



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

Phone: (206) 477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
Mailstop: GBB-ES-0210

**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Executive Services / Finance and Business Operations /  
Procurement and Payables

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

(DES-FBOD-P&P) - 010504

**3. TOTAL NUMBER OF  
PAGES**

31

**4. DATE LAST  
MODIFIED**

March 27, 2018

**5. STATUS**

Final

**6. VERSION**

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. DIPSOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><b>Accounts Payable</b> Records document accounts payable invoices and supporting research documents and correspondence created by Accounts Payable staff and received from departments.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Invoices, invoice correction forms, vouchers, voucher registers, iExpense reports attached to receipts/invoices, and other supporting research and communications.</li> </ul> <p><b>Excludes</b> construction payment requests retain for the life of the contract under either GS50-01-11R3.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>AP will retain the documentation submitted by the departments with invoices, but the individual departments are responsible to retain invoices that are confidential or relate to grants, risk, settlements, payroll, worker's comp, jury duty, etc., including the backup, calculations, or legal documents AND all P-card invoices and supporting documentation.</p>		<p>Accounts Payable</p> <p>FIN-01-002</p>	GS2011-184R3

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))
2.	<p><b><u>Administrative Procedures/ Manuals and Instruction Guides</u></b> Documentation of internal processes and procedures created by P&amp;P relating to daily operations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Advisory memos, manuals, templates, boilerplates, handbooks, desk manuals, and supporting background materials.</li> </ul> <p>Examples include</p> <ul style="list-style-type: none"> <li>• Standard Work manuals, vendor instructions, P-card Procedure manuals, alternative work schedule procedure, etc.</li> </ul>	<p><b>Cutoff:</b> year end in which revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
3.	<p><b><u>Advertising, Promotion and Outreach</u></b> Records relating to the planning and/or execution of educational or promotional events, outreach campaigns, conducted by Procurement and Payables to promote their mission or business <i>including the fair and equitable access to contracting opportunities with the County.</i></p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• P&amp;P Expo, Annual Summit presentations at the Sustainable Purchasing Leadership Council (SPLC) Annual Conference, and A&amp;E Roundtables.</li> </ul>	<p><b>Cutoff:</b> year end in which record is superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165
4.	<p><b><u>Asset Disposition/Surplus</u></b> Non-financial records relating to the process of disposing of all agency non-real property assets through sale, auction, salvage, or donation (including surplus).</p>	<p><b>Cutoff:</b> year end in which asset is disposed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Asset Disposal Records – Non-Real Property</p> <p>ASM-03-001</p>	GS50-06E-08R1

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))
5.	<p><b><u>Audit Findings (Annual)</u></b> Final audit report of findings and corrective actions taken by the agency for annual State audits.</p> <p><b>Excludes</b> the pre-audit questionnaire covered by Audit Working Files, GS50-03F-01 and Triennial FTA Audit Findings covered by TR50-31-41.</p>	<p><b>Cutoff:</b> year end in which audit report completed and all required corrective action taken</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02
6.	<p><b><u>Audit Supporting Documents</u></b> Audit working files produced for the State Auditor, Federal Transit Authority or other auditing agency including questionnaire responses for the pre-audit coordinated amongst the different contracting workgroups in Procurement and Payables.</p>	<p><b>Cutoff:</b> year end in which audit report completed and all corrective action taken</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01

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))
7.	<p><b><u>Banking – Accounts and Transactions</u></b> Records documenting the county’s banking activities and transactions.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Deposits and withdrawals (EFT -electronic fund transfers, IMT-International money transfers, and ACH-Automated Clearing House transactions),</li> <li>• Miscellaneous Cash Receipts, statements, and reconciliations,</li> <li>• Records documenting the status of and adjustments to accounts</li> <li>• Stop payment reports/requests and supporting documentation</li> <li>• Checks and warrants issued by the County including PDF of warrants issued;</li> <li>• The “Positive Payment File” showing checks run/printed in a specific time frame;</li> <li>• Excel Warrant log (by year) tracking daily warrant issuance;</li> <li>• Monthly AP/GL and other reconciliation reports including the daily warrant run certification report, and year end closing reports.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Banking – Accounts and Transactions</p> <p>FIN-04-005</p>	GS2011-185

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))
8.	<p><b><u>Bid Files – Successful Bids</u></b> Records documenting bids and proposals accepted by P&amp;P for the provision of goods, services, revenue, or other benefits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Draft and final scope of work,</li> <li>• Request for Proposals (RFP) or Invitations to Bid (ITB),</li> <li>• Requests for qualifications/quotations (RFQ/Q), specifications, etc.;</li> <li>• Advertisements/published Notices;</li> <li>• Bid proposals,</li> <li>• Evaluation documents, including cost analysis to ensure price reasonableness, statements of qualifications, applications, BDCC evaluation and correspondence,</li> <li>• Advice from Prosecuting Attorney’s office and Risk Management, etc.</li> </ul> <p><b>Excludes</b> unsuccessful bids and proposals covered by GS50-08A-11R1 and escrow documents with proprietary information returned to the vendor at the end of the contract.</p>	<p><b>Cutoff:</b> year end in which contract terminates/expires [Goods and Services Contracts]</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>Successful Bid Files retained with the main contract file.</p> <p>ESSENTIAL</p> <p><i>*Certain high risk contracts may be retained longer based on risk management assessment at the time of disposition review; see CON-01-013.</i></p>		Procurement Contracts  CON-01-002	<p>Combo Rule CON-01-002</p> <p>GS50-08A-01R1 (Bids and Proposals – Successful)</p> <p>GS50-01-11R3 (Contracts and Agreements – General)</p>
		<p><b>Cutoff:</b> year end in which contract is terminated/expires [Architectural, Engineering, Professional, and Construction Contracts]</p> <p><b>Retention:</b> 10 years</p>			Building and Construction Contracts  CON-01-003	<p>GS50-08A-01R1 (Bids and Proposals – Successful)</p> <p>GS50-01-11R4A (Contracts and Agreements – General (Construction and Building))</p>

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))
9.	<p><b><u>Bid Files – Unsuccessful Bids</u></b> Records documenting unsuccessful bids and proposals submitted to P&amp;P but NOT accepted for the provision of goods, services, revenue, or other benefits.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Bid files from cancelled contracts that were advertised but where the decision was made not to proceed prior to contract execution so no successful bidder was chosen.</li> <li>• If agency does not execute a contract or proceed with the purchase, records include draft and final scope of work, Request for proposal or bid (RFP), request for qualifications/ quotations (RFQQ), Advertisements/published Notices;</li> </ul> <p><b>Excludes</b> successful bids and proposals covered by GS50-08A-01R1 and retained with the contract file.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p> <p>Unsuccessful bids were retained with the successful bid and final contract prior to 2016.</p>		<p>Bids and Proposals – Unsuccessful</p> <p>CON-01-009</p>	GS50-08A-11R1
10.	<p><b><u>Budget Development</u></b> Records that document the activity of determining estimates of revenue and expenditures for the Procurement and Payables Section</p>	<p><b>Cutoff:</b> year end in which budget adopted</p> <p>Retention: 4 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03
11.	<p><b><u>Budget Status Reports</u></b> All types of periodic budget status reports compiled for Procurement and Payables including budget to actual reports submitted to the FBOD Director’s office.</p>	<p><b>Cutoff:</b> year end or until completion of State Auditor’s examination report</p> <p><b>Retention:</b> 3 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06

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))
12.	<p><b><u>Cancelled Contract Files – Not Advertised</u></b> Contract files that are cancelled without being advertised.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agency communications and requests; research; preliminary drafts of the RFP.</li> </ul>	<p><b>Cutoff:</b> year end in which the decision not to proceed is made</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3
13.	<p><b><u>Citizens' Complaints and Requests</u></b> Complaints or requests for agency action received from vendors or other citizens. Includes the original complaint or request as well as the associated agency response.</p>	<p><b>Cutoff</b> year end in which the issue was resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2



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))
14.	<p><b><u>Contract Files – Architecture &amp; Engineering, and Professional Services and Construction</u></b> Contracts signed for architecture/engineering and professional and construction work through either the advertised or roster bid process for work-order and project specific procurements. Includes Advertised/Public Works, Small Works/Consultant Roster (&lt;\$300,000), and selected construction contracts less than \$40,000.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Successful bid file containing the Request for Proposals</li> <li>• Evaluation materials and selection summary for the successful bid/proposal, notice of selection/notice of non-award communications.</li> <li>• Consultant disclosure forms, the final Cost Price Analysis report, insurance certificate, contract authorization memo, and contract development documentation leading up to the final executed contract.</li> <li>• Contract file should also include a copy of the contract close out letter from the implementing agency.</li> <li>• Negotiations, change orders, compliance monitoring (FIN PCO amendment and change order reviews, over \$300,000 per RCW 39.80, CON 7-10-2 AEP), service request module information, etc.</li> </ul> <p><b>Note: the contracting agencies are responsible for retaining a final executed contract and any change orders, amendments, and updated insurance certificates, etc. that made and support the contract after contract execution. The contracting agencies must copy P&amp;P on the contract closeout letter to notify them of contract completion.</b></p>	<p><b>Cutoff:</b> year end in which the contract is terminated, release of performance bonds/insurance, and after completion of federal audit if applicable.*</p> <p><b>Retention:</b> 10 years</p>	<p><b>Archival Designation:</b> Not Archival</p> <p><i>*Certain high risk contracts may be retained longer based on risk management assessment at the time of disposition review. See Item 16</i></p> <p>ESSENTIAL</p>		<p>Building and Construction Contracts</p> <p>CON-01-003</p>	GS50-01-11R4A

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))
15.	<p><b><u>Contract Files – Goods and Services</u></b> Records related to the process of developing procurement contracts for the activity of providing the County agencies with goods, services, revenue, or other benefits. Includes Agency Grant (Community Service) contracts, one-time buys (requisition to purchase order (PO)), and contract purchase agreements (CPA) for multiple purchases (present and future).</p> <p>Includes contracts for:</p> <ul style="list-style-type: none"> <li>• Goods (tangible items) such as office/cleaning supplies, fuel, parts, construction supplies/equipment, furniture, food, computer/medical equipment, etc.</li> <li>• Services (labor, time, or effort of a human being) such as training, janitorial services, equipment installation, software upgrades, temporary help, etc.</li> <li>• Technical Services (consultants that have advanced ability, expertise, or education to solve a problem or compete a task) such as surveys/studies, financial services, program development, specialized training, etc.</li> </ul> <p>Documents include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Approved waiver documentation, successful bid documentation (Request for Proposals (RFP), notices, evaluations, negotiations, scope of work, small business review, input from the Prosecuting Attorney, etc.), as well as final executed contracts and requisitions, change orders, and compliance monitoring, contract payment records including any State and IRS liens, releases and related documentation supporting payments service request module information.</li> </ul>	<p><b>Cutoff:</b> year end in which the contract* is terminated, release of performance bonds/insurance, and after completion of federal audit if applicable.*</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>ESSENTIAL</p>		<p>Procurement Contracts</p> <p>CON-01-002</p>	<p>Combo Rule CON-01-002</p> <p>GS50-08A-01R1/GS50-08A-11R1 (Bids and Proposals (Successful/ Unsuccessful))</p> <p>GS50-08A-10 (Requisitions)</p> <p>GS50-08A-02 (Consultant and Contractor Rosters)</p> <p>GS50-01-11R4 (Contracts and Agreements – General)</p>

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))
16.	<p><b><u>Contract Files – High-Risk/Environmental</u></b> Contract files which have been reviewed by Risk Management and/or the Prosecuting Attorney’s Office (PAO) and identified as posing a higher risk for litigation and therefore meriting a longer retention period.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Entire contract file and insurance certificate[s] retained under Procurement Contracts and Building and Construction Contracts categories described above.</li> </ul> <p><b>***Note: Until a more specific standard and description is defined by the PAO’s office, the PAO will continue to review contracts past retention to determine if they pose a “high risk” and will be retained under this extended retention category.</b></p> <p>Examples of high risk contracts might include those that resulted in a lasting environmental affect.</p>	<p><b>Cutoff:</b> year end in which the contract is terminated, release of performance bonds/insurance, and after completion of federal audit if applicable.*</p> <p><b>Retention:</b> 30 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Contract Files – High-Risk/Environmental</p> <p>CON-01-013</p>	<p>GS50-01-11R4C Contracts and Agreements – General (High-Risk)</p>

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))
17.	<p><b><u>Construction and Retention Payments</u></b> Payments made to vendor per the terms of the contract.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Invoices, contractor retainage, any State or IRS liens, releases, payments made to the State, and any other documentation supporting the payment of the contract.</li> </ul> <p><i>Note: Retention payments are the percentage fee withheld from contract payments in order to ensure contractor compliance with contract terms. Files will include the Retained Perception Option form and the Release form completed by the contracting agency which must be forwarded to Accounts Payable at contract closeout as well as supporting communications from contracting agencies and Accounts Payable and related documentation. Retention may be held in house, in an interest bearing account, in escrow (requires form), or as a retainage bond (required form).</i></p> <p><i>Note: Federally funded projects are exempt from financial retention requirements.</i></p>	<p><b>Cutoff:</b> year end in which the contract is terminated/ expires</p> <p><b>Retention:</b> 10 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>AP Construction and Progress Payments</p> <p>CON-01-012</p>	GS50-01-11R4A

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))
18.	<p><b><u>Cost Price Analysis Supporting Documentation</u></b> Records include the cost information and the Project Control Officer's comprehensive analysis of all cost information. Cost price elements include direct rates, overhead rates, direct costs (reimbursable expenses), and profit. The cost price financial records are required submittals and the review and analysis of the financial data is done at varying levels during Pre- and Post- Award review.</p> <p><b>Note: King County CON7-7-2 requires Professional services contracts with price threshold &gt;\$150,000 to have cost analysis review.</b></p> <p><b>Note: Includes service request module information.</b></p>	<p><b>Cutoff:</b> year end in which the contract is terminated, release of performance bonds/insurance, and after completion of federal audit if applicable.</p> <p><b>Retention:</b> 6 years</p> <p>[Goods and Services Contracts]</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>CONFIDENTIAL The cost information is kept separate from contract/bid file because of the proprietary information contained; arranged by contract number.</p> <p>ESSENTIAL</p>		Procurement Contracts  CON-01-002	GS50-01-11R4 (Contracts and Agreements – General)
		<p><b>Cutoff:</b> year end in which the contract is terminated/expires</p> <p><b>Retention:</b> 10 years</p> <p>[Architectural, Engineering, Professional, and Construction Contracts]</p>			Building and Construction Contracts  CON-01-003	GS50-01-11R4A (Contracts and Agreements – General (Construction and Building))

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))
19.	<p><b><u>Emergency Plans</u></b> Emergency and disaster preparedness, response, recovery plans prepared for Procurement and Payables operations and assets.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• “COOP” Continuity of Operations Plan (FEMA requirements for grant funds)*,</li> <li>• Employee emergency plans,</li> <li>• Snow plans</li> <li>• Flu outbreak, and</li> <li>• Essential records list.</li> </ul> <p><b>Note: *The COOP plan is a FEMA requirement for grant funds</b></p>	<p><b>Cutoff:</b> end of year in which obsolete or superseded</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/Disaster Security, Preparedness and Recovery Plans</p> <p>ACO-06-001</p>	GS50-14-03R2

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))
20.	<p><b><u>Emergency and other Procurement Waivers</u></b> Documents the request for and approval of an exception to the purchasing process when a department exceeds the dollar limit when purchasing an item or when contracting outside the standard bid process including those made in the event of emergency purchases.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Correspondence, log of requests, approvals, contracts, service request module information, and contracts surrounding the process for an Emergency Purchase Authorization.</li> </ul> <p><b>Note: The legal basis for a waiver is contained in King County Code ("KCC") 2.93 and RCW 39.04.280.</b></p>	<p><b>Cutoff:</b> year end in which the contract is terminated, release of performance bonds/insurance, and after completion of federal audit if applicable.</p> <p><b>Retention:</b> 6 years [Goods and Services Contracts]</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>ESSENTIAL</p>		Procurement Contracts  CON-01-002	<p>Combo Rule CON-01-002</p> <p>GS50-01-11R4 (Contracts and Agreements-General)</p> <p>GS50-08A-14 (Emergency Purchase Authorization and Exception Request)</p>
		<p><b>Cutoff:</b> year end in which the contract is terminated/expires</p> <p><b>Retention:</b> 10 years [Architectural, Engineering, Professional, and Construction Contracts]</p>			Building and Construction Contracts  CON-01-003	<p>GS50-01-11R4A (Building and Construction Contracts)</p> <p>GS50-08A-14 (Emergency Purchase Authorization and Exception Request)</p>

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))
21.	<p><b>General Office Accounting</b> Records documenting resources received and expended by Procurement and Payables.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Supplies or purchasing invoices;</li> <li>• Receipts;</li> <li>• Cash account documentation including petty cash receipt books;</li> <li>• Bank deposit records;</li> <li>• AP/AR supporting documentation including P-card/T-card transaction documentation and reconciliation;</li> <li>• Staff Travel arrangements and receipts;</li> <li>• Quarterly time/budget report of hours worked on contract</li> </ul> <p><b>Excludes</b> contract payments and invoices covered by GS50-01-11R4 and R4A.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3



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))
22.	<p><b><u>General Office Communications, Meetings and Staff Meetings</u></b> Records created, received and used when communicating within the County on general topics related to the FBOD-Procurement and Payables business operations and the conduct of general office staff meetings.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Forms;</li> <li>• Calendars;</li> <li>• Correspondence;</li> <li>• Mailing lists;</li> <li>• Facility requests;</li> <li>• Staff responses (sent items) to the Public Records Officer's request for responsive records in Public Records Act requests (excludes the Public Records Officer received items retain as part of the PRA request, GS2010-014 R2);</li> <li>• Staff Meeting management including agenda, minutes, handouts</li> </ul> <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, etc. that need to be retained with the business activity they support.</p> <p><b>Excludes</b> Citizens' Complaints and Requests for Agency Action (GS50-01-09R1).</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival</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 (Administrative Working Files)</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communication s)</p>

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))
23.	<p><b><u>Insurance Certificates –Architectural/Engineering, Professional Services, and Construction</u></b> Proof of insurance provided by the contracted vendor or supplier for the architectural and engineering, and construction work being performed under contract with King County agencies.</p> <p>Architectural, Engineering, Professional, and Construction contract files will include the originally submitted insurance certificate from the supplier required for contract execution.</p> <p>All subsequent or renewal vendor insurance certificates are to be retained by the agencies with the project/contract documentation including all other contract amendments not submitted to DES-FBOD-(P&amp;P).</p>	<p><b>Cutoff:</b> year end in which the contract is terminated/ expires, release of performance bonds/insurance, and after completion of federal audit if applicable.</p> <p><b>Retention:</b> 6 years</p> <p>[Goods and Services Contracts]</p>	<p><b>Archival Designation:</b> Not Archival</p> <p>ESSENTIAL</p> <p><i>*Certain high risk contracts may be retained longer based on risk management assessment at the time of disposition review; see CON-01-013.</i></p>	Initial certificate retained by P&P; all subsequent certificates retained by the agency with the Construction Project documentation. -Approved by the Interdepartmental Forum, January 2016	Building and Construction Contracts  CON-01-003	GS50-01-11R4A
	<p><b><u>Insurance Certificates – Goods and Services</u></b> Proof of insurance provided by the contracted vendor or supplier for the goods and services work being performed under contract with King County agencies.</p> <p>Goods and Services contracts files will include both the originally submitted and all subsequent or renewal vendor insurance certificate(s) from the supplier required for contract execution, including all other contract amendments.</p> <p><b>*Note: projects with significant environmental impacts or sensitivity may have longer retention requirements based on the life of the asset.</b></p>	<p><b>Cutoff:</b> year end in which the contract is terminated/ expires</p> <p><b>Retention:</b> 10 years</p> <p>[Architectural, Engineering, Professional, and Construction Contracts]</p>			Procurement Contracts  CON-01-002	<p>Combo Rule CON-01-002</p> <p>GS50-01-11R4 (Contracts and Agreements – General)</p> <p>GS50-08A-14 (Emergency Purchase Authorization and Exception Request)</p>

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))
24.	<p><b><u>Inter-agency Meeting and Project Records</u></b> Records documenting multi-agency committee meetings that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, sign-in sheets, minutes, and coordinated project records.</li> </ul> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Meeting materials and coordinated project work from the P2P Forum,</li> <li>• the Interdepartmental Forum consisting of members from various county agencies involved in procurement and contracting for large capital improvement projects;</li> <li>• the Capital Project Management Workgroup (CPMWG);</li> <li>• the Sustainable Purchasing Leadership Council;</li> <li>• Energy Task Force;</li> <li>• West Coast Climate Forum.</li> </ul>	<p><b>Cutoff:</b> year end, or after completion of project, whichever is later</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Meetings – Inter-Agency, Inter-Local, Inter-Governmental</p> <p>ACO-01-006</p>	GS2011-175R2
25.	<p><b><u>IT Projects</u></b> Records that document the operations, oversight, and planning of IT projects from initial design through final design and implementation and closeout process. IT projects are those projects which involve significant changes to an existing technology or the implementation of a new technology for use within P&amp;P.</p> <p>Examples include the E-Invoicing/Electronic File Project, ABT, and Waiver Project.</p>	<p><b>Cutoff:</b> year end in which project is completed</p> <p><b>Retention:</b> 10 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>IT Projects</p> <p>INF-04-014</p>	GS50-18-10R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DIPSOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
26.	<p><b><u>Legal Opinions/Advice from Prosecuting Attorney's Office</u></b> Documentation regarding legal advice from County attorneys. Primarily for reference files, when not part of a more specific series.</p> <p><b>Excludes</b> legal advice offered in relation to specific policy development to be kept with the Policy Development documentation.</p>	<p><b>Cutoff:</b> end of year in which obsolete or superseded</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
27.	<p><b><u>Mandatory Reports</u></b> Reports concerning agency management that are required to be submitted to Council by ordinance, proviso, etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Final report, substantive drafts and supporting communications concerning content, report development, and transmittal to Council.</li> </ul> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Finance Project Control Report (also known as the Compliance Report) prepared by the Project Control Officer and submitted to Council quarterly to audit contract compliance with executive policy, procedures, contract terms, and program management manual; suspension and debarment list.</li> </ul>	<p><b>Cutoff:</b> end of year in which report submitted</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1
28.	<p><b><u>Newsletters</u></b> Monthly newsletter publication distributed to internal and/or external customers for outreach and to disseminate information. Includes the P-Card newsletter.</p>	<p><b>Cutoff:</b> end of year in which published/distributed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DIPSOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
29.	<p><b><u>Online Solicitation System</u></b> Online database of company/vendor contact information and self-proclaimed eligibility/qualification for King County contracts. Companies/vendors register by entering their information online and selecting the type of solicitations/contracts they qualify for or wish to be considered for in the future. Also known as the Online Vendor Registration System (OVR).</p> <p>Includes the Small Works Roster, the Energy Services Contractor Roster, etc.</p>	<p><b>Cutoff:</b> year end of termination of contract, release of insurance, or completion of federal audit (if applicable)</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p> <p><i>There is currently no method or plan to purge the OVR.</i></p> <p><i>P&amp;P is planning to replace OVR and will follow retention requirement when phasing out OVR.</i></p>		<p>Procurement Contracts  CON-01-002</p>	<p>Combo Rule CON-01-002</p> <p>GS50-08A-02 (Consultant and Contractor Rosters)</p>
30.	<p><b><u>Oracle Access Request Communications</u></b> Communications to FBOD Director's Office requesting access to the Oracle systems for P&amp;P staff. Includes PeopleSoft and Oracle EBS access requests.</p> <p><b>Excludes</b> the official access request covered by GS2010-002R1 retained by the DES-BRC.</p>	<p><b>Cutoff :</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival</p>	<p>DES-BRC (Business Resource Center) retains them until access removed, GS2010-002R1</p>	<p>General Office Communications and Staff Meetings  ACO-01-001</p>	<p>GS2010-001R3 (Communications)</p>
31.	<p><b><u>Ordinance Development</u></b> Documentation of the analysis and development of ordinances submitted to Council. Includes correspondence, research, substantive drafts.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Living Wage Ordinance (Ord. 17909),</li> <li>• Green Building Ordinance (Ord. 17709), and</li> <li>• Environmentally Preferable Product Procurement Policy (KCC 18.20).</li> </ul>	<p><b>Cutoff :</b> year end in which approval or decision not to proceed is made</p> <p><b>Retention:</b> 3 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Ordinance, Motion, and Resolution Development and Transmittals Files  LES-02-002</p>	<p>GS50-01-25R1</p>

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))
32.	<p><b><u>P-Card (Purchasing) Application/Agreement</u></b> Cardholder applications and agreements for users who are issued a King County Purchasing Card.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Application and agreement signed by the cardholder, their manager and Division Director, P-Card Department Coordinator, and Single Point of Contact, whereby the cardholder agrees to comply with the Program guidelines and King County Policies.</li> </ul> <p><b>Note – every time an employee leaves one agency and joins another, they must apply for a new P-card.</b></p>	<p><b>Cutoff:</b> year end in which P-card account is terminated or expires</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements, and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
33.	<p><b><u>Payroll Supporting Documents</u></b> Records used to document status of and adjustments to payroll accounts. Includes payroll reports printed and signed by the supervisor after time entered into PeopleSoft.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Archival Designation:</b> Not 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, Distribution, and Reporting)</p>

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))
34.	<p><b><u>Policy Development</u></b> Records documenting the development and revisions of executive policies concerning the County's procurement activities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Correspondence, research, and substantive drafts leading up to the final executed policy, and comments from the Prosecuting Attorney's office.</li> </ul> <p>Examples include the EPA Purchasing Policy (Ord. 15912); P-Card Policy (CON-7-16-1)</p>	<p><b>Cutoff:</b> year end in which policy revised or superseded</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1
35.	<p><b><u>Project Control - Contracts Database</u></b> Database containing copies (duplicate data) of all cost price reports (entered manually) including proposed labor rates and accepted rates entered by contract number. The data is used in P&amp;P for analytics and by agencies for use in cost estimating.</p>	<p><b>Cutoff:</b> no longer needed for agency business</p> <p><b>Retention:</b> 0 years</p> <p>*Business needs suggest the data is useful for 6 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Transitory Records</p> <p>*NOT FILED INTO KC ERMS*</p>	N/A

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))
36.	<p><b><u>Project Files – Office Projects</u></b> Documentation of miscellaneous projects not covered by more specific categories.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• project planning, substantive communications, meetings/decisions, reports, project budgets, etc.</li> </ul> <p>Examples of Procurement and Payables projects include:</p> <ul style="list-style-type: none"> <li>• Space planning/reorganization;</li> <li>• Redevelopment of policies, procedures, processes in response to audit findings or Lean initiatives;</li> <li>• Finance Process Information Center (FPIC)/Standard Work.</li> </ul> <p><b>Excludes</b> project that fall under more specific records series including IT projects covered under GS50-18-10R1.</p>	<p><b>Cutoff:</b> year end in which project is completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1



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))
37.	<p><b><u>Public Records Act (Disclosure) Requests</u></b> Records related to requests from the general public for access to the County's public records in accordance with the Washington State Public Records Act (RCW 43.56). May also include records requested via legal subpoena.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Original request and subsequent correspondence with the requester;</li> <li>• Directives to staff associated with records collection;</li> <li>• Attorney-client privileged communications;</li> <li>• Copies of records disclosed, redacted or withheld in their entirety.</li> </ul> <p><b>Excludes</b> staff responses to the agency records officer associated with records collection covered by GS2010-001R3 (retain for 2 years after year end).</p>	<p><b>Cutoff:</b> year end in which public records request is completed or case closed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>	<p>Even though PRA requests/responses circa April 2016 are loaded into CRM, P&amp;P is still responsible for managing the official record of the request, response, and supporting documentation for the full retention period.</p>	<p>Public Records Act Requests</p> <p>INF-01-002</p>	<p>GS2010-014R3</p>
38.	<p><b><u>Research/Program Reports</u></b> Research and reports created by agency staff where not covered by a more specific category – includes program, metrics, and summary reports.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Subject and issue reports created by the Chief Procurement officer that relate to projects or issues addressed in Procurement and Payables;</li> <li>• White papers/research produced at the request of the FBOD Director;</li> <li>• Legislative review analysis reports or reports submitted to the FBOD Director's office for formal response to Council Budget Proviso requirements (where P&amp;P is not directly reporting to Council);</li> <li>• Weekly and monthly statistics including year to date, performance goal comparisons, and activity of vendors.</li> </ul>	<p><b>Cutoff:</b> year end in which obsolete or superseded (such as end of year for metrics, date report submitted, etc.)</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Potentially Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models, and Analyses</p> <p>ACO-02-002</p>	<p>GS50-01-32R1</p>

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))
39.	<p><b><u>Service Request Module - Access Requests</u></b> Requests from individual employees from other King County agencies for access to the P&amp;P Service Request Module in order to submit requests for service.</p> <p>There are <u>no</u> formal applications or signature approvals required from applicants; anyone requesting access is granted access.</p>	<p><b>Cutoff:</b> year end in which request made</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival – Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-002R1
40.	<p><b><u>Service Request Module</u></b> Web based database used for tracking work flow and document storage whereby county departments notify P&amp;P of their need for service by submitting a web form request and uploaded required documents.</p> <p>There is currently no method of purging data from this system. System went live in 2013.</p>	<p><i>For retention information about the records stored in the Service Request module, please see the individual records series listed on this retention schedule.</i></p>				
41.	<p><b><u>Strategic Climate Action Plan (SCAP) Development</u></b> Records supporting the creation, update, and implementation planning for the Strategic Climate Action Plan (SCAP).</p> <p><b>Excludes</b> the final SCAP retained in the Executive’s Office and policy development documentation retained .under GS50-01-39R1.</p>	<p><b>Cutoff:</b> year end in which plan is completed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Strategic Plans – Development</p> <p>ACO-04-002</p>	GS2010-079

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))
42.	<p><b><u>Tax Forms (Federal)</u></b> Records include the Internal Revenue Service (IRS) 1099 Misc. reporting form prepared and mailed by Accounts Payable to taxpayers to whom the County has paid at least \$600 in income, rents, services, payments, etc. Also includes the IRS notice CP-2100A for the 1099-Misc. audit each tax year and B notices mailed to taxpayers on the CP2100A used when the audit reveals discrepancies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• W9 tax forms and KC Substitute W9 forms P&amp;P requires from vendors to verify their tax ID number[s] (TIN), purchasing site, remittance site and where registered for sales tax. The information on these forms is manually uploaded to the Service Request Module by departments and in the case of omissions or errors occasionally submitted via email to P&amp;P staff and then uploaded to the Service Request Module. Information is then manually keyed into Oracle.</li> </ul> <p><b>Note: W9 forms previously arranged by Vendor name; 1099 forms arranged by tax year.</b></p>	<p><b>Cutoff:</b> date form/report submitted</p> <p><b>Retention:</b> 5 years</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>Tax Forms – Federal</p> <p>FIN-08-007</p>	GS50-03A-17R1
43.	<p><b><u>Training – Agency Provided</u></b> Records documenting training and presentations provided by P&amp;P to both internal and external county customers. Includes course materials, evaluations, sign-in sheets, and handouts.</p> <p>Includes</p> <ul style="list-style-type: none"> <li>• training on Procurement rules and regulations,</li> <li>• P-card training, and</li> <li>• Conference/committee presentations made to outside agencies, etc.</li> </ul>	<p><b>Cutoff:</b> year end in which training provided</p> <p><b>Retention:</b> 3 years</p>	<p><b>Archival Designation:</b> Not Archival</p>	<p>Where training attendance is logged into PeopleSoft – PeopleSoft is considered the official record copy.</p>	<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1

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))
44.	<p><b><u>Training – Final Curriculum</u></b> Records relating to the development of training courses, and workshops. Includes research and materials development that inform the final curriculum.</p> <p>Includes</p> <ul style="list-style-type: none"> <li>• P&amp;P Forum training,</li> <li>• Training on Procurement rules and regulations,</li> <li>• Waivers training, etc.</li> </ul>	<p><b>Cutoff:</b> year end in which curriculum no longer provided by agency</p> <p><b>Retention:</b> 2 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Agency Provided Training – Curriculum and Materials Development</p> <p>ACO-10-002</p>	GS2011-178R1

<p>45.</p>	<p><b>Transitory Records</b> 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"> <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 of Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul> <p>Examples include automatic notifications from systems like the helpdesk, Oracle, and the Outlook calendar; global emails to all staff about holidays, weather conditions, employee news, benefit information, healthy incentives, etc.</p>	<p><b>Cutoff:</b> Retain until no longer needed</p> <p><b>Retention:</b> None</p>	<p><b>Archival Designation:</b> Not Archival - Destroy</p>		<p>N/A</p> <p>Do not file into KC ERMS.</p>	<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>
------------	---	---	--	--	---	---

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))
46.	<p><b><u>Unclaimed Property Report</u></b> The official report of unclaimed property sent to the Washington State Department of Revenue (DOR) including the name, case number, and last known address of property owners per RCW 63.29.170. Also includes the working report and supporting documentation retained by Accounts Payable listing detailed information documenting when property was claimed and by whom.</p> <p>Circa 1996 Accounts Payable does not remit the unclaimed property to the State DOR and therefore must retain the unclaimed property report and all associated claim records permanently since there is no statute of limitations on unclaimed property per RCW 63.29.</p>	<p><b>Cutoff:</b> None</p> <p><b>Retention:</b> Permanent</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Unclaimed Property – Funds Retained by Agency</p> <p>FIN-01-029</p>	GS55-05B-31A

**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.

Ryan Wadleigh for



Gail Snow

5/9/18

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.



08/31/2018

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.



Danielle Hinz

3-27-2018

Date

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

**11. PRC APPROVAL**



Deborah Kennedy

10/10/2018

Date

King County Public Records Committee