



# 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

Phone: (206) 477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
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**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Department of Executive Services / Human Resources  
Division / Employment Services

**2. Department/Division/Section  
(DDS) Number**

DES-HRD-(ES) / 010121

**3. TOTAL NUMBER OF  
PAGES**

20

**4. DATE LAST  
MODIFIED**

June 1, 2018

**5. STATUS**

Final

**6. VERSION**

1

**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 KC ERMS will be dispositioned from within the KC ERMS and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the KC ERMS must be documented on forms provided by the Records Management Program at <http://kcweb.metrokc.gov/archives/forms.aspx>. 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))
<p><b>Civil Service Commission Administration, Recruitment, and Case Files:</b> Under the authority of the Revised Code of Washington (RCW 41.14.065), King County assigns the administration, powers, and duties of the Civil Service Commission to the Human Resource Director (HRD) except for the power to hear disciplinary appeals. The Civil Service Commission hears disciplinary cases and appeals; the HRD Liaison hears recruitment related appeals. The Civil Service Administration maintains the case files and manages the hiring process for most positions in the KCSO. Staff create and execute the testing process and certify the final eligibility list.</p>						
1.	<p><b><u>Civil Service Commission Meetings Records</u></b> Official records of the King County Civil Service Commission.</p> <p>Includes agendas, minutes, and all referenced and attached documents, indexes, and finding aids.</p>	<p><b>Cutoff:</b> 2 years after year end</p> <p><b>Retention:</b> Permanent – transfer to the King County Archives</p>	<p><b>Disposition Action:</b> Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Meetings – Civil Service Commission</p> <p>PER-08-002</p>	GS50-05A-13R2
2.	<p><b><u>Civil Service Commission Recruitment Appeals Hearings</u></b> Records documenting the hearing actions and decisions that determine the rights, duties or privileges of specific parties in a hearing or contested case. Civil Service specific hearing files include recruitment/selection appeals heard by a Human Resources staff liaison appointed by the HRD Director's Office. Also may include disciplinary action/complaint cases heard by the Civil Service Commission.</p> <p>Records may also document the review of the original hiring process, justification for disqualifications, final response, and notification to the Sheriff's Office.</p>	<p><b>Cutoff:</b> Final disposition of case</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>	<p>Staff Liaison in HRD hears appeals. Final hearing records are returned to HRD Employment Service for maintenance &amp; retention.</p>	<p>Civil Service Commission Appeals and Hearings</p> <p>PER-10-013</p>	GS2011-173R2

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3.	<p><b><u>Civil Service Eligibility List/Register</u></b> Eligibility lists for Civil Service positions in King County. Ongoing eligibility list for individuals who have passed preliminary qualifications for Civil Service hiring.</p> <p>Note: Positions are continuously recruited. Eligibility list is closed out at year end.</p>	<p><b>Cutoff:</b> Annual closeout of recruitment process</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Eligibility List or Register</p> <p>PER-10-004</p>	GS50-04B-22R1
4.	<p><b><u>Civil Service Program Administration Files</u></b> Includes all records of the Civil Service program not retained with other Civil Service files (administration, support provided to Commission members, etc.)</p> <p>Includes general program administration records such as:</p> <ul style="list-style-type: none"> <li>• Recruitment procedural changes and decision making documentation;</li> <li>• Test score adjustments;</li> <li>• Diversity requirements team meeting records;</li> <li>• Program management, etc.</li> </ul> <p>May also include:</p> <ul style="list-style-type: none"> <li>• Civil Service Case Files – Not heard;</li> <li>• Civil Service Commission – Petition for review;</li> <li>• Exhibits petitioned for review-filed and not filed;</li> <li>• Civil Service Commission Investigation Files;</li> <li>• Civil Service Exams – Passed but not hired</li> </ul> <p><b>Excludes</b></p> <ul style="list-style-type: none"> <li>• Civil Service Commission meeting records</li> <li>• Civil Service Commission Appeals Hearings</li> <li>Disciplinary Action and Complaints Hearings</li> </ul>	<p><b>Cutoff:</b> year end in which issue resolved</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Civil Service Program Administration Files</p> <p>PER-10-012</p>	GS50-04B-35R2

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5.	<p><b><u>Civil Service Recruitment Files (Commissioned/Promotional Positions)</u></b> Records related to the screening, selection, and employment of King County Sheriff's Office Promotional Civil Service positions as managed through the Civil Service Administration.</p> <p>Civil Service Recruitment records may include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Testing and scores including any oral testing, notes, and results;</li> <li>• Cover letters and resumes, correspondence, background checks, interviewer lists, position-specific applicant lists;</li> <li>• Recruitment related journals, etc.</li> </ul> <p><i>Note: The King County Sheriff's Office also retains related selection and hiring files.</i></p> <p><i>Note: Per RCW 4.16.080, the statute of limitation for the commencement of actions for equal employment opportunity discrimination complaints (injury to the rights of others) is 3 years.</i></p>	<p><b>Cutoff:</b> End of year in which successful candidate was chosen</p> <p><b>Retention:</b> 7 years*</p> <p>*Civil Service Rule Section 13.3: Records <i>may</i> be retained for 7 years.</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Civil Service Recruitment Files – Promotional/ Commissioned Positions</p> <p>PER-10-010</p>	GS50-04B-22R1A

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6.	<p><b><u>Civil Service Recruitment Files (New Hires)</u></b> Records related to the screening, selection, and employment of King County Sheriff's Office Civil Service positions as managed through the Civil Service Administration.</p> <p>Civil Service Recruitment records may include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Testing and scores including any oral testing, notes, and results;</li> <li>• Cover letters and resumes, correspondence, background checks, interviewer lists, position-specific applicant lists;</li> <li>• Recruitment related journals, etc.</li> </ul> <p><i>Note: The King County Sheriff's Office also retains related selection and hiring files.</i></p> <p><i>Note: Per RCW 4.16.080, the statute of limitation for the commencement of actions for equal employment opportunity discrimination complaints (injury to the rights of others) is 3 years.</i></p>	<p><b>Cutoff:</b> End of year in which successful candidate was chosen</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	GS50-04B-22R1

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<b>Talent Acquisition</b>						
7.	<p><b><u>Advertising and Outreach Activities</u></b> Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by HRD-Employment Services to promote the mission or business. Includes event and promotional activities held for King County employees with HR related job duties, specifically recruitment and selection activities.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Recruiting and recruiting programs outreach activities and employer brand roll-out materials used to prompt participation</li> <li>• Standardized countywide HR brand</li> <li>• Centralize talent acquisition processes</li> <li>• Flyers, handouts, communications, event planning and coordination and participation records, etc.</li> </ul>	<p><b>Cutoff:</b> End of year in which record is superseded or no longer needed.</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion, and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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8.	<p><b><u>Contracts &amp; Agreements – General</u></b>  Instruments signed by HRD-Employment Services and one or more party which sets out the terms and conditions to which the signing parties agree or submit, and that do not alter or abolish ownership of capital assets. Records include negotiations, change orders, compliance monitoring, or any other records needed to support or interpret the contract.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Waivers; consultant contracts; service contracts; subscription service contracts; purchase and sales agreements; warranties; etc.</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Contracts or agreements with other agencies- local, state, or federal governments;</li> <li>• Contacts or agreements with other King County agencies;</li> <li>• Contracts related to County assets and real property;</li> <li>• Bond, grant or levy project contracts.</li> </ul>	<p><b>Cutoff:</b>  Completion of transaction or termination/ expiration of instrument</p> <p><b>Retention:</b> 6 years after</p>	<p><b>Disposition Action:</b>  Not Archival - Destroy</p> <p><b>ESSENTIAL</b></p>		<p>Contracts, Agreements, and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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9.	<p><b><u>Contracts &amp; Agreements – Inter-Local/Inter-Agency</u></b> Instruments signed by HRD-Employment Services and one or more agency (inter/intra-local; inter-governmental) which sets out the terms and conditions to which the signing parties agree or submit, and that do not alter or abolish ownership of capital assets. Records include negotiations, change orders, compliance monitoring, or any other records needed to support or interpret the contract.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Waivers; consultant contracts; service contracts; purchase and sales agreements; warranties; etc.</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Non-inter/intra-local/inter-governmental contracts;</li> <li>• Contracts related to County assets and real property;</li> <li>• Bond, grant or levy project contracts.</li> </ul>	<p><b>Cutoff:</b> Completion of transaction or termination/expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p> <p><b>ESSENTIAL</b></p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4B
10.	<p><b><u>Final Adopted Policy</u></b> Official adopted policies, procedures, or public rules affecting all of HRD, DES, or King County. Policies activated through department head signature, ordinance, or resolution.</p> <p>Employment Service policies include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Background Check Policy</li> <li>• Testing Policy</li> <li>• Additional Consideration Policy</li> </ul>	<p><b>Cutoff:</b> Immediately after policy superseded or obsolete.</p> <p><b>Retention:</b> Permanent – transfer to the King County Archives</p>	<p><b>Disposition Action:</b> Archival</p> <p><b>ESSENTIAL</b></p>		<p>Final Adopted Policy</p> <p>ACO-03-002</p>	GS50-01-24R1



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11.	<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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• General correspondence; meeting minutes and agendas; working files; forms and templates created; mailing lists; calendars; scheduling, including activity and event scheduling; meeting arrangements; travel arrangements (excludes travel related purchasing &amp; payment records);</li> <li>• Internal use reports and information, such as metrics, survey, and other statistics used for internal measurements and work production tracking and analyses (excludes information used for external or program reporting or for other purposes.)</li> <li>• Personnel Orders: Informational notices of any or all personnel changes within the Sheriff’s Office for the purpose of the Civil Service Administration to track and monitor personnel movements;</li> <li>• Civil Service Commissioner Roster &amp; Financial Disclosure Forms (official member files, including Financial Disclosure Forms, retained with the Office of Civil Rights and Open Government.)</li> <li>• IT Systems review, feedback, communications provided to IT staff for development and implementation of new systems.</li> <li>• Communications created or received and copies of records provided in response to public disclosure requests.</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 Office Communications, Meetings, and Working Files</p> <p>ACO-01-001</p>	<p>GS50-01-02 GS50-01-43R2 GS50-01-36 GS2011-179R1 GS2010-001R3 GS2011-176</p>

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12.	<p><b><u>Initial Hire/Promotional Pay Approvals</u></b> Records <i>relating to</i> requests for workforce changes that require formal approval and that result in the beginning of recruitment processes or result in changes to the employment status of existing employees.</p> <p>May include documentation of pay-related requests or approvals in order to recruit and retain a competitive workforce, such as:</p> <ul style="list-style-type: none"> <li>• Initial Hire, Promotion Pay Requests</li> <li>• Probationary Step Increase Request</li> <li>• Requests for staffing and new positions within the department including position specifications, needs analysis and other authorizations</li> </ul> <p><b><i>Note: Final copies of the Initial Hire, Promotion Pay Requests, Probationary Step Increase Requests should be sent to the requesting agency for retention with the employee's Pay History file. A copy of the approvals is retained with HRD according to King County Code 3.15.120.</i></b></p>	<p><b>Cutoff:</b> Year end in which request approved or denied</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p>A copy of the approved request is sent to requesting agency to be retained with employee's Pay History file.</p>	<p>Employment Requisitions</p> <p>PER-10-001</p>	<p>GS50-04B-17R1</p>
13.	<p><b><u>Policy Development</u></b> Records that document the development of agency policies. Includes, but is not limited to: correspondence, research, drafts, review received by individual(s) developing policy.</p> <p>Employment Service policies include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Background Check Policy</li> <li>• Testing Policy</li> <li>• Additional Consideration Policy</li> </ul>	<p><b>Cutoff:</b> completion of final policy</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	<p>GS50-01-39R1</p>

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14.	<p><b>Processes and Procedures – Final</b> Procedures, guidelines, processes, and instructions created by the HRD-Employment Services group. Includes internal procedures and instructions for Employment Service staff, as well as standardized procedures for HR Service Delivery Managers and hiring personnel throughout King County developed in an effort to standardize recruiting methods and train and support recruiters and HR staff.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Advisory memos, manuals, handbooks, written instructions, procedural demos, tutorials, etc.</li> </ul> <p><b>Excludes</b> official King County policies.</p>	<p><b>Cutoff:</b> Once policy revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Administrative Procedures and Instruction</p> <p>ACO-03-004</p>	GS50-01-01

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15.	<p><b><u>Recruitment Files</u></b> Records that document the activity of screening, selecting, and employing individuals for each advertised position.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Job announcements and advertising, Neogov job class descriptions, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.</li> </ul> <p><i>Note: All communications affecting or involved in the selection of candidate, including discussions related to applicants' qualifications, considerations and decision-making, must be forwarded to the Recruiter to be retained as part of the official Recruitment File.</i></p> <p><i>Note: All consumer reports (which include background checks, credit reports, and criminal history reports) for applicants not hired should be retained in a separate file. All consumer reports for hired employees should be maintained as part of the official personnel file, but must kept in a separate "confidential" files (see Personnel Files, PER-06-002 for further details).</i></p>	<p><b>Cutoff:</b> End of year in which the successful candidate was selected</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	GS50-04B-22R1

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16.	<p><b>Supervisor's Working Files</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 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:</p> <ul style="list-style-type: none"> <li>• Copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance received about ongoing issues relating the employee; performance monitoring, etc.</li> </ul> <p><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p><b>Excludes</b> 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, background investigation materials, personality or other test results, any non-job related information/personnel 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><b>Cutoff:</b> After no longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>N/A</p> <p>Records managed outside of KC ERMS</p>	GS50-04B-31R1A

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17.	<p><b><u>Training – Curriculum and Materials Development</u></b> Records related to the development of training courses, seminars, and/or workshops. Includes research, materials development, etc.</p> <p><b>Excludes</b> final materials provided at specific training covered by GS2011-180 R1 &amp; GS2011-181 R1.</p> <p><b>Note: Curriculum and materials created in the course of developing an entire new training program to roll-out Countywide may be retained according to GS50-01-39, Project Files (Program Development Files).</b></p>	<p><b>Cutoff:</b> After curriculum no longer provided</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Agency-Provided Training – Curriculum and Materials Development</p> <p>ACO-10-002</p>	GS2011-178R1

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18.	<p><b>Training Records – Certification - Program Related</b> Records documenting training courses, seminars and workshops provided by HRD-Employment Services to King County employees, contractors, the public, or other customers, where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses may be awarded; or</li> <li>• Continuing education hours/credits/points may be earned; or</li> <li>• Training is required by federal, state, or local statute, and/or by employer.</li> <li>• Records include, but are not limited to:</li> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendees lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded.</li> <li>• Agency-provided training includes, but is not limited to:</li> <li>• Continuing education clock hours, continuing legal education (CLE) credits, etc.;</li> <li>• Certification (and recertification); etc.</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Apprentice certification files covered by GS50-04B-34;</li> <li>• Employee training certificates/history retained in the employee’s personnel file;</li> <li>• Financial records covered in the Financial Management function;</li> <li>• Other general training records.</li> <li>• Training materials development.</li> </ul>	<p><b>Cutoff:</b> Date training provided</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits, and Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1

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19.	<p><b><u>Training Records – General</u></b> Records documenting training courses, workshops, or seminars, provided by HRD-Employment Services to King County employees, contractors, the public, or other customers, where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses are NOT awarded; and</li> <li>• Continuing education hours/credits/points are NOT earned; and</li> <li>• Training is NOT required by federal, state, or local statute or by employer.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.</li> <li>• Attendees lists and sign-in sheets, test results, evaluations, etc.</li> </ul> <p>This category includes the materials used for, and records documenting, particular trainings. Training programs and curriculum development should be retained according to Agency-Provided Training – Curriculum Development, ACO-10-002.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Continuing education or certificate program training;</li> <li>• Training materials development;</li> <li>• Employee training certificates/history retained in the employee’s personnel file;</li> <li>• Financial records covered in the Financial Management function.</li> </ul>	<p><b>Cutoff:</b> Date training provided</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</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))
20.	<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><b>Cutoff:</b> Retain until no longer needed</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> 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>

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><u>Visa Sponsorship Files (Public Access File)</u></b> Records related to King County’s permanent residency / HB1 Visa Sponsorship Program. Public Access Records file required to be retained according to 20 CFR 655.760. Records include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• A copy of the employee’s I-40 (original retained with employee);</li> <li>• A copy of the permit/visa (original retained with employee);</li> <li>• Any copies of records documenting that the employee is currently employed with King County;</li> <li>• Any records documenting the County’s prior attempts to fill the position and justification of the need to hire individuals on an H1B basis;</li> <li>• Original wage memos documenting the employee’s wage, benefits, etc. (Copy of memo sent to the attorney managing case and/or the Washington State Department of Licensing.).</li> </ul> <p><b><i>Note: 20 CFR 655.760, part C, Public Access Files Records are to be retained for a period of one year after the last date on which any H1B nonimmigrant is employed under the labor condition application (LCA). Retention of payroll-related records maintained with the County extends requirements set in 20 CFR 655.760. Original payroll related records managed through PeopleSoft.</i></b></p> <p><b>Excludes</b> payroll files managed in PeopleSoft, official Personnel File, any other records related to individual’s employment.</p>	<p><b>Cutoff:</b> termination of employment or date LCA expires or is withdrawn, whichever is later</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Visa Sponsorship Public Access File</p> <p>PER-10-014</p>	GS2017-012

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>Workforce Planning Projects</u></b> Records relating to planning activities to develop the agency's workforce, such as skills inventories/assessments, diversity planning, succession planning, recruitment and retention planning, etc.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Work plans, business cases, budgets, drafts, reference materials, correspondence, communication logs, notes, and documents related to final deliverables; planning development files; related correspondence; any records documenting various HRD-Employment Service projects not covered by more specific categories.</li> </ul> <p>Projects may include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Program development: records used only in the development and initiation of Employment Services Programs; programs such as, Recruiting Programs, NEO Program, Employer Brand Development;</li> <li>• Centralizing recruitment efforts;</li> <li>• Process standardization project.</li> </ul> <p><b>Excludes</b> records categorized by other series on this schedule, for example, final project deliverables such as final research/program reports; core program records such as recruitment files, advertising and outreach records, policy development files, contract negotiation and final contract, training and training material development records, etc.</p>	<p><b>Cutoff:</b> After obsolete, or superseded, or project completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Workforce Planning Records</p> <p>PER-03-006</p>	GS2014-032R1

**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 Wadley for

Gail Snow 6/7/18  
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.

Carol Shenk 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.

Julie A. Dunn 05/21/2018  
Date

Julie Dunn

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

**11. PRC APPROVAL**

Deborah Kennedy 10/10/2018  
Date

Deborah Kennedy  
King County Public Records Committee