

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Judicial Conduct, Commission On - Office#	COMMISSION LEGAL ACTIONS/OTHER (PAPER COPY) Provides a record of legal actions, such as tort claims or liens, files against agency or individual members or staff.	96-01-56377 Rev.0	Case Closed	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 100	Federal Income Tax Data	73-08-02877 Rev.0	None	24 Months	36 Months	5 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 100	Fiscal Reports (Discontinued)	73-08-02876 Rev.0	None	0 Months	48 Months	4 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 100	Minutes of Judicial Council Meetings	73-08-02880 Rev.0	None	900 Months	0 Months	75 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 100	Payroll Action Reports Payroll action reports. See schedule for complete list of forms and documents.	82-04-29821 Rev.0	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 100	Payroll and Related Costs	73-08-02878 Rev.0	None	60 Months	0 Months	5 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 100	Payroll, Individual Records Annual individual payroll documents. See schedule for complete list of forms and documents.	82-04-29820 Rev.0	Calendar Year	900 Months	0 Months	75 Years	Archival OFM
Judicial Conduct, Commission On - Office# 100	Purchase Index	73-08-02879 Rev.0	None	900 Months	0 Months	75 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 141	CONFIDENTIAL INQUIRY FILES (PAPER COPY) Provides a record of initial contact with complainants. May include copy of letter to complainant and staff memos documenting contact.	96-01-56374 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	CONFIDENTIAL INVESTIGATIVE CASE FILES (PAPER COPY) Provides agency record of complaint, case memos, investigator notes, audio/video tapes, legal papers, court dockets, etc., filed with the Commission during the course of the investigation.	96-01-56372 Rev.0	Case Closed	72 Months	0 Months	6 Years	Non-Archival OPR

Judicial Conduct, Commission On - Office# 141	DIRECTIVE AND ADMINISTRATIVE PAPERS - GENERAL DOCUMENTATION Includes agendas, public notices of meetings, procedure manuals, news releases, news clippings, and organization charts.	96-01-56380 Rev.0	Calendar Year	120 Months	0 Months	10 Years	Archival OPR
Judicial Conduct, Commission On - Office# 141	DIRECTIVE AND ADMINISTRATIVE PAPERS - GENERAL DOCUMENTATION (PAPER COPY) Includes public and confidential minutes of Commission meetings.	96-01-56381 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	DIRECTIVE AND ADMINISTRATIVE PAPERS - OFFICIAL CORRESPONDENCE Includes correspondence from and to political personalities, other public officials or offices, national and state. Does not include routine requests for information, transmittals, etc.	96-01-56385 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Judicial Conduct, Commission On - Office# 141	DIRECTIVE AND ADMINISTRATIVE PAPERS - PAPERS OF EXECUTIVE DIRECTION Includes policy statements, record of rules adopted by agency, changes to RCWs, WACs Code of Judicial Conduct and State Constitution.	96-01-56383 Rev.0	Calendar Year	120 Months	0 Months	10 Years	Archival OFM
Judicial Conduct, Commission On - Office# 141	DIRECTIVE AND ADMINISTRATIVE PAPERS - SPEECHES AND WRITINGS Includes written materials prepared by or presented by staff or members at seminars, meetings, etc.	96-01-56384 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Judicial Conduct, Commission On - Office# 141	ELECTRONIC DATA BASE Master copy of computer database for entering and retrieving complaint and statistical information.	96-MM-56393 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	EMPLOYEE ETHICS INQUIRY FILES (PAPER COPY) Provides a record of original inquiry received. May include intial memo/letter and synopsis of contact.	96-01-56388 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	EMPLOYEE ETHICS INVESTIGATIVE CASE FILES (PAPER COPY) Provides a record of official complaint, correspondence and all materials generated/acquired during the course of the investigation.	96-01-56386 Rev.0	Case Closed	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	EMPLOYEE ETHICS MASTER CASE LOG Provides index of employee ethics complaints.	96-01-56392 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Non-Archival OPR

Judicial Conduct, Commission On - Office# 141	EMPLOYEE ETHICS PUBLIC CASE FILES (PAPER COPY) Provides a record of public complaint, correspondence, hearing information and disposition generated/acquired during the course of the investigation.	96-01-56390 Rev.0	Case Closed	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF CONFIDENTIAL INVESTIGATIVE CASE FILES Provides working copy of confidential investigative case files (includes 96-01-56372).	96-MF-56373 Rev.0	When filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF COMMISSION LEGAL ACTIONS/OTHER Provides a working record of legal actions filed against agency.	96-MF-56378 Rev.0	When filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF CONFIDENTIAL INQUIRY FILES Provides working record of confidential inquiry files (includes 96-01-56374)	96-MF-56375 Rev.0	When filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF DIRECTIVE AND ADMINISTRATIVE PAPERS - GENERAL DOCUMENTATION Provides a working record of public and confidential minutes of Commission meetings.	96-MF-56382 Rev.0	When filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF EMPLOYEE ETHICS INQUIRY FILES Provides a working record of employee ethics inquiry files (96-01-56388).	96-MF-56389 Rev.0	When Filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF EMPLOYEE ETHICS PUBLIC CASE FILES Provides a working record of employee ethics public case files (96-01-56390).	96-MF-56391 Rev.0	When Filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	MICROFILM COPIES OF PUBLIC DISCIPLINARY ACTIONS Provides working copy of public disciplinary actions (contained in 91-01-56370).	97-MF-56371 Rev.0	When filmed	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	PERSONAL SERVICE CONTRACTS Provides a record of agreements entered into to provide the attorneys, investigators, court reporters necessary to provide legal staff to satisfy court cases.	84-02-33428 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR

Judicial Conduct, Commission On - Office# 141	PERSONAL SERVICE CONTRACTS Provides a record of agreements entered into for investigative and/or fact-finding services to agency in the course of a case investigation.	91-01-56394 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	PUBLIC DISCIPLINARY ACTIONS (PAPER COPY) Provides a record of public documents, stipulations, statement of charges, correspondence, fact-finding hearing notices, briefs, exhibits, decisions, audio/video tapes, court reporter's record of hearing, etc., for each public case.	97-01-56370 Rev.0	Case Closed	72 Months	0 Months	6 Years	Archival OPR
Judicial Conduct, Commission On - Office# 141	PUBLIC RECORD LISTING Provides index of public actions. Includes public case number, judge's name, agency, action, supreme court action, if any, and canon violations(s).	96-01-56379 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	PURCHASED SERVICE CONTRACTS Provides a record of all agreements entered into for court reporter, medical and/or computer services.	96-01-56395 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Judicial Conduct, Commission On - Office# 141	TRANSACTION AUTHORIZATION AND CERTIFICATION, A45, COPY 2 Provides authorization for OFM Small Agency Accounting to make payments as necessary to satisfy fiscal requirements of agency.	96-01-56396 Rev.0	END OF BIENNIUM	42 Months	0 Months	3.5 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 141	TRANSACTION AUTHORIZATION AND CERTIFICATION, A45, COPY 2 Provides authorization for Small Agency Accounting to make payments, as necessary, to satisfy fiscal requirements for the Judicial Qualifications Committee.	84-02-33429 Rev.0	FISCAL YEAR	48 Months	0 Months	4 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# 200	General Documentation	92-02-49934 Rev.0	Calendar Year	48 Months	24 Months	6 Years	Archival OFM
Judicial Conduct, Commission On - Office# 200	Official Correspondence	92-02-49933 Rev.0	Calendar Year	24 Months	876 Months	75 Years	Non-Archival OFM
Judicial Conduct, Commission On - Office# Director	CONFIDENTIAL MASTER CASE LOG Provides an index of complaints received, data received, original inquiry, number if applicable, complainant's name, judge's name, nature of litigation, allegation(s), and disposition.	96-01-56376 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Non-Archival OPR

Judicial Conduct, Commission On - Office# Director	MICROFILM COPIES EMPLOYEE ETHICS INVESTIGATIVE CASE Provides a working record of employee ethics investigative case files (96-01-56386).	96-MF-56387 Rev.0	When Filmed	600 Months	0 Months	50 Years	Non-Archival OPR
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