



King County

Department of Executive Services
Records and Licensing Services Division
**Archives, Records Management and Mail
Services Section**

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION Cultural Development Authority of King County (4CULTURE)	2. DEPARTMENT-DIVISION-SECTION [DDS] 4CULTURE-GEN-(ALL) / 180101	3. TOTAL NUMBER OF PAGES 23	4. DATE SUBMITTED FOR APPROVAL January 23, 2018	5. STATUS Final	6. VERSION 2
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6. SCOPE AND DISCLAIMER

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County's Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

Glossary

Cutoff: the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

Retention: the length of time the records must be retained *after* the cutoff date

Disposition Action: the action that should be taken with the records after they have met their retention period

ESSENTIAL: records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
General (All Staff or Multiple Sections)						
1	<p><u>Contract Administration – Funding</u> Records that document the administration of contracts for funds awarded by 4Culture for arts, preservation, heritage and public art endeavors. Includes documentation of all resources received or expended by the agency for the contracts.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contract agreements, amendments, supporting documentation, grant applications, invoices, liability insurance certificates, waivers, etc. <p>Excludes any reports or deliverables related to the contracts (see item 2).</p> <p>Note: Funding Contracts are managed in Salesforce system as of 1/1/2015.</p>	<p>Cutoff: Completion of project or terms of agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2
2	<p><u>Contract Reports and Deliverables – Funding</u> Records that document final outcomes or required deliverables for all awarded/funded contracts.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports, periodic/status reports, pamphlets, brochures, photographs, novels, CDs, etc. <p>Excludes contract administration records (see item 1).</p>	<p>Cutoff: Completion of project or terms of agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1

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3	<p><u>Contracts – Vendor</u> Records that document agreements signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Agreement with KCIT for network services, agreement for building security, agreement for printing services, and agreement with DocuSign. <p>Excludes funding contracts (see item 1).</p>	<p>Cutoff: Termination of contract agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
4	<p><u>Charter and Bylaws</u> Official, adopted charter and/or bylaws defining the scope of 4Culture and its rights, responsibilities, and authority, and including written rules.</p>	<p>Cutoff: Until superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival - Permanent</p> <p>ESSENTIAL</p>		<p>Charter and Bylaws</p> <p>ACO-01-016</p>	GS50-05A-01R1
5	<p><u>Communications – Citizen Complaints/Requests</u> Communications from citizens and members of the public making a complaint or request for agency action, as well as the associated agency response.</p> <p>Excludes communications of the Executive Director, or anyone acting on behalf of the Director (see item 7).</p> <p>Excludes Public Records Act Requests (see item 19).</p>	<p>Cutoff: End of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
6	<p><u>Communications – Board of Directors</u> Communications sent or received by Board of Directors that are made or received in the transaction of public business. Also includes communications from those communicating on behalf of the Board of Directors.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Communications for Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-014</p>	GS50-01-12R3

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7	<p><u>Communications - General</u> Internal and external communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of county business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to: Requests for and provision of information/advice; Agency-initiated information/advice.</p> <p>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</p> <p>Excludes communications of the Executive Director, or anyone communicating on behalf of the Executive Director (see item 8).</p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3
8	<p><u>Communications and Subject Files – Director</u> Communications to or from the Executive Director that are made or received in connection with the transaction of public business and are not covered by a more specific record series. Also includes communications by supporting staff acting on behalf of the Executive Director.</p> <p>Also includes subject/topic files that document a variety of topics the Executive Director may be interested in or have oversight or directional responsibility for.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Elected Officials, Department and Division Heads, Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	GS50-01-12R3

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9	<p><u>Disaster Recovery Plans</u> Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets.</p> <p>Includes, but is not limited to: Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567.</p>	<p>Cutoff: When obsolete or superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/Disaster Security, Preparedness and Recovery Plans</p> <p>ACO-06-001</p>	GS50-14-03R2
10	<p><u>Funding Applications – Unsuccessful or Abandoned</u> Records relating to unsuccessful/unapproved or abandoned funding applications received by 4Culture. May include applications, evaluations, denial notifications, supporting documentation, etc.</p>	<p>Cutoff: After notification of denial/ abandonment received</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	GS50-03C-07R1
11	<p><u>Digital Assets (Photographs)</u> Digital assets (including photographs and graphic design assets) owned or created by 4Culture for general agency promotion or other purposes. Can include additional versions of photographs not needed for documentation of record series listed below.</p> <p>Includes digital assets managed in the Portfolio Digital Asset Management system.</p> <p>Excludes photographs related to more specific series including Contract Reports and Deliverables (item 2), Outreach and Event Records (item 25), Public Art Collection Files (item 48).</p>	<p>Cutoff: When no longer needed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Photographs and Audio/Visual Material</p> <p>PRE-01-002</p>	GS50-06F-02R1

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12	<p><u>Meetings - Board of Directors and Committees</u> Records that document the meetings, activities and actions of the Board of Directors, Board Committees (Executive, Finance, Governance and Real Estate Advisory) and Advisory Committees (Arts, Heritage, Preservation, and Public Art). Includes, but is not limited to: agendas, meeting packets, meeting minutes, reports, policies and other records produced by the board/committee, motions (actions).</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-013</p>	GS2012-027
13	<p><u>Meetings – Staff</u> Records documenting meetings held by general staff of the agency. Includes, but is not limited to: agendas, meeting packets, meeting minutes, etc.</p> <p>Excludes meetings of the Board of Directors or committees (see item 12).</p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS50-01-43R2

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14	<p><u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. Only includes records needed to support the completion of the performance evaluation.</p> <p>Includes, but is not limited to: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files, item 21).</p> <p>Excludes final signed performance evaluations (kept in the official Personnel File, see item 44).</p>	<p>Cutoff: Until the performance review has been completed and appeal period has ended</p> <p>Retention: 0 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-04B-31R1
15	<p><u>Planning – Annual Plan</u> Final version of the annual/strategic plan for 4Culture, used to align the organizational and budget structure with its priorities, missions and objectives.</p>	<p>Cutoff: Until plan is obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival - Permanent</p>		Strategic Plan – Final Version ACO-04-003	GS2010-080
16	<p><u>Planning – Development of Annual Plan</u> Records that relate to the development of 4Culture's annual/strategic plan.</p>	<p>Cutoff: Until plan is obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		Strategic and Work Plans – Development ACO-04-002	GS2010-079

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17	<p><u>Procedures and Manuals</u> Internal procedures, instructions and manuals developed by 4Culture that guide users on the procedures or protocol for day-to-day operations.</p> <p>Excludes procedures received from external sources (i.e. printer manual).</p>	<p>Cutoff: Until obsolete or superseded</p> <p>Retention: 3 Years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01A
18	<p><u>Project Files – General</u> Records documenting projects and the development and creation of deliverables that are not related to a more specific record series. Projects include, but are not limited to: development of annual reports, development of website content, development of disaster plans, etc.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p>	<p>Cutoff: Project completion</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
19	<p><u>Public Records Act Requests</u> Records relating to the requests from the general public for access to 4Culture’s public records in accordance with RCW 42.56. Includes, but is not limited to: Internal and external correspondence relating to the request; Records documenting the public records provided to the requestor (copies of the records provided, etc.); Records documenting the public records (or portions of the record) withheld (exemption logs); Copies of redacted portions; administrative reviews relating to the request.</p>	<p>Cutoff: Once public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3

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20	<p>Reference (Secondary) Copies Secondary copies of records collected by agency staff that are printed or retained to aid in performing future tasks.</p> <p><i>Note: it is against best practice and a liability to retain secondary copies of records longer than the primary copies.</i></p> <p><i>Secondary copies are still subject to Public Records Act Requests. Secondary copies should be managed separately from primary copies, should be identified as secondary copies, and searchable/identifiable information should be redacted, if possible.</i></p>	<p>Cutoff: Retain until no longer needed</p> <p>Retention: 0 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-02-04R2

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21	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to: copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</p> <p>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files, item 14).</p> <p>Excludes Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Personnel File (item 44) rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: Retain until no longer supervising employee and resolution of any ongoing performance issues then destroy</p> <p>Retention: 0 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-04B-31R1

22	<p>Transitory Records Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency-Generated Forms and Publications – Copies (Copies of unused forms) • Brainstorming and Collaborating (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts) • Contact Information (external clients or stakeholders) • Drafting and Editing (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes) • Electronic documents when printed version is finalized with inked signature • General Information – External (FYI information received from external sources) • Unsolicited Materials/publications (Not requested nor used) • Basic/routine short-term communications that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”) • Internet Browsing History (cookies/cache/temp files on your computer) • Organizing/Monitoring Work In Progress (to-do lists; working notes; status logs) • Records Documented as Part of More Formalized Records (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses) • Reference Materials (gathered from external sources which do not provide evidence of agency work) • Scheduling of Meetings/Appointments • Secondary (Duplicate) Copies 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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Communications						
23	<p><u>Brand/Identity Records</u> Records that relate to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, banners, etc.</p> <p>Includes, but not limited to: symbols, logos, emblems, mottos, slogans, program names, etc.</p>	<p>Cutoff: Retain until no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Brand and Identity Records</p> <p>ACO-01-017</p>	GS2012-015
24	<p><u>Newsletters and Blogs</u> Master set of all newsletter publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.)</p> <p>Records include newsletter publications regardless of format including Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records.</p>	<p>Cutoff: Retain until no longer needed for agency business</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4
25	<p><u>Outreach and Event Records</u> Records that document the planning and/or execution of educational or promotional events (including public meetings), advertising campaigns or contests (including art contests). Records may include event programs/schedules, passes, news clippings, drawings, copies of ads, photographs, videos, sound recordings, story scripts, posters, brochures, flyers, web-based promotion and advertising, and correspondence.</p>	<p>Cutoff: Retain until record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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26	<p><u>Web Content Management</u> Records that document the publishing of the agency's online (internet and intranet) content.</p> <p>Includes, but is not limited to: requests and approvals to upload, update or remove content; confirmation of content upload, update or removal, point-in-time record of web pages/site (screenshots, snapshots, site maps).</p> <p><i>Note: all published content consists of individual records which have their own separate requirements. Each of these records must be retained according to their approved retention period.</i></p>	<p>Cutoff: Once online content is removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
Finance						
27	<p><u>Annual Financial Reports</u> Annual reports about financial status that are compiled by 4Culture and submitted to the Board of Directors.</p>	<p>Cutoff: Retain until obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Comprehensive Annual Financial Report (CAFR)</p> <p>FIN-01-010</p>	GS50-03D-02R1
28	<p><u>Audit Reports</u> Final findings of audits conducted of 4Culture services by the state. Includes financial audits and performance audits.</p>	<p>Cutoff: Once audit report completed and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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29	<p><u>Banking Records</u> Records relating to the agency's banking activities and documenting its banking transactions.</p> <p>Includes, but is not limited to: deposits and withdrawals, bank statements, investment statements, checks and warrants issued by the agency.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Banking – Accounts and Transactions</p> <p>FIN-04-005</p>	GS2011-185
30	<p><u>Financial Records – non-Grant related</u> Records that document all financial resources received or expended by the agency, where the receipts and expenditures are not for funded contracts/projects (see item 1).</p> <p>Includes, but is not limited to: invoices, billing statements, receipts, vouchers, check registers, etc.</p> <p>Excludes accounting records in support of grant-related contracts (see item 1).</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3
31	<p><u>Financial Records – Grant-Related</u> See <u>Contract Administration - Funding</u></p>					

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Funding						
32	<p><u>Funding Reports and Supporting Materials</u> Records that document or summarize funding activities and decisions/recommendations by panels, which are submitted to advisory committees or used for internal purposes.</p> <p>Includes, but is not limited to: staff reports, panel notes/comments or score sheets.</p> <p>Can also include technical papers or other guides, aides or reports that are created for general educational purposes.</p> <p>Excludes records specific to the funding/awarding of an individual grant (see item 1).</p>	<p>Cutoff: Retain until no longer needed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1
33	<p><u>Initiative Projects</u> Records relating to small projects, programs, or deliverables created by the Funding team in response to real or perceived need.</p> <p>Examples include: production of tools for public use, development of standards for historical organizations, training programs for returning veterans, mapping destinations for tourists, etc.</p>	<p>Cutoff: Project completion</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1

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34	<p><u>Workshops Provided</u> Records documenting workshops provided to the public to inform them about grant application processes and tips/resources.</p> <p>Includes, but is not limited to: curricula presented, attendee lists and sign-in sheets, evaluations, etc.</p>	<p>Cutoff: Following workshop completion</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1
Human Resources and Payroll						
35	<p><u>Direct Deposit Forms</u> Records that are used to document the authorization and cancellation of paying an employee’s wages by direct deposit, rather than by traditional check.</p>	<p>Cutoff: Completion of transaction</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Contracts and Agreements</p> <p>FIN-08-018</p>	<p>Combo Rule FIN-08-018</p> <p>GS50-01-11R4 (Contracts and Agreements)</p> <p>GS50-03E-01R1 (Employee Pay – Authorizations and Deductions)</p>
36	<p><u>INS I-9 Forms</u> Records document verification of eligibility to work in the United States. May include: Federal I-9 forms; Passport copies; Copies of valid driver’s license; Copies of certificate of naturalization.</p>	<p>Cutoff: Termination of employment</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Employment Eligibility Documents Immigration and Naturalization Services (INS) Forms</p> <p>PER-10-005</p>	GS50-05A-26R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
37	<u>IRS Forms - Filed</u> Required forms that are filed with the Internal Revenue Service (IRS) regarding payroll functions. Including 1096s, 1099s, W-2s, etc.	Cutoff: End of year Retention: 5 years	Disposition Action: Non-Archival - Destroy		Tax Forms – Federal FIN-08-007	GS50-03A-17R1
38	<u>Leave Donation Records</u> Records authorizing leave to be donated to another employees account.	Cutoff: End of year Retention: 6 years	Disposition Action: Non-Archival - Destroy		Leave Donations FIN-08-004	GS2017-010
39	<u>Leave Requests</u> Documentation of requests and approval of leave (sick, vacation, comp time, family medical leave, leave without pay, etc.) and overtime. <i>Note: leave requests submitted electronically in EWS system as of December 2013.</i>	Cutoff: End of year Retention: 6 years	Disposition Action: Non-Archival - Destroy		Employee Leave Management PER-09-002	GS50-04B-09R2
40	<u>Payroll Registers</u> Records that document time accumulated by 4Culture employees. ***Important: Some of these records may be needed for retirement verification purposes.	Cutoff: no longer needed for agency business Retention: 60 years	ESSENTIAL Disposition Action: Non-Archival - Destroy		Retirement Benefit Verification Records FIN-08-002	GS2017-009
41	<u>Payroll Report – Labor and Industries</u> Report generated from payroll system that is used to document Labor and Industries (L&I), and that is sent to the State.	Cutoff: End of year Retention: 4 years	Disposition Action: Non-Archival - Destroy		Payroll Supporting Documents FIN-08-006	Combo Rule FIN-08-006 GS50-03E-15R1 (Employee Pay History) GS50-03E-02R1 (Payroll Processing)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
42	<p><u>Payroll Report – Retirement</u> Records about employment activities that are submitted to the state Department of Retirement Systems (DRS). Includes reports of: new employees, separated employees, address changes and monthly contribution reports.</p> <p>Information is submitted electronically to DRS via DRS eServices.</p>	<p>Cutoff: End of year</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03E-02R1 (Payroll Processing)</p>
43	<p><u>Payroll Report – Unemployment</u> Report generated from payroll system that is used to document unemployment status, and that is sent to the State.</p>	<p>Cutoff: End of year and no longer needed for business</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Personnel Fund Monitoring Reports</p> <p>FIN-08-016</p>	<p>GS50-03A-33R1</p>
44	<p><u>Personnel Files</u> Records that document the work history of each employee of the agency. Includes, but is not limited to: applications, resumes, test results, hire letters, W-4s, position descriptions, personal/emergency contact information, performance evaluations, documentation of disciplinary action, letters of commendation/recommendation, documentation of training completed, exit interviews, etc.</p> <p>Excludes I-9 Forms (see item 36), employee medical records, and retirement/pension verification.</p>	<p>Cutoff: Termination of employment</p> <p>Retention: 6 years</p>	<p>ESSENTIAL</p> <p>Disposition Action: Non-Archival - Destroy</p>		<p>Personnel File</p> <p>PER-06-002</p>	<p>GS50-04B-06R4</p>

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45	<p><u>Recruitment and Hiring Files</u> Files document the recruitment and selection process for County positions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Newspaper announcements; • Position descriptions; • Applicant lists; • Interview questions; • Screening criteria; • Telephone screening notes; • Test results including pass/fail pre-employment physical test results; • Background check authorization; • Drug test results; • Applications and/or resumes for candidates not hired. 	<p>Cutoff: Once position filled or recruitment terminated</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	GS50-04B-22R1
Information Technology						
46	<p><u>Inventory of Assets</u> Records relating to the inventorying of assets owned by 4Culture.</p>	<p>Cutoff: End of year or until disposition of asset and completion of State Auditor's examination report, whichever is sooner</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Inventory of Assets (Non-Real Property)</p> <p>ASM-05-003</p>	GS50-03A-18R1

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47	<p><u>IT Assistance</u> Records relating to employee requests for advice and assistance in using information technology systems and applications.</p>	<p>Cutoff: End of year</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Helpdesk Requests</p> <p>INF-04-005</p>	GS2010-005R1
48	<p><u>Security Incidents and Investigations</u> Records Documenting security incidents and investigations relating to IT infrastructure, equipment, supplies, electronic systems, networks, applications, and electronic records/data.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Incident reports • Reports of theft or loss • Police reports • Service logs • Browser histories • Cloned copies of hard drives • Correspondence, notes, actions taken and analyses. 	<p>Cutoff: Completion of investigation or matter resolved, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Security Monitoring - Incident</p> <p>INF-04-010</p>	GS2010-008R1
Public Art						
49	<p><u>Consulting Contracts</u> Records that document agreements between 4Culture and private developers or other local governments to provide consultation services for developing or acquiring public art for external agencies or companies.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Contract agreement, negotiations, change orders, compliance monitoring, etc. 	<p>Cutoff: Termination of contract agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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50	<p><u>Public Art Collection Database</u> Database records that monitor, track and provide information on pieces of public art, including permanently installed art and portable art. Database should document the acquisition/creation/installation of the piece; maintenance; use and movement; and deaccession.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contract, agreement letters, care and information sheets, artist statement and intentions about piece, press clippings and publicity items, ceremony/dedication information, blueprints, tag numbers, survey notes, photos, maintenance records, provenance of piece, appraisal of piece and de-accession information. 	<p>Cutoff: Deaccession of artwork or disposition of real property</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Public Art Collection Management</p> <p>ASM-05-002</p>	<p>GS2012-030 (portable art)</p> <p>GS55-05A-06R1 (installed art)</p>
51	<p><u>Public Art Collection Files</u> Records that monitor, track and provide information on pieces of public art, including permanently installed art and portable art. Files should document the acquisition/creation/installation of the piece; maintenance; use and movement; and deaccession.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contract, agreement letters, care and information sheets, artist statement and intentions about piece, press clippings and publicity items, ceremony/dedication information, blueprints, tag numbers, survey notes, photos, maintenance records, provenance of piece, appraisal of piece and de-accession information. 	<p>Cutoff: Deaccession of artwork or disposition of real property</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Public Art Collection Management</p> <p>ASM-05-002</p>	<p>GS2012-030 (portable art)</p> <p>GS55-05A-06R1 (installed art)</p>

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52	<p>Public Art Project Development</p> <p>Records that document the process of developing or acquiring Public Art pieces, including permanently installed art, portable art and ephemeral (experiential) art.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Project plans, business cases, budget information, drafts, reference material, notes, applications from unsuccessful artists, and correspondence. <p>Excludes final records/deliverables needed for the long-term tracking of the custody or status of public art pieces (see item 51).</p>	<p>Cutoff: Project completion</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1

8. RECORDS AND INFORMATION MANAGER SIGNATURE

I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.

Gail Snow

1/4/2017

Gail Snow Date

9. COUNTY ARCHIVIST SIGNATURE

I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.

Carol Shenk

01/23/2018

Carol Shenk Date

10. AGENCY MANAGER SIGNATURE

I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.

Jim Kelly

10/6/17

Jim Kelly Date

PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT

11. PRC APPROVAL

Deborah Kennedy

2/1/2018

Deborah Kennedy Date
King County Public Records Committee