Department of Executive Services
Records and Licensing Services Division
Archives and Records Management
Records Management Program

**Reading the
Public Disclosure
Index**

The public disclosure index, or retention schedule report, provides a comprehensive list of King County record types. The index gives a description of the record types, provides information about how long they need to be retained, and identifies those with possible historical value. Here are some instructions on how to read and use the public disclosure index. The public disclosure index is intended to help you identify which records to request and where to go to find them.

- Public disclosure index terminology:

  - Category: a term to describe record types, usually referring to a business function performed by an agency. The county's categories have a three level structure where each level defines a more specific business function than the previous level. The first two levels may help you narrow your search and the third level contains the specific information about the record types.

  - DDS (Department, Division, Section): identifies agencies by their place in the county, i.e. department, division, and section.

  - Disposition Authority Number (DAN): The legal authority to destroy records or transfer them to the archives when their retention is up.

- The index is sorted alphabetically by the Category Code Level 1 and then numerically by Category Code Level 2 and 3 (see figure 1). The three levels of the category code should help you narrow your search. A listing of the first and second level codes and their descriptions can be found on the King County website at: http://www.kingcounty.gov/operations/policies/pdi.aspx.

- The sections of the public disclosure index:

Figure 1 – Public Disclosure Index/Retention Schedule Report

❶ The Category Code Level 1 provides a description of a business function at its most general level. In the example above, the level 1 category code is Administration Coordination, which covers a broad range of functions around county administration.

❷ The Category Code Level 2 provides a more specific description of a business function. The level 2 category above is General Administration which covers the day-to-day operations of the county's normal administrative practice.

❸ The Category Code Level 3 contains the information about the specific record type including: a description of the activity, examples of records, the Disposition Authority Number, the retention period, and whether the record types is archival or not.

❹ This section lists the county agencies which produce or maintain this category of records.

- To make a public disclosure request, contact the King County Public Records Program at PRA.Request@kingcounty.gov or 206-263-9772.