

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>INCIDENT REPORTS</b>				Schedule Number: <b>L12</b>		
SERIE S NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	FIELD INTERROGATION REPORTS Consist of a limited informational report filled out by an officer on persons or vehicles that are suspicious at the time or place of contact, not of a criminal nature. It records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer's name who is conducting the interrogation and reason(s) stopped. No arrests are made or other reports filed of this momentary detention.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L12-01-08	
9.	LAW ENFORCEMENT REPORTS, STUDIES OR DATA QUERIES Having legal or fiscal value, such as reports covering use of equipment, personnel resources assigned, reports on crime or kinds of criminal activity in specific neighborhoods, individual officer notebooks, daily communications or other internal reports.	OPR	5 years or longer if needed to meet any legal obligations	Those having no legal or fiscal value or a secondary copy can be destroyed when obsolete or superseded	L12-01-09	NOTE: Reports and studies analyzing law enforcement activity within a municipality for specific kind of criminal activity or a given area may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research
10.	MISSING PERSON/RUNAWAY RECORDS	OFM	5 years or Until located	Destroy when obsolete or superseded	L12-01-10	
11.	OFFENSE/INCIDENT REPORTS Offense and supplement offense reports; investigation reports and notes; witness and suspects statements; results of chemical analysis and polygraph tests; crime scene information and photographs; citations used in lieu of writ.  <b>Series revised – changed Special Instructions remarks following “See Appendix A” – 10/05</b>	OFM	5 years Unsolved homicide – PERMANENT Abduction/Violent Sex Offenses – <b>See remarks</b>	Destroy when obsolete or superseded	L12-01-11	Reference CHRI Supplement – See <a href="#">Appendix A</a> Records of any investigative reports pertaining to sex offenders contained 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 Sheriff's and Police Chiefs consistent with RCW 40.14.070.
12.	SUPPLEMENTAL INDEX FILES Separate from Case Files – used as a tickler.	OFM	30 days	Destroy when obsolete or superseded	L12-01-12	

CATEGORY I –	RETENTION	EXCEPTIONS
<p><b>SERIES VIOLENT OFFENSES, VIOLENT OFFENSES, AND SEX OFFENSES</b> Includes all arrest and charges for serious violent offenses, violent offenses, and sex offenses that require lifetime registration (refer to RCWs that identify these types of charges). If the charge is “attempt”, the purge criteria will remain the same. These are also considered Class A offenses for which an “order to vacate” is not permitted or issued by the court.</p>	<p>Purge when the defendant’s age is 90 and/or 25 years from date of discharge from supervision (as defined in the RCW), whichever is longer <u>Convicted Sex Offenders should be retained longer</u> -see exceptions</p>	<p>Exceptions to age 90:</p> <ol style="list-style-type: none"> <li>1. May be destroyed after 25 years from date of discharge from supervision (as defined in RCW) under the following circumstances: <ol style="list-style-type: none"> <li>a. Charge is reduced to a non-violet felony (Class B or C), and</li> <li>b. There is no prior or subsequent non-traffic conviction record in this state, another state, or federal court</li> </ol> </li> <li>2. Records of any investigative reports pertaining to sex offenders contained 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 Sheriff’s and Police Chiefs consistent with RCW 40.14.070.</li> </ol>
CATEGORY II	RETENTION	EXCEPTIONS
<p><b>NON VIOLENT FELONY CHARGES</b> Includes all arrests and charges for non-violent felony charges as defined by RCW. These would include all Class B and C felonies.</p> <p>For Retention period purposes, these felonies as defined by RCW will have an available sentence of more than one year in jail.</p>	<p>Purge when the defendant’s age is 80 and/or 15 years from date of discharge from supervision (as defined in RCW) whichever is longer. - see exceptions</p>	<p>Exception to age 80</p> <ol style="list-style-type: none"> <li>1. Destroy after 15 years from date of discharge from supervision (as defined in RCW) under the following circumstances: <ol style="list-style-type: none"> <li>a. Charge is reduced to a gross or misdemeanor; and</li> <li>b. There are no prior or subsequent non-traffic conviction records in this state, another state, or federal court.</li> </ol> </li> </ol> <p>Note: Subjects convicted for Class B or C felony and having no prior convictions may request the Court to vacate the felony conviction if they have received a Certificate of Rehabilitation. If the Court grants the order, the record is treated as non-conviction. The RCW does not mandate that the agency destroy the record only that it must be treated as non-conviction and it’s release for employment, licensing or background checks are prohibited. Also, any conviction for DV offenses eliminates the subject from this category and moves the record to Category I. Similarly, any conviction for 3-Strikes moves the record into Category I</p>