



Using Records Retention Schedules: How Long Do Police Radar Calibration Records Need to Be Kept?

Purpose: Provide retention guidance to state and local law enforcement agencies on calibration records for speed measuring devices.

The minimum retention period for records relating to the testing, calibration, certification, and other maintenance of speed timing and measuring devices (such as radar guns) is:

6 Years After Asset No Longer Owned by Agency / Disposal of Asset

Maintenance – Major and/or Regulated (DAN GS2012-039)

6 years after asset no longer owned by agency (Non-Archival)

Found in *Local Government Common Records Retention Schedule (CORE)*

Maintenance – Major and/or Regulated (DAN GS 21008)

6 years after disposal of asset (Non-Archival)

Found in *State Government General Records Retention Schedule*

The *Local Government Common Records Retention Schedule (CORE)* and *State Government General Records Retention Schedule* are available from 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**