

# **1. Meeting Minutes**



**JISC DATA DISSEMINATION COMMITTEE**  
**Friday, August 23, 2024, 9:00 a.m. – 10:00 a.m.**  
**Zoom Teleconference**  
**URL: provided via invite**

**MEETING MINUTES**

**Members Present:**

Judge John Hart, Chair  
Judge Valerie Bouffiu  
Ms. Stephanie Kraft  
Judge David Mann  
Ms. Heidi Percy  
Ms. Paulette Revoir  
Judge Allyson Zipp

**AOC Staff Present:**

Kevin Cottingham, Data Dissemination  
Administrator (DDA)  
Kristina Goulet, Secretary/Receptionist  
Jan Nutting, Public Records Officer

**Call to Order**

Judge Hart called the meeting to order at 9:02 a.m. and welcomed all participants.

**1) Approval of Minutes**

**Motion:** Judge Zipp moved to approve the minutes of the June meeting. Ms. Heidi Percy seconded. Ms. Paulette Revoir abstained as she was not present during the meeting, and all others voted in favor. The motion passed.

**2) Overview of DDC Responsibilities**

Mr. Cottingham presented on the role of the Data Dissemination Committee and its various responsibilities, as well as an overview of the present state of the Judicial Information System.

Ms. Heidi Percy suggested AOC produce a link to a page that shows the different levels of JIS-Link as well as who can access the levels. Mr. Cottingham shared he would get that information out as soon as he can. Ms. Percy also suggested that AOC share recent examples of DDC decisions for members of the committee. Judge Zipp added that this would allow new members to go through and see past records so members of the committee can review previous decisions prior to making decisions in the future. Ms. Percy shared that AOC historically had published requests that had been made to Inside Courts and that this hasn't been updated for quite some time. Mr. Cottingham stated that he wasn't aware of this but he would look into updating historic decisions. Judge John Hart suggested a database retaining the decisions made both past and present and having a requirement, either formally or informally, for new members to go through a training session such as the one presented.

Mr. Cottingham closed his presentation sharing that the CLJ-CMS Retention Schedules Workgroup approved changes to retention schedules and a vote will be conducted during the October DDC meeting.

### **3) Other Business**

Judge Hart inquired about other business. Hearing none, he expressed sincere appreciation for the work of the Committee and adjourned the meeting at 9:57 a.m.

DRAFT

## **2. Changes to CLJ-CMS Retention Schedules**

Civil	Case Type	Cause Code	Minimum Retention	<b>Notes</b> > All retention periods begin after a case is closed > Case is retained based on the longest applicable retention period for any charge on a case > Retention is not based on finding of Amended (AM) > See codes descriptions at <a href="https://help.courts.wa.gov">https://help.courts.wa.gov</a>
	Civil (CV)	DVP, HAR, SXP, STK, <b>CPO, XRP, XRU</b>	Never purged	
	Civil (CV)	Any other	10 years & 4 months	
	Small Claims (SC)	Any	10 years	
	Parking (PR)	Any	5 years	

Criminal & Infraction	Case Types				Finding/Judgment Codes
	Finding/Judgment Types	Criminal Traffic (CT) & Criminal Non-Traffic (CN)	Probable Cause (PC) & Criminal Felony (CF)	Infraction Traffic (IT) & Infraction Non-Traffic (IN)	
	Guilty or Committed	Never purged	Never purged	5 years	AS, BF, C, G, GO, GR, GS, GV, GY, GZ, P, PI, RP
	Not Guilty or Not Committed	10 years	10 years	5 years	NC, NG
	Deferred Finding (IT Case Type Only, see RCW 46.63.070)	N/A	N/A	7 years	CD, DD
	Dismissed - Incompetency or Not Guilty by Reason of Insanity	Never purged	Never purged	5 years	D, DO, DR, DW (all with reason code of IC) NS
	Deferred Prosecution (see Chapter 10.05 RCW)	Never purged	Never purged	5 years	D, DO, DR, DW (all with reason code of DP) GO, GD
	<b>Diversion</b>	<b>Never purged</b>	<b>Never purged</b>	<b>N/A</b>	<b>DN, GN</b>
	Dismissed For All Other Reasons	10 years	<b>10 years</b>	5 years	D, DO, DR, DS, DW, or OD (all with reason code other than DP, FD or IC)
	Vacated <b>or Pardoned</b>	Never purged	Never purged	N/A	<b>PG, V, VU</b>
	Case Transferred	<b>10 years</b>	<b>10 years</b>	5 years	BO, CV D (with a reason code of FD)
	Other				Criteria
	Domestic Violence Flag	<b>100 years</b>	<b>100 years</b>	<b>100 years</b>	Where any charge on a case has a Domestic Violence flag
	Retain Case Flag	Never purged	Never purged	Never purged	Where a case has a Retain Case flag applied

**October 23, 2024**

**TO:** Data Dissemination Committee

**FROM:** Kevin Cottingham, AOC Data Dissemination Administrator

**RE:** Brief Summary of Retention Schedule Changes

The changes to the Courts of Limited Jurisdiction case management retention schedules are motivated by three separate interests. First, several codes have been added to the system since the last time the retention schedules were approved. Second, the Secretary of State issued an update effective last October, and the scripts that apply the retention schedules to the case records must be updated.<sup>1</sup> Second, the adoption of CLJ-CMS across the state means that documents will be within the case management system for the first time, and many courts will rely on the system for document storage. While courts used to comply with document retention schedules separately from digital case retention schedules, these new schedules are aimed at covering both.

First, new codes have been added that needed to be added to the schedules, along with the reason for their creation:

**New Finding/Judgment Codes**

Code	Description	Impetus
GN	Guilty, After Diversion	SB 5536 (2023)
DN	Dismissed after Diversion	SB 5536 (2023)
PG	Pardon by Governor	Inslee 2019 Marijuana Justice Initiative
VU	Vacated Unconstitutional	<i>State v. Blake</i>

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<sup>1</sup> Case purging was put on hold by DDA request when the new retention schedules became effective, so nothing should have been erroneously purged in the meantime.

### New Cause Codes

Code	Description	Impetus
CPO	Civil Protection Order	HB 1320 (2021)
ECP	Enforcement of a Canadian Protection Order	SB 1517 (2019)
XRP	Extreme Risk Protection Order	Initiative 1491 (2016)
XRU	Extreme Risk Protection Order Under 18	SB 5027 (2019)

A few brief explanations for workgroup decisions:

Diversions were added, and retained indefinitely, due to RCW 9.96.060(6):

*If a person convicted of violating RCW 69.50.4011(1) (b) or (c), 69.50.4013, 69.50.4014, or 69.41.030(2) (b) or (c) completes a substance use disorder program and files proof of completion with the court, or obtains an assessment from a recovery navigator program established under RCW 71.24.115, an arrest and jail alternative program established under RCW 36.28A.450, or a law enforcement assisted diversion program established under RCW 71.24.589, and has six months of substantial compliance with recommended treatment or services and progress toward recovery goals as reflected by a written status update, upon verification the court must vacate the conviction or convictions.*

If, for whatever reason, an individual does not have their convictions vacated shortly after the completion of a diversion program, the workgroup felt that the diversion records should remain easily accessible in perpetuity to facilitate any future motion to vacate the records.

Time frames on transferred cases and the catch-all dismissals needed to be increased to 10 years due to Disposition Authority Number (DAN) DM2023-032 Rev. 0. This DAN refers to all case records, not just convictions, and since DUI charges can be either misdemeanors or felonies, both case types had to be increased.

Finally, DAN DM52-06E-02 Rev. 1 requires that all domestic violence court files be retained for 100 years. Any case with a domestic violence flag present will be retained for 100 years after case completion.



## **This schedule applies to: District and Municipal Courts**

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

This records retention schedule authorizes the destruction/transfer of the public records of District and Municipal Courts relating to the unique functions of trying criminal and civil cases. The schedule 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 agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as “Archival (Permanent Retention)” 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 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 to District and Municipal Courts are revoked. District and Municipal 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	1999	Initial version.
2.0	2000 – 2001	Major revision and multiple updates.
3.0	2002 – 2004	Major revision and multiple updates.
4.0	2006	Major revision.
5.0	2007	Major revision.
6.0	March 26, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>District and Municipal Courts Records Retention Schedule</i> now begin with the prefix “DM”; there have been no changes to titles, descriptions, retention periods, or archival designations.
7.0	October 4, 2023	Major revision.

For assistance and advice in applying this records retention schedule,  
please contact your Court’s Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. DISTRICT AND MUNICIPAL COURT RECORDS

The function of making or receiving records by the District or Municipal Court while performing the duties pursuant to Title 3 RCW and other state and local statute or court rule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM2023-030 Rev. 0	<p><b><i>Anti-Harassment Court Case Files</i></b></p> <p>Official documentation of court proceedings and filings in anti-harassment cases pursuant to RCW 10.14.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Dockets, indexes, registers, etc.;</li><li>• Motions, orders of protection (ex parte temporary or civil), and other filings;</li><li>• Judgements (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul> <p><i>Note: Pursuant to RCW 10.14.170, individuals who willfully disobey any anti-harassment protection order shall be guilty of a gross misdemeanor. If criminal charges are filed, these records become part of the associated criminal case file.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<p><b>Retain</b> for 3 years after final expiration of protection order</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
DM2023-031 Rev. 0  <i>Continued Next Page</i>	<p><b><i>Civil Court Case Files – Judgement Satisfied or Case Dismissed</i></b></p> <p>Official documentation of court proceedings and filings in civil cases where the judgement has been paid or performed, or the case has been dismissed.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Contract disputes;</li><li>• Damages for injury to individuals or personal property;</li></ul> <p><i>Continued Next Page</i></p>	<p><b>Retain</b> for 3 years after date of satisfaction of judgement or dismissal</p> <p><i>then</i></p> <p><b>Destroy.</b></p> <p><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (For Disaster Recovery) OPR</p> <p><i>Continued Next Page</i></p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"><li>• Small claims cases.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Dockets, indexes, registers, etc.;</li><li>• Motions, orders, and other filings;</li><li>• Judgements (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06C-02 Rev. 1	<p><b><i>Civil Court Case Files – Judgement Unsatisfied</i></b></p> <p>Official documentation of court proceedings and filings in civil cases where the judgement has not been paid or performed.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Contract disputes;</li><li>• Damages for injury to individuals or personal property;</li><li>• Small claims cases.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Dockets, indexes, registers, etc.;</li><li>• Motions, orders, and other filings;</li><li>• Judgements (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul>	<p><b>Retain</b> for 10 years after date of judgement or extension of liability <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <p><i>Note: Pursuant to RCW 6.17.020 subsections (1) and (3), the party in whose favor a judgement of a court has been filed or rendered may have execution, garnishment, or other legal process issued for the collection or enforcement of the judgement at any time within ten years from entry of the judgement or the filing of the judgement in Washington State. A party in whose favor a judgement has been filed may, within ninety days before the expiration of the original ten-year period, apply to the court for an order granting an additional ten years during which an execution garnishment or other legal process may be issued.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06B-01 Rev. 1	<p><b><i>Civil Infraction Case Files</i></b></p> <p>Official documentation of court proceedings and filings in civil infraction cases.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Municipal infractions (failure to license pet, littering, permit violations, etc.)</li><li>• Parking infractions;</li><li>• Traffic infractions.</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Indexes, registers, etc.;</li><li>• Uniform notices of infraction, motions, orders, and other filings;</li><li>• Notices of appearance, failure to appear/respond/pay, etc.</li></ul>	<p><b>Retain</b> for 3 years after final disposition of case <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
DM52-06G-03 Rev. 1	<p><b><i>Clerk's Minutes Book</i></b></p> <p>Also known as Clerk's Notes.</p>	<p><b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06G-01 Rev. 1	<b><i>Court Calendar</i></b>	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
DM2023-032 Rev. 0	<b><i>Criminal Court Case Files – Driving Under the Influence (DUI)</i></b> Official documentation of court proceedings and filings in criminal cases relating to charges of Driving Under the Influence (DUI) or Physical Control of Vehicle Under the Influence. Records include, but are not limited to: <ul style="list-style-type: none"><li>• Criminal citations, dockets, indexes, etc.</li><li>• Charging information, summons, clerk’s minutes;</li><li>• Motions, published depositions, decrees, verdicts, petitions (including deferred prosecution), orders, &amp; other filings;</li><li>• Judgments (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul> Excludes records covered by: <ul style="list-style-type: none"><li>• <i>Criminal Court Case Files – Other (DAN DM52-06A-01);</i></li><li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08);</i></li><li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033);</i></li></ul>	<b>Retain</b> for 10 years after final disposition of case <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"><li>• Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13);</li><li>• Exhibits – Case Appealed (DAN DM52-06C-10);</li><li>• Exhibits – Case Not Appealed (DAN DM52-06C-08);</li><li>• Probation Case Management (DAN DM52-06H-01);</li><li>• Therapy Court Case Management (DAN DM2023-037).</li></ul> <p><i>Note: Pursuant to RCW 46.61.5055(4), if an individual violates RCW 46.61.502 or 46.61.504 and has had three or more prior offenses within ten years, their case will be prosecuted as a felony.</i></p> <p><i>Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06A-01 Rev. 1	<p><b>Criminal Court Case Files – Other</b></p> <p>Official documentation of court proceedings and filings in criminal cases.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.);</li><li>• Gross misdemeanors (reckless driving, etc.).</li></ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Criminal citations, dockets, indexes, etc.</li><li>• Charging information, summons, clerk's minutes;</li><li>• Motions, published depositions, decrees, verdicts, petitions (including deferred prosecution), orders, &amp; other filings;</li><li>• Judgments (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul>	<p><b>Retain</b> for 3 years after final disposition of case <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) ORR</p>
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Criminal Court Case Files – Driving Under the Influence (DUI) (DAN DM2023-032);</i></li> <li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08);</i></li> <li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033);</i></li> <li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13);</i></li> <li>• <i>Domestic Violence Court Case Files (DAN DM52-06E-02);</i></li> <li>• <i>Exhibits – Case Appealed (DAN DM52-06C-10);</i></li> <li>• <i>Exhibits – Case Not Appealed (DAN DM52-06C-08);</i></li> <li>• <i>Probation Case Management (DAN DM52-06H-01);</i></li> <li>• <i>Therapy Court Case Management (DAN DM2023-037).</i></li> </ul> <p><i>Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”</i></p>	Continued From Previous Page	Continued From Previous Page
DM2023-033 Rev. 0	<p><b><i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally</i></b></p> <p>Official judgement and sentencing records for criminal cases filed post June 4, 1997, where the records are <b><u>only</u></b> filed within internal court case management systems.</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.);</li> <li>• Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).</li> </ul>	Retain permanently.	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
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Continued From Previous Page	<p><i>Continued From Previous Page</i></p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Judgement entered;</li> <li>• Sentencing proceedings (including outcomes of any hearings);</li> <li>• Any indexes necessary for finding/interpreting records.</li> </ul> <p>Excludes records covered by <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08)</i>.</p> <p><i>Note: Pursuant to CrRLJ 7.2 and 7.3, the judgement and record of the sentencing proceedings of a court of limited jurisdiction shall be preserved in perpetuity, either in an electronic or hard copy format.</i></p>	Continued From Previous Page	Continued From Previous Page
DM52-06A-08 Rev. 1	<p><b><i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System</i></b></p> <p>Official judgement and sentencing records for criminal cases filed post June 4, 1997, where the records have been filed in an Administrative Office of the Courts (AOC) case management system, such as the Judicial Information System (JIS).</p> <p>Cases include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.);</li> <li>• Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Judgement entered;</li> <li>• Sentencing proceedings (including outcomes of any hearings);</li> <li>• Any indexes necessary for finding/interpreting records.</li> </ul>	<p><b>Retain</b> final record permanently within AOC case management system <i>and</i> <b>Destroy</b> any internal copies.</p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
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<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <p>Excludes records covered by <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033)</i>.</p> <p><i>Note: Pursuant to CrRLJ 7.2 and 7.3, the judgement and record of the sentencing proceedings of a court of limited jurisdiction shall be preserved in perpetuity, either in an electronic or hard copy format.</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06A-13 Rev. 1	<p><b><i>Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997</i></b></p> <p>Official judgement and sentencing records for criminal cases filed prior to June 4, 1997. Cases include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Misdemeanors (disorderly conduct, minor drug charges, petty theft, etc.);</li> <li>• Gross misdemeanors (domestic violence, DUI, reckless driving, etc.).</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Judgement entered;</li> <li>• Sentencing proceedings (including outcomes of any hearings);</li> <li>• Any indexes necessary for finding/interpreting records.</li> </ul>	<p><b>Retain</b> for 3 years after final disposition of case <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (For Disaster Recovery) OPR</p>
DM52-06E-02 Rev. 1	<p><b><i>Domestic Violence Court Case Files</i></b></p> <p>Official documentation of court proceedings and filings in domestic violence cases in accordance with chapter 7.105 RCW.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal citations, dockets, indexes, etc.</li> <li>• Charging information, summons, clerk’s minutes;</li> <li>• Motions, published depositions, decrees, verdicts, petitions, orders of protection, &amp; other filings;</li> </ul>	<p><b>Retain</b> for 100 years after final disposition of case <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
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<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"><li>• Judgments (abstracts, civil, transcripts, foreign, etc.);</li><li>• Warrants, notices of appearance, failure to appear, etc.;</li><li>• Juror and witness daily attendance lists (see note, below).</li></ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"><li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08);</i></li><li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997 – Filed Internally (DAN DM2023-033);</i></li><li>• <i>Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13;</i></li><li>• <i>Exhibits – Case Appealed (DAN DM52-06C-10);</i></li><li>• <i>Exhibits – Case Not Appealed (DAN DM52-06C-08);</i></li><li>• <i>Probation Case Management (DAN DM52-06H-01);</i></li><li>• <i>Therapy Court Case Management (DAN DM2023-037).</i></li></ul> <p><i>Note: Per GR 31(j), “Individual juror information, other than name, is presumed to be private.”</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06C-03 Rev. 1	<p><b>Electronic Recordings of Court Proceedings – Case Appealed</b></p> <p>Electronic recordings of court proceedings in cases that are reviewed in appellate court and are returned to the originating court.</p>	<p><b>Retain</b> for 30 days after remand of appeal <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06C-04 Rev. 1	<b><i>Electronic Recordings of Court Proceedings – Case Not Appealed</i></b> Electronic recordings of court proceedings in cases that are not reviewed in appellate court.	<b>Retain</b> until expiration of appeal period <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
DM52-06C-05 Rev. 1	<b><i>Electronic Recordings of Court Proceedings – Indexes and Logs</i></b> Indexes, chronological listings, and other tracking/organizing records for electronic recordings of court proceedings.	<b>Retain</b> until erasure of last recording listed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
DM52-06C-10 Rev. 2	<b><i>Exhibits – Case Appealed</i></b> Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing, where the case has been reviewed in appellate court and the exhibits have been returned to the originating court.	<b>Retain</b> for 30 days after remand of appeal <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
DM52-06C-08 Rev. 1	<b><i>Exhibits – Case Not Appealed</i></b> Documents, photographs, and audiovisual media received by the court as evidence during a trial or hearing, where the case has not been reviewed in appellate court.	<b>Retain</b> until expiration of appeal period <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
DM2023-034 Rev. 0  <i>Continued Next Page</i>	<b><i>Filed Documents (Miscellaneous)</i></b> All documents filed with the District or Municipal Court Clerk that are <b><i>not filed with/in a case file and</i></b> that are <b><i>not covered by a more specific records series.</i></b> Includes, but is not limited to: <ul style="list-style-type: none"><li>• Administrative orders;</li></ul> <i>Continued Next Page</i>	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>  <i>Continued Next Page</i>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR  <i>Continued Next Page</i>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i> <ul style="list-style-type: none"><li>Judicial resolutions;</li><li>Jury show-cause orders and bench warrants;</li><li>Miscellaneous orders not related to a case (general orders, jury term orders, inclement weather, etc.).</li></ul> Excludes records covered by <i>Search Warrants (DAN DM52-06A-02)</i> .	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
DM52-06C-09 Rev. 1	<b><i>Involuntary Civil Commitment Case Files</i></b> Official documentation of court proceedings and filings in involuntary civil commitment cases pursuant to RCW 71.05. Includes, but is not limited to: <ul style="list-style-type: none"><li>Dockets, indexes, registers, etc.;</li><li>Motions, orders, and other filings.</li></ul> Excludes records covered by <i>Involuntary Civil Commitment Case Management (DAN DM2023-035)</i> . <i>Note: If criminal charges are filed, these records become part of the associated criminal case file.</i> <i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i>	<b>Retain</b> for 8 years after release of individual from hold <i>or</i> 8 years after final disposition of case, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06J-02 Rev. 1	<b><i>Notices of Delinquent Parking/Traffic Violations or Vehicle Holds</i></b>	<b>Retain</b> for 3 years after final disposition of case <i>or</i> 3 years after completion of audit examination report, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
DM52-06A-09 Rev. 1	<b><i>One-Party Consent Orders</i></b> Records relating to one-party consent orders issued pursuant to chapter 9.73 RCW for the interception of wire or electronic communication or conversation, where not filed with/in a case file. Includes, but is not limited to: <ul style="list-style-type: none"><li>• Wiretaps, sealed and unsealed (applications, reviews, etc.);</li><li>• Pen registers/trap and trace devices, sealed (RCW 9.73.260).</li></ul> <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i>	<b>Retain</b> for 3 years after expiration of authorization <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06A-02 Rev. 1	<p><b><i>Search Warrants</i></b></p> <p>Records relating to search warrants issued in accordance with RCW 2.20.030, CrRLJ 2.3, and/or other state statute or court rule, where not filed with/in a case file.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Affidavit/sworn testimony establishing the grounds for issuing a warrant;</li><li>• Inventory of property taken;</li><li>• Return.</li></ul> <p><i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i></p>	<p><b>Retain</b> for 3 years after expiration of warrant <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



## 2. DISTRICT AND MUNICIPAL COURT SERVICES

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

### 2.1 INVOLUNTARY CIVIL COMMITMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM2023-035 Rev. 0	<p><b><i>Involuntary Civil Commitment Case Management</i></b></p> <p>Records relating to the involuntary civil commitment of individuals pursuant to RCW 71.05 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>• Evaluation notes;</li><li>• Treatment monitoring records;</li><li>• Related correspondence/communications.</li></ul> <p>Excludes official court filings covered by <i>Involuntary Civil Commitment Case Files (DAN DM52-06C-09)</i>.</p> <p><i>Note: If criminal charges are filed, these records become part of the respective social 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</p> <p><i>or</i></p> <p>8 years after final disposition of case, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM





## 2.2 PROBATION

*The activity of managing probation cases.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06H-01 Rev. 1	<p><b><i>Probation Case Management</i></b></p> <p>Records documenting the progress and status of individuals on probation, <b><i>where the records are not filed as part of the official court record.</i></b></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>• Counselling and service referrals;</li><li>• Supervisory reports and monitoring;</li><li>• Related correspondence/communications.</li></ul> <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 completion or termination of probation</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>OFM</p>



## 2.3 THERAPY COURT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM2023-036 Rev. 0	<p><b>Therapy Court Applications—Denied/Withdrawn</b></p> <p>Records documenting applications for 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 (DAN DM2023-037)</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 NON-ESSENTIAL OFM
DM2023-037 Rev. 0	<p><b>Therapy Court Case Management</b></p> <p>Records documenting the progress of individuals through therapy court programs, <b>where the records are not filed as part of the official court record.</b></p> <p>Therapy court programs include, but are not limited to:</p> <ul style="list-style-type: none"><li>• DUI Court;</li><li>• Domestic Violence 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></ul>	<p><b>Retain</b> for 8 years after completion or termination of program</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OFM
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## **2.3 THERAPY COURT**

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

<b>DISPOSITION AUTHORITY NUMBER (DAN)</b>	<b>DESCRIPTION OF RECORDS</b>	<b>RETENTION AND DISPOSITION ACTION</b>	<b>DESIGNATION</b>
<i>Continued From Previous Page</i>	<p><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"><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:</p> <ul style="list-style-type: none"><li>• Official court filings covered in the <i>Official District and Municipal Court Records and Exhibits</i> section of this schedule;</li><li>• Therapy court applications that are denied or withdrawn covered by <i>Therapy Court Applications – Denied/Withdrawn (DAN DM2023-036)</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>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>



### 3. JURY MANAGEMENT

The function of managing jurors and juries for District Courts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06F-04 Rev. 1	<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 (acknowledge, 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 DM52-06F-05)</i>;</li><li>• Lists of impaneled juror <b>names</b> filed with/in the case file, covered by the appropriate case file records series in the <i>Official District and Municipal Court Records and Exhibits</i> section of this schedule;</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 DM2023-034))</i>.</li></ul>	<p><b>Retain</b> until end of term for which juror was summoned <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
DM52-06F-05 Rev. 1	<b><i>Jury Duty – Special Questionnaires</i></b> 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. Excludes general questionnaires filled out by all potential jurors summoned for jury duty covered by <i>Jury Duty – General (DAN DM52-06F-04)</i> .	<b>Retain</b> until completion of proceeding <u>and</u> expiration of appeal period for case for which juror was selected <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 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.

### ***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.

### ***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)

### ***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.

### ***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.

### ***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.



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### **3. Policy for Therapeutic Courts staffed by Non-Judicial Employees**

**October 23, 2024**

**TO:** Data Dissemination Committee  
**FROM:** Kevin Cottingham, AOC Data Dissemination Administrator  
**RE:** Policy for Non-Court Community Court Staff

As part of a general statewide effort, many courts have developed various therapeutic courts—including community court, mental health court, drug court, and veteran’s courts, among others—to “identify and address the underlying challenges of court participants that may contribute to further criminal activity. [Their] goal is to build stronger and safer neighborhoods and reduce recidivism”<sup>1</sup> and they are found at each level of trial court in the state.

Generally speaking, community courts are staffed by court personnel, but smaller jurisdictions might not have the funding to fully fund all roles. Even courts in larger jurisdictions benefit from the involvement of non-judicial staff in the process. King County describes their community courts as “collaborative effort between King County District Court, local cities, service providers and other public agencies.”<sup>2</sup>

AOC has recently become aware that there is no uniform policy covering JIS access for non-judicial staff and I have been tasked with developing a policy and bringing it before the DDC.

The DDC previously approved a policy granting temporary RACFIDs for city and county-level IT staff who support the courts, broadening it from three six-month accounts to unlimited one-year accounts a few years ago. AOC recommends that the DDC further expand this policy to also cover city and county level community court staff who support the daily operations of the therapeutic courts. The proposed policy would read:

*The Data Dissemination Committee has agreed to allow unlimited, up to AOC’s discretion, temporary RACFIDs for ~~non-court~~ non-judiciary IT and therapeutic court*

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<sup>1</sup> <https://kingcounty.gov/en/court/district-court/courts-jails-legal-system/therapeutic-specialty-courts/community-courts>

<sup>2</sup> *Id.*

*staff. All accounts must be end-dated to expire after 12 months, but renewal is permitted if site coordinators contact AOC.*

JABS access here is useful, particularly determining the availability of services for a particular individual. Court staff conduct a “risk needs responsivity assessment”, taking into account an individual’s criminal history to determine the likelihood of success and whether they have been responsive to intervention in the past, among other indicators. Without JABS, personnel would have to route every request through court staff, who may be underfunded. An AOC staff member who supports therapeutic courts worked in one in the past and stated that her part-time position was funded by 17 different sources.

Governing these users through the courts specifically would also be useful, as courts are allowed to add users only through AOC’s web-based Manage User Form, which may only be submitted by designated site coordinators on each site. Each ticket is created in AOC’s internal ticketing system, and all requests will be visible and retained for audit purposes. Additionally, AOC’s security staff audit all accounts on a yearly basis, and these accounts would be subject to this audit.

## **4. Other Business**

**CASE TYPE SECURITY-Courts of Limited Jurisdiction**

Case Type	Public Defenders, Misc. (Level 20)	Law Enforcement Agencies (Level 22)	County Prosecutors, City Attorneys (Level 25)	Non-JIS Courts, CASA Orgs (Level 30)
<b>If a case does not have a "Well Identified Person" (WIP) associated with it, it will not display in JABS search results</b>				
Civil (CV)	YES	YES	YES	YES
Criminal Felony (CF)	YES	YES	YES	YES
Criminal Non-Traffic (CN)	YES	YES	YES	YES
Criminal Traffic (CT)	YES	YES	YES	YES
Infraction Non-Traffic (IN)	YES	YES	YES	YES
Infraction Traffic (IT)	YES	YES	YES	YES
Parking (PR)	YES	YES	YES	YES
Probable Cause (PC)	YES	YES	YES	YES
Small Claim (SC)	NO	NO	NO	NO

**CASE TYPE SECURITY-Superior Court**

Case Type	Public Defenders, Misc. (Level 20)	Law Enforcement Agencies (Level 22)	County Prosecutors, City Attorneys (Level 25)	Non-JIS Courts, CASA Orgs (Level 30)
<b>If a case does not have a "Well Identified Person" (WIP) associated with it, it will not display in JABS search results</b>				
Criminal (S1)	YES	YES	YES	YES
Civil (S2)	YES	YES	YES	YES
Domestic (S3)	YES	YES	YES	YES
Probate/Guardianship (S4)	YES	YES	YES	YES
Adoption/Paternity (S5)	NO	NO	NO	NO
Mental Illness/Alcohol (S6)	NO	NO	NO	NO
Juvenile Dependency (S7)	NO	NO	NO	NO
Open Juvenile Offender (S8)	YES	YES	YES	YES
Sealed Juvenile Offender (S8)	NO	NO	EXISTENCE ONLY	EXISTENCE ONLY
Judgment (S9)	YES	YES	YES	YES

**JABS SCREENS AVAILABLE FOR ACCESS**

Screen	Public Defenders, Misc. (Level 20)	Law Enforcement Agencies (Level 22)	County Prosecutors, City Attorneys (Level 25)	Non-JIS Courts, CASA Orgs (Level 30)
Case Summary	YES	YES	YES	YES
Abstract of Driving Record	YES*	NO	YES*	NO*
Docket	YES	YES	YES	YES
Domestic Violence inquiry	NO	NO	YES	YES
Case FTAs	YES	YES	YES	YES
Individual FTAs	YES	YES	YES	YES
Case Orders	YES	YES	YES	YES
Individual Orders	YES	YES	YES	YES
Case Proceedings	YES	YES	YES	YES
Individual Proceedings	YES	YES	YES	YES
Family Relationship History	NO	NO	YES	YES
Case Participants	YES	YES	YES	YES
Individual Warrants	YES	YES	YES	YES
eTicket	YES	YES	YES	YES
Plea/Sentence	YES	YES	YES	YES
Assessment	NO	NO	NO	NO

\*ADR is not controlled explicitly by level. Most level 20 and 25 users have access to ADR, but this may be configured for each site



Date	Group	Level of Access (20,22,25)	Purpose	Approved or Denied?
01/11/2012	Spokane County Superior Court Pretrial Services	Level 22	Case information	Approved
05/30/2012	Snohomish County office of Public Defense	Level 22	Case information	Approved
05/30/2012	WA DSHS Special Commitment Center	Level 22	Case information	Approved
12/07/2012	Snohomish County District Court (Judge Tam Bui)	Unspecified	Access to JABS for researcher hired by county dept of human services	Denied
12/06/2013	Health Care Authority	Level 22	Access to DCH & financial case history screens	Approved
02/28/2014	Washington State Liquor Control Board	Level 22	Investigate criminal history information	Denied
10/24/2014	Prosecutor/Public Defender	Levels 20 and 25	Access to JABS through court-maintained RACFIDs	Approved
10/24/2014	DSHS-CA	Level 22, with special permission to view case type 7s	Title IV-E Eligibility Specialists need in case processing	Approved
03/06/2015	Snohomish Co. PAO	Level 25	Research	Denied
09/10/2015	WSP Investigation & Criminal History Section	Level 25	Access to sealed juvenile records in keeping with RCW 13.50.260	Approved
12/04/2015	Center for Children Youth Justice (CCYJ)	Level 20	DCH screen	Deferred
02/26/2016	Spokane County District Court	Anything over public access	Provide logins to collections agency	Denied
06/24/2016	LAW advocates (Drive Legal Whatcom program)	Level 20	Access for volunteer attorneys and Rule 9 interns to facilitate program	Approved
12/02/2016	All JIS-Link level 20,22, and 25 users	Levels 20, 22 and 25	Transition all users to AOC-maintained JABS	Approved
02/24/2017	Umatilla Country District Attorney's office	Level 25	Level 25 access for an investigator	Denied
02/24/2017	Public Defender Association	Level 20	Facilitate the LEAD program	Approved, but only for LEAD-affiliated attorneys
02/24/2017	Public Defenders with Level 20 access	Level 20 with ADR	ADR tab	Approved
04/28/2017	Pasco Municiple/City of Pasco Finance Dept	JIS access through the court for one city finance dept. employee	Balance courts books	Approved
06/23/2017	Private Investigator working with conflict attorneys	Level 20 without ADR	JABS access	Approved
06/23/2017	City of Lacey Victim Advocate	Level 25	Access for Lacey Victim's Advocate	Approved
08/17/2017	King County Pre Trial Services	Level 20 without ADR	JABS access for county pre-trial investigators	Approved
10/27/2017	Lower ELWHA Klallam Tribe Counseling Services	Elevated JIS-Link access	Elevated JIS Link access	Denied
10/27/2017	City of Poulsbo Office of City Prosecutor	Level 25	DVI and FRC access for JIS-Level 25 users	Approved
10/27/2017	Bail Bond Recovery Agent (Kevin Kyzer)	Level 20	Elevated JIS Link Access	Tabled
03/02/2018	Bail Bond Recovery Agent (Kevin Kyzer)	Level 1 with addresses	Access to address information through JIS-Link	Denied
04/27/2018	Heritage Family Law PLLC	JABS access	JABS access	Denied
04/27/2018	Caseload Forcecast Council & DSHS Child Study & Treatment Center	Level 20, with JCS read-only access	Case forecasting and processing	Approved
06/22/2018	King County Bar Association - Volunteer Legal Services	Level 20	Volunteer legal services	Approved
10/26/2018	Verus Research	Odyssey Portal	access to dates of birth in the Odyssey Portal	Denied
02/22/2019	Washington Assoc. of Sheriffs and Police Chiefs	Level 22	Firearms regulations	Approved
06/26/2020	Harvard Law School	Level 1 fee-waived	Research	Approved
08/28/2020	DSHS Office of Forensic Mental Health Services	Level 20	Diversion facilitation	Approved
08/28/2020	Snohomish County Exec Office	Level 30	CASA org split from court	Approved
10/23/2020	Public Defender Association	Level 20	LEAD program	Approved
10/23/2020	DSHS Aging and Long Term Support Administration	Level 20	Diversion facilitation	Approved
10/23/2020	Washington State Institute for Public Policy	Level 20, with special permission to view case type 7s	Research	Denied
10/23/2020	Justice Steven Gonzalez	JABS access through the court	Access to law clerk for purposes of research. Level 1 account created instead, with recommendation that staffer work with AOC on research request	Denied

12/04/2020	Bellevue Police Dept	Level 22, with special permission to view case type 6s	Processing mental health records for the purpose of firearms regulation	Denied
06/25/2021	Data Driven Safety	Level 1 fee-waived	Records processing while KCDC records are not reportable	Denied
04/22/2022	Allison Osborne	Level 20	Social work with court contracts	Denied
02/23/2024	Friendship Diversion Services	Level 20	Diversion facilitation	Denied