



Using Records Retention Schedules: How Long Do Law Enforcement Training Records Need to Be Kept?

Purpose: Provide guidance to state and local government agencies managing officers' training records.

General authority, limited authority, and specially commissioned peace/corrections officer training records are retained under the *Law Enforcement Records Retention Schedule*:

10 years after date of separation from agency

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-010 Rev. 0	<p>Personnel Records (Peace/Corrections Officers)</p> <p>Personnel records for any peace officers or corrections officers relating to an individual's employment history with the agency and the documentation related to the position held.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Records typically covered by <i>Employee Work History (DAN GS50-04B-06)/Personnel – Employment History Files (DAN GS 03042)</i> 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>Excludes:</p> <ul style="list-style-type: none"> Personnel records for corrections officers employed by state agencies; Records covered by <i>Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN 2022-003)</i>; Records covered by <i>Employee Retirement/Pension Verifications (DAN GS2017-009) / Retirement Verification (DAN GS 03032)</i>. <p><i>Note: Retention based on 10-year requirement for peace and corrections officers' personnel records (RCW 40.14.070(4)).</i></p>	<p>Retain for 10 years after date of separation from agency</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

The training records of **non-commissioned employees of law enforcement agencies** are retained under *Employee Work History (DAN GS50-04B-06)/Training Files – Employees (DAN GS 22003)* in the *Local Government Common Records Retention Schedule (CORE)/State Government General Records Retention Schedule*.

The *Law Enforcement, Local Government Common (CORE), and State Government General Records Retention Schedules* are available from the Washington State Archives' website.

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

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