

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



1. **Complete the WASPC Sex Offense File Submission Form** – Complete the required archiving form, ensuring that it is fully completed. Include the form with your file submission whether printed or electronic.
2. **Organize** – Place the sex offense case files in banker box-style archive box in order by year and incident number for easy access. The banker box should be standard size (16.25 in x 12.5 in x 10.5 in x 10.5 in). Each case should be in its own file folder, separated by a colored sheet of paper, binder clip, or some other means to clearly identify the end and start of each case within the box. This will facilitate locating a case file in the event a copy is requested before it has been scanned and ensure cases are scanned separately.

Documents within an individual case file should be organized in a logical manner for scanning and retention; for example, the incident report or summary as the first page. Documents will be scanned in the order they are organized within the case file. To facilitate scanning, excessive stapling is discouraged.

3. **Complete Case Number Inventory Sheet** – Complete a Case Number Inventory sheet to ensure each case is included in the box. Complete the inventory sheet in detail and ensure all required fields are completed and accurate. Include the inventory form with your file submission whether printed or electronic.
4. **Mark the boxes** – Mark the ends of boxes with your agency name and the year(s) included to assist with the ability to locate files. If multiple agencies are included in one box or electronic submission, separate, sort, and mark each agency's files independently.
5. **Call ahead** – Let us know you are delivering files, regardless of how they are being delivered (in-person/US Mail/FedEx/UPS) so we can prepare the storage area. WASPC office hours for delivery are 8:00am to 4:00pm.
6. **Do not send biological or physical evidence** – The WASPC CJIS Department cannot store or destroy any biological or physical evidence received. Evidence sent will be returned to originating agency.
7. **Electronic files** – If your files are already stored as PDF or TIF, you may submit them to WASPC on a CD, DVD, flash drive, or via our secured SharePoint site. Please contact us for a link to SharePoint.
8. **Photographs** – Printed photographs may be submitted with the case file; they are acceptable in electronic version as well. Please do not send undeveloped film.
9. **Audio or video recordings** – If possible, please transcribe all interview recordings and include them in the case files as written documentation. However, if you are unable to transcribe them, you can send the recordings to the WASPC CJIS Department.
10. **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 regarding specific sex offenses for permanent archiving.
11. **Statutory guidelines** – Follow the guidelines pursuant to RCW 40.14.070. Also, please refer to link, "Definitions and Offenses" on the WASPC 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.

12. **Clearly mark as Attention to** –Hardcopy files should be delivered to WASPC in person or shipped. Please make sure to *clearly mark* the package or box to “Sex Offense File Archiving” or “CJIS” to ensure the package is delivered to the CJIS Department. The shipping address is 3060 Willamette Dr NE, Suite 200, Lacey, WA 98516.

Note: If you have already converted the hardcopy files to electronic format, you only need to send the electronic version. You may want to retain the hardcopy files until you receive acknowledgement that WASPC CJIS has received the electronic files and was able to open and save them.

13. **No longer public record** – The case files sent to WASPC CJIS should be only those ready for permanent archive. Once WASPC receives the files, they 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. **Do not** refer victims or others trying to locate a case file to WASPC. WASPC cannot give them any information on the case.

Note: As the originating agency of the case, you can request a copy of your own file. Please complete and send the “Request for File” form to cjis@waspc.org.

14. **Request form** – Retrieval of documents by a criminal justice agency requires completion and submission of the appropriate request form. A link to the “Request for File” form is available on the WASPC CJIS Sex Offense Document Imaging webpage.

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