



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

Department of Executive Services / Records and Licensing
Services Division / Regional Animal Services of King County
(RASKC)

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

DES-RALS-(RASKC) / 010203

**3. TOTAL NUMBER OF
PAGES**

20

**4. DATE LAST
MODIFIED**

February 26, 2018

5. STATUS

Final

6. VERSION

4

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 NUMBERS(S))
1	<p><u>Accident/Incident/Injury Reports - Secondary</u> Forms used to document incidents of accidents or injuries involving individuals.</p>	<p>Cutoff: Claim closed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / HRD / Safety & Claims Management	N/A	GS50-06C-02R1(S)
2	<p><u>Accounting Records</u> Records are used to document payment for goods, services, donations or fees received.</p> <p>May include:</p> <ul style="list-style-type: none"> • Invoices; Purchase orders; Vouchers; Receipts; Recaps 	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3
3	<p><u>Administrative Procedures and Instructions</u> Documentation of internal office policies, procedures and guidelines related to routine day-to-day operations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Advisory memos, manuals documenting departmental policies and procedures, handbooks, and desk manuals. 	<p>Cutoff: Revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01

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4	<u>Adoption Applications – Not Resulting in Adoption</u> Applications for pet adoption submitted by customers that do not result in adoption.	Cutoff: Date of application Retention: 2 years	Disposition Action: Non-Archival - Destroy		Adoption Applications – Not Resulting in Adoption RAS-01-002	AN2013-012
5	<u>Animal Control Officer Daily Logs</u> Records documenting the daily activities of Animal Control Officers in the field. Includes: <ul style="list-style-type: none"> • Summaries and audits of daily logs. <ul style="list-style-type: none"> ○ Logs include names, dates, mileage, case numbers, codes and statistics. 	Cutoff: End of year Retention: 4 years	Disposition Action: Non-Archival - Destroy		Field Officer Daily Reports RAS-01-001	GS2012-045 (Asset Use Records) GS2010-001R3C (Work Assignment Record, Schedule or Log)
6	<u>Animal Care Records</u> Records documenting the care, custody and disposition of individual animals at RASKC. Includes, but is not limited to: <ul style="list-style-type: none"> • Owner surrender forms; Intake forms; Euthanasia release forms; Jail letters; Owner-completed questionnaires; Kennel cards; Impound letters; Treatment sheets (Yellow sheets); Examinations; Assessments/Evaluations; Veterinary records; Injured animal forms; X-rays; Euthanasia reports; Transfer records; Adoption applications; Adoption agreements 	Cutoff: Discharge of animal from RASKC's custody Retention: 6 years	Disposition Action: Non-Archival - Destroy		Animal Care Record RAS-03-001	AN2013-013
7	<u>Animal Microchip Records</u> Records documenting the microchipping of animals at RASKC. Includes microchip label number, pet license number, owner name, and pet name and breed.	Cutoff: implant procedure Retention: 20 years	Disposition Action: Non-Archival - Destroy		Animal Microchip Records RAS-01-003	AN2013-014

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8	<p><u>Biomedical Waste Disposal Records</u> Records documenting the disposal of biomedical waste (veterinary waste, animal remains, sharps) by an external vendor. Includes generator manifest.</p>	<p>Retention: No records shall be dispositioned until the state has created a disposition authority number for these records</p>	<p>Disposition Action: KCBOH 10.07.040</p>		<p>Biomedical Waste Disposal Records RAS-03-003</p>	TBD
9	<p><u>Canvassing Field Tracking Sheets</u> Tracking sheet used to document activity of the door-to-door pet licensing canvassers responsible for ensuring pets within RASKC's jurisdiction are legally licensed. Includes copies of door hanger "B"s. Information on these records is entered in the Chameleon database.</p>	<p>Cutoff: End of year Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS2010-001R3
10	<p><u>Chameleon Database Records</u> Database system that is used to document a variety of activities at RASKC. Database contains some data back to 1995, imported from Mainframe, previous database. May include, but is not limited to: <ul style="list-style-type: none"> • Animal profile; Person; Activity; Receipt; Rabies Certificate; Citation/Violation Info; Inventory, Intakes; Outcomes; Licenses; Microchips; Bite reports; Comments; Field notes; Investigation reports; Kennel reports; Treatment notes <p>Excludes static copies of Chameleon database used for public reporting (See Project Files).</p> </p>	<p>Retention: Dispose of when application or version is no longer needed for agency business AND all records within the application have been migrated or disposed of according to the appropriate records schedule</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	AN2013-013 AN2013-014 AN50-10B-14R1 GS2011-184R3 GS2012-026R1 LE2010-060R2

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11	<p><u>Citizens' Complaints/Requests</u> Communications to and from citizens making a <i>general</i> complaint or request, as well as the associated agency response.</p> <p>Excludes complaints or requests related to Investigation Cases or Pet Licensing issues.</p> <p>Excludes records related to requests from the general public for access to agency's public records in accordance with RCW 42.56 (see Public Disclosure/Records Requests).</p>	<p>Cutoff: End of calendar year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
12	<p><u>Collection Agency Reports</u> Reports received from collection agencies (such as PCS), itemizing collections activities performed on behalf of agency</p>	<p>Cutoff: End of year</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Collection Agency Reports</p> <p>FIN-01-021</p>	GS2012-047
13	<p><u>Collection Records</u> Records relating to financial disputes and attempts to collect funds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence; Notices; Accounts receivable and payable; Invoices; Settlement Documentation; NSF Checks and Warrants 	<p>Cutoff: Issue resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Collections Files</p> <p>FIN-01-004</p>	GS50-03B-14R3

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14	<p><u>Comment Cards</u> 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.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Original comment cards, associated agency responses and associated database. 	<p>Cutoff: End of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
15	<p><u>Communications - General</u> Internal and external communications to or from employees (including volunteers) that are made or received in connection with the transaction of RASKC business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; Phone logs • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; Agency-initiated information/advice; Foster and volunteer inquiries 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3
16	<p><u>Donation Requests (Angel Fund)</u> Requests for funds from Angel Fund for injured animals in the custody of RASKC. Sometimes includes request forms, photos and other documentation.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2

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17	<p><u>Drug Management Records</u> Documentation of requests for or destruction of drugs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Drug Enforcement Administration (DEA) form 222, Drug Inventories, Euthanasia Log Books and Surgery Log Books. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>WAC 246-886-080; RCW 69.41.080</p>		<p>Drug Management Records</p> <p>RAS-03-005</p>	AN50-10B-18R1
18	<p><u>Drug Use Personnel List</u> Lists of RASKC personnel that are authorized to euthanize animals. They have received approved state legend drug training and are authorized to possess and administer legend drugs and sodium pentobarbital.</p>	<p>Cutoff: List is superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>WAC 246-886-080</p>		<p>Controlled Substance Authorized Personnel Lists</p> <p>RAS-03-006</p>	AN2013-016
19	<p><u>Foster Records</u> Documentation of individuals who have agreed to foster RASKC animals.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Applications (successful); Signed agreements; Spreadsheets 	<p>Cutoff: Termination of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
20	<p><u>Hobby Kennel Licenses</u> Records relating to the licenses granted by RASKC for the operation of animal-related businesses or facilities, including noncommercial hobby kennels or catteries.</p> <p>Excludes all other licenses issued by other King County agencies.</p>	<p>Cutoff: Expiration of license</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Hobby Kennel Licenses</p> <p>LIC-03-003</p>	AN50-10B-11R1

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21	<p><u>Interlocal Agreement Compliance Records</u> Records used to document RASKC's compliance with the terms of interlocal agreements between King County and other municipalities for animal services. Includes submitted reports required by the agreements.</p>	<p>Cutoff: Termination of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: 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
22	<p><u>Interlocal Agreement Development Files</u> Records used for the research and development of interlocal agreements between RASKC and partner cities.</p>	<p>Cutoff: Approval of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>	DES / RALS Division Director holds final copy of interlocal agreements.	<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
23	<p><u>Investigation Case Files</u> Records relating to any cases of code enforcement investigated by Animal Control, including hobby kennel enforcement. Including cases resulting in criminal or civil charges.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Complaints; Investigations; Evidence; Actions; Bankruptcy notices; Citations and notices; Resolutions; Correspondence; Reports; Bite reports; Petitions; Board of Appeals determinations; Search warrants; Photos; Videos; Audio files 	<p>Cutoff: Issue resolved or associated case sentenced, dismissed or acquitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Animal Services Investigation Files</p> <p>RAS-02-001</p>	GS2012-026R1

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24	<p><u>Investigation Case Files – Notorious/Historically Significant</u> Records relating to cases of code enforcement Investigated by Animal Control that are considered notorious or historically significant based on public notoriety or controversy, media coverage, impact on the community, or impact on agency policies, techniques, or regulations.</p>	<p>Cutoff: Case closed</p> <p>Retention: PERMANENT – Transfer to the King County Archives after 2 years</p>	<p>Disposition Action: Archival</p>		<p>Animal Services Investigation Files – Notorious/Historically Significant</p> <p>RAS-02-003</p>	LE2010-060R2
25	<p><u>Key Inventories</u> Records documenting the inventory of building keys issued to employees (including contractors and volunteers).</p>	<p>Cutoff: Until obsolete or superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		N/A	GS50-06B-05R1
26	<p><u>Leave Requests/Overtime Requests - Secondary</u> Documentation of requests and approval of leave (sick, vacation, comp time, leave without pay, etc.) and overtime.</p>	<p>Cutoff: End of year</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>DES / BRC / PeopleSoft System as of 1/1/2012</p> <p>DES / RALS / Director's Office - Absence Request Forms</p>	N/A	GS50-04B-09R2(S)
27	<p><u>Liability Waivers</u> Includes s hold harmless agreements authorizing individuals to ride in Animal Control vehicles. Also includes waivers and contracts for RASKC participation in adoption events at external locations.</p>	<p>Cutoff: Termination of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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28	<p><u>Meetings – Staff</u> Records documenting periodic meetings held by staff, including Safety Committee.</p> <p>May include:</p> <ul style="list-style-type: none"> • 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.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices, etc. • Minutes, audio/visual recordings, transcripts, etc. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS50-01-43R2
29	<p><u>Newsletters</u> Newsletters created by RASKC for the promotion of its mission and business.</p>	<p>Cutoff: End of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: 1 copy of the newsletter is archival</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4
30	<p><u>Partner Organization Records</u> Records documenting RASKC’s collaboration and involvement with other organizations or rescue groups including Mission Reunite, with the purpose of reuniting owners with their lost pets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake sheets and log. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3

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31	<p><u>P-Card Records - Secondary</u> Records document purchases made using a county credit card.</p> <p>May include:</p> <ul style="list-style-type: none"> • Credit card statements with card holder's signature verifying expenses, receipts, etc. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / RALS / Director's Office	N/A	GS2011-184R3(S)
32	<p><u>Performance Evaluation Background Files</u> 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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Performance plans • Confirmation of goals • Confirmation of achievements • Samples of work completed • Communication/meeting notes • Documentation of performance issues • Status reports, etc. <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files).</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p>Retention: Destroy once the performance review has been completed and appeal period has ended</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-04B-31R1

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33	<p><u>Pet Licenses</u> Documentation of application for and issuance of pet licenses.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Affidavits; notices; applications; spay/neuter certificates. <p>Excludes: Lifetime animal licenses covered by AN2013-011.</p>	<p>Cutoff: Expiration of license</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Pet Licenses RAS-04-001</p>	AN50-10B-14R1
34	<p><u>Project Files</u> Records used to document various projects undertaken throughout RASKC, such as Chameleon database development; training development and static copies of Chameleon database used for public reporting.</p> <p>May include:</p> <ul style="list-style-type: none"> • Inventory sheets • Correspondence • Meeting records • Substantive drafts • Additional supporting documentation. 	<p>Cutoff: Project completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1

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35	<p>Promotional Materials and Outreach Records documenting the planning and/or execution of educational or promotional events (including adoption events), advertising campaigns, and contests conducted by RASKC to promote its mission.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Event programs and schedules • Passes, news clippings, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, web-based/social media promotion and correspondence. 	<p>Cutoff: End of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165
36	<p>Public Disclosure/Records Requests Records relating to requests from the general public for access to the agency’s public records in accordance with chapter 42.56 RCW.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relation to the request • Legal advice/opinions • Records documenting the public records provided to the requestor (and ones withheld) • Tracking logs and records documenting administrative review of the request <p>Excludes: records that are the subject of the public records request (which must be retained according to the applicable record series).</p> <p>Excludes public records requests that are responded to by other county agencies.</p>	<p>Cutoff: Public records request completed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3

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37	<u>Public Disclosure Tracking Spreadsheet – Secondary</u> Spreadsheet used to track public records requests made to RASKC.	Cutoff: End of year Retention: 2 years	Disposition Action: Non-Archival - Destroy	DES / RALS / Director's Office	N/A	GS2010-014R3(S)
38	<u>Reporting/Filing (Mandatory) – Agency Management</u> Records relating to the 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 by a more specific records series. Records include, but are not limited to: <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Chameleon monthly statistic reports required according to inter-local agreements 	Cutoff: report or documents submitted Retention: 6 years	Disposition Action: Potentially Archival – Appraisal Required		Reporting/Filing (Mandatory) – Agency Management ACO-02-004	GS2012-028R1
39	<u>Reports and Records generated from Chameleon Database – Secondary Copies</u> Records and reports printed from Chameleon database (i.e. kennel inventories), provided that Chameleon retains the data information for required retention period.	Retention: Dispose of when no longer needed for agency business	Disposition Action: Non-Archival - Destroy		N/A	N/A
40	<u>Shelter Checklists</u> Legacy record used to monitor daily activities of shelter staff and track completed tasks.	Cutoff: End of year Retention: 3 years	Disposition Action: Non-Archival - Destroy		Work Logs PER-02-002	GS2010-001R3C

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41	<u>Shelter Licenses and Inspection Notices</u> Records regarding the regulation and licensing of shelter facility, vet clinic and RASKC services. Includes licenses and inspection notices.	Cutoff: Authorization is suspended Retention: 6 years	Disposition Action: Non-Archival – Destroy ESSENTIAL		Accreditation, Certification, and License Documentation for Agency Functions and Operations ACO-01-004	GS50-01-42R2
42	<u>Subpoenas - Secondary</u> Records relating to subpoenas and summonses served on staff of RASKC.	Cutoff: : Until subpoena or summons fulfilled Retention: None	Disposition Action: Non-Archival – Destroy	Prosecuting Attorney's Office	N/A	GS2011-172R1(S)

7. LIST OF RECORDS SERIES						
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43	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to: copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</p> <p>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p>Excludes Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Human Resources Office rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: No longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>Official Personnel File is kept by RALS Human Resources</p>	<p>Supervisor's Working Files</p> <p>PER-06-010</p>	<p>GS50-04B-31R1A</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 NUMBERS(S))
44	<p><u>Transitory Records</u> Transitory records contain information that is required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to document the County's decisions, actions, or legal obligations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.) • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s) • Routing slips used to direct the distribution of documents • Data entry forms, notes, tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm • Letters of transmittal which do not add any information to the transmitted materials • Volunteer comment cards 	<p>Cutoff: Until no longer needed</p> <p>Retention: 0 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
45	<p><u>Vehicle Take Home Trip Log - Secondary</u> Records used to document use of Fleet Services' vehicles for Animal Control business.</p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DOT / Fleet Services	N/A	GS2012-045(S)

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46	<p><u>Vet Logs</u> Records used by the vet clinic to document daily activities and communicate with other clinic staff. Information in logs can be used to notify personnel of issues, request exams and document animal health. Includes Change of Shift Logs and Vet Check Logs (also known as "RASKC Medical Log" and "Veterinary Daily Exams").</p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Logs</p> <p>PER-02-002</p>	GS2010-001R3C
47	<p><u>Visitor Sign-in Sheets</u> Sign-in sheet for shelter visitors. Information includes date, visitor name, time arrived/departed, etc.</p>	<p>Cutoff: Year of last log entry</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Security Monitoring – Employee/Public/Visitor Access</p> <p>ASM-10-007</p>	GS50-06B-20R1
48	<p><u>Volunteer Files</u> Documents the work service of volunteers at RASKC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inquiries • Applications • Agreements and releases • Authorization forms • Community Service Forms • Letters; Time logs. 	<p>Cutoff: Termination of volunteer service</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Volunteer Files</p> <p>PER-06-004</p>	GS50-04B-06R4
49	<p><u>Volunteer Applications - Unsuccessful</u> Includes volunteer applications that do not result in hiring.</p>	<p>Cutoff: Application denied</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Volunteer Applications Not Accepted</p> <p>PER-10-003</p>	GS50-04A-05R1

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50	<p><u>Volunteer Training Records</u> Documentation of training provided to volunteers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Curricula (including videos) • Materials presented • Sign-in sheets • Evaluations 	<p>Cutoff: Date training was provided</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits, and Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <i>I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.</i></p> <p><i>See original for signature</i> <i>5/4/2016</i></p> <hr/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>See original for signature</i> <i>5/11/2016</i></p> <hr/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <i>I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.</i></p> <p><i>See original for signature</i> <i>5-4-2016</i></p> <hr/> <p>Gene Mueller Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See original for signature</i> <i>5/25/16</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	