



Guidelines for Sending Sex Offense Case Files to the WASPC Criminal Justice Information Support Department (CJIS) for Archiving

1. **Organize** - Place the sex offense case files in banker box-style archive box in order by year and incident number for easy access. This will facilitate locating a case file in the event a copy is requested before it has been scanned.
2. **Mark the boxes** - Marking the ends of boxes with your agency name and the year(s) included assists with the ability to locate files. If multiple agencies are included in one box, please attempt to separate, sort, and mark each agency's files.
3. **Call ahead** - Let us know you are delivering files so we can prepare the storage area. WASPC office hours for delivery are 8:00am to 4:00pm.
4. **Do not send evidence** - The WASPC CJIS Department cannot store or destroy any evidence received. Evidence sent will be returned to originating agency.
5. **Electronic files** - If your files are already stored as PDF, you may submit them to WASPC on a CD or flash drive; if you have a secure FTP site available downloading your files, we will work with you to accomplish this transfer. Photos are acceptable in electronic version as well.
6. **Audio or video recordings** - The WASPC CJIS Department does not have the ability to transcribe, store, or reproduce the actual recordings at this time. If possible, please transcribe all recordings and include them in the case files as written documentation; however, if unable to transcribe, send the recordings to the WASPC CJIS Department on a CD or flash drive.
7. **Investigative files versus registration files** - Ensure you are submitting only the investigative case files and *not* sex offender registration information files. WASPC is mandated to retain only the investigative case files for permanent archiving.
8. **Statutory guidelines** - Follow the guidelines pursuant to RCW 40.14.070. Also, please refer to link, "Definitions and Offenses" on the CJIS Sex Offense Document Imaging webpage for information on statutory requirements and types of offenses. Case files for other types of offenses or which do not meet the retention period guidelines will be returned to the agency.
9. **Clearly mark attention to** - All files should be shipped or delivered to WASPC in person. Please make sure to *clearly mark* the package or box to "Sex Offense File Archiving" to ensure the package is delivered to the CJIS Department. The address is 3060 Willamette Dr NE, Suite 200, Lacey, WA 98516.
10. **No longer public record** - The case files sent to WASPC should be only those ready for permanent archive. The records are no longer subject to public disclosure and will be disseminated only to criminal justice agencies for the purposes outlined in RCW 40.14.070. Please *do not* refer victims or other persons trying to locate a case file to WASPC. WASPC cannot give them any information on their case.
11. **Request form** - Retrieval of documents by a criminal justice agency requires completion and submission of the appropriate request form. A link to the "Request Form" is available on the CJIS Sex Offense Document Imaging webpage.

Contact the WASPC CJIS Department at cjis@waspc.org or (360) 486-2400 for more information.