



Disposition of Documents after Digitization (DAD)

Preapproved documents

To ensure compliance with Washington Administrative Code (WAC) 434-663, *Imaging Systems, Standards for Accuracy and Durability*, County offices who want to digitize records must adhere to the requirements in this document. This document authorizes disposition after digitization of records in the categories listed below. There is no need to contact the Records Management Program or submit any forms if your scanning project meets the criteria in this document. An [agency specific DAD form](#) must be submitted for approval for records that do not meet the requirements of this document. Contact the Records Management Program for further guidance.

Eligible agencies

This DAD may be used by all King County agencies including the courts and independently elected agencies.

RECORDS ELIGIBLE FOR SCANNING	
DAN Number	Record Category
GS50-01-01	Administrative Procedures and Instructions
GS2011-180R1 GS2011-181R1	Agency-Provided Training – General
TR50-31-02	Americans with Disabilities Act Customer Eligibility Files
AN2013-013	Animal Care Record
GS2012-026R1	Animal Services Investigation Files
GS50-01-09R2C	Archives Research Requests
GS50-03F-01	Audit Supporting Materials
GS50-03D-03	Budget Development Files
GS50-03D-06	Budget Status Reports
Combo Rule PER-09-002 (GS2017-010; GS50-04B-09R2)	Employee Leave Management
Combo Rule FIN-01-001 (CL65-01-47; GS2011-184R3; GS2011-185; GS2012-045; GS50-03B-06)	General Office Accounting
Combo Rule ACO-01-001 (GS50-01-01; GS50-01-02; GS50-01-08; GS50-01-43R1A; GS50-01-36; GS2011- 179R1; GS2011-179R1; GS2010-001R3)	General Office Communications and Staff Meetings
GS2012-039	Maintenance - Major and/or Regulated
GS2012-037A	Operation Logs
Combo Rule FIN-08-006 (GS50-03E-02R1; GS50-03E-15R1)	Payroll Supporting Documents
AN50-10B-14	Pet Licenses





Disposition of Documents after Digitization (DAD)

Preapproved documents

GS50-01-09R2	Public Complaints and Requests for Agency Action
GS2010-014R3	Public Records Act Requests
Combo Rule TRA-01-011 (TR50-31-20; TR50-31-30)	Ridership, Fare, and Performance Reports
GS50-04B-31R1A	Supervisor's Working Files
Combo Rule FIN-07-003 (CT01-05-08; CT01-05-09)	Tax and Assessment Correspondence
CT01-05-05	Tax Receipts
LP50-12D-25	Taxicab and For-Hire Vehicle License Files

This DAD does not apply to archival records or records that are required by RCW to be retained in physical format. For categories not listed above, a specific DAD should be obtained prior to processing records.

Digitization Guidelines

Digitized records must be inspected for accuracy and clarity following the originating agencies current written standard operating procedures.

The records may be scanned by:

- Staff, creating scans or photos that meet the required quality described below
- [Washington State Archives](#)
- A third-party vendor. Contact the Records Management program for guidance on third party vendors.
- Records must be scanned at 300 DPI minimum.
- It is recommended that digitized records are saved as a PDF or JPEG, based on the retention period of 6 or less years.

Quality Control Process

The following procedures should be followed to ensure the best digitization of all source documents:

- The hardware used must be clean, so images do not have speckles or spots.
- Digitized records must be straight and centered.
- The complete document is captured, so the edges and borders are visible
- Images must be clear and readable.
- At least every tenth image is reviewed for completeness, clarity, and legibility. Ideally every image will be reviewed.
- Contact the Records Management program for additional guidance.





Disposition of Documents after Digitization (DAD) Preapproved documents

- If a complete and accurate digitized image cannot be made, the source document **must** be retained for the entire minimum retention period (and the image should be labeled or tagged as “best scan possible”).
- If the source document is not completely legible, the source document **must** be retained for the entire minimum retention period. (If the image is *more* legible than the source document, retention of the source document is not necessary.)
- Note: Source documents of scanned images are not eligible for storage at the Records Center, including source documents on legal hold.
- Contact the Records Management program for additional guidance.

Management and Storage of Digitized Records

Records covered by this form must be stored in Content Manager. Content Manager is fully compliant with DOD 5015.2 and WAC 434-663 for the storage and management of digitized records.

Transitory records

Staff may keep transitory copies of the records in the format and location that works the best for them. This includes access copies and copies on SharePoint. It is the responsibility of the agency to manage and destroy transitory records.

Destruction of Source Documents

- Source documents needed in support of an audit, investigation, Public Records Act Request, or litigation discovery cannot be destroyed until the 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.
- The source documents cannot be destroyed until the completion of scanning, quality assurance, and filing.
- The source documents may be destroyed by the agency, King County Records Center, or the third-party vendor performing the digitization.

This form is the approval and authorization to destroy the physical documents after they have been scanned, under GS50-09-14R3 and the conditions listed above have been satisfied. No additional documentation or approval is required if destruction is performed in-house or by a vendor. If the Records Center will be performing destruction of the records, the Record Center Direct Destruct Form must be complete.

Authorization

We hereby certify that the records documented in this Request for the Early Destruction of Source Documents after Digitization are a true and accurate reflection of the county’s





Disposition of Documents after Digitization (DAD) Preapproved documents

procedures for the digitization and subsequent retention and disposition of the County's public records.

Public Records Committee

Date

