



## **This schedule applies to: Superior Courts**

### **Scope of records retention schedule**

This records retention schedule covers the public records of Superior Courts (excluding records managed by County Clerks). 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.

### **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 (WSA) 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 “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 General Court Rule GR 31.1. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules for records that are covered by this retention schedule are revoked. Superior Courts must 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 October 4, 2023.

*Signature on File*

**For the State Auditor: Al Rose**

*Signature on File*

**For the Attorney General: Matt Kernutt**

*Signature on File*

**The State Archivist: Heather Hirotaka**



## REVISION HISTORY

| Version | Date of Approval | Extent of Revision                                                                                                                         |
|---------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0     | October 4, 2023  | Major revision, including separating of this schedule from the former <i>County Clerks and Superior Court Records Retention Schedule</i> . |

For assistance and advice in applying this records retention schedule,  
please contact your Superior Court's Records Officer  
or Washington State Archives at: [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



## TABLE OF CONTENTS

|           |                                                                |           |
|-----------|----------------------------------------------------------------|-----------|
| <b>1.</b> | <b>ADMINISTRATION .....</b>                                    | <b>4</b>  |
| <b>2.</b> | <b>ARBITRATION.....</b>                                        | <b>5</b>  |
| <b>3.</b> | <b>FAMILY COURT .....</b>                                      | <b>6</b>  |
| <b>4.</b> | <b>INVOLUNTARY CIVIL COMMITMENT .....</b>                      | <b>8</b>  |
| <b>5.</b> | <b>JURY MANAGEMENT.....</b>                                    | <b>10</b> |
| <b>6.</b> | <b>JUVENILE SERVICES.....</b>                                  | <b>12</b> |
| 6.1       | JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION ..... | 12        |
| 6.2       | JUVENILE INTERVENTION .....                                    | 17        |
| 6.3       | JUVENILE RECORDS ELIGIBLE FOR EARLY DESTRUCTION.....           | 18        |
| <b>7.</b> | <b>PROTECTIVE ARRANGEMENTS.....</b>                            | <b>19</b> |
| <b>8.</b> | <b>THERAPY COURT.....</b>                                      | <b>21</b> |
|           | <b>GLOSSARY.....</b>                                           | <b>26</b> |
|           | <b>INDEXES .....</b>                                           | <b>29</b> |



## 1. ADMINISTRATION

This section includes records relating to general court services administration outside of the official courtroom setting that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE)*.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RETENTION AND<br>DISPOSITION ACTION                                                                                                                           | DESIGNATION                          |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-018<br>Rev. 0                     | <p><b><i>Superior Court Programs Administration</i></b></p> <p>Records relating to the general administration of superior court programs, where the records are not filed with individual case management files or as part of the official court record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>Master urinalysis report log books, including records of urinalysis testing performed on behalf of other agencies, <i>provided that individual reports for cases that <u>are</u> overseen by the court are kept as part of the respective case management files.</i></li></ul> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after end of calendar year<br/><i>and</i><br/>until no longer needed for agency business<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 2. ARBITRATION

The function of performing private dispute resolution procedures.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN)           | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                               | RETENTION AND<br>DISPOSITION ACTION                                                        | DESIGNATION                          |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-023<br>Rev. 0<br>(previously<br>CL65-01-03) | <b><i>Arbitration</i></b><br>Records relating to parties settling disputes through arbitration pursuant to Chapter 7.04A RCW that are not filed as part of the official court record.<br>Excludes orders confirming, vacating, modifying, or correcting awards covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i> . | <b>Retain</b> until expiration of<br>award appeal period<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



### 3. FAMILY COURT

The function of providing assistance with family court cases outside of official court proceedings.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                            | DESIGNATION                                                        |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| SC2023-007<br>Rev. 0                     | <p><b>Family Court Case Management</b></p> <p>Records relating to Family Court case management that are not filed as part of the official court record.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Establishment of Parentage;</li><li>• Family Recovery Court;</li><li>• Minor guardianships;</li><li>• Modification of Custody/Parenting Plan/Child Support Order;</li><li>• Relative Visitation Petitions.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Eligibility assessments;</li><li>• Case notes and history;</li><li>• Counselling and service referrals;</li><li>• Medical records;</li><li>• Treatment plans and monitoring;</li><li>• Supervisory reports and monitoring;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350) and statute of limitations for collection of past due child support of 10 years after the youngest child named in the child support order reaches age 18 (RCW 4.16.020).</i></p> | <p><b>Retain</b> for 8 years after final disposition of case<br/><i>or</i><br/>10 years after youngest minor reaches age 18, <i>whichever is later</i><br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                | DESIGNATION                                                        |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| SC2023-014<br>Rev. 0                     | <p><b><i>Marriage Waiver Applications – Denied/Withdrawn</i></b></p> <p>Records documenting marriage waiver applications for individuals under age 18 where the court denies the waiver or the application is withdrawn.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Evaluations and reports;</li><li>• Case notes and history;</li><li>• Counseling and service referrals;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> or <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> | <p><b>Retain</b> for 3 years after waiver denied or withdrawn<br/><i>then</i><br/><b>Destroy.</b></p>                                                                              | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                               |
| SC2023-015<br>Rev. 0                     | <p><b><i>Marriage Waiver Applications – Granted</i></b></p> <p>Records documenting marriage waiver applications for individuals under age 18 where the court grants the waiver.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Evaluations and reports;</li><li>• Case notes and history;</li><li>• Counseling and service referrals;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> or <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>.</p>                                          | <p><b>Retain</b> for 3 years after waiver granted<br/><i>or</i><br/>3 years after youngest minor reaches age 18, <i>whichever is later</i><br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |



## 4. INVOLUNTARY CIVIL COMMITMENT

The function of providing assistance with involuntary psychiatric hospital commitment cases outside of official court proceedings.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                             | DESIGNATION                                                                  |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SC2023-008<br>Rev. 0                     | <p><b><i>Involuntary Civil Commitment Case Management (Adult)</i></b></p> <p>Records relating to the management of adult involuntary civil commitment cases (pursuant to chapter 71.05 RCW) that are not filed as part of the official court record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Evaluation notes;</li><li>• Treatment monitoring records;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> <p><i>Note: If criminal charges are filed, these records become part of the respective criminal case management file.</i></p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after release of individual from hold<br/><i>or</i><br/>8 years after final disposition of case, <i>whichever is later</i><br/><i>then</i><br/><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/><b>ESSENTIAL</b><br/>(for Disaster Recovery)<br/>OPR</p> |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                                                                   | DESIGNATION                                                                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| SC2023-009<br>Rev. 0                     | <p><b><i>Involuntary Civil Commitment Case Management (Juvenile)</i></b></p> <p>Records relating to the management of juvenile involuntary civil commitment cases (pursuant to chapter 71.34 RCW) that are not filed as part of the official court record. Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Evaluation notes;</li><li>• Treatment monitoring records;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> <p><i>Note: If criminal charges are filed or the individual enters a juvenile diversion program, these records become part of the respective criminal or diversion program case management file.</i></p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after release of individual from hold/final disposition of case</p> <p><i>or</i></p> <p>3 years after individual reaches age 18, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p> |



## 5. JURY MANAGEMENT

The function of managing jurors and juries for Superior Court pursuant to chapter 2.36 RCW and all courts in the county or judicial district pursuant to RCW 2.36.095(2). Includes petit juries, grand juries, and juries of inquest.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RETENTION AND<br>DISPOSITION ACTION                                                                     | DESIGNATION                          |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-027<br>Rev. 0                     | <p><b><i>Jury Duty – General</i></b></p> <p>Records relating to individuals being summoned to serve on a jury, serving as jurors, and/or being dismissed by the court, in accordance with Chapter 2.36 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Summons (acknowledged, returned by postal service as undeliverable, etc.);</li><li>• Biographical data for preliminary determination of statutory qualification (RCW 2.36.072);</li><li>• Waiver requests (RCW 2.36.100);</li><li>• Disqualifications pursuant to RCW 2.36.072(4);</li><li>• General questionnaires and information forms.</li></ul> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Records covered by <i>Jury Duty – Special Questionnaires (DAN SC2023-028)</i>;</li><li>• Lists of impaneled juror <b>names</b> filed with/in the case file covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i>;</li><li>• Records covered by <i>Jury List (Master and Source) (DAN SC2023-029)</i>;</li><li>• Records used to prepare cost bill covered by <i>Financial Transactions – General (DAN GS2011-184)</i>;</li><li>• Juror show cause orders and bench warrants for failure to appear covered by <i>Filed Documents (Miscellaneous) (DAN CL2014-010)</i> in the <i>County Clerks Records Retention Schedule</i>.</li></ul> <p><i>Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p> <p><i>Per GR 15(h)(5), "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules."</i></p> | <p><b>Retain</b> until end of term for which juror was summoned<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                                                                                                                                                                                                                                                              | DESIGNATION                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-028<br>Rev. 0                     | <p><b>Jury Duty – Special Questionnaires</b></p> <p>Special questionnaires filled out by prospective jurors and used by the judge and/or attorneys during the voir dire (juror selection) process for a specific case/trial.</p> <p>Excludes general questionnaires filled out by all potential jurors summoned for jury duty covered by <i>Jury Duty – General</i> (DAN SC2023-027).</p> <p>Reference:</p> <ul style="list-style-type: none"><li>GR 31(j), “Individual juror information, other than name, is presumed to be private.”</li><li>SPRC 7 “No records, exhibits, or stenographic notes shall be considered for destruction in a case in which the death penalty has been imposed while the defendant is still alive. Before destroying any records, exhibits, or notes in a capital case, the clerk will provide 60 days notice...to the prosecuting attorney, to the defendant’s last known attorney of record, and to the defendant...”</li></ul> | <p><b>Retain</b> until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected</p> <p><i>and</i></p> <p><b>Retain</b> until death of defendant <i>in capital cases where the <b>death penalty has been imposed</b></i></p> <p><i>and</i></p> <p><b>Provide</b> 60 days’ notice pursuant to SPRC 7 <i><b>in all capital cases</b></i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| SC2023-029<br>Rev. 0                     | <p><b>Jury List (Master and Source)</b></p> <p>Records relating to the master jury list certified by the Superior Court and filed with the County Clerk in accordance with RCW 2.36.055 and GR 18.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>Jury source list containing names of registered voters (Office of the Secretary of State) and driver’s license/identocard holders (Department of Licensing) pursuant to RCW 2.36.054);</li><li>Master jury list (source lists merged, duplications removed, conflicts resolved).</li></ul> <p>Excludes jury records covered by:</p> <ul style="list-style-type: none"><li><i>Jury Duty – General</i> (DAN SC2023-027);</li><li><i>Superior Court Case Files</i> (DAN CL65-01-08) in the <i>County Clerks Records Retention Schedule</i>.</li></ul>                                                                                                                          | <p><b>Retain</b> until list superseded</p> <p><i>then</i></p> <p><b>Destroy.</b></p>                                                                                                                                                                                                                                                                                                                                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 6. JUVENILE SERVICES

The function of providing juvenile services outside of the official courtroom setting.

### 6.1 JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION

*The activity of operating juvenile detention facilities and managing juvenile probation/community supervision cases.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                          | RETENTION AND<br>DISPOSITION ACTION                                                       | DESIGNATION                                                        |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| SC2023-005<br>Rev. 0                     | <b>Activity Logs</b><br>Logs documenting detainee activity and/or movement within the facility.<br>Activities include, but are not limited to: <ul style="list-style-type: none"><li>Departure to/return from classes or programs;</li><li>Phone use.</li></ul> | <b>Retain</b> for 6 years after end of<br>calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |
| SC2023-006<br>Rev. 0                     | <b>Detention Roster</b><br>Facility registers documenting summary information about detainees as they are admitted into, transferred between, or released from detention facilities.                                                                            | <b>Retain</b> for 6 years after end of<br>calendar year<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |



## 6.1 JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION

*The activity of operating juvenile detention facilities and managing juvenile probation/community supervision cases.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                     | DESIGNATION                                                                  |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SC2023-010<br>Rev. 0                     | <p><b><i>Juvenile Detention, Probation, and Community Supervision Case Management</i></b></p> <p>Records documenting the progress and status of juvenile individuals sentenced to detention, probation, or community supervision where the records are not filed as part of the official court record.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Eligibility assessments;</li><li>• Case notes and history;</li><li>• Counseling and service referrals;</li><li>• Medical records;</li><li>• Treatment plans and monitoring;</li><li>• Supervisory reports and monitoring;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes juvenile probation or community supervision records eligible to be destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"><li>• Destruction eligibility notification received from Administrative Office of the Courts (AOC) pursuant to RCW 13.50.270(1) (see DAN SC2023-024);</li><li>• Court order received pursuant to RCW 13.50.270(3) (see DAN SC2023-025);</li><li>• Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.270(2) (see DAN SC2023-026).</li></ul> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Official court filings covered by <i>Superior Court Case Files (Juvenile Court)</i> (DAN CL50-28-10) in the <i>County Clerks Records Retention Schedule</i>.<p><i>Note: Pursuant to RCW 13.50.270(4), a juvenile justice or care agency may routinely destroy records relating to juvenile offenses and diversions only when the person the subject of the information or complaint has attained twenty-three years of age or older (or pursuant to early destruction eligibilities listed in RCW 13.50.270(1)).</i></p></li></ul> | <p><b>Retain</b> until individual reaches age 23</p> <p><i>or</i></p> <p>until earlier destruction authorized, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/><b>ESSENTIAL</b><br/>(for Disaster Recovery)<br/>OPR</p> |



## 6.1 JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION

*The activity of operating juvenile detention facilities and managing juvenile probation/community supervision cases.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                         | DESIGNATION                          |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-011<br>Rev. 0                     | <p><b><i>Juvenile Diversion Program Applications – Denied/Withdrawn</i></b></p> <p>Records documenting applications for individuals to join a juvenile diversion program where either court staff deems the individual ineligible to participate in the program or the individual does not sign a diversion contract.</p> <p>Excludes juvenile diversion program application records eligible to be destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"><li>• Destruction eligibility notification received from Administrative Office of the Courts (AOC) pursuant to RCW 13.50.270(1) (see DAN SC2023-024);</li><li>• Court order received pursuant to RCW 13.50.270(3) (see DAN SC2023-025);</li><li>• Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.270(2) (see DAN SC2023-026).</li></ul> <p>Excludes records of individuals who do sign a diversion contract but do not complete the diversion program covered by <i>Juvenile Diversion Program and Pre-Diversion Case Management Files</i> (DAN SC2023-012).</p> <p><i>Note: Pursuant to RCW 13.50.270(4), a juvenile justice or care agency may routinely destroy records relating to juvenile offenses and diversions only when the person the subject of the information or complaint has attained twenty-three years of age or older (or pursuant to early destruction eligibilities listed in RCW 13.50.270(1)).</i></p> | <p><b>Retain</b> until individual reaches age 23<br/><i>or</i><br/>until earlier destruction authorized, <i>whichever is sooner</i><br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 6.1 JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION

*The activity of operating juvenile detention facilities and managing juvenile probation/community supervision cases.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                         | DESIGNATION                                                                  |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SC2023-012<br>Rev. 0                     | <p><b><i>Juvenile Diversion Program and Pre-Diversion Case Management</i></b></p> <p>Records documenting the progress of juvenile individuals through non-sentencing diversion programs. Also includes records of juveniles referred directly to diversion units through law enforcement agencies where the Prosecuting Attorney is not involved (pre-diversion). Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Eligibility assessments;</li><li>• Counseling and service referrals;</li><li>• Letters of warning;</li><li>• Agreements (Diversion Contract, Waiver of Lawyer, Advice of Rights, etc.);</li><li>• Case notes and history;</li><li>• Medical records;</li><li>• Treatment plans and monitoring;</li><li>• Drug test results;</li><li>• Supervisory reports;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes juvenile diversion and pre-diversion records eligible to be destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"><li>• Destruction eligibility notification received from Administrative Office of the Courts (AOC) pursuant to RCW 13.50.270(1) (see DAN SC2023-024)</li><li>• Court order received pursuant to RCW 13.50.270(3) (see DAN SC2023-025);</li><li>• Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.270(2) (see DAN SC2023-026).</li></ul> | <p><b>Retain</b> until individual reaches age 23<br/><i>or</i><br/>until earlier destruction authorized, <i>whichever is sooner</i><br/><i>then</i><br/><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/><b>ESSENTIAL</b><br/>(for Disaster Recovery)<br/>OPR</p> |
| Continued Next<br>Page                   | Continued Next Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Continued Next Page                                                                                                                                                         | Continued Next<br>Page                                                       |



## 6.1 JUVENILE DETENTION, PROBATION, AND COMMUNITY SUPERVISION

*The activity of operating juvenile detention facilities and managing juvenile probation/community supervision cases.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RETENTION AND<br>DISPOSITION ACTION | DESIGNATION                             |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|
| <i>Continued From<br/>Previous Page</i>  | <p><i>Continued From Previous Page</i></p> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Official court filings covered by <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>;</li><li>• Juvenile diversion program applications that are denied or withdrawn covered by <i>Juvenile Diversion Program Applications—Denied/Withdrawn (DAN SC2023-011)</i>.</li></ul> <p><i>Note: Pursuant to RCW 13.50.270(4), a juvenile justice or care agency may routinely destroy records relating to juvenile offenses and diversions only when the person the subject of the information or complaint has attained twenty-three years of age or older (or pursuant to early destruction eligibilities listed in RCW 13.50.270(1)).</i></p> | <i>Continued From Previous Page</i> | <i>Continued From<br/>Previous Page</i> |



## 6.2 JUVENILE INTERVENTION

*The activity of providing assistance with truancy, At-Risk Youth, Child in Need of Services, and other juvenile intervention cases outside of official court proceedings.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESTRUCTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                                   | DESIGNATION                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| SC2023-013<br>Rev. 0                     | <p><b><i>Juvenile Intervention Case Management</i></b></p> <p>Records relating to the management of juvenile intervention cases that are not filed as part of the official court record.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• At-Risk Youth (ARY);</li><li>• Child in Need of Services (CHINS);</li><li>• Truancy.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Petition assessments;</li><li>• Case notes and history;</li><li>• Counseling and service referrals;</li><li>• Medical records and drug test results;</li><li>• Planning and monitoring records;</li><li>• Reports and interview documentation (including Guardian ad Litem (GAL));</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after final disposition of case</p> <p><i>or</i></p> <p>3 years after individual reaches age 18, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p> |



### 6.3 JUVENILE RECORDS ELIGIBLE FOR EARLY DESTRUCTION

*The activity of managing juvenile records that are eligible for early destruction pursuant to chapter 13.50 RCW.*

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN)           | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                                                                                                                    | DESIGNATION                          |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-024<br>Rev. 0<br>(previously<br>CL2014-011) | <p><b>Juvenile Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC)</b></p> <p>Records maintained by the Juvenile Court that relate to juveniles whose history consists entirely of one diversion agreement or counsel <b>and that have been identified by the Administrative Office of the Courts (AOC) as eligible to be destroyed</b> pursuant to RCW 13.50.270(1).</p> <p>Includes the juvenile court file, the case management/social file, and records in the Juvenile Court System (JCS) database.</p> <p>Excludes the notification of eligibility <i>itself</i> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p> | <p><b>Retain</b> until notification of destruction eligibility received from the Administrative Office of the Courts (AOC), eligibility verified, and notification issued to WSP, local law enforcement, and prosecutor's office<br/><i>and</i><br/><b>Destroy</b> within 90 days.</p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| SC2023-025<br>Rev. 0<br>(previously<br>CL2014-012) | <p><b>Juvenile Records – Destruction Ordered by Court</b></p> <p>Juvenile records ordered by the court to be destroyed in accordance with RCW 13.50.270(3), or any (other) court order.</p> <p>Excludes the court order <i>itself</i> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Retain</b> until court order received<br/><i>then</i><br/><b>Destroy</b>.</p>                                                                                                                                                                                                    | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| SC2023-026<br>Rev. 0<br>(previously<br>CL2014-013) | <p><b>Juvenile Records – Pardon Notification Received from Office of the Governor</b></p> <p>Juvenile records relating to an individual who has been granted a full and unconditional pardon by the Governor, and where the Office of the Governor has notified the agency in accordance with RCW 13.50.270(2).</p> <p>Excludes the notification of pardon <i>itself</i> <u>and</u> the records documenting the destruction of the juvenile records covered by <i>Destruction of Public Records (DAN GS50-09-06)</i>.</p>                                                                                                                                                                                                                                                  | <p><b>Retain</b> until pardon notification received from the Office of the Governor<br/><i>then</i><br/><b>Destroy</b> within 30 days.</p>                                                                                                                                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 7. PROTECTIVE ARRANGEMENTS

The function providing assistance with conservatorship, adult guardianship, or other protective arrangement cases outside of the official courtroom setting.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RETENTION AND<br>DISPOSITION ACTION                                                                  | DESIGNATION                                                                  |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SC2023-016<br>Rev. 0                     | <p><b><i>Protective Arrangement Case Management (Adult)</i></b></p> <p>Record relating to the management of adult protective arrangement cases that are not filed as part of the official court record.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Conservatorship petitions;</li><li>• Guardianship petitions.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Petition assessments;</li><li>• Case notes and history;</li><li>• Counseling and service referrals;</li><li>• Medical records and drug test results;</li><li>• Planning and monitoring records;</li><li>• Reports and interview documentation (including Guardian ad Litem (GAL));</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i>.</p> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after final disposition of case<br/><i>then</i><br/><b>Destroy.</b></p> | <p>NON-ARCHIVAL<br/><b>ESSENTIAL</b><br/>(for Disaster Recovery)<br/>OPR</p> |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                                   | DESIGNATION                                                                           |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| SC2023-017<br>Rev. 0                     | <p><b><i>Protective Arrangement Case Management (Juvenile)</i></b></p> <p>Record relating to the management of non-custody-related juvenile protective arrangement cases that are not filed as part of the official court record.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Conservatorship petitions.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Petition assessments;</li><li>• Case notes and history;</li><li>• Counselling and service referrals;</li><li>• Medical records and drug test results;</li><li>• Planning and monitoring records;</li><li>• Reports and interview documentation (including Guardian ad Litem (GAL));</li><li>• Related correspondence/communications.</li></ul> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Custody-related case management records covered by <i>Family Court Case Management (DAN SC2023-007)</i>;</li><li>• Official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> or <i>Superior Court Case Files (Juvenile Court) (DAN CL50-28-10)</i> in the <i>County Clerks Records Retention Schedule</i>.</li></ul> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after final disposition of case</p> <p><i>or</i></p> <p>3 years after individual reaches age 18, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p> |



## 8. THERAPY COURT

The function of providing assistance with therapy court cases outside of the official courtroom setting.

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RETENTION AND<br>DISPOSITION ACTION                                                                              | DESIGNATION                          |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-019<br>Rev. 0                     | <p><b><i>Therapy Court Applications (Adult) – Denied/Withdrawn</i></b></p> <p>Records documenting applications for adult individuals to join a therapy court program where either court staff deems the individual ineligible to participate in the program or the individual does not enter the program.</p> <p>Excludes records of individuals who do enter a therapy court program but do not complete it covered by <i>Therapy Court Case Management (Adult) (DAN SC2023-021)</i>.</p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p> | <p><b>Retain</b> for 3 years after application denied or withdrawn</p> <p><i>then</i></p> <p><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                         | DESIGNATION                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SC2023-020<br>Rev. 0                     | <p><b><i>Therapy Court Applications (Juvenile) – Denied/Withdrawn</i></b></p> <p>Records documenting applications for juvenile individuals to join a therapy court program where either court staff deems the individual ineligible to participate in the program or the individual does not enter the program.</p> <p>Excludes juvenile therapy court application records eligible to be destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"><li>• Destruction eligibility notification received from Administrative Office of the Courts (AOC) pursuant to RCW 13.50.270(1) (see DAN SC2023-024);</li><li>• Court order received pursuant to RCW 13.50.270(3) (see DAN SC2023-025);</li><li>• Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.270(2) (see DAN SC2023-026).</li></ul> <p>Excludes records of individuals who do enter a therapy court program but do not complete it covered by <i>Therapy Court Case Management (Juvenile)</i> (DAN SC2023-022).</p> <p><i>Note: Pursuant to RCW 13.50.270(4), a juvenile justice or care agency may routinely destroy records relating to juvenile offenses and diversions only when the person the subject of the information or complaint has attained twenty-three years of age or older (or pursuant to early destruction eligibilities listed in RCW 13.50.270(1)).</i></p> | <p><b>Retain</b> until individual reaches age 23<br/><i>or</i><br/>until earlier destruction authorized, <i>whichever is sooner</i><br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RETENTION AND<br>DISPOSITION ACTION                                                                             | DESIGNATION                                                        |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| SC2023-021<br>Rev. 0                     | <p><b><i>Therapy Court Case Management (Adult)</i></b></p> <p>Records relating to the management of adult therapy court cases that are not filed as part of the official court record.</p> <p>Therapy court programs include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Adult Recovery Court;</li><li>• Mental Health Court;</li><li>• Veterans' Treatment Court.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Eligibility assessments;</li><li>• Agreements;</li><li>• Case notes and history;</li><li>• Treatment plans and monitoring;</li><li>• Drug test results;</li><li>• Medical records;</li><li>• Supervisory reports;</li><li>• Incentives and sanctions;</li><li>• Related correspondence and communications.</li></ul> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Official court filings covered by <i>Superior Court Case Files (DAN CL65-01-08)</i> in the <i>County Clerks Records Retention Schedule</i>;</li><li>• Therapy court applications that are denied or withdrawn covered by <i>Therapy Court Applications (Adult) – Denied/Withdrawn (DAN SC2023-019)</i>.</li></ul> <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p> | <p><b>Retain</b> for 8 years after completion or termination of program<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br><b>ESSENTIAL</b><br>(for Disaster Recovery)<br>OPR |

| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RETENTION AND<br>DISPOSITION ACTION                                                                                                                                                     | DESIGNATION                                                                           |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| SC2023-022<br>Rev. 0                     | <p><b><i>Therapy Court Case Management (Juvenile)</i></b></p> <p>Records relating to the management of juvenile therapy court cases that are not filed as part of the official court record.</p> <p>Therapy court programs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Juvenile Recovery Court;</li> <li>• Juvenile Mental Health Court.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Eligibility assessments;</li> <li>• Agreements;</li> <li>• Case notes and history;</li> <li>• Treatment plans and monitoring;</li> <li>• Drug test results;</li> <li>• Medical records;</li> <li>• Supervisory reports;</li> <li>• Incentives and sanctions;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes juvenile therapy court case management records eligible to be destroyed earlier under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Destruction eligibility notification received from Administrative Office of the Courts (AOC) pursuant to RCW 13.50.270(1) (<i>see</i> DAN SC2023-024);</li> <li>• Court order received pursuant to RCW 13.50.270(3) (<i>see</i> DAN SC2023-025)</li> <li>• Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.270(2) (<i>see</i> DAN SC2023-026)</li> </ul> | <p><b>Retain</b> until individual reaches age 23</p> <p><i>or</i></p> <p>until earlier destruction authorized, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p> | <p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p> |
| Continued Next<br>Page                   | Continued Next Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Continued Next Page                                                                                                                                                                     | Continued Next<br>Page                                                                |



| DISPOSITION<br>AUTHORITY<br>NUMBER (DAN) | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RETENTION AND<br>DISPOSITION ACTION | DESIGNATION                             |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|
| <i>Continued From<br/>Previous Page</i>  | <p><i>Continued From Previous Page</i></p> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Official court filings covered by <i>Superior Court Case Files (Juvenile Court)</i> (DAN CL50-28-10) in the <i>County Clerks Records Retention Schedule</i>;</li><li>• Therapy court applications that are denied or withdrawn covered by <i>Therapy Court Program Applications (Juvenile)—Denied/Withdrawn</i> (DAN SC2023-020).</li></ul> <p><i>Note: Pursuant to RCW 13.50.270(4), a juvenile justice or care agency may routinely destroy records relating to juvenile offenses and diversions only when the person the subject of the information or complaint has attained twenty-three years of age or older (or pursuant to early destruction eligibilities listed in RCW 13.50.270(1)).</i></p> | <i>Continued From Previous Page</i> | <i>Continued From<br/>Previous Page</i> |



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***AR***

Superior Court Administrative Rules.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***CR***

Superior Court Civil Rules.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.



### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhance storage. (RCW 40.10.010)

### ***GR***

General Rules.

### ***JuCR***

Juvenile Court Rules.

### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as "Archival." Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.



***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

***RAP***

Rules of Appellate Procedure.

***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

***SPR***

Superior Court Special Proceedings Rules.

***SPRC***

Superior Court Special Proceedings Rules – Criminal.

***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



## INDEXES

### ARCHIVAL RECORDS INDEX

*See the Local Government Common Records Retention Schedule (CORE) and the County Clerks Records Retention Schedule for “Archival” records.*

### ESSENTIAL RECORDS INDEX

*See the Local Government Common Records Retention Schedule (CORE) for additional “Essential” records.*

#### FAMILY COURT

|                                              |   |
|----------------------------------------------|---|
| Family Court Case Management .....           | 6 |
| Marriage Waiver Applications – Granted ..... | 7 |

#### INVOLUNTARY CIVIL COMMITMENT

|                                                               |   |
|---------------------------------------------------------------|---|
| Involuntary Civil Commitment Case Management (Adult) .....    | 8 |
| Involuntary Civil Commitment Case Management (Juvenile) ..... | 9 |

#### JUVENILE SERVICES

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| Juvenile Detention, Probation, and Community Supervision                       |    |
| Activity Logs .....                                                            | 12 |
| Detention Roster .....                                                         | 12 |
| Juvenile Detention, Probation, and Community Supervision Case Management ..... | 13 |

#### Juvenile Diversion

|                                                                    |    |
|--------------------------------------------------------------------|----|
| Juvenile Diversion Program and Pre-Diversion Case Management ..... | 15 |
|--------------------------------------------------------------------|----|

#### Juvenile Intervention

|                                             |    |
|---------------------------------------------|----|
| Juvenile Intervention Case Management ..... | 17 |
|---------------------------------------------|----|

#### PROTECTIVE ARRANGEMENTS

|                                                         |    |
|---------------------------------------------------------|----|
| Protective Arrangement Case Management (Adult) .....    | 19 |
| Protective Arrangement Case Management (Juvenile) ..... | 20 |

#### THERAPY COURT

|                                                |    |
|------------------------------------------------|----|
| Therapy Court Case Management (Adult) .....    | 23 |
| Therapy Court Case Management (Juvenile) ..... | 24 |



**DISPOSITION AUTHORITY NUMBERS (DAN’S) INDEX**

|                 |    |                 |    |                 |    |                 |    |
|-----------------|----|-----------------|----|-----------------|----|-----------------|----|
| SC2023-005..... | 12 | SC2023-012..... | 15 | SC2023-019..... | 21 | SC2023-026..... | 18 |
| SC2023-006..... | 12 | SC2023-013..... | 17 | SC2023-020..... | 22 | SC2023-027..... | 10 |
| SC2023-007..... | 6  | SC2023-014..... | 7  | SC2023-021..... | 23 | SC2023-028..... | 11 |
| SC2023-008..... | 8  | SC2023-015..... | 7  | SC2023-022..... | 24 | SC2023-029..... | 11 |
| SC2023-009..... | 9  | SC2023-016..... | 19 | SC2023-023..... | 5  |                 |    |
| SC2023-010..... | 13 | SC2023-017..... | 20 | SC2023-024..... | 18 |                 |    |
| SC2023-011..... | 14 | SC2023-018..... | 4  | SC2023-025..... | 18 |                 |    |



## SUBJECT INDEX

*Note: The use in this index of CORE refers to the Local Government Common Records Retention Schedule.*

*Note: The use in this index of Clerks Schedule refers to the County Clerks Records Retention Schedule.*

### A

accounting.....*see CORE*  
Administrative Office of the Courts (AOC)  
    notice of destruction eligibility .....18  
arbitration (records not in case file) .....5  
asset management .....*see CORE*

### B

benefits (human resources) .....*see CORE*  
billing .....*see also CORE GS2011-184*  
biographical data (jury/juror) .....10, 11  
block grants .....*see CORE*  
boards/councils/committees .....*see CORE*  
bond  
    projects .....*see CORE*

### C

case files .....*see Clerks Schedule*  
collections (financial) .....*see CORE*  
community relations .....*see CORE*  
construction .....*see CORE*  
contracts .....*see CORE*

cost bill (juror/witness) ..... *see CORE GS2011-184*  
court calendar ..... *see also CORE*  
court case files ..... *see Clerks Schedule*  
court order  
    juvenile records destruction .....18  
    served on the agency ..... *see CORE GS2011-172*

### D

design/construction .....*see CORE*  
destruction of juvenile records (early) .....18  
disqualifications (jury/juror) .....10

### E

elected officials  
    oaths of office .....*see CORE*  
electronic information systems .....*see CORE*  
executive communications .....*see CORE*  
expenses (juror/witness) ..... *see CORE GS2011-184*

### F

family/domestic  
    case management .....6  
filed documents

master/source jury lists .....11

### G

general questionnaires (jury) .....10  
governing bodies .....*see CORE*  
Governor's pardon (juvenile) .....18  
grants .....*see CORE*

### H

human resources .....*see CORE*

### I

involuntary civil commitments .....8, 9

### J

jury/juror  
    cost bill ..... *see CORE GS2011-184*  
    lists (master and source) .....11  
    special questionnaires .....11  
    summons/questionnaires/waivers .....10  
Juvenile Court



case files .....see *Clerks Schedule*  
records destruction (early).....18

---

## **L**

legal (advice, litigation, legal affairs) .....see *CORE*

---

## **M**

mail/delivery .....see *CORE*  
maintenance .....see *CORE*  
marriage waivers.....7  
master jury list.....11  
meetings .....see *CORE*  
mileage (juror/witness) .....see *CORE GS2011-184*  
minutes .....see *also CORE*

---

## **N**

notice of destruction eligibility (from AOC) .....18

---

## **O**

order delete report.....see *CORE GS50-02-03*

---

## **P**

pardon (Governor's) .....18  
payroll .....see *CORE*  
per diem (juror/witness) .....see *CORE GS2011-184*  
pesticide application .....see *CORE*  
public disclosure.....see *CORE*

---

## **Q**

questionnaires (jury)  
    general .....10  
    special .....11

---

## **R**

records management .....see *CORE*  
reimbursable expenses (juror/witness) .....see *CORE GS2011-184*

---

## **S**

security .....see *CORE*  
source list (jury).....11  
special questionnaires (jury) .....11

staff records.....see *CORE*  
summons  
    jury/juror .....10  
Superior Court case files.....see *Clerks Schedule*

---

## **T**

travel expenses (juror/witness)see *CORE GS2011-184*

---

## **U**

urinalysis tests/reports .....4

---

## **V**

voir dire (questionnaires) .....11

---

## **W**

waivers  
    jury/juror .....10  
    marriage .....7  
witness  
    cost bill .....see *CORE GS2011-184*