



**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	2. DEPARTMENT-DIVISION-SECTION [DDS]	2. TOTAL NUMBER OF PAGES	3. DATE LAST MODIFIED	5. STATUS	6. VERSION
Department of Community and Human Services/Mental Health, Chemical Abuse and Dependency/Crisis and Commitment Services	DCHS-MCAD-(ALL)- All Sections [150401]	5	12/10/2018	Final	1

**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. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><b><u>Crisis and Commitment Files</u></b> Records created, received, or maintained by DCHS, Crisis and Commitment Section according to RCWs 71.34, 71.05, 10.77, and 4.16.350. Crisis and commitment files document efforts made by Crisis and Commitment section staff to stabilize crisis situations involving persons with serious behavioral health challenges. Files document the process of determining if an individual meets the civil commitment criteria. Files may include, but are not limited to: intake records (Contacts) documenting the individual's demographic information, criminal history, treatment provider, and medical issues; case presentation records including face to face assessment reports, hospital records, police statements, and witness declarations; includes DCHS decision making and additional supporting documentation. Records are organized by individual and may include numerous cases and contacts.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> <li>• Contacts: Includes an individual's contact and medical intake history and all treatment records</li> <li>• Legal paperwork – Copies also retained in State Court Database</li> <li>• Dismiss and Detain Orders</li> <li>• Court Special Orders to detain individuals</li> <li>• Zero Files – These are individuals who were referred to be seen by a DCR, but were never seen for various reasons.</li> </ul> <p>Note: For records scanned into LOLA (EDMS), this will act as the official record. Physical records not scanned into LOLA should be retained according to this series.</p>	<p><b>Cutoff:</b> When the patient reaches 100 years of age</p> <p><b>Retention:</b> 10 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p><b>Crisis and Commitment Files</b></p> <p><b>PHL-07-001</b></p>	SS50-25-05

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2.	<p><b><u>General Office Communications and Staff Meetings</u></b> Records created, received, and used when communicating within and outside the county on general topics related to the business of the county and the conduct of general office staff meetings. Communications discussing daily activities, functions and processes internally and with other King County offices in the course of conducting day to day county business.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• General correspondence; staff meeting minutes and agendas; working files; forms and templates created; mailing lists; scheduling, including activity and event scheduling; travel arrangements (scheduling only, excludes travel related purchasing &amp; payment records);</li> <li>• Communications and records used to coordinate various administrative functions.</li> </ul>	<p><b>Cutoff:</b> Year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>General Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p><b>Combo Rule ACO-01-001</b></p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – Non-Executive)</p>
3.	<p><b><u>Source Records – Imaged (Non-Archival)</u></b> Non-Archival source records which have been imaged using any of the following processes: Scanned/digitized in accordance with Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging; Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (Electronic Imaging System (EIS) or Early Destruction After Digitization (DAD); or, Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm. And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p>	<p><b>Cutoff:</b> verification of successful conversion as stipulated in approved KC DAD application</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Source Records – Imaged (Non-Archival)</p> <p>INF-05-005</p>	<p>GS50-09-14R3</p>

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4.	<p><b><u>Supervisor's Working Files</u></b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> 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, PIP (Performance Improvement Plans).</p> <p><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files) and final Performance Appraisal to be retain with Human Resources in the Personnel File.</p>	<p><b>Cutoff:</b> Once no longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Supervisor Working Files</p> <p>PER-06-010</p>	GS50-04B-31 R1

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5.	<p><b><u>Transitory Records</u></b> Public records that only document information of temporary, short-term value, and provided that the records do not document any substantive decision making processes, not needed as evidence of business transaction, and are not covered by any more specific record series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources)</li> <li>• <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> 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”);</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling – Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> until no longer needed for agency business*</p> <p><b>Retention:</b> none</p> <p>*includes verification of successful conversion of information for records documented as part of more formalized records</p>	<p><b>Disposition Action:</b></p> <p>Non Archival – Destroy</p>		N/A	<p>Refer to section 13.0 of the State’s General Records Retention Schedule for a complete list of DANs in this series.</p> <p><b>Note: destruction documentation is not required for Transitory Records.</b></p>

