



## PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

### RECORDS MANAGEMENT PROGRAM

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**1. AGENCY DEPARTMENT/DIVISION/SECTION**

King County Sheriff / Technical Services / Automated  
Finger Print Identification Systems AFIS (King County  
Regional AFIS Program)

**2. DEPARTMENT-DIVISION-  
SECTION [DDS]**

SHERIFF-TECHSVCS-(AFS) /  
110105

**3. TOTAL NUMBER OF  
PAGES**

6

**4. DATE LAST  
MODIFIED**

December 27<sup>th</sup>, 2017

**5. STATUS**

Final

**6. VERSION**

2

**6. SCOPE AND DISCLAIMER**

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County's Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

**Glossary**

**Cutoff:** the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

**Retention:** the length of time the records must be retained *after* the cutoff date

**Disposition Action:** the action that should be taken with the records after they have met their retention period

**ESSENTIAL:** records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE AUTHORITY NUMBER(S)
1	<p><b>Fingerprint Cards – Criminal History</b>  Fingerprint cards for individuals arrested for suspected commission of felony, gross misdemeanor, or misdemeanor crimes. Used to document criminal history and for identification purposes. Per RCW10.98.050, records are submitted to the Washington State Patrol's (WSP) Criminal History Section for inclusion in the Washington State Identification System (WASIS). Information includes tenprint descriptors, fingerprint classification, individual's social security number, physical description, occupation, etc.</p>	<p><b>Cutoff:</b> Until transmitted to Washington State Patrol and no longer need for agency business</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b>  Non-Archival Destroy</p> <p>Note: KCRA is an optional levy-funded regional program which may retain secondary copies even after transmitted to WSP, for the purposes of local searching, investigation and identification. Retention of secondary copies may vary based on fingerprint image quality, the age and format of the record, and its search value versus the expense of conversion and storage.</p>	<p>Washington State Patrol (WSP)</p> <p>KCRA is a pass through from the agency to WSP.</p> <p>KCRA retains a secondary copy.</p>	<p>Fingerprint Cards-Criminal History</p> <p>PSF-11-025</p>	<p>Combo Rule PSF-11-025</p> <p>LE07-01-05R2  (Criminal History Record Information – Felonies and Gross Misdemeanors)</p> <p>LE2010-067R1  (Criminal History Record Information – Misdemeanors (with Fingerprints))</p>

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2	<p><b>Fingerprint Cards – Other</b> Fingerprint cards used for identification purposes. Records are submitted to WSP for background checks, but are not part of the individual’s criminal history record. Includes fingerprints taken for:</p> <ul style="list-style-type: none"> <li>• Criminal Justice Applicant</li> <li>• Criminal Justice Contract Employee</li> <li>• Entertainer License</li> <li>• Local Ordinances – i.e. Panoram License</li> <li>• Personal Identification*</li> <li>• Taxi Cab License</li> <li>• Alien Firearm License</li> <li>• Concealed Pistol License (CPL) application</li> <li>• Firearm Dealer License</li> </ul> <p>Information may include tenprint descriptors, fingerprint classification, individual’s social security number, physical description, occupation, etc.</p>	<p><b>Cutoff:</b> After request fulfilled</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival Destroy</p>	<p>KCRA is a pass through from the agency to WSP (and WSP may act on behalf of the State department of licensing).</p> <p>KCRA retains a secondary copy.</p> <p>*In some Personal ID cases, at the request of the individual, KCRA may retain the primary copy.</p>	<p>Fingerprint Cards – Other</p> <p>PSF-07-009</p>	<p>LE2013-001</p>

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3	<p><b><u>Tenprint Reports</u></b>  Fingerprint examination reports produced on request for agencies (law enforcement, weapon sellers, medical examiner, etc.) or individuals for identity verification purposes. Examples include alias reports and booking corrections, comparison reports, ID letters, summaries of relevant criminal history, question of identity reports, etc. May include copy of report submitted to requesting agency, copies of fingerprint cards, rap sheets, and additional supporting information.</p>	<p><b>Cutoff:</b> After request fulfilled or until returned to requesting agency</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b>  Non-Archival - Destroy</p> <p>Note: Tenprint Reports may be kept longer than 3 years if it is relevant to an open court case, has historical significance, or is being used for training purposes.</p>	King County Regional AFIS (KCRA)	Fingerprint Analysis  PSF-11-024	LE2013-010

<p>4</p>	<p><b>Transitory Records</b> Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources)</li> <li>• <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”)</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling of Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> Retain until no longer needed</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>N/A</p>	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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<p><b>8. RECORDS AND INFORMATION MANAGER SIGNATURE</b>  <i>I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.</i></p> <p><i>See original for signature</i> <span style="float: right;"><i>09/16/2014</i></span></p> <hr/> <p><b>Gail Snow</b> <span style="float: right;"><b>Date</b></span></p>	<p><b>9. COUNTY ARCHIVIST SIGNATURE</b>  <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>See original for signature</i> <span style="float: right;"><i>09/16/2014</i></span></p> <hr/> <p><b>Carol Shenk</b> <span style="float: right;"><b>Date</b></span></p>
<p><b>10. AGENCY MANAGER SIGNATURE</b>  <i>I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.</i></p> <p><i>See original for signature</i> <span style="float: right;"><i>09/10/2014</i></span></p> <hr/> <p><b>Leesha Wilson</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>PUBLIC RECORDS COMMITTEE USE ONLY</b></p>	
<p><b>11. PRC APPROVAL</b></p> <p><i>See original for signature</i> <span style="float: right;"><i>09/29/2014</i></span></p> <hr/> <p><b>Deborah Kennedy</b> <span style="float: right;"><b>Date</b></span>  King County Public Records Committee</p>	