

# Disposition After Digitization

## 1 Instructions for the Agency

Submit the completed agreement to  
**Records.Management@kingcounty.gov**

- Digitization plans must meet minimum requirements per (WAC) 434-663
- The Agency Records Officer's signature indicates your agency's commitment to follow the approved plan for the management of records.
- Any changes to the approved plan must be documented with King County Records Management.
- Agreements expire and must be re-submitted every five (5) years.



## 2 About the Agency

All King County departments

Department/Division/Section

Jeff Scheeringa, DHR

Agency Records Officer Name

Anna Heinrichs, Laserfiche Administrator, DHR

Contact Name

anna.heinrichs@kingcounty.gov; laserfiche@kingcounty.gov

Contact Email Address

[www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)

## 3 Agency Digitization Plan

Digitization may be done in-house or by a third party so long as the minimum requirements are met. The Agency must ensure that any contract or work order includes specific instructions to comply with minimum output requirements, quality control processes.

*King County must retain **legal ownership** of the records during the entire digitization process.*

### Digitization Output Requirements

	Minimum Image Density	Source Format/Size
<b>Non-Archival</b> Retention less than 6 years	300 dpi or higher*	PDF, PDF/A, JPEG, or TIFF
<b>Non-Archival</b> Retention 6 years or more	300 dpi or higher	TIFF or PDF/A
<b>*Oversized</b> documents	400 dpi or higher	TIFF
<b>Archival or Potentially or Archival</b>	600 dpi or higher	TIFF or PDF/A
<i>Agencies must consider any regulatory or statutory restrictions on record digitization.</i>		

**Describe which image density and formats your agency will produce in compliance with the image output requirements. (If different record series will be digitized differently, please specify.)**

All records will be imaged according to specifications at left - PDF, PDF/A, or TIFF at 300dpi or above. No records in listed series are oversized.

Records have up to 60 year retention; no records in listed series have archival or permanent retention.

### 3 Agency Digitization Plan *(continued)*

#### Quality Control Process Requirements

Your agency must implement a quality control process that ensures the quality and accuracy of the digitized record.

- The entire document can be seen, including the edges and borders
- The scanner glass is kept clean to prevent spots on the document
- The scans are reviewed to ensure they are complete, clear, and legible
- Images are straight and centered
- If a scan cannot meet the above criteria...
  - Troubleshoot hardware and software used
  - Retain the Hard copy version
  - Image Metadata includes “best possible scan”

**Are the quality control requirements above included in either the instructions to the vendor or your Agency’s standard work for digitization to ensure compliance?**

☒ Yes, I certify the above quality control processes will be followed

#### Digitized Record Storage Requirements

Your agency must implement procedures to ensure the digitized records are migrated and preserved for the duration of their retention.

- The files are saved in a way that prevents alteration (“read-as”)
- The storage system used manages and controls changes to the documents
  - External Media storage is NOT allowed (Do NOT use CDs, thumb drives, etc.)
- The software prevents unauthorized deletion of records, in accordance with the DAN
- Digitized records and all associated metadata must be routinely backed-up 50 miles away

**Does your DAD include Essential Records?** Update your agency’s essential records plan and emergency plans to account for the records change in format to ensure preservation.

**Describe where your agency will store digitized records for the remainder of their records retention.**

If records are still considered ‘active’ per the Retention Schedule, describe storage plans for both their immediate storage and storage once they become ‘inactive.’

**Note:** Content Manager is fully compliant with storage and management requirements under WAC 434-663 and DOD 5015.2.

Digitized records will be stored, maintained, and dispositioned in Laserfiche, a commercially available electronic content management system. Laserfiche is WA State Archives and DOD compliant. Active and inactive records will be securely maintained during retention periods, and appropriately dispositioned once retention has been met.

☒ Yes, I certify this system is compliant with the above record storage requirements

### 3 Agency Digitization Plan *(continued)*

#### Digitized Record Retention & Disposition Requirements

Digitized records must be retained and dispositioned in compliance with Disposition of Public Records in King County (INF 15-3-3-EP).

- The record series or DAN will be part of the records metadata or folder titles
- Source records will not be destroyed until
  - Image quality verified per the quality control requirements
  - Any related audit, investigation, Public Records Act request or litigation has been closed, legal holds have been lifted, and destruction has been approved by the appropriate parties
- Use confidential shredding to destroy source records containing confidential or personally identifiable information
- The digitized records storage location is routinely monitored to apply retention and disposition rules
- Inactive records are filed into Content Managed when they become inactive per the Retention Schedule (if not before)

**Describe who will perform the disposition of the source records once the above requirements are met and what methodology will be used. (In house, King County Records Center, third-party vendor [name], etc.)**

Source records will be dispositioned in-house by DHR staff, department staff trained by DHR staff, and/or by King County's contracted third party imaging vendor (currently Modus Technology, Inc.) once scanned, and scans are audited for completeness. In-house shredding will be performed by DHR staff, department staff trained by DHR staff, or by contracted recycling/shredding vendor (currently SeaDruNar). Third party imaging vendor will shred at their facility to King County standards.

**Describe how your agency will apply the retention requirement to the digitized records and ensure appropriate disposition per the King County Retention Schedule.**

**Note:** Content Manager is a fully compliant solution to meet storage and management requirements under WAC 434-663 and DOD 5015.2.

Laserfiche ECM has a robust and comprehensive native records management system. Based on the type of record and metadata supplied, records will have appropriate retention requirements assigned automatically upon file import. Reports will be generated at least annually, reviewed by records leads and/or disposition authorities, and dispositioned in accordance with this agreement and King County retention schedules



Yes, I certify the source and digitized records will be retained and dispositioned in accordance with the above requirements and associated King County Retention Schedule.

*\*Destruction of source records does NOT require documentation*

**4 Record Series Information**

**Describe the records series to be digitized.** For ongoing scanning projects date ranges may include future dates within the five-year expiration period of the DAD agreement (YYYY-expiration year).

Record Series Title	Date Range	Disposition Authority # and Archival Designation	Cutoff Date and Retention Period
<i>Example: Project Files</i>	<i>12/31/2018 – 12/31/2020</i>	<i>GS50-01-39R1 Potentially Archival</i>	<i>Completion of Project + 6 years</i>
Personnel Files	1/1/1976-12/31/2026	GS50-04B-06R4	term + 6 years; not archival
Retirement benefit verification records (if included in personnel file) (pre-PeopleSoft)	1/1/1976-12/31/2026	GS2017-009	term + 60 years; not archival
Employee medical records (protected leave medical certification & fitness for duty)	1/1/1976-12/31/2026	GS2017-015	term + 6 years; not archival
Employment eligibility verification (I-9s)	1/1/1976-12/31/2026	GS50-05A-26R2	term + 3 years; not archival
Telecommute & AWS (payroll contracts, auths, agreements)	1/1/1976-12/31/2026	Combo Rule FIN-08-018 (GS50-01-11R4 & GS50-03E-01R1)	expiration of agreement + 6 years; not archival
Requests for leave/overtime (routine & non-routine)	1/1/1976-12/31/2026	Combo Rule PER-09-002 (GS2017-010 & GS50-04B-09R2)	end of year + 6 years; not archival
Authorizations/Certifications - Human Resources (General)	1/1/1976-12/31/2026	GS2011-190R2	term + 6 years; not archival
Employee Leave Management (FMLA, protected leave requests/approvals)	1/1/1976-12/31/2026	Combo Rule PER-09-002	end of year + 6 years; not archival

**5 Agency Signature**

Our agency will comply with these minimum requirements.

DocuSigned by:

*Jeff Scheeringa*  
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**Agency Records Officer Signature & Date**

**6 Records Management Signature**

The King County Records Management Program verifies this plan meets minimum requirements.

*Ellie Browning* 6/30/2022

**Records Management Program Signature & Date**

**For RMP use only**

Tracking #

22DAD-13

Expiration Date

6/30/2027