



FIELD FILE ARCHIVE CHECKLIST

Eligible archive date: _____

Registerable: Yes No

General Status: Asbestos Yes No

PLACE ON TOP OF SECTION 2 IN THE FIELD FILE

- Twelve months after the last closed cause, pull the Field file and ensure all volumes are collected.
- Ensure that all causes are in the file.
- For missing causes, check Offender File Tracking System, if a bar code number exists, request the file.
- Ensure all active causes are closed. Check the OMNI Supervision Activities.
- Ensure all loose filing is pegged down by cause.
- Ensure physical addresses for Address Confidentiality Program participants are removed and shredded.

PREPPING INSTRUCTIONS

Ensure each file has rubber bands going in both directions. (Up and down and around)

If file is larger than 3 inches, use shrink wrap in both directions. (**Do Not** cover the bar-code label area)

If more than one volume, shrink wrap all volumes together. (**Do Not** cover the bar-code label area)

Name

Signature

Date

Location

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.

Distribution: **ORIGINAL** - Field File Section 2