



FILE MAINTENANCE CHECKLIST

Field files will contain one copy of each of the following documents for each cause number or as otherwise indicated. Files will be purged of items not listed here at 12 month intervals prior to transfer to another officer, when the file is closed, and when placed on an inactive caseload.

Documents will be filed chronologically, with earlier documents filed first. Each section will have cause section labels which include the individual's name, DOC number, county of conviction, cause number, cause letter, and crime. The label will be color-coded to reflect the type of supervision:

- Green** - Sentencing Reform Act (SRA)
- Orange** - Probation, Misdemeanors
- White** - Parole, Community Custody Board (CCB)
- Buff/Yellow** - Community Placement
- Purple/Magenta** - Offender Accountability Act (OAA)
- Blue** - From Out-of-State (FOS)

INSIDE FRONT COVER

- Current photo, flagged for easy reference
- Criminal history information, including:
 - Non-cause specific police reports
 - Non-supervised Judgment and Sentences
 - Sex Offender Release Notification and photo (if applicable)
- Documentation of physical address for individuals participating in the Address Confidentiality Program

FRONT RIGHT SECTION

- Non-cause specific records (e.g., monthly reports, correspondence, treatment evaluations, treatment progress reports, treatment discharge reports, urinalysis testing forms and results, travel permits)
- DOC 20-155 Intake/Pre-Sentence Report Personal Information Sheet

INSIDE BACK COVER/CENTER SECTION

Cause specific records will be maintained in a multi-section file folder separated by cause number, with the first cause inside the back cover, and consecutive causes in each section toward the front. Single causes will be maintained the same as multiple causes for continuity in the event of additional cause(s). All documents for closed cause(s) remain in the file, with a cover sheet on each cause, until all causes are closed and the file is prepared for archiving.

Open causes will contain the following:

- Court/Board/Interstate documents:
 - Judgment and Sentence/Order of Parole, flagged for easy reference
 - Department imposed conditions
 - Probable Cause Statement (e.g., statement of prosecuting attorney) and/or police report, flagged for easy reference

- DOC 09-129 Pre-Sentence Investigation, if applicable
- Modification or Addendum Orders or SCOMIS printout for bench warrants
- Official/formal reports to Court/Board/Interstate
- Information and Plea Agreements
- Active No Contact Orders

- Signed DOC 07-024 Conditions, Requirements, and Instructions, flagged for easy reference
- DOC 07-023 Registration Notification (Only those required to register)
- Facility material
- Psychiatric/psychological evaluations and progress reports and polygraph results
- Assessment/reassessment documents, if appropriate
- Records checks, if appropriate
- LFO collection documents, if applicable: DOC 05-530 Notice of Payroll Deduction, DOC 05-531 Termination of Notice of Payroll Deduction, DOC 05-532 Answer to Notice of Payroll Deduction, DOC 05-533 Order to Withhold and Deliver - Entity, DOC 05-534 Order to Withhold and Deliver - Employer, DOC 05-535 Answer to Order to Withhold and Deliver.
- Information received from community service worksite, if available
- Hearing summary forms
- DOC 09-274 Offender Notification of Department Violation Process

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Field file