Disposition after Digitization Form

To ensure compliance with (WAC) 434-663, *Imaging Systems, Standards for Accuracy and Durability*, King County staff must submit this form for approval, in order to destroy physical records after they have been digitized.

See [preapproved DAD link] for directions on scanning records that have been preapproved for disposition after digitization.

Email this form to Records.management@kingcounty.gov

SECTION A – AGENCY INFORMATION	
Department/Division	Natural Resources and Parks/Solid Waste
Section	Division-wide use
Section Disposition Authority	Naima Rushiddin
Office contact for this form	Naima Rushiddin

SECTION B – DESCRIPTION OF RECORDS BEING SCANNED
Are any records to be scanned designated as **ARCHIVAL** in the records retention schedule? ☒Yes - **STOP!** These records cannot be destroyed. Contact the Records Management program for assistance. ☒No – Continue
Do any of the records to be scanned have sensitive information, such as PII? ☐Yes _____ ☒No

Record Series and description	Date range	Disposition Authority #
Research/Program Reports, Studies	YYYY to present	GS50-01-31R1
Authorization/Certifications – Assets Non-Environmental	3-16-2000 to present	GS2012-033
Capital Assets (Real Property)	2005 to present	GS55-05A-06R1
Project Files	Jul 2000 to present	GS50-01-39R1
Landfill / Transfer Station History Files	1978 to present	UT50-26-05
Contracts and Agreements - General	2001 to present	GS50-01-11R4
Delegation of Authority and Signature Records	2017 to present	GS50-01-11R4

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SECTION C – DIGITIZATION PROCESS

Does the agency have an established digitization process that includes directions for scanning, standards, and quality?

☒Yes. Please share this process with the form submission.

☐No. Contact the Records Management Program for additional guidance.

Who is scanning the documents?

☒King County staff, in house

☐Washington State Archives

☒A third party vendor Modus Technologies

Describe the physical format of the records. Include any information relevant to the digitization process. Select all that apply.

☒Text based documents	☒Paper
☐Photographs	☐Unsubstantial paper (carbon copies)
☒Large or oversized records	☒Black and white documents
☒Maps	☒Color documents
☒Drawings	☐Glossy photos
☐Other_____	☐Ephemera _____
	☐Other _____

What DPI (dots per inch) are the records being scanned at?	☒300 dpi ☐350 dpi ☐400 dpi ☐450 dpi	☐500 dpi ☐550 dpi ☐600 dpi or higher ☐Other ___

What file formats will the records be saved as? (select all that apply) Contact the Records Management Program for guidance on acceptable records formats.	☒TIFF (preferred) ☐JPEG ☐PDF ☒PDF/A (preferred) ☐Other: _____

Quality Control Process

Select which of the following will be used to ensure the quality and accuracy of the source documents? (select all that apply)

☒The entire document can be seen, including the edges and borders

☒Scanned images are clear and legible

☒The scanner glass is kept clean to prevent spots on the document

☒The scans are reviewed to ensure they are complete, clear, and legible

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☒Images are straight and centered
☐Other: _____

Select which of the following will be done if the best possible scan is not good quality?
☐The hardware and software being used will be troubleshooted
☒Hard copy versions are kept
☒The phrase "best possible scan" is added to the image metadata
☐Other: _____

SECTION D – MANAGEMENT AND STORAGE OF THE DIGITIZED RECORDS

Will the scanned images be kept and managed in Content Manager? Content Manager is fully compliant with storage and management requirements under WAC 434-663 and DOD 5015.2.
☒Yes – skip to section E
☐No – SharePoint
☐No – Other _____

Describe the software you are using if it is not Content Manager or SharePoint.
Name _____
☐Commercially available "out of the box" software with minimal customized
☐Commercially available software with significant customization
☐Developed in-house
☐Other _____

How will the digitized records retention be managed? (select all that apply)
☐The digitized records will 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
☐The record series or DAN will be part of the record storage metadata (folder titles)
☐The records retention and location is managed as part of the office's regular inventory and disposition process
☐Other: _____

How will the digitized records' security and protection be ensured? (select all that apply)
☐The file format prevents alteration
☐The files are saved in a way that prevents alteration ("read-as")
☐SharePoint version history and permissions are managed and monitored to prevent alteration
☐The software system used manages and controls changes to the documents
☐The software prevents unauthorized deletion of records, in accordance with the DAN.

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☐Other: _____
Does the agency have an Essential Records Plan, or emergency plan, that includes electronic records? ☐Yes ☐No
Are the digitized records and all associated metadata routinely backed up? ☐Yes – at Washington State Archives Disaster Recovery Storage Service (DRSS) ☐Yes – on SharePoint ☐Yes – _____miles away from the office at _____ ☐Yes – Other_____ ☐No
Which of the following procedures are in place to ensure the records are migrated and preserved for the duration of their retention? (select all that apply) ☐Digitized records are migrated to new operating systems and software as updates are implemented, including SharePoint. ☐The original documents have been microfilmed. ☐Digitized records are not managed or stored on external media storage, such as CDs or thumb drives. ☐The software used migrates and manages records ☐Other _____

SECTION E – 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. 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. Who is performing the destruction of the source documents? ☒In house ☐King County Records Center ☒The third party digitizing vendor : _Modus Technology ☐A third party vendor who did not digitize the records _____
Describe the timeline of how the source records will be destroyed.

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Assumed timeframes. After scanned images have been returned to SWD and QA/QC'ed, usually within 21 to 30 working days, stored and filed, usually within 31 to 45 days, SWD must notify the vendor in writing which physical records are now eligible for destruction. They will be shredded.

Authorization and Approval

Agency Records Officer__Naima Rushiddin_____10/30/2020_____ ☒Approve ☐Reject

Agency Disposition Authority____Naima Rushiddin____10/30/2020_ ☒Approve ☐ Reject

Public Records Committee _Cynthia Hernandez_ Digitally signed by Cynthia Hernandez Date: 2020.11.09 15:49:56 -08'00'_____ ☒Approve ☐ Reject

King County Archivist (If needed) ___*Danielle Boucher* – 10/23/2020_____ ☒ Approve ☐ Reject

King County Records Center (If needed) _____☐Approve ☐ Reject

Rejection Reason
☐Records are Under Hold   ☐Records are archival   ☐Inappropriate Digitization Plan   ☐Inaccurate Form Information
☐Other:

Notes

Official record copies of records with an archival or archival appraisal required disposition (regardless of physical format) should be offered to the Archives when they have reached eligibility for transfer. Official records are those records which document the business of the agency and are not duplicates, convenience or working copies.

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Section B Continued

Record Series and description	Date range	Disposition Authority #	Sections
Authorization/Certifications – Assets Environmental	2-14-1999 to present	GS212-033A	FESU, PMO, OPS
Authorization/Certifications – Assets Non Environmental	3-16-2000 to present	GS2012-033	FESU, RES PMO
Capital Assets (Real Property)	2005 to present	GS55-05A-06R1	FESU & ESS
Landfill / Transfer Station History Files	1978 to present	UT50-26-05	FESU, ESS & OPS
Grant Administration Records	YYYY to Present	GS2011-183R2	PMO, RES
Grant Reports and Deliverables	YYYY to Present	GS50-03C-01R1	PMO, RES
Hazardous Materials – Authorizations & Certificates of Disposal	YYYY to Present	GS55-01M-04R1	RES
Hazardous Materials – Inventory Logs and Manifests	YYYY to Present	GS50-19-02R1	RES
Household/SQGs Hazardous Waste Collection Site – Daily Inspection Logs	YYYY to Present	GS2012-038	RES
Publications – Master Set	YYYY to Present	GS50-06F-04R4	RES
Employee Directory/Roster	YYYY to Present	GS50-06F-02R1	OPS
Inspections/Monitoring – Routine	YYYY to Present	GS2012-037	OPS
Accidents/Incidents – No Claim Filed (Age 18 and Older)	YYYY to Present	GS2010-081R2	OPS
Accidents/Incidents – No Claim Filed (Under Age 18)	YYYY to Present	GS50-06C-03R4	OPS
Audit Reports and Findings	YYYY to Present	GS50-03F-02	SCP,FESU
Disaster and Emergency Response Plans	YYYY to Present	GS50-14-03R2	SCP,OPS
Legislation, Ordinance and Resolution Development and Transmittal Files	YYYY to Present	GS50-01-25R1	DO
Meetings – Inter-Agency	YYYY to Present	GS2011-175R2	DO
Transfer Station Site Testing and Monitoring Records	YYYY to Present	UT50-26-08	FESU

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Junk Vehicle Removal Records	YYYY to Present	GS2012-026R1	RES
Unacceptable Waste	YYYY to Present	UT50-26-14	RES
Waste Clearance	YYYY to Present	UT50-26-09	RES
Maintenance –Major and/or Regulated	YYYY to Present	GS2012-039	FESU
Record Drawings - Archival	YYYY to Present	GS50-18-06R1	FESU
Cedar Hills Monitoring	YYYY to Present	UT5-26-08A	OPS
Closed Landfill Monitoring Data	YYYY to Present	UT50-26-07	OPS
Inspections/monitoring Regulated Non-Environmental	YYYY to Present	GS2012-038	RES
Hazardous Materials Inventory Logs and Tracking	YYYY to Present	GS50-19-02R1	RES
Household/SQG Hazardous Waste Collection Site – Daily Inspection Logs	YYYY to Present	GS2012-038	RES
Solid Waste Division CIP Projects	YYYY to Present	GS50-18-10R1	FESU
Solid Waste Facility Inspections	YYYY to Present	HE55-01J-24R1	FESU
Solid Waste Division CIP Projects – Not Completed	YYYY to Present	GS2012-041	FESU
Asset Permits/Authorizations - Environmental	YYYY to Present	GS2012-033A	RES
Elected Officials, Department and Division Heads Communications, Subject and Issue Files	YYY to Present	Combo Rule ACO-01-002 GS50-01-02 (Director/Deputy Administrative Working Files) GS50-01-12R3 (Director/Deputy Communications Governing/Executive/Advisory) GS50-01-43R2 (Director/Deputy Meetings – Staff) GS50-01-36 (Director/Deputy Appointment Calendars)	DO
Inter-Agency, IntraAgency, InterGovernmental, InterLocal Agreements	YYYY to Present	GS50-01-11R4	DO
Fixed Assets (Acquisition & Ownership)	YYYY to Present	GS2012-030	OPS, ES

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