
Using Records Retention Schedules: Strategies for Managing Sex Offender Case Records

Purpose: Provide guidance to law enforcement agencies on how to comply with transferring sex offender case records to the Washington Association of Sheriffs and Police Chiefs (WASPC) in accordance with RCW 40.14.070 while also complying with retention requirements of RCW 5.70.010.

Evidence Tracking Records

- In addition to the case records, the law enforcement agency should have separate basic records that track the evidence in its custody and identify the relevant case records.

What to Do 5 Years After Case Closed

Law enforcement agencies should:

1. **Transfer the Case Records to WASPC** – Investigatory reports and records are retained permanently by WASPC and remain accessible to the law enforcement agency, and thus continue to be maintained for the purposes of RCW 5.70.010;

AND

2. **Retain** only sufficient records to track the evidence and link it back to the case record in WASPC's custody, in accordance with Evidence/Property in Custody – Management (DAN LE2010-069).

What to Do if Case Records Are Needed Again

In the event that the case records are needed again, law enforcement agencies should:

1. **Retrieve** a copy of the case record from WASPC;

AND

2. **Match** the case record back to the evidence using the evidence tracking records.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**