

3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
		Kendel Will	509-335-8304	1072

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-064 Rev. 2	<p>Case Files -- Other Cases (Routine) 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. 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>For WSUPD purposes, includes:</p> <ul style="list-style-type: none"> Drug test reports involving students; Planning related to special events; Incidents that occurred during the events; Items of general interest to employees; Internal office memos containing information of a temporary nature. <p>Excludes:</p> <ul style="list-style-type: none"> Records covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060); Records covered by Criminal History Record Information (DAN LE07-01-05); Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); or Criminal History Record Information – Non-Conviction Data (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
LE2010-062 Rev. 2	<p>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:</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:</p> <ul style="list-style-type: none"> Records covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060); Records covered by Criminal History Record Information (DAN LE07-01-05); Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); or Criminal History Record Information – Non-Conviction Data (DAN LE2013-007). 	<p>Retain for 20 years after case opened <i>and</i> until no longer needed for University business <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

<input checked="" type="checkbox"/> UNIVERSITY RECORDS OFFICER APPROVAL The above retention periods have been approved by the State Records Committee.	RECORDS OFFICER NAME Deborah Bartlett	RECORDS OFFICER CONTACT INFORMATION Office of Procedures, Records, and Forms Pullman, WA 99164-1225; 509-335-2005	RECORDS OFFICER SIGNATURE 	Page 1 of 19
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Washington State University Records Retention Schedule
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LE2010-061 Rev. 2	<p>Case Files – Homicide (Unsolved), Missing Persons (Not Found), and Unidentified Bodies 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. 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:</p> <ul style="list-style-type: none"> • Records covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-60); • Records covered by Criminal History Record Information (DAN LE07-01-05); Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); or Criminal History Record Information – Non-Conviction Data (DAN LE2013-007). 	<p>Retain for 75 years after case opened and until no longer needed for University business then Transfer to Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>
LE2010-060 Rev. 3	<p>Case Files – Other Cases (Notorious/Historically Significant) Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance. 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:</p> <ul style="list-style-type: none"> • Records pertaining to sex offenders as defined in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b). • Records covered by Criminal History Record Information (DAN LE07-01-05); Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); or Criminal History Record Information – Non-Conviction Data (DAN LE2013-007). <p><i>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files and Inmate Custody Records.</i></p>	<p>Retain until no longer needed for University business then Transfer to Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

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LE2010-063 Rev. 3	<p>Case Files – Sex Offenders and Sexually Violent Offenses 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. 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:</p> <ul style="list-style-type: none"> • Records covered by Criminal History Record Information (DAN LE07-01-05); Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); or Criminal History Record Information – Non-Conviction Data (DAN LE2013-007). <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 and 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
LE12-01-04 Rev. 1	<p>Case Logs Logs documenting case tracking information within the WSUPD.</p>	<p>Retain until all inclusive case files have been destroyed/transferred <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-12 Rev. 1	<p>Citations/Notices of Infraction – Issued to Officer Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipts for books and/or devices issued. <p><i>Note: Unissued/blank citation forms are covered by Forms -- Accountable (DAN GS 12004; see All-Univ Rtn Sched--Recs Mgmt Files table).</i></p>	<p>Retain for 3 years after date of issuance OR until completion of State Auditor's report, <i>whichever is sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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LE07-01-06 Rev. 3	<p>Citations/Notices of Infraction Issued -- All Others Records relating to criminal or non-criminal citations issued to alleged violators (such as traffic and non-traffic citations). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095). 	<p>Retain for 3 years after date of issuance OR until completion of State Auditor's report, <i>whichever is sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-095 Rev. 2	<p>Citations/Notices of Infraction Issued -- Driving Under the Influence Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as defined in RCW 46.61.502. Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by Citations/Notices of Infraction -- All Others (DAN LE07-01-06). <p><i>Note: Retention based on 10-years requirement to allow individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor (RCW 46.61.502)</i></p>	<p>Retain for 10 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69062	<p>Clery Reporting Files Provides a record of annual security reporting to comply with <i>Clery Act</i> requirements and supporting records used in compiling the reports. Includes, but is not limited to, data from case files, daily activity logs, and internal review/investigation files; correspondence involving WSUPD personnel and also external law enforcement agencies; communications to campus community members.</p>	<p>Retain for 7 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE12-01-13 Rev. 1	<p>Collision Reports Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State Patrol in accordance with RCW 46.52.030.</p>	<p>Retain until submitted to Washington State Patrol <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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LE2022-003	<p>Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) Records relating to complaints, grievances, misconduct, etc. (including their related internal reviews/investigations) involving peace officers or corrections officers. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Misconduct and equal employment opportunity complaints, whether founded or unfounded; • Progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records; • Other records needed to comply with the requirements set forth in RCW 43.101.095 (Peace and Corrections Officer Certification) and 43.101.135 (Notice to Criminal Justice Training Commission of peace or corrections officer termination). <p>Excludes:</p> <ul style="list-style-type: none"> • Complaints, grievances, and misconduct records for corrections officers employed by state agencies; • Records covered by <i>Prison Rape Elimination Act (PREA) - Allegations, Investigations, Incident Review (DAN LE2015-003)</i>. <p><i>Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4) and RCW 43.101.135(7)(b)).</i></p>	<p>Retain for 10 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-065 Rev. 1	<p>Court Disposition Information 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 University business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE05-01-04 Rev. 2	<p>Court Orders/Warrants/Writs -- Acted Upon Records relating to the tracking and delivery of official documents requiring a process to be served by the WSU Police Department (WSUPD), including action taken on orders, warrants and writs not originally filed with the WSUPD. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Domestic violence information sheets; • Service slips and logs (including face sheets and day tickets); • Returns of service; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). <p>Excludes summonses that become part of a case file.</p>	<p>Retain for 6 years after last entry or action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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LE07-01-12 Rev. 2	<p>Court Orders/Warrants/Writs -- Not Acted Upon Orders issued by a court and filed with the WSUPD where the WSUPD has taken no subsequent action. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Anti-harassment, no contact, protection, restrictive area, SODA/SOAP orders; • Documentation that order, warrant, or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). <p>Excludes court orders served on the WSUPD covered by Compulsory Process Served on the University (Not Party to Litigation) (DAN GS 18006; see All-Univ Recs Rtn Schedule--Legal Files table).</p>	<p>Retain until expired, vacated, terminated, or superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-025 Rev. 1	<p>Crime Prevention Programs Records relating to the management of crime prevention programs. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Crime Stoppers; • Block, business, and/or house watches. <p>For WSUPD purposes, includes:</p> <ul style="list-style-type: none"> • Active shooter; • Public programs. <p>Excludes records covered by Ride-Along Program (DAN LE03-01-38). For WSUPD purposes, records with Archival value are covered by Establishment/Development History of University/Programs (DAN GS 10013) in All-Univ Recs Rtn Sched Admin--General Office Records table.</p>	<p>Retain for 1 year after obsolete or suspended <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2010-066	<p>Criminal History Audit Reports 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></p>	<p>Retain for 6 years after completion of Washington State Patrol audit <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE07-01-02 Rev. 1	<p>Criminal History Audit Trail Files Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.</p>	<p>Retain for 1 year after completion of Washington State Patrol audit <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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LE07-01-05 Rev. 3	<p>Criminal History Record Information Criminal history record information as defined by RCW 10.97.030. Includes, but is not limited to:</p> <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. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by Reference Materials (DAN GS 50013; see All-Univ Recs Rtn Schedule--Admin-General Office Recs table). For WSUPD purposes, this record series covers felonies, gross misdemeanors, and misdemeanors with fingerprints.</p>	<p>Retain until transmitted to Washington State Patrol and until no longer needed for University business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69072	<p>Criminal History Record Information – Misdemeanors (Without Fingerprints) Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots. <p>Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by Reference Materials (DAN GS 50013; see All-Univ Recs Rtn Schedule--Admin-General Office Recs table).</p> <p><i>(NOTE: The state now covers this record by Criminal History Record Information LE07-01-05. However, WSP Criminal History division advises that these records be kept for the stated retention period because they are not sent to the WSP.)</i></p>	<p>Retain until offender attains 99 years of age OR until offender is deceased, <i>whichever occurs sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

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LE2013-007 Rev. 1	Criminal History Record Information – Non-Conviction Data 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: <ul style="list-style-type: none"> Records covered by Criminal History Record Information (DAN LE07-01-05); or Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 17-06-69072); Copies of rap sheets printed from state or federal criminal history databases which are covered by Reference Materials (DAN GS 50013; see All-Univ Recs Rtn Schedule--Admin-General Office Recs table). 	Retain until deletion request from subject of non-conviction data is granted OR until subject is deceased, <i>whichever occurs sooner,</i> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
LE2010-032	Criminal History Validations -- A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center/National Crime Information Center (WACIC/NCIC) Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050.	Retain 3 years after date of validation OR until completion of Washington State Patrol audit, <i>whichever is sooner,</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE07-01-08 Rev. 1	Dockets/Process Logs Logs, dockets or lists of civil and criminal processes received by the WSUPD.	Retain for 3 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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LE2013-006	<p>Evidence Audits Records relating to evidence room audits conducted by the WSUPD's own staff to determine compliance with applicable policies, procedures and requirements for the management of evidence. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence relating to evidence audits; • Notes, logs, or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by Internal Audits/Consultations -- Final Reports (DAN GS 04001); • Records covered by External Audits/Reviews of University -- Final Reports (DAN GS 04006), including examinations by State Auditor and Washington Association of Sheriffs and Police Chiefs (WASPC). 	<p>Retain for 4 years after completion of auditor's report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-069 Rev. 1	<p>Evidence/Property In Custody -- Management Records documenting the intake, management, and disposition of property acquired by the WSUPD 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 University policy. 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:</p> <ul style="list-style-type: none"> • Records covered by Executions Against Personal Property (DAN LE05-01-07) or Property Seizure/Disposition (DAN LE03-01-08); • Records covered by Public Disclosures/Records Requests (DAN GS 05001; see All-Univ Recs Rtn Sched-- Public Affairs and Public Disclosure Recs table). 	<p>Retain for 6 years after disposition of property and 1 year after disposition of pertinent case file(s), <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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LE05-01-07 Rev. 1	Executions Against Personal Property Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with chapter 6.17 RCW. Includes, but is not limited to: <ul style="list-style-type: none"> • Civil worksheets; • Writs and granting orders; • Continuation reports; • Descriptions of property involved. 	Retain for 6 years after date of seizure or stay <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-070	Expungement/Sealing/Vacation of Records 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
LE15-01-30	Facility Registers Summary of information created in accordance with RCW 70.48.100, documenting persons who are admitted into, transferred between, or released from corrections facilities, jails, or temporary holding cells. Excludes summary records of juvenile holding or detention covered by Detention Log (DAN SS50-28-04).	Retain until no longer needed for University business <i>then</i> Transfer to Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
LE2013-010	Fingerprint Analysis 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 WSUPD. 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 Fingerprint Requests (Public) (DAN LE2013-001); • Ten prints or other fingerprints taken or received in regard to a concealed pistol license application or other permit/registration being processed by the WSUPD 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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LE2013-001 Rev. 1	<p>Fingerprint Requests (Public) Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons unrelated to criminal or other investigations of the WSUPD. For example, the requestor may be requesting fingerprints to provide for a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency. Excludes records covered by:</p> <ul style="list-style-type: none"> • Fingerprint Analysis (DAN 17-06-69079); • Financial Transactions--General (DAN GS 01001; see All-Univ Recs Rtn Schedule--Acct/Fiscal Recs table) 	<p>Retain for 3 years after request fulfilled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58744 Rev. 1	<p>Gun Checks / Stored Firearms Includes owner identification data and description of firearm stored with Public Safety Office in compliance with University policy and procedures and WAC 504-26-213. Verifies temporary custody of firearm by Public Safety Office and date firearm returned to student-owner. (NOTE: This records series is discontinued, effective September 30, 2019. The WSU Police Department is responsible for retaining any existing records until the end of the stated retention period. Series to be removed from the department's schedule after September 30, 2025.)</p>	<p>Retain for 6 years after firearm is returned to student <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR Discontinued; Legacy Series
LE21-01-04 Rev. 1	<p>Impound Logs Logs documenting impounds reported to the WSUPD by registered tow truck operators.</p>	<p>Retain for 3 years after date of log entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE21-01-02 Rev. 1	<p>Impounds/Abandoned Vehicles Records relating to vehicles impounded by the WSUPD. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Impound/abatement records; • Tow-away notices; • Requests for information; • Notices to owner(s) and/or lien holder(s); • Affidavits; • Transfers of ownership; • Bills of sale. 	<p>Retain for 3 years after disposition of vehicle <i>OR</i> until completion of State Auditor's report, whichever is sooner <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

<input checked="" type="checkbox"/> UNIVERSITY RECORDS OFFICER APPROVAL The above retention periods have been approved by the State Records Committee.	RECORDS OFFICER NAME Deborah Bartlett	RECORDS OFFICER CONTACT INFORMATION Office of Procedures, Records, and Forms Pullman, WA 99164-1225; 509-335-2005	RECORDS OFFICER SIGNATURE 	Page 11 of 19
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3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
		Kendel Will	509-335-8304	1072

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-074	Intelligence Files 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 WSUPD business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69089	Internal Review/Investigation -- Recordings (Transcribed Verbatim) Digital or analog recording(s) of investigational conversations with victim, suspect, witness, or other individual associated with an internal review or investigation provided that the: 1) The digital/analog recording is transcribed verbatim and verified; and 2) The transcription is retained with the associated investigation/review records covered by Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003).	Retain recording(s) for 1 year after transcribed and verified <i>then</i> Destroy the recording(s).	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2022-008	Internal Review/Post-Incident Analysis (Routine) 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 use of force forms and their review. Excludes records covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN 2022-003).	Retain for 6 years after completion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-071	Investigative Funds Records relating to University 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

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Washington State University Records Retention Schedule
Version 2.1 (February 7, 2024)

3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
		Kendel Will	509-335-8304	1072

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2015-008	Juvenile Records -- Destruction Eligibility Notification Received from Juvenile Court Juvenile records identified by the Juvenile Court as eligible to be destroyed in accordance with RCW 13.50.270(1)(b). Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005; see All-Univ Rtn Sched--Records Mgmt Files table).	Upon receipt of notification of destruction eligibility from Juvenile Court, Destroy juvenile records within 90 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-010	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 Destruction of Public Records (DAN GS 11005; see All-Univ Rtn Sched--Records Mgmt Files table).	Upon receipt of court order, Destroy juvenile records.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-011	Juvenile Records -- Juvenile Attains Age 23 Records relating to juvenile offenses and diversions where the juvenile has attained 23 years of age and where the University has developed procedures for the routine destruction of certain records pursuant to RCW 13.50.270(4). Excludes records documenting the destruction of the juvenile records, which are covered by Destruction of Public Records (DAN GS 11005; see All-Univ Rtn Sched--Records Mgmt Files table).	Retain until juvenile attains 23 years of age <i>then</i> Destroy according to University policy/procedures.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2015-009	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 Destruction of Public Records (DAN GS 11005; see All-Univ Rtn Sched--Records Mgmt Files table).	Upon receipt of pardon notification received from the Office of the Governor, Destroy juvenile records within 30 days.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-026	Lock-Outs Records relating to the provision of assistance to citizens who have locked themselves out of houses or vehicles. Excludes waivers of liability covered by Contracts and Agreements (DAN GS 01050; see All-Univ Rtn Sched--Accounting/Fiscal Recs table).	Retain for 3 years after date of lock-out <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME Kendel Will	CONTACT TELEPHONE 509-335-8304	MAIL CODE 1072
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2010-072	<p>Major Accident Response and Reconstruction (MARR) Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accident scene drawings and measurements; • Crash data logs. 	<p>Retain for 50 years after conclusion of investigation <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
LE07-01-11 Rev. 2	<p>Criminal Background Information Management Records documenting the searching, management, and dissemination of criminal background information. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • National Crime Information Center (NCIC) Inquiry Logs; • Secondary Dissemination Logs. <p><i>Note: Retention based on auditing requirements of the Washington State Patrol.</i></p>	<p>Retain until completion of Washington State Patrol audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS 03042 Rev. 1	<p>Personnel – Employment History Files [WSUPD Non-Peace/Correction Officer Staff] Records relating to an individual’s employment history with the WSU Police Department and the documentation related to the position held. Also includes records relating to a volunteer’s service with the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes, and appointment letters; • Position eligibility and position held; • Eligibility requirements for position (certifications, transcripts); • Disclosure of information to prospective employers in accordance with RCW 4.24.730. <p>For WSUPD purposes, includes drug test reports. Excludes records covered by:</p> <ul style="list-style-type: none"> • Complaints and Grievances – Exonerated (DAN GS 03006); • Complaints and Grievances – Upheld (DAN GS 03003); • Performance Evaluations – Employee (DAN GS 03002); • Retirement Verification (DAN GS 03032). <p><i>Note: See State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures</i></p>	<p>Retain for 6 years after date of separation from WSUPD <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

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3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME Kendel Will	CONTACT TELEPHONE 509-335-8304	MAIL CODE 1072
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-010	<p>Personnel Records (Peace/Corrections Officers) Personnel records for any peace officers or corrections officers relating to an individual's employment history with the WSU Police Department and the documentation related to the position held. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Records typically covered by Employee Work History (DAN GS50-04B-06)/Personnel – Employment History Files (DAN GS 03042) for other non-peace/corrections officers; Oaths of office; Off-duty authorizations/commissions; Other records needed to comply with the requirements set forth in RCW 43.101.095 (Peace and Corrections Officer Certification) and 43.101.135 (Notice to Criminal Justice Training Commission of peace or corrections officer termination). <p>For WSUPD purposes, includes drug test reports for peace/correction officer staff. Excludes:</p> <ul style="list-style-type: none"> Personnel records for corrections officers employed by state agencies Records covered by Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN 2022-003); Records covered by Employee Retirement/Pension Verifications (DAN GS2017-009) / Retirement Verification (DAN GS 03032). <p>Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).</p>	<p>Retain for 10 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LE2010-058 Rev. 1	<p>Property Forfeited Records relating to personal and/or real property forfeited to the WSUPD in accordance with RCW 69.50.505. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Documentation of auction and/or proceeds realized from disposition; Property retained for University use; Forfeiture hearing tapes. <p>Excludes records relating to property retained for law enforcement use in accordance with chapters 63.32, 63.40, and 63.42 RCW. Note: RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</p>	<p>Retain for 7 years after date of forfeiture <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
LE25-01-01 Rev. 1	Property Registration Records relating to personal property registered with the WSUPD for recovery if lost or stolen. Personal property may include, but is not limited to, computers, bicycles, personal electronic devices, cellular telephones.	Retain until no longer needed for University business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-08 Rev. 3	Property Seizure/Disposition Records relating to the seizure or disposition of non-University property to satisfy a court judgment or order. Includes, but is not limited to: <ul style="list-style-type: none"> • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds. 	Retain for 6 years after disposition of property <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LE09-01-08 Rev. 3	Recordings from Mobile Devices -- Incident Identified Recordings, created by the WSUPD using mobile recording devices, and whether manually or automatically triggered, that are known to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result. Includes all mobile recordings, regardless of where recording device is mounted, such as: <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). 	Retain until matter resolved and until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
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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) Recordings, created by the WSUPD using mobile recording devices (other than body worn cameras subject to RCW 42.56.240), and whether manually or automatically triggered, that are not known 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"> • Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08); • Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW 42.56.240) (DAN LE2016-001). 	<p>Retain for 90 days after date of recording <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
LE2016-001 Rev. 2	<p>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) Recordings, created by the WSUPD using body worn cameras, provided that the recording is:</p> <ul style="list-style-type: none"> • Captured using a body worn camera subject to RCW 42.56.240; and, • Not known to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08); • Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras) (DAN LE09-01-09). <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
LE03-01-38 Rev. 2	Ride-Along Program Record relating to public participation in WSU Police Department (WSUPD) Ride-Along programs.	Retain for 3 years after participant's ride-along <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE20-01-03 Rev. 2	Sex/Kidnapping Offender Registration, Monitoring, and Contacts Records documenting the registration and/or monitoring of sex and kidnapping offenders in the WSUPD's jurisdiction, and/or any associated contacts with offenders. Includes, but is not limited to, records relating to sex/kidnapping offender community notifications.	Retain for 6 years after offender leaves the WSUPD's jurisdiction OR 6 years after termination of offender's registration requirement, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LE03-01-40 Rev. 1	Special Weapons and Tactics (SWAT) 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 Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LE2010-057	Suspension/Trespass/Expulsion Notices Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location. Includes, but is not limited to: <ul style="list-style-type: none"> • Transit suspensions; • Trespass notices; • Expulsion notices. 	Retain for 1 year after cancelled or expired and until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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Washington State University Records Retention Schedule
Version 2.1 (February 7, 2024)

3040: WSU Police Department	SUBUNIT NAME	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE03-01-47 Rev. 1	Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR) Reports prepared on a monthly basis documenting UCR and/or NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.	Retain until no longer needed for University business <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
LE15-01-59	Warrant Holds Records relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended. Includes, but is not limited to: <ul style="list-style-type: none"> • Hold warrants; • Documentation relating to transfer of offender. 	Retain for 6 years after cancelled or inmate transferred <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
lega Rev. 1	Weapons (WSU Police Department-Issued) Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by WSU Police Department personnel. Includes, but is not limited to: <ul style="list-style-type: none"> • Records of issuance, gift, and loss; • Records of inspection, maintenance and certification. 	Retain for 3 years after disposal of weapon <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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