

Index of Category Code Levels 1 & 2

Code	Name	Description
ACO	Administration Coordination	The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
ACO-01	General Administration	The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.
ACO-02	Projects	The activity of managing county projects.
ACO-03	Policies and Procedures	The activity of creating systematic approaches to operations and processes.
ACO-04	Planning, Mission and Charter	The activity of documenting and determining the county's objectives and the means for obtaining them.
ACO-05	Agency Complaints, Investigations and Findings	The activity of monitoring and enforcing county code, policies and public rules.
ASM	Asset Management	The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
ASM-01	Authorization	The activity of granting and/or receiving permission or approval in relation to asset management.
ASM-02	Design and Construction	The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
ASM-03	Disposal	The activity of disposing of the county's assets through sale or otherwise.

ASM-04	Environmental Management	The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.
ASM-05	Inventory	The activity of detailing or itemizing goods, materials, and resources on a periodic basis.
ASM-06	Leasing and Usage	The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.
ASM-07	Maintenance	The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
ASM-08	Planning	The activity of formulating strategies to achieve an objective or outcome relating to the county's facilities or other assets.
ASM-09	Purchasing/Acquisitions	The activity of acquiring assets through purchase or donation.
ASM-10	Security	The activity of protecting the county's physical goods and resources against danger, loss or threat.
ASM-11	Operations	The activity of managing the day-to-day usage of the county's buildings, vehicles and equipment.
ASM-12	Valuation	The activity of valuing land, property, or other assets belonging to the county.
ASR	Assessment Management	The functions related to the assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
ASR-01	Assessment	The activity of assessing real and personal property not owned by the county.
ASR-02	Board of Equalization	The activity of hearing appeals regarding the assessment of real and personal property.

ASR-03	Maps and Abstracts	The activity of managing maps and abstracts used in the assessment of real and personal property.
AUD	Audit Management	The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
AUD-01	Recordings	The activity of managing recorded documents.
BUD	Budget Management	The functions related to budget preparation, review, and management.
BUD-01	Budget	The activity of determining estimates of the county's future revenue and expenditures.
CON	Contracting, Procurement, and Sales Management	The functions related to contracting, procurement, and sale of materials and services.
CON-01	Contracts, Agreements, and Warranties	The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.
DET	Detention Management	
DET-01	Administration	The activities related to detention accommodations, admissions, education and food services.
DET-02	Inmates	The activities related to inmates including: discipline, movement, security and control, property and health management.
DET-03	Work Release	The activity of managing the work release programs.
ELE	Elections Management	The functions related to voter registration, the election process and election results.
ELE-01	Boundaries	The activity of managing electoral boundaries.
ELE-02	Candidates	The activity of managing electoral candidates.

ELE-03	Election Results and Voting Records	The activity of managing election results and voting records.
ELE-04	Voter Registration	The activity of managing and documenting voter registration.
FIN	Financial Management	The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
FIN-01	Accounting	The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
FIN-02	Auditing	The activity of verifying the accuracy of the county's financial accounts.
FIN-03	Authorization	The activity of granting and/or receiving permission or approval in relation to financial management.
FIN-04	Banking & Treasury	The activity of transacting monetary exchanges with a financial institution.
FIN-05	Grants	The activities around the county either giving or receiving grant funds.
FIN-07	Taxes	The activity of paying or collecting taxes.
FIN-08	Payroll	The activities relating to the monetary compensation of employees on a periodic basis.
INF	Information Management	The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
INF-01	Public Disclosure	The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
INF-02	Publications	The activity of drafting, producing, marketing, and supplying the county's publications.

INF-03	Records Management	The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
INF-04	Electronic Information Systems	The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
JDC	Judicial Management - District Court	The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
JDC-01	Court Records	The activity of managing and documenting court records for the county district courts.
JDC-02	Probation Office	The activity of managing documentation related to county district court's probation office.
JSC	Judicial Management - Superior Court	The functions related to the judicial administration operations of the county superior court.
JSC-01	Court Records	The activity of managing and documenting court records for the county superior court.
JSC-02	Court Services – Juvenile	The activity of managing documentation related to county superior court's juvenile court services.
LES	Legislative Management	The functions related to the legislative process in the county and other jurisdictions.
LES-01	Governing Councils, Commissions, Committees, and Boards	The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
LES-02	Boards, Councils, and Committees	The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.

LES-03	Lobbyist and External Regulation	The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.
LGL	Legal Management	The functions related to litigation and legal opinions.
LGL-01	Civil Litigation	The activity of managing the county's legal affairs regarding civil litigation.
LGL-02	Juvenile Criminal Case Files	The activity of managing the county's legal affairs regarding juvenile criminal cases.
LGL-03	Legal Opinions, Issues, and Advice	The activity of documenting the county's legal opinions, issues, and advice.
LGL-04	Legal Social Services	The activity of managing the county's legal social services.
LGL-05	Adult Criminal Case Files	The activity of managing the county's legal affairs regarding adult criminal cases.
LIC	Licensing Management	The functions related to the issuing of licenses.
LIC-01	Vehicle Licensing	The activities around issuing licenses related to vehicles, including taxi and for-hire licenses.
LUD	Land Use/Development Management	The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
LUD-01	Permits	The activity of granting land use and building permits.
LUD-02	Code Compliance	The activity of enforcing compliance with land use and building permits issued by the county.
LUD-03	Land Use Actions	The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

LUD-04	Appeals	The activity of appealing land use, construction and development decisions.
LUD-05	Government Boundaries	The activities around managing governmental jurisdictional boundaries.
PER	Personnel Management	The functions related to all phases of personnel administration.
PER-01	Labor Relations	The activity of managing relationships dealing with the negotiation of labor.
PER-02	Performance Management	The activity of assessing and directing employee progress toward performance goals.
PER-03	Position Development/Staff Structure	The activity of structuring and organizing human resources.
PER-04	EEO/Affirmative Action	The activity of ensuring fairness and equal opportunities for all employees.
PER-05	Industrial Insurance	The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
PER-06	Personnel Records	The activity of documenting an individual's employment with the county. Includes volunteers.
PER-07	Occupational Health and Safety	The activity of creating and maintaining a safe and healthy work environment for employees.
PER-08	Misconduct, Discipline, and Grievances	The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
PER-09	Benefits	The activity of compensating employees via means other than salaries and wages.
PER-10	Recruitment and Hiring	The activity of screening, selecting, and employee individuals. Includes volunteers.

PER-11	Staff Development and Training	The activity of enhancing employees' competencies and skills through programs and training.
PER-12	Human Resources Quality Assurance	The activity of studying human resource practices and reporting on performance and development of best practices.
PHL	Public Health Management	The functions related to public health care.
PHL-01	Administrative-Business Office	The activity of managing the administrative functions of public health management.
PHL-02	Pharmacy	The activity of managing the documentation regarding the public health pharmacy operations.
PHL-03	Clinical	The activity of managing the documentation regarding the public health clinics.
PHL-04	Laboratory	The activity of managing the documentation regarding public health laboratories.
PHL-05	Coroners and Medical Examiner	The activity of managing documentation regarding coroners and medical examiners.
PHL-06	Environmental Health Services	The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.
PHL-07	Social Services	The activity of managing the documentation regarding public health social services.
PHL-08	Health Research	The activity of managing the documentation regarding health research.
PHL-09	Housing	The activity of providing housing through the HUD grants and other funding sources.
PRE	Public Relations Management	The functions related to general public relations activities.

PRE-01	Community Relations	The activity around the county's interaction with the community.
PSF	Public Safety Management	The functions related to law enforcement, fire marshal, and animal control programs and operations.
PSF-01	Fire Marshal	The activities related to the administration and enforcement of fire codes.
PSF-02	Enforcement	The activities related to enforcement of ordinances, statutes, and legislation. Including animal control, authorization, field operations, court order implementation, and property and auction management.
PSF-03	Investigations	The activities related to initiating, documenting, and managing of investigations of suspected or alleged criminal activity. Including case management and intelligence.
PSF-04	Authorizations	The activity of granting and/or receiving permission or approval in relation to public safety.
PSF-05	Criminal History	The activity of creating, receiving, and maintaining information relating to individual's criminal history.
PSF-06	Emergency Communications	The activities of receiving, maintaining, and initiating communications related to emergency management.
PUT	Public Utilities and Natural Resource Management	The functions related to the operation and maintenance of public utilities and natural resources. Includes, water and sewer, roads, solid waste, rivers, etc.
PUT-01	Roads Management	The activity of documenting the management of county roads.
PUT-02	Water and Sewer	The activity of documenting the management of water and sewer.
TRA	Transit Authority Management	The functions related to managing and operating public transit.
TRA-01	Operations	The activity of operating public transit.

TRA-02	Safety	The activity of managing public transit safety.
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