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 Mailstop: GBB-ES-0210

1. AGENCY DEPARTMENT/DIVISION/SECTION	2. DEPARTMENT-DIVISION-SECTION [DDS]	3. TOTAL NUMBER OF PAGES	4. DATE LAST MODIFIED	5. STATUS	6. VERSION
Department of Executive Services / Records and Licensing Services Division / Archives, Records Management and Mail Services	DES-RALS-(ARMMS) / 010201	30	September 21, 2017	Final	3

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))
OFFICE WIDE						
1	**Accounting Records - Secondary** Records are used to document payment for goods and services received. May include: • Invoices • Purchase orders • Vouchers • Receipts. Note: Copies of invoices needed for the Archives reference purposes (i.e. to identify vendors and costs of specialized equipment and supplies) may be retained until no longer needed for agency business per **General Information - External** on County General Records Retention Schedule	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy	DES / FBOD / Accounts Payable	N/A	GS2011-184R3(S)
2	**Administrative Procedural and Instructional Manuals** Internal procedures and instructions. Guidance on any routine internal procedure or protocol required for day-to-day operations. Includes: • Manuals • Training guides • Route description guides • Procedural manuals created by ARMMS staff.	**Cutoff:** Revised or obsolete **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Administrative Procedures and Instructions ACO-03-004	GS50-01-01

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3	**Communications – General** Internal and external communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series. Includes all communication types, regardless of format: • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: • Requests for and provision of information/advice; • Agency-initiated information/advice. • Meeting Minutes and agendas Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		General Office Communications and Staff Meetings ACO-01-001	GS2010-001R3
4	**Meetings – Staff** Records documenting monthly meetings held by (and/or for) staff. May include staff meetings, internal committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.). Includes, but is not limited to: • Agendas, meeting packets, sign-in lists, meeting notices, etc.; • Minutes, audio/visual recordings, transcripts, etc.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		General Office Communications and Staff Meetings ACO-01-001	GS50-01-43R2

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5	**Newsletters** Master set of all newsletter publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) Records include newsletter publications regardless of format, including: • Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records). **Excludes** external newsletters received by the agency.	**Cutoff:** No longer needed for agency business **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Master File of Agency Publications INF-02-001	GS50-06F-04R4
6	**Outreach/Promotional Materials** Various types and formats of publications and educational materials used to emphasize services, programs and/or collections. Examples include: • Brochures, pamphlets, tip-sheets, instructional handouts, presentations, etc.	**Cutoff:** Superseded or no longer needed **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Advertising, Promotion and Outreach PRE-01-005	GS2011-165
7	**P-Card Records - Secondary** Records document purchases made using a county credit card. May include: • Credit card statements card, documents verifying expenses, receipts, etc.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy	DES / RALS / Division Director	N/A	GS2011-184R3(S)

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8	**Performance Evaluation Background Files** Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. **Only** includes records needed to support the completion of the performance evaluation. Includes, but is not limited to: • Performance plans • Confirmation of goals • Confirmation of achievements • Samples of work completed • Communication/meeting notes • Documentation of performance issues • Status reports, etc. **Excludes** records needed to support *ongoing* supervision of the employee (see Supervisor's Working Files). **Excludes** final signed performance evaluations (kept by Human Resources in the official Personnel File.)	**Cutoff:** Destroy once the performance review has been completed and appeal period has ended **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A Records Managed Outside of KC ERMS	GS50-04B-31R1

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9	**Project Files** Records used to document various projects undertaken throughout ARMMS. Examples include KC ERMS deployment projects; LEAN/Continuous Improvement, Records Management Initiative projects, records retention schedule development, selection and development of County Archives' collection management system, collection inventory projects, policy development, PRC work groups, etc. May include: • Inventory sheets • Correspondence • Meeting records, • Substantive drafts • Additional supporting documentation.	**Cutoff:** Project completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

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11	**Supervisor's Working Files** Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are **only** used to support the ongoing supervision of the employee and **exclude** records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances. Includes, but is not limited to: • Copies of performance evaluations • Workplace expectations • Documents related to long-term performance or career goals • Emergency contact information • Employee coaching documentation • Advice or guidance *received* about ongoing issues relating to the employee • Performance monitoring, etc. **Excludes** records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files). **Excludes** Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Human Resources Office rather than retained in the Supervisor's Working File.	**Cutoff:** No longer supervising employee **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		N/A Records Managed Outside of KC ERMS	GS50-04B-31R1A

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12	**Transitory Records** 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. Includes, but is not limited to: • **Agency-Generated Forms and Publications – Copies** (Copies of unused forms) • **Brainstorming and Collaborating** (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts) • **Contact Information** (external clients or stakeholders) • **Drafting and Editing** (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes) • **Electronic documents when printed version is finalized with inked signature** • **General Information – External** (FYI information received from external sources) • **Unsolicited Materials/publications** (Not requested nor used) • **Basic/routine short-term communications** that do not document decision making or agency actions and not covered by another category, such as – "I am running late this morning" or "Come see me at my desk when you can") • **Internet Browsing History** (cookies/cache/temp files on your computer) • **Organizing/Monitoring Work In Progress** (to-do lists; working notes; status logs) • **Records Documented as Part of More Formalized Records** (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses) • **Reference Materials** (gathered from external sources which do not provide evidence of agency work) • **Scheduling of Meetings/Appointments** • **Secondary (Duplicate) Copies** • **Mail Stop Request Forms (**date of request, date change requested, requestor name and mail stop information). • **Requests for Leave/Overtime - Secondary**	**Cutoff:** Retain until no longer needed **Retention:** None	**Disposition Action:** Non-Archival - Destroy		N/A	Refer to General Records Retention Schedule for complete list of DANs in this series. Note: destruction documentation is not required for Transitory Records.

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13	**Vehicle Accident Reports and Claims – Secondary** Records relating to accidents/incidents involving ARRMS vehicles whether claims for damages are filed or not, and whether a minor was involved or not. This includes, but is not limited to, reports and investigations, and insurance claims for damages.	**Cutoff:** Date of incident **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy	DES / Risk Management	N/A	GS50-06C-03R4(S) GS2010-081R2(S) GS50-01-10R2(S)
SECTION ADMINISTRATION						
14	**Budget Development Files** Records document the development of office and/or agency budgets. May include: • Preliminary budget proposals • Spreadsheets • Statistics • Expenditure reports • Correspondence • Briefing materials • Justification documents • Presentations • Whitepapers, etc.	**Cutoff:** Budget adopted **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Budget Development Files BUD-01-001	GS50-03D-03

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15	**Contracts and Agreements** Various contracts and agreements signed by ARMMS and one or more parties that set out terms and conditions to which the signing parties agree or submit. Examples include: • Lease agreements with Fleet Services for Records \Center and Mail Services vehicles • Contracts with KC ERMS vendors for system support and products • Mail Services equipment and postage suppliers • Records Management fee-for-service agreements, etc. Specific records may include the signed instrument, change orders, and administrative records needed to document the signatories' compliance with the terms of the contract.	**Cutoff:** Closeout of contract/ agreement **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Contracts, Agreements and Warranties CON-01-001	GS50-01-11R4
16	**County Policies, Orders and Rules** Officially adopted directives that are reviewed, coded, published, indexed and filed with ARMMS per executive policies INF-7-4-EP, INF-7-5-EP, and INF-7-6-EP. Directives are activated through executive or department head signature. Directives include: • Executive Policies • Department Policies • Executive Orders • Emergency Orders • Public Rules • Emergency Rules.	**Cutoff:** Filing with ARMMS by the enacting agency **Retention:** Permanent	**Disposition Action:** **Archival – Permanent Transfer** Transfer original records to the King County Archives upon receipt from submitting agency and publication to the internet ESSENTIAL		N/A	GS50-01-24R1

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17	**Mail Services Chargeback and Billing Records** Records are chargeback letters to agencies for mail services including postage and bulk mailing costs. Letters include itemized amount and outstanding balanced owned. Records may also include monthly reports generated from Pitney Bowes mail machines. Also includes tracking spreadsheets.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		General Office Accounting FIN-01-001	GS2011-184R3
19	**PRC Meeting Records** Records related to the Public Records Committee that are maintained and managed within the role of PRC Secretary. May include: • Agendas • Meeting packets • Meeting minutes or notes • Preparatory and follow-up communications • Reports produced at the request of the King County Council (PRC Annual Report and the Digital Communications Report)	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required	Annual and Digital Communications Reports: KCC / Council Clerk	Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards ACO-01-013	GS2012-027
20	**Project Administration Tracking Spreadsheets** Records are tracking spreadsheets used for a variety of office and program administration purposes. Data is compiled from various sources. Examples include agency disposition authorities, records coordinators, and current mailstop list.	**Cutoff:** No longer needed to support business activity **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS50-02-05R2

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21	**Records Center Use Reports** Monthly reports generated by KC ERMS system administrator used to update the RALS financial management report used for records center cost allocation purposes during the budget process.	**Cutoff:** Report updated **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS50-02-05R2
22	**Standing Meeting Records** See ***Meetings - Staff***	**Cutoff:** **Retention:**	**Disposition Action:**			
23	**Vehicle Ownership Records** Records documenting the purchase and legal ownership documentation for the mail services vehicle owned by ARMMS. May include purchase documentation and vehicle title.	**Cutoff:** Disposition of asset **Retention:** 4 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Asset Acquisition and Ownership Records ASM-09-008	GS2012-030
24	**Web Content Management** Records used to document the publishing of the section's internet and intranet content. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable. Also includes documentation of external websites managed by ARMMS: King County Recorder's Office, King County Customer Service Centers and King County Marriage Licensing.	**Cutoff:** Online content removed or updated **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy		Online Content Management INF-04-006	GS2010-007

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25	**Web Content Management – Online Policies and Retention Schedules** Records used to document the publishing of policies, procedures, retention schedules and other records that are legal or official in nature and affect the public interest.	**Cutoff:** Online content removed or updated **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Online Content Management – Official/Legal INF-04-017	GS2010-007A
26	**Work Group Status Files** Records document a variety of subjects/issues the Section Manager is interested in or has oversight/directional responsibility for. May include: • Correspondence • Project information for each functional group • Weekly or monthly status reports • Work plans.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		General Office Communications and Staff Meetings ACO-01-001	GS2010-001R3

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ARCHIVES						
27	**Accession and Deaccession Files** Records documenting transfer of legal custody of records from county agencies to the King County Archives. This file may contain but is not limited to: • Accession number • Date of transfer • Agency name • Records description • Volume • Approximate date span of records • Finding aids • Processing information • Legal transfer agreements • Correspondence negotiating transfer. Also Includes Deaccession records documenting the removal of specific record holdings from the Archives collection. May include deaccession forms, correspondence, approval documentation, etc.	**Cutoff:** Life of King County Archives **Retention:** Permanent	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		Transfer of Legal Custody INF-03-005	GS2010-023
28	**Appraisal Records** Used to gather information about record collections in order to make decisions regarding archival value of county records. Information may include: • Purpose and format of the records • Organizational structure • Date range of the records • Type of value, volume, condition of the collection, etc.	**Cutoff:** Life of King County Archives **Retention:** Permanent	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		Archival Appraisal Records INF-05-006	GS2010-023

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29	**Archives Series Files** Information documenting what is in the County Archives' collection. May include but not limited to: • Series descriptions • Processing notes and communications about records in the collection Conservation treatment records documenting repair to public records designated as Archival.	**Cutoff:** Life of King County Archives **Retention:** Permanent	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		Archives Series Files INF-03-007	GS2010-023
30	**Comment Cards** Customer Service Comment Cards submitted by agency customers to provide feedback on the performance of all public-facing work groups within the Records and Licensing Services Division. May include, but is not limited to: original comment cards, associated agency responses and associated database.	**Cutoff:** Receipt and issue resolved if required **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2

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31	**Database Records - Accessions and Description (Collection Management)** Database records that document and describe the Archives' collection. May Include but not limited to • Accession information • Series • Container and item descriptions • Processing notes • Appraisal • Location information • Deaccession information.	**Cutoff:** No longer needed for agency business then purge **Retention:** 0 years	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		N/A	GS50-09-02R2 (Records Control) GS2010-019 (Conservation – Archival) GS2010-023 (Collections Control)
32	**Database Records - Reference** Database records that relate to customer reference requests and payments for photocopies. Data is also used to document reference activity for statistical reporting purposes.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS2011-184R3(S) (Financial Transactions) GS50-01-09R2C (Citizen Requests)

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33	**Finding Aids** Records and data that are used to facilitate access to records in the collection of the King County Archives or to respond to reference requests. Includes, but is not limited to: • Obsolete database systems • System printouts • Indexes • Subject files • Research guides, etc. **Excludes** data in the current Collection Management System (see item 30).	**Cutoff:** No longer needed for agency business **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS50-09-02R2
34	**Research Requests (Archives)** Requests for information about, access to or reproductions of County records for research purposes. Includes research request forms and correspondence between the customer and Archives staff. **Excludes** Public Records Act requests.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Archives Research Requests ACO-01-010	GS50-01-09R2C
35	**Research-Onsite Sign-In Logs** Sign-in logs that include detailed customer information such as name, date, nature of business, time in and out, etc.	**Cutoff:** End of year **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Visitor Logs ASM-10-007	GS50-06B-20R1

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36	**Volunteer Applications - Unsuccessful** Includes volunteer applications that do not result in hiring.	**Cutoff:** Decision not to hire **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy		Volunteer Applications Not Accepted PER-10-003	GS50-04A-05R1
37	**Volunteer Files** Records that document the work service of volunteers at the King County Archives. Includes, but is not limited to: Inquiries; Applications; Agreements and releases; Letters; Time logs.	**Cutoff:** Termination of volunteer service **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Volunteer Files PER-06-004	GS50-04B-06R4
KC ERMS OPERATIONS						
38	**Help Desk Tickets** Records related to county employee requests for advice and assistance in using the KC ERMS. Tickets are managed via the LanDesk system. Records may also include correspondence and other attachments needed to document resolution of ticket. See **Contracts and Agreements** for tickets logged with KC ERMS vendors	**Cutoff:** Request completed/ticket closed-out **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy	KCIT: LANDesk System ARRMS: Records Management – Support Documents	Helpdesk Requests INF-04-005	GS2010-005R1

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39	**KC ERMS Capital IT Project Files** Records documenting the planning, technical design, configuration, construction, installation, product acceptance testing, post implementation review and commissioning of the electronic records management system. Also includes contracts and agreements.	**Cutoff:** Project completion **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		IT Projects INF-04-014	GS50-18-10R1
40	**KC ERMS Data – Audits, Holds, Sessions, Users** Data in the KC ERMS that documents interactions with records within the system, legal hold processes, records disposition and user privileges. Includes the following system infrastructure components: Audits, Holds, Sessions, and Users.	**Cutoff:** Life of King County Archives **Retention:** Permanent	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		N/A	GS50-09-02R2 (Records Control) GS50-09-06R1 (Destruction of Public Records) GS2010-021 (Transfer of Legal Custody)
41	**KC ERMS Data – Categories, DDS, Groups, Rooms, Rules** Data in the KC ERMS that documents the County's organizational structure, file plan and records retention rules. Includes the following system infrastructure components: Categories, DDS, Groups, Rooms and Rules. Updated when changes are needed.	**Cutoff:** Content is updated/superseded **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS50-09-02R2 (Records Control) GS50-09-01R1A (Retention and Disposition Authorization)(S)

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42	**KC ERMS Data – Circulation** Data in the KC ERMS used to track folders and boxes that are checked out and returned to the Records Center.	**Cutoff:** Box or folder is returned **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS50-09-02R2C
43	**KC ERMS Issue Log** Log used by the KC ERMS system administrator to track system issues, document resolution, prioritize tasks and plan for future system upgrades. Information includes description of issue/request, issue type, status, impact code and request date.	**Cutoff:** Until no longer needed for business **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		Operation Logs ASM-11-005	GS2012-037A
44	**KC ERMS Monthly Activity Reports** Reports that are created to document each agency's usage of the KC ERMS. Reports are created and issued monthly and contain name of agency, names of all filers, and individual filing statistics.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03R1
45	**KC ERMS Knowledge Base** Records used to share records management and KC ERMS information among records program staff. Used for troubleshooting proposes. May include: Answers to frequently asked questions, system shots of fixes, white papers, user manuals, guides, tip sheets, etc.	**Cutoff:** No longer needed for agency business **Retention:** 0 years	**Disposition Action:** Potentially Archival – Appraisal Required		N/A	GS50-01-02

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46	**KC ERMS System Documentation** Records needed to document technical design and operation of the KC ERMS. Includes, but is not limited to: • Design documentation/detail • Database schema and dictionaries • Source code • System and program change descriptions/authorizations • Development plans (for testing, training, conversion, and acceptance) • Release notes • System operation manual and user instructions • User acceptance test results, etc.	**Cutoff:** No longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy		IT Applications – Noteworthy INF-04-016	GS50-06A-01R3
47	**Operation Logs** Various KC ERMS logs generated from the system and used to monitor performance.	**Cutoff:** No longer needed for agency business **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy		Operation Logs ASM-11-005	GS2012-037A
48	**System Testing Documentation** Records documenting tests performed on various functions of KC ERMS such as 64-bit machine testing, advanced user privilege test, search functionality, etc. Specific records may include screen shots, meeting records, test templates, correspondence, etc.	**Cutoff:** Test completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
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MAIL SERVICES						
50	**Mail Delivery and Receipt** Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.) May include: • Signed pick-up and delivery receipts. • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). *Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.*	**Cutoff:** End of year **Retention:** 3 years or until completion of State Auditor's report, whichever is sooner	**Disposition Action:** Non-Archival - Destroy		Mail Delivery and Receipt INF-06-001	GS50-06D-02R1
51	**Training/Class Completion Files – Secondary** Files, records or listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	**Cutoff:** Date of training **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy	DES / RALS / Human Resources	N/A	GS2011-181
52	**Vehicle Certifications and Permits** Records relating the certification and permits of county vehicles including registration, emission testing, and tabs, as well as commercial loading permits.	**Cutoff:** Permit superseded or terminated *and* violations of permit resolved if any **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS2012-033

7. LIST OF RECORDS SERIES						
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53	**Vehicle Inspection Reports** Daily vehicle inspection reports completed by each Mail Services employee using a county vehicle. Forms include: date, name of driver, odometer readings, vehicle checks, location of vehicle, and damage noted.	**Cutoff:** Inspection or monitoring completed and corrective actions taken, if necessary **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy		Inspection/Monitoring Non-Regulated ASM-14-002	GS2012-037
54	**Vehicle Maintenance Records** Reports of general vehicle maintenance, and monitoring, including: • Tune-ups, oil changes, tire rotations, etc., identifying and describing work completed and actions taken. • Reports from agency staff or other contractors regarding maintenance and inspections.	**Cutoff:** superseded or end of year, whichever is longer **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		N/A	GS2012-040
55	**Work Assignment Records, Schedules, or Calendars** Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews. Records include: • Employee routes and rotation schedules, schedules of on call-drivers • Calendar of employee tracking daily responsibilities, and assigned weekly routes • Mail stop lists and daily time schedules.	**Cutoff:** End of year **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Work Logs PER-02-002	GS2010-001R3C

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RECORDS CENTER						
56	**Accession Logs - Secondary** Excel spreadsheet used to document incoming Records Center accessions, including: accession number, date, agency, name of sender, and number of boxes.	**Cutoff:** Date of last entry **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy	KC ERMS	N/A	GS50-09-02R2(S)
57	**Disposition Reports** Reports generated to document disposition of public records, including: • Session authorization/confirmation reports • Destruction reports • Disposition confirmation reports • Records Center direct destruction forms • Agency Records Destruction Forms. Disposition reports for Records Center holdings generated through KC ERMS since 2010.	**Cutoff:** None **Retention:** Permanent	**Disposition Action:** Non-Archival – Destroy ESSENTIAL	DES / RALS / ARMMS / Records Center: primary office for Records Center Destruction Forms and Session Authorization/ Confirmation Reports	Destruction of Public Records INF-03-003	GS50-09-06R1
58	**Incident/Injury Reports - Secondary** Forms used to document incidents of accidents or injuries involving individuals.	**Cutoff:** Date of incident **Retention:** 7 years	**Disposition Action:** Non-Archival - Destroy	DES / HRD / Safety & Claims Management	N/A	GS50-06C-02R1(S)
59	**Payroll Time Sheets - Secondary** Records used to document time accumulation for employees who have more than one position in King County. Includes absence requests and time cards.	**Cutoff:** End of year **Retention:** 4 years	**Disposition Action:** Non-Archival – Destroy	DES / FBOD / Benefits, Payroll and Retirement	N/A	GS50-03E-15R1(S)

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60	**Records Retrieval Requests and Returns – Not Circulated** Research and background documentation related to requests for boxes or folders in the Records Center that were not circulated due to folder not in box, customer cancellation, boxed on site, etc. May include copy of delivery report generated from KC ERMS, staff notes, etc.	**Cutoff:** End of year **Retention:** 0 years	**Disposition Action:** Non-Archival - Destroy	KC ERMS – system generated requests	N/A	GS50-09-02R2
61	**Transmittal Forms** Signed transmittal forms documenting transfer of records into the Records Center. No longer generated after implementation of KC ERMS in 2010.	**Cutoff:** disposition of all records or until all data entered in KC ERMS and verified by KCRMP **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Records Center Transmittal Forms INF-03-009	GS50-09-02R2D
62	**Vehicle Use Logs** Records used to document use of Fleet Services' vehicles for Records Center business. Includes: date, reason, person, start and end mileage.	**Cutoff:** End of year **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Equipment and Vehicle Checkout Log ASM-06-002	GS2012-045

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RECORDS MANAGEMENT						
63	**Appointment Forms** Forms used by agency to designate staff to serve as the agency's agency records officer, disposition authority, records coordinator or subject matter expert as required by King County Policy. Form is also used to assign privileges in and access to KC ERMS. Information includes name of department, name of designating authority, email address, phone number, date, names, signature, etc.	**Cutoff:** Form is superseded **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Access Authorizations INF-04-002	GS2010-002R1
64	**Citizens' Complaints and Requests** Communications between Records Management staff and citizens making a complaint or request, as well as the associated agency response. Includes, but is not limited to: • Referrals to other agencies or jurisdictions and guidance provided. **Excludes** Records Management Assistance or Archives Research Requests.	**Cutoff:** End of which in which issue was resolved **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R1
65	**Disposition After Digitization Applications – Approved** Records are applications approved by the ARMMS and the Public Records Committee allowing for the disposition of hard copy source records that have been scanned. Used to document county compliance with WAC 434.663. Information includes agency contact information, description of the agency scanning procedure and management of the digitized records, etc.	**Cutoff:** Life of King County **Retention:** Permanent	**Disposition Action:** Non-Archival - Destroy See *Project Files* for supporting documentation related to DAD review		Retention and Disposition Authorization INF-03-004	GS50-09-01R1A

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66	**Disposition After Digitization Applications – Not Approved** See **Project Files**					
67	**Disposition Reports** Reports generated to document disposition of public records, including: • Session/authorization reports • Destruction reports • Disposition confirmation reports • Records Center direct destruction forms • Agency Records Destruction Forms. Disposition reports for Records Center holdings generated through KC ERMS since 2010.	**Cutoff:** Life of King County **Retention:** Permanent	**Disposition Action:** Non-Archival – Destroy ESSENTIAL	DES / RALS / ARMMS – Records Management Program primary office for Agency Destruction Forms since 1/1/2014	Destruction of Public Records INF-03-003	GS50-09-06R1
68	**File Organization Plans** Documents the records held by an office and describes how they are organized and maintained. Information includes: • Records title and description • Retention requirements • KC ERMS category code • Matter and folder naming conventions • Additional information about the records.	**Cutoff:** Plan is updated **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Records Management File Organization Plans INF-03-010	GS50-09-02R2B

7. LIST OF RECORDS SERIES

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69	**Legal Hold Records** Records documenting the legal holds put on county records due to the anticipated, pending, imminent or actual litigation. Includes, but is not limited to: • Notifications of legal hold • Records of preservation • Correspondence of actions taken • Policies/procedures • Indexes of records under hold Notifications of releases of holds.	**Cutoff:** hold released* **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required *No records shall be dispositioned until the state has created a valid disposition authority number for these records		Legal and Other Records Holds INF-03-006	GS53-02-04R2 (Litigation Case Files)
70	**Records Management Assistance Requests** Requests for assistance from King County employees regarding the retention of public records. Includes, but is not limited to: Correspondence, sample records, and advice provided.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Records Management Advice ACO-01-012	GS2010-001R3A
7	**Records Management Training Records** Records document training courses provided by the King County Records Management Program to agency employees. May include: • Curricula • Materials presented • Tests administered • Attendee lists and sign-in sheets • Test results, • Evaluations, etc.	**Cutoff:** Training provided **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Agency-Provided Training – General ACO-10-001	GS2011-181R1

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7	**Records Retention Schedules** Records document State and PRC approved retention policies for county records. Retention schedules include: • Agency name and contact information • Title and description of records • Retention information • Archival designations • KC ERMS category and approval signatures. Records also include: • Guidance from the state • King County Archivist archival designation • Legal advice from Prosecuting Attorney's Office • Legal Research • Public Records committee vote record.	**Cutoff:** Obsolete or Superseded **Retention:** Permanent	**Disposition Action:** Non-Archival - Destroy		Retention and Disposition Authorization INF-03-004	GS50-09-01R1A

8. RECORDS AND INFORMATION MANAGER SIGNATURE	9. COUNTY ARCHIVIST 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.	*I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.*
See original for signature *04/20/2015*	*See original for signature* *04/21/2015*
Gail Snow **Date**	**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.

See original for signature   *04/20/2015*

Deborah Kennedy   **Date**

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

11. PRC APPROVAL

See original for signature   *05/12/2015*

Deborah Kennedy   **Date**
King County Public Records Committee