



**King County Archives**

Department of Executive Services

1215 E. Fir Street

Seattle, WA 98122

Main: (206) 263-2480

Reference or general inquiries: [archives@kingcounty.gov](mailto:archives@kingcounty.gov)

August 5, 2020

Effective September 1, 2020, records scheduled with a disposition of “non-archival” will no longer need to be approved by the County Archivist prior to destruction. This policy applies to all County records, regardless of format (e.g., textual or electronic, etc.) or storage location (e.g., King County Records Center, Content Manager, etc.).

In order to minimize the risk of inadvertently destroying records of historic significance or long-term research value, the following will apply:

1. All applicable current procedures regarding documentation and approval of destruction by the division/department Agency Records Officer or authorized agency Disposition Approver must still be followed.
2. Records must still be reviewed and approved by the authorized agency Disposition Approver to verify the correct record schedule item or category has been applied.
3. Agency Records Officers and/or authorized agency Disposition Approvers (or designated proxies) should consult the Records Significance worksheet to determine the potential for significance or long-term value prior to submitting destruction requests to the Records Center or approving internal destruction forms. An archival appraisal must be requested for any potentially significant boxes or files.
4. Records with inclusive or coverage dates prior to 1955 must be reviewed by the King County Archives prior to destruction, regardless of disposition category. Prior to authorizing destruction of pre-1955 records, the Agency Records Officer or authorized Disposition Approver must request an archival appraisal by contacting the King County Archives.
5. In the event there is disagreement over potential significance of the records or a disposition category of “non-archival” for the series, the Archivist should be consulted for an appraisal.
6. The Archives may be consulted for an appraisal of **inactive records** at any point prior to the destruction of said records at the request of Records Management, the division/department Agency Records Officer or the Records Center Supervisor if any of the named parties has reason to believe an appraisal is warranted or desirable.

In the event an appraisal by the Archives is requested, the following policies apply to all archival or potentially archival records:

1. For records with a disposition of “non-archival” the individual or office requesting the appraisal must state the reason an appraisal was requested.



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2. Whenever possible, the records must be made available for a physical assessment by Archives staff.
3. If an in-person appraisal is not possible, the creating office must provide a detailed folder list for each box of the records to be appraised. Detailed folder lists must include:
  - a. Complete folder titles and dates.
  - b. Descriptions of any non-textual records, including titles, dates and format types.
4. Records series must not be mixed (i.e., each box should be covered by only one records schedule item or category).
5. If the series contains non-textual records, the records must be in an accessible format **or** the creating office must provide the technology, software license or equipment required to access the records.

Noncompliance with Retention Schedule Requirements (“erroneous disposal”) carries with it the risk of fines, fees and legal action (see INF 15-3-3-EP and RCW 40.16.010, RCW 40.16.020).

Please direct any questions or concerns regarding this policy change to Danielle Boucher, County Archivist or the Records Management group.