

# 4 Essentials of Records Management



## Good Government and Public Trust

As public servants, we all have a role in making sure county government runs as smoothly as possible. Without records, we cannot do our work well or account for our actions. There are laws in place to protect the documentation of King County's work, and to ensure its accessibility. As an employee creating and managing records, you are preserving this documentation and supporting the public's trust in our county government.

## Records are County Property

The records that we create in our daily work for King County belong to the county and are subject to public disclosure requests. This means we must always manage our records to ensure they are accessible and protected for as long as we are legally required to keep them. Keep in mind that records come in many different formats including paper, email messages, electronic documents, photographs, text messages, audio and video recordings, social media posts, etc. The important thing to remember is that if it documents county business it's a county record.



## Records Have Retention Requirements

Retention is the length of time county records must be kept. These requirements are listed on a document called a retention schedule—an inventory of your department's records (by category) and how long those records must be kept and managed. Proper retention of records helps your department function better and safeguards the rights of the public.

## Resources

The King County Records Management Program has all the resources you need to manage any records you have. Contact them by phone at 206-477-6889 or email at [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)



Every department and agency has an Agency Records Officer and other staff with records management expertise. Ask your supervisor for more information about who these people are in your organization.

**King County Records Management Program**  
Phone: 206-477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
Web: [www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)

