



4. Dispositioning Records

What? Disposition (destruction or transfer to King County Archives) of records that have fulfilled their retention requirements.

Why? Properly documented disposition is required by County policy and ensures defensible disposition practices, that is, it demonstrates compliance.

Time? 2-15 hours. Dependent upon size of shared file system and prior experience with the disposition process.

Transitory Records:

In all likelihood, many of the records on your shared drive are for reference only, minor drafts, or incomplete brainstorming materials which do not document any decision making or final work product. Some may be unrelated to county business. If this sounds familiar, a good starting point for your clean-up is to purge these **transitory** records.

How do you know if it has retention value or not? The following resources can help you identify transitory records:

- Transitory record types are identified in section 12 of the [King County General Records Retention Schedule](#).
- Review our **Transitory Records** guides, available on our website: <https://www.kingcounty.gov/depts/records-licensing/records-management/resources.aspx>
- Note: Transitory record types do not require destruction approval. These can be deleted at any time.

Determine the retention period of the records AND are not needed for litigation, audit, or public disclosure requests

- Using the folder inventory review list (Shared Drive Clean-Up Guide 1), identify all of the folders that contain records have reached the end of their retention period.
- Note any records that are on legal hold or needed for audit or public disclosure.

Identify and transfer archival records to the King County Archives:

- Identify records that have passed their retention requirements AND are archival or potentially archival. This should be noted on your inventory list, or your retention schedule in column 7f.
- Use the [Archival Records Transfer Agreement](#) to transfer records to the King County Archives.

Identify and disposition (destroy) records determined to be non-archival

- Identify records that have passed their retention requirements and are NOT archival (Use the Retention Schedule, column 7d).





Records Management Guidance

Shared Drive Clean-Up Project

- Identify potentially archival records that have completed retention requirements **AND** that the King County Archivist does not want (see above).
- Complete an [Agency Destruction Form](#) for these records.

