.04.021](#), **official Juvenile Court** records are covered in the *County Clerks and Superior Court Records Retention Schedule (Version 7.0)*. The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was **revoked** on June 26, 2014, and no longer provides legal disposition authority for any local government agencies.
- **8** Records series covering the provision of **juvenile social services** have been transferred into this updated [Social Services Records Retention Schedule \(Version 1.1\)](#), with minor modifications, such as:
  - ✓ DAN prefixes changed from “JS” to “SS” – otherwise, the numbers remain the same;
  - ✓ Exclusion notes added to provide clarity (e.g., “Excludes official court records, which are covered in the *County Clerks and Superior Court Records Retention Schedule*”, etc.);

**3** Records series have added to cover the early destruction of juvenile records pursuant to [chapter 13.50 RCW](#). References to [Chapter 13.50 RCW](#) have not been updated to reflect changes passed by the Legislature in 2014; *awaiting web update on leg.wa.gov.*)

A comprehensive revision of this retention schedule will be completed at a later date.

### NEW RECORDS SERIES

The records series listed below are new to Version 1.1. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
<b>Custody Investigations</b>	SS50-28-02 p. 6	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>**Previously in Juvenile Courts and Services Records Retention Schedule (JCSRRS) which was revoked 6/26/2014.**</b>
<b>Detention Log</b>	SS50-28-04 p. 6	6 years	NON-ARCHIVAL ESSENTIAL OPR	<b>**Previously in JCSRRS</b>
<b>Detention Roster</b>	SS50-28-05 p. 6	1 year	NON-ARCHIVAL ESSENTIAL OPR	<b>**Previously in JCSRRS</b>
<b>Foster Care Files</b>	SS50-28-07 p. 6	Retain for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>**Previously in JCSRRS</b> Social file portion only. Excludes the official court case file, which is covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> .
<b>Guardian ad Litem Reports</b>	SS50-28-08 p. 7	Retain for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>**Previously in JCSRRS</b> This series covers records maintained to substantiate recommendations made, conclusions drawn, and actions taken by guardians ad litem as required by <a href="#">GAL 2(p)</a> . The final report submitted to the court is covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> .
<b>Marriage Waiver</b>	SS50-28-11 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>**Previously in JCSRRS</b> Social file portion only. Excludes the official court case file, which is covered in the <i>County Clerks and Superior Court Records Retention Schedule</i> .
<b>Medical History Files</b>	SS50-28-12 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL ESSENTIAL OPR	<b>**Previously in JCSRRS</b>

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Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
<b>Social Files</b>	SS50-28-13 p. 7	Retain for 5 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	<b>**Previously in JCSRRS</b>
<b>Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court</b>	SS2014-017 p. 8	<b>Retain</b> until notification of destruction eligibility received from juvenile court <i>then</i> <b>Destroy</b> within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the <b>early</b> destruction of juvenile records <i>where destruction eligibility notification is received from the Juvenile Court</i> in accordance with <a href="#">RCW 13.50.050(17)(a)</a> .
<b>Juvenile Records – Destruction Notification Received by Court Order</b>	SS2014-018 p. 8	<b>Retain</b> until court order received <i>then</i> <b>Destroy</b> .	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the <b>early</b> destruction of juvenile records where a destruction notification is received by court order in accordance with <a href="#">RCW 13.50.050(18)</a> .
<b>Juvenile Records – Juvenile Attains Age 23</b>	SS2014-019 p. 8	<b>Retain</b> until juvenile attains 23 years of age <i>then</i> <b>Destroy</b> .	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the <b>early</b> destruction of juvenile records where the juvenile has attained age 23 AND where the agency has developed procedures for the routine destruction of certain records in accordance with <a href="#">RCW 13.50.050(17)(b)</a> .

For assistance and advice in applying the *Social Services Records Retention Schedule*,  
please contact Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or contact your Regional Archivist