



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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

Department of Executive Services / Office of Risk  
Management Services

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

DES-ORMS-(ALL) / 010701

**3. TOTAL NUMBER OF  
PAGES**

32

**4. DATE LAST  
MODIFIED**

May 19, 2020

**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 (DISPOSITION AUTHORITY NUMBER(S))
<b>AGENCY/OFFICE ADMINISTRATION</b>						
1.	<p><b>Agency Provided Training - General</b> Records documenting training courses, seminars, or workshops provided by the Risk Management personnel to the public, customers, volunteers, contractors, or agency employees where: certificates/licenses are <b>not</b> awarded and continuing education hours are <b>not</b> earned and training is <b>not</b> required by federal, state or local statute or employer.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Final curricula and materials presented;</li> <li>• Tests administered and test results;</li> <li>• Attendees lists or sign-in sheets;</li> <li>• Training course evaluations</li> </ul>	<p><b>Cutoff:</b> date training provided</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1
2.	<p><b>Audit Findings</b> Final findings of audits conducted of County services, programs, or practices by the King County Auditor (or via contracted company acting on behalf of the County Auditor’s Office), or by an outside auditing agency (state, federal, independent, etc.).</p>	<p><b>Cutoff:</b> completion of report and all corrective action taken</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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3.	<p><b><u>Audit Working Files and Supporting Materials</u></b> Records – cumulative data – collected and used to respond to internal/external audit of Risk Management’s programs and financial management.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Copies/original source records</li> <li>• Database printouts</li> <li>• Correspondence</li> <li>• Corrective action work plans</li> <li>• Status reports</li> <li>• Additional supporting documentation.</li> </ul>	<p><b>Cutoff:</b> audit complete and all corrective action taken</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01
4.	<p><b><u>Budget Development Files</u></b> Background information and draft documents compiled in the course of budget preparation.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Preliminary budgets</li> <li>• Spreadsheets and statistics</li> <li>• Expenditure reports</li> <li>• Correspondence</li> <li>• Rate development documentation</li> <li>• Budget monitoring working files</li> <li>• Supporting documentation</li> </ul>	<p><b>Cutoff:</b> budget adopted</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03

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5.	<p><b><u>Budget Status Reports</u></b> Periodic reports of office or project revenues, expenditures and budget adjustments.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Budget updates for cost centers, equipment usage, special funds, department-wide, etc.;</li> <li>• Monthly review and monitoring reports;</li> <li>• Annual reports related to financial records sent to County Council;</li> <li>• Quarterly report packets to County Council regarding \$100k+ claims (includes original correspondence and any attachments or checklists).</li> </ul>	<p><b>Cutoff:</b> year end or until completion of State Auditor's Report</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	<p>GS50-03D-06</p>
6.	<p><b><u>Risk Insurance Contract Advice Projects</u></b> Records, documents, advice, and assistance provided to other county agencies in relation to risk insurance contracts' language development.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Communications related to draft contracts</li> <li>• Copies of contracts or draft contract reviewed</li> <li>• Insurance requirement forms (IRFs)</li> <li>• Scopes of work</li> </ul> <p>*Projects close out annually</p>	<p><b>Cutoff:</b> Year end*</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

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7.	<p><b><u>Citizens' Complaints and/or Requests for Agency Action</u></b>  Communications from citizens making a complaint or request for agency action, as well as the associated agency response. Includes all forms of communication, including voicemail, email, social website responses, etc.</p> <p><b>Excludes</b> records covered more specifically in King County general or agency-specific retention schedules such as records of complaints or requests which result in an accident/incident or claim for damages.</p> <p><b>Excludes</b> Public Records Act requests.</p> <p><b>Note: Retention of citizens' complaints and requests can be delegated to the responding agency. Responding agency should retain the original request with the response under category PRE-01-008.</b></p>	<p><b>Cutoff:</b> issue closed</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b>  Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
8.	<p><b><u>Director Communications and Subject/Issue Files</u></b>  Records document a variety of ORMS-related issues or topics the Department Director is interested in or has oversight/directional responsibility for. Files are generally organized by year then topic.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>Briefing documents; correspondence; performance reports; newsletters; presentation materials; work plans.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Archival - Appraisal Required</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	GS50-01-12R3

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9.	<p><b><u>Employee Leave Management</u></b> Records requesting, granting or monitoring of family medical leave (FMLA), executive leave, leave donations, and overtime. Records support transactions in the payroll system. Cumulative leave, leave balances, etc. managed in the county payroll system.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Employee Leave Management</p> <p>PER-09-002</p>	<p><b>Combo Rule PER-09-002</b></p> <p>GS50-04B-09R2 (Leave – Routine)</p> <p>GS2017-010 (Leave – Non-Routine)</p>
10.	<p><b><u>General Accounting and Financial Records</u></b> General accounting records, including documentation around accounts payable, accounts receivable, and cash/banking activities.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Journal entries and authorizations;</li> <li>• A/P and A/R documentation;</li> <li>• Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.);</li> <li>• Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.);</li> <li>• Banking accounts and transactions;</li> <li>• Check stubs/duplicates;</li> <li>• P-card records (statements, verification records, receipts).</li> </ul> <p><b>Note: Paper originals of invoices and other documents are considered primary records, even if copies are filed with FBOD.</b></p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>	DES / FBOD	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3

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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 agency.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• General correspondence (includes all formats, e.g. email)</li> <li>• Meeting minutes and agendas (original copies)</li> <li>• Calendars (generally retained by Outlook)</li> <li>• Administrative procedures and instructions (Including office administrative manuals. Does not include official agency policies)</li> <li>• Agency-provided training arrangements</li> </ul> <p><i>Note: Some records from this series may result in more complex uses and should eventually be retained as such with the business activity they support. For example, some records may become official projects files, may become final contract administration documents, or may be utilized for personnel actions, etc.</i></p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p><b>Combo Rule ACO-01-001</b></p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications)</p>
12.	<p><b><u>Payroll – Supporting Documentation</u></b> Spreadsheets, timesheet worksheets, requests for overtime, requests for time off, and all other working documents used to verify, check, monitor, and data input for PeopleSoft.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	<p><b>Combo Rule FIN-08-006</b></p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)</p>

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13.	<p><b><u>Performance Evaluation Background Files</u></b> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. <b>Only</b> includes records needed to support the completion of the performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</li> </ul> <p><b>Excludes</b> records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files, item 19).</p> <p><b>Excludes</b> final signed performance evaluations (kept by Human Resources in the official personnel file.)</p>	<p><b>Cutoff:</b> performance review has been completed and appeal period has past</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1



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14.	<p><b><u>General Project Files</u></b> Records relating to any of the agency's miscellaneous projects <i>where not covered by a more specific record series</i>. Excludes grant funded, capital improvement, construction, and water and sewer projects.</p> <p>Documents within project file may include:</p> <ul style="list-style-type: none"> <li>• Work plans and business cases related to project</li> <li>• Budgets related to project</li> <li>• Draft documents</li> <li>• Reference materials</li> <li>• Project correspondence</li> <li>• Communication logs</li> <li>• Notes</li> <li>• Documents related to final project deliverables.</li> </ul> <p><b><i>Note: Final documents can have a longer retention period. Examples of project final documents where covered by other retention categories include: final research/program reports, studies, surveys, models, and analyses; information technology design and implementation. Please contact the Records Management Program if you are uncertain which project category applies to your type of project.</i></b></p>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
15.	<p><b><u>Public Records Act Request Logs</u></b></p> <p>See PUBLIC RECORDS PROGRAM, starting at item 28.</p>					
16.	<p><b><u>Public Records Act Requests</u></b></p> <p>See PUBLIC RECORDS PROGRAM, starting at item 28.</p>					

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17.	<p><b><u>Reporting/Filing (Mandatory) – Outside Agencies/Council</u></b>  Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, where not covered where not covered by a more specific records series.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Reports/forms/certificates/lists;</li> <li>• Submission confirmation, correspondence, inquiries, etc.</li> <li>• Quarterly and annual agency reports to Council</li> </ul>	<p><b>Cutoff:</b> report or document submitted</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Archival - Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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18.	<p><b><u>Research and Program Reports</u></b> Final program reports, studies, surveys, models, and analyses created by agency staff (or contractor acting on behalf of agency), where <i>not required</i> to be filed and submitted to an outside agency (including legislative authority) by federal, state, or local law, or court order/rule, and where not covered in a more specific record category.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Monthly and quarterly reports and responses to department report requests.</li> <li>• Actuary reports created by contractor.</li> <li>• Includes only final reports resulting from the activity of researching, studying, surveying, modeling and analyzing agency data. Working files, drafts and data should be retained as a project file under ACO-02-001.</li> <li>• Final reports may include attachments or addenda as well as final report presentations.</li> </ul> <p><b>Excludes</b> risk data information listed under the categories Risk Data (ACO-06-008) and Budget Forecasts, Status, and Financial Reports (BUD-01-002).</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models, and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1

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19.	<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 <b>exclude</b> records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to:</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 <i>received</i> about ongoing issues relating to 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, item 13).</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, 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><b>Cutoff:</b> no longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

<p>20.</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/temporary 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 statistics/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>	<p>N/A</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>
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21.	<p><b><u>Work Group and Program Plans</u></b> Work plans describing work to be performed by units, groups, or individuals of the agency.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Timelines;</li> <li>• Designated areas of responsibility for specific actions;</li> <li>• Other records related to development.</li> </ul>	<p><b>Cutoff:</b> plan revised or obsolete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Work Plans</p> <p>ACO-04-004</p>	<p>GS50-01-38R2</p>
<b>ETHICS PROGRAM</b>						
22.	<p><b><u>Advisory Opinions – Board of Ethics</u></b> Official advisory opinions issued by the Board of Ethics.</p>	<p><b>Cutoff:</b> revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Advisory Opinions – Board of Ethics</p> <p>ACO-03-006</p>	<p>GS50-01-01</p>
23.	<p><b><u>Communications – Board of Ethics</u></b> Communications to or from advisory bodies and its members, made or received in connection with the transaction of official business of the Board of Ethics.</p> <p><b>Excludes</b> official advisory opinions provided by the Board of Ethics.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Communications for Advisory Councils, Commissions, Committees or Boards</p> <p>ACO-01-014</p>	<p>GS50-01-12R3</p>

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24.	<p><b><u>Financial Disclosure Statements</u></b> Statements of financial and other interests that are required by King County Code 3.04.050 to be filed with the King County Board of Ethics. The forms are filed annually and are required by certain county employees, usually those in management-level positions.</p>	<p><b>Cutoff:</b> end of year in which submitted</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Financial Disclosure Statements</p> <p>ACO-05-001</p>	GS50-04C-05R3
25.	<p><b><u>Meetings and Projects – Board of Ethics</u></b> Records created to document the activities and meetings of the Board of Ethics.</p> <p>Includes, but is not limited to, agendas, minutes, materials presented, agenda packets, testimony, audio/visual recordings, member lists, action items tracking, sign in sheets, and other records or reports collected by or created by the board.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-013</p>	GS2012-027
LOBBYIST REGISTRATION						
26.	<p><b><u>Lobbyist Disclosure External Correspondence</u></b> Records used to document communication between the agency and outside entities or news media about issues relating to the King County Lobbyist Program.</p> <p><b>Excludes</b> Public Records Act requests (see item 12).</p> <p><b>Excludes</b> lobbyist disclosure complaints filed with the Ombudsman’s Office.</p>	<p><b>Cutoff:</b> end of year in which issue was resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-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))
27.	<p><b><u>Lobbyist Disclosure Program Records</u></b> Records used to document the registration and reporting required by lobbyists, lobbyist employers and grassroots organizations who lobby the county to influence legislation, as required by King County Code Chapter 1.07.</p> <p>Includes, but is not limited to, registration documents, termination documents, and filed reports.</p>	<p><b>Cutoff:</b> end of year in which reporting occurs</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Lobbyist Disclosure Reporting</p> <p>LES-03-001</p>	GS2012-028R1
<b>PUBLIC RECORDS PROGRAM</b>						
28.	<p><b><u>Public Records Act Request Logs</u></b> Records are logs of public records act requests and are used for status tracking purposes.</p> <p><b>Excludes</b> exemption logs, covered by GS2010-014.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3
29.	<p><b><u>Public Records Act Requests</u></b> 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"> <li>• Original request</li> <li>• Subsequent correspondence with requester</li> <li>• Directives to staff associated with records collection</li> <li>• Attorney-client privileged communications related to Public Records Act requests</li> <li>• Copies of records disclosed</li> <li>• Copies of entire records redacted or withheld</li> <li>• Withholding and redaction logs</li> </ul>	<p><b>Cutoff:</b> public records request complete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3



7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
<b>RISK MANAGEMENT</b>						
30.	<p><b>Bids and Proposals - Successful</b> Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <i>are</i> accepted by the agency.</p> <p>If successful RFP is kept with contract documentation, this material would be filed with contract under CON-01-001.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Request for proposal or bid;</li> <li>• Request for qualifications or quotations;</li> <li>• Evaluation documents, notes, statements of qualification, applications, correspondence and advice etc.</li> </ul> <p><b>Excludes</b> unsuccessful bids/proposals; excludes contracts, agreements, and leases.</p>	<p><b>Cutoff:</b> completion of purchase or fulfillment of contract</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Bids and Proposals – Successful</p> <p>CON-01-011</p>	<p>GS50-08A-01R1</p>

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
31.	<p><b><u>Bids and Proposals - Unsuccessful</u></b> Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Bid proposals;</li> <li>• Evaluation documents;</li> <li>• Statements of qualification, application, correspondence and advice, etc.;</li> </ul> <p>Includes unsuccessful actuarial bids/proposals.</p> <p><b>Excludes</b> successful bids and proposals. Excludes executed contracts and agreements covered in the Contracts/Agreements section (Item 34).</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Bids and Proposals – Unsuccessful</p> <p>CON-01-009</p>	<p>GS50-08A-11R1</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>Claim Files – Accidents and Incidents</u></b> Records relating to claims for damages filed either against King County by other parties, or by the county against other parties. Involves claims filed by county employees and the public.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Original paper or electronic claim/incident filed with the agency; Investigative documents; Correspondence; Recovery and closing information; Expense documentation;</li> <li>• Adjuster notes; Metro incidents/claims, including video or other records of incident.</li> </ul> <p><b>Note: For Metro Transit incident videos, adjuster-use copy of incident should be retained as part of the case file. Metro Transit’s copy will be retained as documentation of incident.</b></p> <p><b>Excludes</b> workers’ compensation claims</p> <p>Note: 10 years of claim information is needed to be retained in the Risk Management Information System (Origami) in order to satisfy the insurance underwriter’s requests of 10 year loss runs.</p>	<p><b>Cutoff:</b> claim closed, OR when minor reaches the age of 11, whichever is later</p> <p><b>Retention:</b> 10 years*</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Incident and Accident Claims</p> <p>ACO-06-012</p>	<p>GS50-01-10R2C</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))
33.	<p><b><u>Contracts/Agreements - General</u></b> Instruments signed by the agency and one or more parties setting out the terms and conditions to which the signing parties agree or submit and which do not establish, alter, or abolish ownership of capital assets. Includes contract/agreement development such as negotiation documentation, change orders, and contract negotiations.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Actuarial Contracts for liability and future funding;</li> <li>• Statements of Work in which the agency is a party;</li> <li>• Any complete contract or agreement where Risk Management is an involved party;</li> <li>• Lease, escrow, and rental agreements;</li> <li>• Liability waivers (hold harmless, insurance, etc.);</li> <li>• Broker service agreements;</li> <li>• Purchase and sales agreements.</li> </ul> <p><b>Excludes</b> external contracts and agreements for other county agencies, which are only reviewed by Risk Management, and advised upon. Copies and correspondence related to advice only should be filed under <b>Risk Insurance Contract Advice Projects – Provided.</b></p> <p><b>Excludes</b> Inter-agency, intra-agency, inter-governmental, or inter-local agreements.</p>	<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> Non-Archival - Destroy</p> <p><b>ESSENTIAL</b></p>		<p>Contracts, Agreements, and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
34.	<p><b><u>Insurance Carrier Risk Reporting</u></b> Insurance Carrier reports and advisory communications provided to other County agencies related to risk of loss through incident on county property.</p> <p><b>Carrier Loss Control Advice</b> Includes reports on site visits and advice provided</p> <p><b>FM Global Risk Reports</b> Insurance, safety, and other inspection reports or certifications and authorizations acquired and utilized by Risk Management. Reports may provide recommendations. May be used by Risk Management to track information related to county properties. Includes:</p> <ul style="list-style-type: none"> <li>• Inspection reports of county property related to fire and life safety, building HVAC systems, elevators, and other property/building characteristics.</li> <li>• FM Global project plan reviews</li> </ul> <p><b>Excludes</b> advice associated with specific claims, litigation cases, or specific loss control fund agreements.</p> <p>*Reporting completed on annual basis.</p>	<p><b>Cutoff:</b> Year end*</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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))
35.	<p><b><u>Evidence of Insurance Review</u></b> Records relating to a vendor, contractor or consultant's insurance program to ensure compliance with contractual requirements. Records may include a Certificate of Insurance, accompanying policy endorsements, letters of self-insurance, and/or insurance binders.</p> <p><b>Letters of Self Insurance</b> Letters issued to third parties requesting evidence of the county's insurance program. Letters are issued for one policy year.</p> <p><b>Insurance certificate review</b> Review of third party insurance certificates – proof of insurance, to interpret and advise on.</p> <p><b>Excludes</b> insurance certificates, which are managed within the contract file.</p> <p>*Review process completed annually</p>	<p><b>Cutoff:</b> year end*</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
36.	<p><b><u>Incidents/Accidents – No Claim Filed (Age 18 and Over)</u></b> Records relating to accidents/incidents involving individuals age 18 and older, and where claims for damaged are <i>not</i> filed. Includes, but is not limited to, reports, investigations, videos, and any other recorded documentation of incident.</p>	<p><b>Cutoff:</b> date of incident</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Incidents/Accidents – No Claim Filed (Age 18 and Over)</p> <p>ACO-06-014</p>	GS2010-081R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
37.	<b><u>Incidents/Accidents – No Claim Filed (Under Age 18)</u></b> Records relating to accidents/incidents involving individual(s) younger than 18, and where claims for damaged are <i>not</i> filed. Includes, but is not limited to, reports, investigations, videos, and any other recorded documentation of incident.	<b>Cutoff:</b> individual reaches age 18  <b>Retention:</b> 3 years	<b>Disposition Action:</b> Non-Archival - Destroy		Incidents/Accidents – No Claim Filed (Under Age 18)  ACO-06-013	GS50-06C-03R4
38.	<b><u>Insurance Policies – Retroactive (All)</u></b> Includes accident/injury, sickness, automobile, theft, fire, liability, life, cyber, and other ancillary insurance policies purchased by the agency where policy stipulates that a claim may be filed retroactive to the period of coverage.	<b>Cutoff:</b> Termination or expiration of coverage  <b>Retention:</b> Permanent	<b>Disposition Action:</b> Non-Archival - Destroy  ESSENTIAL		Insurance Policies Purchased – Retroactive  ACO-06-010	GS50-06C-16R1A

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
39.	<p><b><u>Insurance Policy Development, Review, and Communications</u></b>            Communications, development, and review materials related to King County insurance policies. Includes accident/injury, sickness, automobile, theft, fire, liability, life, cyber, and other ancillary insurance policies purchased by the agency.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Policy correspondence</li> <li>• Underwriting submission</li> <li>• Applications</li> <li>• Marketing materials</li> <li>• Presentations to underwriters</li> <li>• Broker communication regarding policies</li> <li>• Claim notices to insurers</li> <li>• Policy maintenance</li> </ul> <p>*Claim-related records are retained 10 years for insurance underwriting purposes under items 32 and 33.</p>	<p><b>Cut-off:</b>            Year end in which policy superseded, or policy year-end</p> <p><b>Retention:</b>            10 years*</p>	<p><b>Disposition Action:</b>            Archival - Appraisal Required</p>		<p>Project Files             ACO-01-001</p>	<p>GS50-01-39R1G</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))
40.	<p><b><u>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</u></b> Instruments signed by the agency and one or more parties that set out the terms and conditions to which the signing parties agree or submit. This category is specific to inter-local agreements (ILAs) between the county and other public agencies in the interest of cooperatively sharing resources for mutual benefit.</p> <p>Note: Per RCW 39.34.040, a copy of each of the county's inter-local agreements must either be filed with the King County Recorder's Office or sent to DES; RALS; and 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><b>Cutoff:</b> completion of transaction, termination/expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> GS50-06C-03</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4B
41.	<p><b><u>Loss Control Fund Records</u></b> Agreements, signed letters, and supporting paperwork and documentation authorizing the monetary payment to other county agencies for purposes of loss control measures related to specific county issues or incidents on county property.</p>	<p><b>Cutoff:</b> termination of agreement</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival (Appraisal Required)</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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>Risk Data</u></b> Trends' records or risk analysis data associated with the costs, liability for risks to which a county agency exposed, and the allocation of expense required to support Risk Management and loss control. Includes, but is not restricted to loss control and other data as well as data compiled by outside agencies. May include data compiled/created by an actuary.</p> <p><b>Excludes</b> claims, recovery, and litigation files from which data may be extracted, covered by other series.</p> <p><b>Excludes Research and Program Reports</b>, (item 18).</p> <p><b>Excludes</b> duplicate/secondary copies of original such as data extracts/printouts <i>not</i> required to substantiate "point-in-time" evidence.</p>	<p><b>Cutoff:</b> year end or no longer needed for agency business, <i>whichever is later</i>.</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Risk Data  ACO-06-008</p>	<p>GS50-06C-25</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))
43.	<p><b><u>Workers' Compensation Claims (Self Insured) – Compensable Claims Reported to Insurer</u></b></p> <p>All records related to workers' compensation claims pertaining to the function of workers' compensation claim administration, when claim is handled with Risk Management. This includes claims reported to carrier, as well as any claims that have exceeded deductible and carrier reimburses monies.</p> <p>May include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Medical coverage information (protected health information)</li> <li>• Requests for reimbursements from carrier</li> <li>• Updates on claim status,</li> <li>• Other documentation of action taken with the reporting and reimbursement process when handled through Risk Management.</li> </ul> <p><i>Note: DHR handles workers' compensation claims when claim has not yet met 50% of the \$2.5 million deductible. The category for Risk Management includes all claims expected to reach or exceed 50% of this deductible.</i></p>	<p><b>Cutoff:</b> claim closed</p> <p><b>Retention:</b> 75 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Workers' Compensation Claims (Self-Insured) – Compensable</p> <p>PER-05-001</p>	GS50-06C-27R1
<b>IT MANAGEMENT</b>						
44.	<p><b><u>Access Authorization</u></b></p> <p>Records documenting the authorization of employee (includes contractors and volunteers) access to agency systems, networks, applications, records, and data. Includes, but is not limited to, requests and approvals for access and permissions.</p>	<p><b>Cutoff:</b> termination of user's access or system is no longer in use</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Access Authorizations</p> <p>INF-04-002</p>	GS2010-002R1

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))
45.	<p><b><u>Applications – Planning and Review</u></b> Records documenting the planning and post-implementation review of the agency’s computer software applications, databases and websites (internet and intranet).</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Requirements and objectives documents/statements;</li> <li>• Feasibility studies;</li> <li>• Charter, cost/benefit analyses, investment plans;</li> <li>• Post-implementation reviews/ evaluation/ recommendations.</li> </ul>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>IT Applications – Planning and Review</p> <p>INF-04-003</p>	GS50-06A-01R3
46.	<p><b><u>Applications – Technical Design and Implementation</u></b> Records documenting the technical design and implementation of the agency’s computer software applications, software as a service (SaaS), databases, and websites (internet and intranet).</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Design documentation/detail;</li> <li>• Database schema and dictionaries;</li> <li>• Source code;</li> <li>• System and program descriptions/authorizations;</li> <li>• Development plans (for testing, training, conversion, and acceptance);</li> <li>• Release notes;</li> <li>• Operational and user instructions;</li> <li>• Acceptance testing.</li> </ul> <p><b>Note: see Source Records – Migrated, INF-05-003 for instructions on retention of records contained in obsolete software and database programs.</b></p>	<p><b>Cutoff:</b> Until application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with approved retention schedule</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Technical Design and Implementation</p> <p>INF-04-001</p>	GS50-06A-03R3

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))
47.	<p><b><u>IT Helpdesk Tickets</u></b> Records related to county employee requests for advice and assistance. Tickets are managed via the CherwellPortal system. Records may also include correspondence and other attachments needed to document resolution of ticket.</p> <p><i>Note: see Contracts and Agreements (item 34) for tickets logged with KC ERMS vendors.</i></p>	<p><b>Cutoff:</b> finalization of request or ticket closed</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b> Non-Archival – Destroy</p>	<p>KCIT: CherwellPortal System</p> <p>ARRMS: Records Management – Support Documents</p>	<p>Helpdesk Requests INF-04-005</p>	GS2010-005R1
48.	<p><b><u>IT Projects</u></b> Records which document projects related to information technology, including capital improvement projects.</p>	<p><b>Cutoff:</b> completion of project or terms of grant agreement, whichever is later</p> <p><b>Retention:</b> 10 years</p>	<p><b>Disposition Action:</b> Potentially Archival (Appraisal Required)</p>		<p>IT Projects INF-04-014</p>	GS50-18-10R1
49.	<p><b><u>Network Design and Build</u></b> Records documenting the design and construction of the agency's information technology network.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Network diagrams and build guides;</li> <li>• Master control list of internet protocol (IP) address assignments;</li> <li>• Uniform resource locator (URL) addresses and passwords.</li> </ul>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Network – Design and Build INF-04-009</p>	GS2010-006R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
50.	<b><u>Online Content Management</u></b> Records used to document the publishing of the agency's internet and intranet content. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable.	<b>Cutoff:</b> online content is removed  <b>Retention:</b> 1 year	<b>Disposition Action:</b> Non-Archival - Destroy		Online Content Management  INF-04-006	GS2010-007
51.	<b><u>Operating Manuals</u></b> Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series in King County General Schedule or agency specific schedules. Includes operating manuals for IT applications and systems.	<b>Cutoff:</b> disposition or sale of agency asset, or when program becomes obsolete  <b>Retention:</b> None	<b>Disposition Action:</b> Non-Archival – Destroy  ESSENTIAL		Operating Manuals  ASM-07-001	GS50-06B-09R1
52.	<b><u>Operation Logs</u></b> Records relating to scheduled, computer-driven tasks  May include: <ul style="list-style-type: none"> <li>• Event logs;</li> <li>• Run reports and requests;</li> <li>• Task schedules;</li> <li>• Successful completion reports.</li> </ul>	<b>Cutoff:</b> no longer needed for agency business  <b>Retention:</b> None	<b>Disposition Action:</b> Non-Archival – Destroy		N/A	GS2012-037A
<b>INVESTIGATION AND RESOLUTION OFFICE (Office Closed June 2018)</b>						

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))
53.	<p><b>KCIRO Investigation Case Files</b>  Related to investigations of employee complaints concerning violations of the County's nondiscrimination and anti-harassment policy that results in findings of misconduct by the employee. May include records documenting the complaint, as well as the follow-up actions taken by the Investigation and Resolution Office such as mediation, resolution, and/or investigation.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Non-retaliation agreements;</li> <li>• Investigation notes and reports</li> <li>• Intake documents</li> <li>• Mediation referrals and supporting documentation;</li> <li>• Decision letters;</li> <li>• Interview records;</li> <li>• Findings;</li> <li>• Mediation documents;</li> <li>• Settlement agreements;</li> <li>• Correspondence.</li> </ul> <p><b>Excludes</b> investigative summary report covered by GS50-04B-06, Personnel File.</p> <p><b>Excludes</b> workplace violence case files covered by GS50-05A-24.</p>	<p><b>Cutoff:</b> matter resolved/final determination of case and no longer needed for agency business*</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Non-Archival - Destroy</p>		<p>Employee Complaints and Grievances</p> <p>PER-08-001</p>	GS50-04E-03R2

Certification

9. County Records and Information Manager Signature

*My signature certifies the accuracy of this schedule and that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4.*

*Ellie Browning*

6/30/2020

Ellie Browning

Date

10. County Archivist Signature

*My signature certifies that I have reviewed and approved the archival status of the records series as described on this schedule.*

*Danielle Boucher*

06/04/2020

Danielle Boucher

Date

11. Agency Manager Signature

*My signature certifies that I have read and understood the requirements of this retention schedule and that I agree to implement it for all records and information within the scope of my responsibility.*

*Jennifer A Hill 6/29/20*

[Agency Manager]

Date

Public Records Committee Use Only

12. PRC APPROVAL

Deborah Kennedy

July 7, 2020

Deborah Kennedy

Date

King County Public Records Committee