



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Executive Services / Finance and Business
Operations Division / Director's Office

**2. DEPARTMENT-DIVISION-
SECTION [DDS]**

DES-FBOD-(DIR) / 010501

**3. TOTAL NUMBER OF
PAGES**

19

**4. DATE LAST
MODIFIED**

October 3, 2017

5. STATUS

Final

6. VERSION

2

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 AUTHORITY NUMBER(S)
1.	<p><u>Agency Provided Training – General</u> Records documenting training courses, seminars, and workshops provided by the Director’s Office to the public, customers, contractors, or agency employees where: certificates/credentials/licenses are NOT awarded; and continuing education hours/credits/points are NOT earned; and training is NOT required by federal, state, or local statute or by employer.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Test administered, results • Attendee lists and sign-in sheets • Evaluations, surveys • Handouts/materials unique to that particular training session/instance <p>Examples:</p> <ul style="list-style-type: none"> • Coach Leader Standard Work <p>Excludes training and curriculum development covered by GS2011-178R1 and final curriculum materials covered by GS2011-180.</p>	<p>Cutoff: Date training provided</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

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2.	<p><u>Audit Findings (Final)</u> Final reports, supported by working papers, which state the various findings and recommendations. Also includes the audited agency's response.</p> <p>May include:</p> <ul style="list-style-type: none"> • Significant drafts published at periodic intervals by auditors • Action plans prepared in response to audit • Special reports requested by auditor. <p>Types of audit include:</p> <ul style="list-style-type: none"> • Metro Transit and WTD – Moss Adams • Federal Compliance (A-133) – State Auditor • Accountability, e.g., internal controls, review of risk management, citizen/hotline complaints – State Auditor <p>Excludes Financial (CAFR) – State Auditor retained in DES-FBOD-Financial Management (FMS)</p>	<p>Cutoff: Final 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
3.	<p><u>Audit Working Files/Supporting Documentation</u> Records document performance and financial audits/special study process. Cumulative data on departments and audit issues.</p> <p>May include:</p> <ul style="list-style-type: none"> • Correspondence and documentation to and from auditors • Spreadsheets (P&S) • Interview notes • Technical review draft/response • Response to the executive • Project management documents • Document to back up analysis. 	<p>Cutoff: Completion of audit and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01

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4.	<p><u>Budget Development, Working Files and Budget Requests</u> Documents the activity of determining estimates of King County's future revenue and expenditures. Provides the background for the departmental biennial budget request. Also includes the final budget requests and business plans sent to the Executives' Office for submission to the King County Council.</p> <p>May include:</p> <ul style="list-style-type: none"> • Narratives to explain requests • Revenue projections • Meeting notes from budget meetings, including Q&A. 	<p>Cutoff: Budget adoption</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03
5.	<p><u>Budget Status Reports</u> Reports that document the status of the agency budget or provide data analytics. Includes all types of periodic budget status reports compiled on request or per statute, charter or agency policy.</p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06
6.	<p><u>Contract Management Records</u> Records documenting the management of contracts and agreements entered into by the agency and one or more parties that set out terms and conditions to which the signing parties agree.</p> <p>May include:</p> <ul style="list-style-type: none"> • Consultant contracts • Amendments • Liability waivers, e.g., hold harmless agreements • Purchasing agreements • Lease agreements • Equipment service agreements • Compliance monitoring. 	<p>Cutoff: Termination or expiration of contract</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>	DES / FBOD / Procurement and Payables	<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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7.	<p><u>Division Director's and Deputy Director's Communications, Meetings and Working Files</u></p> <p>Internal and external communications to or from the agency's director and deputy director that are made or received in connection with the transaction of public business and that are not covered by a more specific records series. Includes all communication types regardless of format: correspondence; email; websites/forms/pages; social networking posts and comments, etc.</p> <p>NOTE: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</p> <p>May include:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice • Public relations records, e.g., biographies, speeches, newsletters, press releases, photos • Mailing lists • Public opinion polls • Informational reports compiled on a subject • Projects or initiatives originating and managed from the Director's office. <p>Excludes:</p> <ul style="list-style-type: none"> • Non-executive communications • Public records requests • Official meeting minutes and agendas for advisory or governing bodies and correspondence to such groups. 	<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>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-02 (Admin. Working Files)</p> <p>GS50-01-12R3 (Communications – Non-Executive)</p> <p>GS50-06F-07R1 (Media Releases and Coverage)</p> <p>GS50-01-43R2 (Meetings)</p> <p>GS50-01-36 (Appointment Calendars)</p>

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8.	<p><u>Emergency Drill Reports</u> Documents performance during FBOD’s practice drills of their emergency response and during countywide emergency drills. Only periodic “Emergency Situation Reports” are made; no final report on level of success. Reports help inform staff of areas they need to focus on for improvement as they prepare for potential catastrophic events in King County.</p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Fire and Other Emergency Drill Reports</p> <p>ACO-06-004</p>	GS2017-016
9.	<p><u>Emergency Preparedness and Disaster Recovery Plan</u> Emergency preparedness, response and recovery plans prepared for FBOD’s operations and assets.</p> <p>May include:</p> <ul style="list-style-type: none"> • Disaster preparedness and recovery plans • Succession plans • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. 	<p>Cutoff: Plan is 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>Employee Leave Management</u> Records requesting, granting or monitoring employee leave, including: family medical leave (FMLA) executive leave, and overtime.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Requests and authorizations for leave • Doctor’s notes and return to work notices, etc. <p>Excludes Leave Donations covered by FIN-08-004, GS50-03E-18 and medical leave taken due to on the job injury (see GS50-04B-30R1) and cumulative leave, leave balances, etc. that are managed in the county payroll system (PeopleSoft).</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Employee Leave Management</p> <p>PER-09-002</p>	<p>Combo Rule PER-09-002</p> <p>GS50-04B-09R2 (Employee Leave – Routine)</p> <p>GS2017-010 (Leave – Non-Routine)</p>

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11.	<p><u>General Office Accounting</u> Office accounting records including documentation of accounts payable, accounts receivable, and cash/banking activities.</p> <p>May include:</p> <ul style="list-style-type: none"> • Purchase orders • Receipts • Telecomm invoices • P-card documents • Travel expenses documentations 	<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>	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3 (Financial Transactions – General)</p> <p>GS2011-185 (Banking-Accounts/Transactions)</p> <p>GS2012-045 (Usage & Dispersal Assets)</p> <p>GS50-03B-06 (Check Stubs or Duplicates)</p>
12.	<p><u>General Office Communications, Meetings and Working Files</u> 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 meetings.</p> <p>As programs and projects develop within the County, it may be necessary to move initial records from this category to business related categories such as project files, contract administration files, personnel actions, etc. that need to be retained with the business activity they support.</p> <p>May include:</p> <ul style="list-style-type: none"> • Administrative procedures and instructions • Outlook Calendars • Internal schedules for equipment replacement • Mailing lists • Staff meeting minutes, agendas • Requests to telecommute on a particular day • Standard Work, Desk Manuals 	<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>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-02 (Working Files)</p> <p>GS50-01-36 (Appointment Calendars)</p> <p>GS50-01-43R1 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – non-executive)</p> <p>GS2011-179R1 (Travel Arrangements)</p>

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13.	<p><u>Informational Reports</u> General reporting records where not covered by a more specific category.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Weekly alerts submitted to the Department of Executive Services Director's Office and then to the County Executive • Program administrative reports or summary reports. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>	KCEO is office of record for Weekly Alerts	Informational Reports ACO-02-003	GS50-06F-03R1
14.	<p><u>Inter/Intra-agency, Inter-governmental, Inter-local Agreements</u> Instruments signed by county agencies with one or more county or external agencies, to which the signing parties agree or submit. Agreements are created for the interest of cooperatively sharing resources for the mutual benefit of all parties, in accordance with RCW 39.34.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Memorandums of Understanding (MOU) • Service Level Agreements (SLA) for services provided by the agency to external agencies. <p>Note: Per RCW 39.34.040, a copy of each of the county's interlocal agreements must either be filed with the King County Recorder's Office or sent to DES / RALS / Archives, Records Management and Mail Services (ARMMS) for publishing on the internet. This should happen before the agreement has been entered into force.</p>	<p>Cutoff: Termination or expiration of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements CON-01-004	GS50-01-11R4

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15.	<p><u>Internal Service Fund – Rate Setting</u> Records related to setting rates for goods and services provided by FBOD to other County agencies on a cost-reimbursement basis.</p> <p>May include:</p> <ul style="list-style-type: none"> • Cost-allocation basis • Actual costs separated from estimated costs • Performance measures. 	<p>Cutoff: Once rates superseded</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Internal Service Fund – Rate Setting</p> <p>BUD-01-003</p>	GS2011-187
16.	<p><u>Legislation Development and Transmittal Files</u> Documentation of the analysis and development of ordinances, motions, resolutions, and provisos submitted for approval to the King County Council or other governing commission or board.</p> <p>May include:</p> <ul style="list-style-type: none"> • Drafts with substantive changes • Informational reports • Fiscal notes (written when money is associated with legislation) • Transmittal documentation for sending final version to the Council. 	<p>Cutoff: End of year of approval or decision not to proceed</p> <p>Retention: 3 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Ordinance, Motion and Resolution Development and Transmittal Files</p> <p>LES-02-002</p>	GS50-01-25R1
17.	<p><u>Payroll Supporting Documents</u> Working documents that lead up to the final printed and signed time reports used for paying employees. Documents the status of and adjustments to payroll accounts prior to finalization and are not needed for retirement benefit verification (See FIN-08-002).</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>	GS50-03E-02R1

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18.	<p>Policy Development Files Records that document the development of agency policies.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence • Research • Substantive Drafts <p>Excludes Final Adopted Policy (GS50-01-24R1) retained by DES-RALS-ARMMS in the Archives.</p>	<p>Cutoff: Final policy</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1

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19.	<p>Project Files Records for miscellaneous projects not covered by more specific categories. May include work plans, metrics, A3 boards, project charters, budgets, reference materials, communications, notes and documents related to final deliverables etc.</p> <p>Excludes grant funded, capital improvement projects.</p> <p>Examples of project files in the Director's office:</p> <ul style="list-style-type: none"> • FPIC (Finance Process Information Center) • E-Payment Expansion • Space planning; • ABT/BRC; • ABC (Activity Based Costing) • BDCC Annual Reports development Files • Progress of the King County contracting opportunities program, including SCS Certification (filed by June 30 and covering January through December of the previous year) <i>See King County Code Chapter 4.19.070E</i> • Compliance with King County apprenticeship requirements (filed by April 30 and covering January through December of the previous year) <i>See King County Code Chapter 12.16.175</i> • Continuous Improvement Projects <ul style="list-style-type: none"> • Application for Lean Event Support • Communications with staff throughout the process • Notes and emails re: choosing a Continuous Improvement consultant • Charters • Photos of process mapping activities; work done and outcomes, (e.g., metrics, staff members' written comments, value stream mapping products, etc.) 	<p>Cutoff: Completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

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20.	<p><u>Public Complaints/Requests</u> Communications from citizens making a complaint or request for agency action, as well as the associated agency response.</p> <p>May include:</p> <ul style="list-style-type: none"> • Original complaint • Customer Service responses to DOFweb.finance@kingcounty.gov email account • Research into the situation • Interview notes • Correspondence with complainant and other party(s) <p>Final resolution.</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
21.	<p><u>Public Disclosure and Records Requests</u> Records relating to requests from the general public for access to the County's public records in accordance with the Washington State Public Records Act (RCW 42.56).</p> <p>May include:</p> <ul style="list-style-type: none"> • Original request and all subsequent correspondence with requester • Directives to staff associated with records collection • Attorney-client privileged communications associated with the public disclosure request • Copies of records disclosed • Copies of records redacted or withheld from disclosure in their entirety • Withholding and redaction logs. 	<p>Cutoff: End of year in which the request was completed</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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22.	<p><u>Reporting (Mandatory) – Financial Management</u> Reporting required by local, state, or federal law where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports, such as Underground Storage Tank (UST) report • Confirmation of submission • Correspondence • Inquiries, etc. 	<p>Cutoff: Submitted to regulatory agency</p> <p>Retention: 4 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Financial Management</p> <p>FIN-02-003</p>	GS2011-189R1
23.	<p><u>Retirement Benefit Verification Records</u> Records used for verification of eligibility for retirement benefits documenting leave taken, rate changes or lump sum payments received, and the justification for such leave and payments.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Payroll Registers (pre-2012 prior to PeopleSoft) • Retro pay • Extended Leave without pay documentation – begin/end date and reason for leave (military leave, FMLA, etc.) • Lump Sum payments • COLA • Merit raise notification • New steps notification • Personnel Change Notice (PCN) (Note: also goes to employee’s personnel file) 	<p>Cutoff: End of year</p> <p>Retention: 60 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009

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24.	<p><u>Strategic Plans – Development</u> Records relating to the development of FBOD’s portion of DES’s strategic plan.</p> <p>May include:</p> <ul style="list-style-type: none"> • Organizational charts • Correspondence about DES’s business priorities • DES mission statement and objectives • Work plans • Performance audits. <p>Excludes the official version of the Final Strategic Plan which is filed with and retained by the DES Director’s Office (GS2010-080).</p>	<p>Cutoff: Plan completed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Strategic and Work Plans – Development</p> <p>ACO-04-002</p>	GS2010-079

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25.	<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).</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 Human Resources Office rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: No longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

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26.	<p><u>Time Cards/Time Sheets – pre-PeopleSoft (Before 01/01/2012)</u> Captures time records in order to determine retirement eligibility and to provide backup for research when hours and earnings do not match up. Also important when an employee wants to purchase service credits.</p> <p>These records are all in paper format.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Payable status report approved and signed by Deputy Director with attached supporting documentation explaining variances in requested leave • BDCC supervisor’s time approval report, etc. 	<p>Cutoff: End of year</p> <p>Retention: 60 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009
27.	<p><u>Time Cards/Time Sheets – post-PeopleSoft (after 01/01/2012)</u> Daily, weekly or monthly time accumulation reports. Dated after agency began using PeopleSoft as payroll system*.</p>	<p>Cutoff: End of year</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	GS50-03E-15R1 (Employee Pay – History)

7. LIST OF RECORDS SERIES						
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28.	<p><u>Training Development - Curriculum and Materials</u> Records relating to the development of training courses, seminars, and or workshops.</p> <p>Includes research, materials development, etc.</p> <p>Excludes final curriculum materials covered by GS2011-180 and training/attendance documentation covered by GS2011-181R1</p>	<p>Cutoff: Curriculum no longer provided by agency</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – Curriculum and Materials Development</p> <p>ACO-10-002</p>	GS2011-178R1

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))
29.	<p><u>Transitory Records</u> 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>

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <i>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.</i></p> <p><i>see original for signature</i> <i>5-17-2016</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>see original for signature</i> <i>5/26/2016</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <i>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.</i></p> <p><i>See original for signature</i> <i>5-17-16</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Ken Guy Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See original for signature</i> <i>June 16, 2016</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Deborah Kennedy Date King County Public Records Committee</p>	