



8. INVESTIGATION

The function of investigating criminal activity, agency operations and procedures, and employee conduct within the local law enforcement agency's jurisdiction.

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE12-01-03 Rev. 1	Case Assignment Control Logs documenting the assignment of criminal cases to detectives.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-062 Rev. 2	Case Files – Homicides (Solved) Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved. Includes, but is not limited to: <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). Excludes records covered by: <ul style="list-style-type: none"> <i>Criminal History Record Information (DAN LE07-01-05);</i> <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> 	Retain for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-061 Rev. 2	<p>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</p> <p>Case reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies or unfound missing persons where the case has not been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Bond and bail information;Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"><i>Criminal History Record Information (DAN LE07-01-05);</i><i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i>	<p>Retain for 75 years after case opened</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention)</p> <p>ESSENTIAL (for Disaster Recovery)</p> <p>OPR</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-063 Rev. 3	<p>Case Files – Sex Offenders and Sexually Violent Offenses</p> <p>Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in chapter 9A.44 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bond and bail information;• Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Criminal History Record Information (DAN LE07-01-05);</i>• <i>Criminal History Record Information – Non-Conviction Data (DAN LE2013-007).</i> <p><i>Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b).</i></p>	<p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington Association of Sheriffs and Police Chiefs for permanent retention.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-060 Rev. 3	<p>Case Files – Other Cases (Notorious/Historically Significant)</p> <p>Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance, such as cases that have:</p> <ul style="list-style-type: none">• Received significant media coverage;• Caused the agency to change policies/procedures or use new methods/technology;• Been frequently cited in scholarly/professional literature or subject of well-known books/films;• Otherwise been generally viewed by the community as important/significant, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bond and bail information;• Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Case Files – Homicides (Solved) (DAN LE2010-062);</i>• <i>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061);</i>• <i>Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063);</i>• <i>Criminal History Record Information (DAN LE07-01-05);</i>• <i>Criminal History Records Information – Non-Conviction Data (DAN LE2013-007).</i>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-064 Rev. 2	<p>Case Files – Other Cases (Routine)</p> <p>Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Bond and bail information;• Latent print evidence (latent print cards, photographic negatives, digital or photographic images, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Case Files – Other Cases (Notorious/Historically Significant)</i> (DAN LE2010-060);• <i>Criminal History Record Information</i> (DAN LE07-01-05);• <i>Criminal History Record Information – Non-Conviction Data</i> (DAN LE2013-007).	<p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE12-01-04 Rev. 1	<p>Case Logs</p> <p>Logs documenting case tracking information within the agency.</p>	<p>Retain until all inclusive case files have been destroyed/transferred <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-065 Rev. 1	<p>Court Disposition Information</p> <p>Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-11 Rev. 2	<i>Criminal Background Information Management</i> Records documenting the searching, management, and dissemination of criminal background information. Includes, but is not limited to: <ul style="list-style-type: none">• National Crime Information Center (NCIC) Inquiry Logs;• Secondary Dissemination Logs. <i>Note: Retention based on auditing requirements of the Washington State Patrol.</i>	Retain until completion of Washington State Patrol audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-066 Rev. 0	<i>Criminal History Audit Reports</i> Final reports of Washington State Patrol audit findings. <i>Note: Criminal history audit reports are retained by Washington State Patrol in accordance with the Washington State Patrol records retention schedule.</i>	Retain for 6 years after completion of Washington State Patrol audit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
LE07-01-02 Rev. 1	<i>Criminal History Audit Trail Files</i> Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.	Retain for 1 year after completion of Washington State Patrol audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-05 Rev. 3	<i>Criminal History Record Information</i> Criminal history record information as defined by RCW 10.97.030. Includes, but is not limited to: <ul style="list-style-type: none">• Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.050 or RCW 43.43.570;• Identifiable descriptions;• Notations of arrests, charges and dispositions;• Mug shots. Excludes the records of Washington State Patrol.	Retain until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-007 Rev. 1	<i>Criminal History Record Information – Non-Conviction Data</i> Criminal history record information (as defined by RCW 10.97.030) that consists entirely of non-conviction data (as defined by RCW 10.97.030) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with RCW 10.97.060. Excludes records covered by <i>Criminal History Record Information (DAN LE07-01-05)</i> .	Retain until deletion request from subject of non-conviction data is granted <i>or</i> until subject is deceased, whichever occurs sooner <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-004 Rev. 0	<p>Custodial Interrogation Recordings</p> <p>Electronic recordings of custodial interrogations as defined in section 2, chapter 329, Laws of 2021.</p> <p><i>Note: Retention based on requirement to retain custodial interrogation recordings throughout the length of any resulting sentence, including any period of community custody extending through final discharge. (Section 14 – chapter 329, Laws of 2021).</i></p> <p><i>Note: Retention requirements do not take effect until January 1, 2022.</i></p>	<p>Retain until final discharge of offender from custody (including community custody) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-069 Rev. 1	<p>Evidence/Property In Custody – Management</p> <p>Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. Does not include the actual evidence, which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Evidence/property in/out logs;• Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Executions Against Personal Property (DAN LE05-01-07);</i>• <i>Inmate Custody Files (Age 18 or Over) (DAN LE15-01-40);</i>• <i>Inmate Custody Files (Under Age 18) (DAN LE2010-038);</i>• <i>Property Seizure/Disposition (DAN LE03-01-08).</i>	<p>Retain for 6 years after disposition of property <i>and</i> 1 year after disposition of pertinent case file(s) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-070 Rev. 1	<i>Expungement/Sealing/Vacation of Records</i> Records relating to requests and orders for the expungement, sealing, or vacation of criminal information or records in accordance with WAC 446-16-025.	Retain for the current approved retention period for the records being expunged/sealed/vacated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2013-010 Rev. 0	<i>Fingerprint Analysis</i> Requests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and that do not relate to criminal or other investigations undertaken by the agency. Includes latent prints from crime scenes, arrestee or inmate prints, and ten prints or other prints received for identification purposes, correspondence and reports. Excludes: <ul style="list-style-type: none">Records covered by <i>Fingerprint Requests (Public)</i> (DAN LE2013-001);Ten prints or other fingerprints taken or received in regards to a concealed pistol license application or other permit/registration being processed by the agency and covered by a more specific DAN.	Retain for 3 years after request fulfilled <i>or</i> until returned to requesting agency <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-008 Rev. 0	<i>Internal Review/Post-Incident Analysis (Routine)</i> Records relating to formal or informal analysis of a given response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned. Includes, but is not limited to: <ul style="list-style-type: none">• Use of force forms and their review. Excludes records covered by <i>Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN 2022-003)</i> .	Retain for 6 years after completion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE06-01-04 Rev. 2	<i>Investigational Conversation Recordings</i> Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations. Excludes records covered by <i>Custodial Interrogation Recordings (DAN LE2022-004)</i> .	Retain for 1 year after transcribed verbatim and verified <i>or</i> until disposition of pertinent case file, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-077 Rev. 0	<i>Investigational Conversation Transcriptions</i> Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-071 Rev. 0	<i>Investigative Funds</i> Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to: <ul style="list-style-type: none">• Expense vouchers;• Receipt books for funds spent;• Ledgers;• Receipts for purchases.	Retain for 10 years after date of last expenditure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-072 Rev. 0	<i>Major Accident Response and Reconstruction (MARR)</i> Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to: <ul style="list-style-type: none">• Accident scene drawings and measurements;• Crash data logs.	Retain for 50 years after conclusion of investigation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-073 Rev. 1	<p>Polygraph Tests</p> <p>Records relating to polygraph examinations administered as part of a criminal case investigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Uninterpreted polygraph results;• Interpretive reports. <p>Excludes polygraph tests administered for non-criminal purposes covered by <i>Background Checks/Tests/Investigations (Non-Criminal)</i> (DAN LE2015-005).</p>	<p>Retain until disposition of pertinent case file <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2017-001 Rev. 1	<p>Recordings from Mobile Devices – Buffered Data/Images</p> <p>Automatically and continuously generated data and images that are captured by mobile recording devices, stored temporarily in the device, <i>and recorded over</i> as part of routine device operations <u>without being accessed</u>.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Data and images (including any “pre-event” or “post-event” buffer) that are part of a manually or automatically triggered event recording, covered by <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)</i>;• Any data and images that are accessed before being recorded over (e.g., if a triggered recording does not record successfully, if the agency reviews recorded images/data that are <u>not</u> part of a triggered event recording, etc.) covered by <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08)</i> and <i>Recordings from Mobile Devices – Incident Not Identified (DAN LE09-01-09)</i>;• <i>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001)</i>.	Destroy as part of routine device operations <i>as defined by agency policy</i> .	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-08 Rev. 3	<p>Recordings from Mobile Devices – Incident Identified</p> <p>Recordings, created by the law enforcement agency using mobile recording devices, and whether manually or automatically triggered, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes all mobile recordings, regardless of where recording device is mounted, such as:</p> <ul style="list-style-type: none">• Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.);• Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);• Dogcam (on an animal's body – canine, equine, etc.);• Drone (unmanned aerial vehicle or any other remote controlled equipment). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i>• <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001).</i>	<p>Retain until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2016-001 Rev. 2	<p>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras)</p> <p>Recordings, created by the law enforcement agency using body worn cameras, <i>provided that</i> the recording is <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i>• <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i>• <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i>• <i>Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras) (DAN LE09-01-09).</i> <p><i>Note: Retention based on 60-day requirement for certain body worn camera recordings (RCW 42.56.240).</i></p>	<p>Retain for 60 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-09 Rev. 5	<p>Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras)</p> <p>Recordings, created by the law enforcement agency using mobile recording devices (other than body worn cameras), and whether manually or automatically triggered, that are <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes, but is not limited to mobile recordings such as:</p> <ul style="list-style-type: none">• Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);• Dogcam (on an animal's body – canine, equine, etc.);• Drone (unmanned aerial vehicle or any other remote controlled equipment). <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i>• <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i>• <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i>• <i>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001).</i>	<p>Retain for 90 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2013-008 Rev. 0	<i>Suspicious Matter Testing</i> Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes. Includes, but is not limited to: <ul style="list-style-type: none">• Test requisitions;• Testing and analysis notes, data, and reports (findings of fact reports, leaf marijuana test notes, etc.). Excludes: <ul style="list-style-type: none">• Records covered by <i>Suspicious Matter Testing – Logs (DAN LE2013-009)</i>;• Testing reports and other testing records that are part of a case file.	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2013-009 Rev. 0	<i>Suspicious Matter Testing – Logs</i> Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter. Excludes records covered by <i>Suspicious Matter Testing (DAN LE2013-008)</i> .	Retain for 3 years after date of latest entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2022-011 Rev. 0	<i>U-Visa / T-Visa Records</i> Records relating to the law enforcement agency's involvement with U-visas for victims of crime and T-visas for victims of human trafficking.	Retain for 6 years after last contact with individual <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE07-01-03 Rev. 1	Career Criminals Records relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case file.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE14-01-01 Rev. 1	Confidential Informants Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.	Retain until termination of confidential informant status <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE07-01-04 Rev. 2	Crime Analysis Files Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.	Retain for 1 year after completion of analysis <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE12-01-08 Rev. 2	Field Interrogation Reports Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention. Excludes records covered by <i>Custodial Interrogation Recordings (DAN LE2022-004)</i> .	Retain for 1 year after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



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The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-074 Rev. 0	<i>Intelligence Files</i> Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-075 Rev. 0	<i>Intercepted Communications/Conversations – Recorded</i> Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040. Includes, but is not limited to: <ul style="list-style-type: none">• Authorization(s);• Recordings.	Retain until disposition of pertinent case file <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-076 Rev. 0	<i>Intercepted Communications/Conversations – Not Recorded</i> Records relating to <u>unfulfilled</u> authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.	Retain until expiration of authorization <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE14-01-02 Rev. 1	<i>Organized Crime</i> Records relating to the investigation of organized crime. Includes, but is not limited to: <ul style="list-style-type: none">• Criminal Activity Profiles (CAPs);• Incidental documents;• Name/individual subject records.	Retain for 3 years after conclusion of investigation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPM



8.2 INTELLIGENCE

The activity of collecting information related to suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-078 Rev. 0	<i>Strip/Body Cavity Searches</i> Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150. Includes, but is not limited to: <ul style="list-style-type: none">• Authorizations and warrants;• Statements of results/reports.	Retain for 6 years after date of search <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE03-01-40 Rev. 1	<i>Special Weapons and Tactics (SWAT)</i> Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case file.	Retain for 2 years after completion of mission/operation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE21-01-06 Rev. 1	<i>Vehicle Histories</i> Records relating to information compiled on vehicle types and/or models involved in criminal activities.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8.3 JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which may otherwise have a longer retention but are eligible for early destruction pursuant to RCW 13.50.270.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-008 Rev. 0	Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with <u>RCW 13.50.270(1)(b)</u> . Excludes the notification of eligibility <u>and</u> the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i> .	Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-009 Rev. 0	Juvenile Records – Pardon Notification Received from Office of the Governor 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). Excludes the notification of pardon and the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i> .	Upon receipt of pardon notification received from the Office of the Governor, Destroy juvenile records within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-010 Rev. 0	Juvenile Records – Destruction Ordered by Court Juvenile records ordered to be destroyed by the court in accordance with RCW 13.50.270(3) or any (other) court order . Excludes the notification of destruction and the records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i> .	Upon receipt of court order, Destroy juvenile records.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.3 JUVENILE OFFENSE RECORDS ELIGIBLE FOR EARLY DESTRUCTION

This section covers juvenile records which may otherwise have a longer retention but are eligible for early destruction pursuant to RCW 13.50.270.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-011 Rev. 0	<p><i>Juvenile Records – Juvenile Attains Age 23</i></p> <p>Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age <u>and</u> where the local government agency has developed procedures for the routine destruction of certain records pursuant to RCW 13.50.270(4).</p> <p>Excludes records documenting the destruction of the juvenile records, which are covered by <i>Destruction of Public Records (DAN GS50-09-06 / GS 11005)</i>.</p>	<p>Retain until juvenile attains 23 years of age <i>then</i> Destroy according to agency policy/procedures.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



9. LEGACY RECORDS

This section covers records no longer being created/received by law enforcement agencies, where the existing records have not yet reached their minimum retention period or been transferred to Washington State Archives.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-009 Rev. 0	<i>Legacy Arrest Register Volumes and Mug Shot Books</i> Previously compiled volumes of arrests and mug shots prior to contemporary management of criminal history records. Excludes contemporary records covered by <i>Criminal History Record Information (DAN LE07-01-05)</i> .	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR