



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Executive / Records and Licensing Services
Division / Recorder's Office

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

DES-RALS-(RECORDERS) /
010205

**3. TOTAL NUMBER OF
PAGES**

16

**4. DATE LAST
MODIFIED**

September 26, 2017

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))
SECTION MANAGEMENT						
1	<p><u>Administrative Policies, Procedures, and Instructions</u> Internal procedures and instructions – guidance on any routine internal procedure or protocol required for day to day operations.</p> <p>Records include, but are not limited to::</p> <ul style="list-style-type: none"> • Work assignments to staff • Cash handling procedures, etc. • Final policies and procedural manuals • Memos and notifications sent describing new procedures or changes made to current procedures. 	<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
2	<p><u>Budget Development/Working Documents</u> Draft documents and background information compiled in the course of budget preparation.</p> <p>May include:</p> <ul style="list-style-type: none"> • Preliminary budget proposals • Spreadsheets • Statistics • Expenditure reports • Correspondence • Briefing materials • Justification documents • Presentations, whitepapers, etc. 	<p>Cutoff: Budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03

3	<p>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.</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>Cutoff: performance review has been completed and appeal period has ended</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	<p>GS50-04B-31R1</p>
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4	<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:</p> <ul style="list-style-type: none"> • 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>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>N/A</p> <p>Records Managed Outside of KC ERMS</p>	<p>GS50-04B-31R1A</p>
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5	<p>Work Plans Plans describe work to be performed by staff, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.</p> <p>Excludes agency-wide strategic plans covered by GS2010-080.</p>	<p>Cutoff: Revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Plans ACO-04-004</p>	<p>GS50-01-38R2</p>
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GENERAL OFFICE ADMINISTRATION

6	<p>Communications – Non-Executive 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 (such as Customer Service Emails).</p> <p>Includes all communication types, regardless of format, including:</p> <ul style="list-style-type: none"> •Correspondence, email; •Web sites/forms/pages, social networking posts and comments, etc. •Agency-initiated information/advice. •Correspondence regarding deputizing appointments <p>Excludes: Customer service communications and emails. Public records requests covered by DAN GS2010-014; Provision of routine information covered by DAN GS50-02-01.</p> <p>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</p>	<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 ACO-01-001</p>	<p>GS2010-001R3</p>
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7	<p><u>Contracts and Agreements – General</u> Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that do not establish, alter, or abolish ownership of capital assets.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Negotiations, change orders, compliance monitoring, etc. • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Application/agreement for escrow account. • Lease and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.) 	<p>Cutoff: Completion of transaction, closeout of contract/agreement, or termination/expiration of instrument</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>	<p>GS50-01-11R4</p>
8	<p><u>Mail Logs (Delivery and Receipt Tracking)</u> Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes but it not limited to:</p> <ul style="list-style-type: none"> • Classy Mailing – Outside Mail Service, pick-up and delivery receipts • Postage meter logs/reports. • Original copies of recorded documents and excise tax affidavits that were sent to recording party but returned to the Recorder's Office as undeliverable. 	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>DES / RALS / ARMMS</p>	<p>Mail Delivery and Receipt</p> <p>INF-06-001</p>	<p>GS50-06D-02R1</p>
9	<p><u>Meeting/Agendas – Staff</u> Records documenting monthly meetings held by (and/or for) Recorder's Office staff.</p> <p>Records may include but are not limited to:</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.). • Agendas, packets, sign-in lists, meeting notices, etc.; • Minutes, notes, 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>	<p>GS50-01-43R2</p>

<p>10</p>	<p>Project Files Records used to document various projects undertaken by the Recorder’s Office, where not covered by a more specific records series in King County General Retention Schedule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Presentations related to specific projects • Project development files. • <p>May include inventory sheets, correspondence, meeting record, substantive drafts, and additional supporting documentation.</p>	<p>Cutoff: Completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>
<p>11</p>	<p>Public Requests and Complaints/ Customer Emails Communications from citizens making a request or complaint, as well as associated agency response. Requests received by agency sent via email or form where request form is not a recorded document.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Requests for copies • Coversheets (Does not include signature forms acknowledging payments made or money received.) • Web Image Removal Request • Records include agency response. • Customer Service Comment Cards <p>Note: For Public Disclosure Requests, see INF-01-001 and INF-01-002. For Recorded Documents, see INF-07-002</p>	<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>	<p>GS50-01-09R2</p>

<p>12</p>	<p>Transitory Records 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"> • 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 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: 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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13	<p><u>Work Assignment Records, Schedules, or Logs</u> Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Employee schedules or work logs • Spreadsheets, tracking daily responsibilities and assigned daily projects. • Community Service Center – work logs and daily task assignments 	<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>	<p>GS2010-001R3C</p>
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FINANCE AND ACCOUNTING RECORDS

14	<p><u>Banking – Accounts and Transactions</u> Records document Recorder’s Office banking activities and transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Deposit and withdrawal records (including electronic funds transfers (EFT), international money transfers (IMT), automated clearing house (ACH) postings, etc. • Statements (bank, dividend, investment, etc.) and reconciliations • Records documenting the status of and adjustments to accounts • Stop payment reports/requests (and supporting documentation) • Checks and warrants issued by the agency (if returned by the bank) <p>Includes paper and electronic copies (such as Excel spreadsheets).</p> <p>Excludes secondary/duplicative copies, such as ACH paper copies, should be kept until no longer needed for agency business and then destroyed.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Banking – Accounts and Transactions</p> <p>FIN-04-005</p>	<p>GS2011-185</p>
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15	<p>Banking – Deposited Items Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • Images of checks/warrants created in lieu of depositing the original item (such as Imaged Cash Letter (ICL)). <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Cutoff: Deposit verified by bank</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Banking – Deposited Items</p> <p>FIN-04-006</p>	GS2011-186
16	<p>Financial Transactions and Daily Accounting Records Records documenting all resources received and expended by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales records • Billing statements, summaries, and adjustments to accounts, overpayment refunds • Financial statements and reports such as: daily cash report/summary; expenditure transactions; balancing packets which include: receipts, daily till reports and drawdown reports • Recording “Coversheet” forms where signature required by requesting party where acknowledgement of money exchanged. • Passport application sales receipt for the execution fee. • Check/warrant registers; • Petty cash <p>Excludes: Levy-, grant-, and bond-funded transactions covered by GS2011-183; Utility meter readings covered in the <i>Utility Services Records Retention Schedule</i>; General and subsidiary ledgers covered by GS50-03A-15; Contracts and agreements; Annual financial reports covered by GS50-03D-02.</p>	<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

<p>17</p>	<p>Financial Disputes/Collections - General Records relating to the agency's financial disputes and attempts to collect funds, where not related to real property ownership, and where civil litigation has <u>not</u> commenced.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Checks/warrants returned due to non-sufficient fund (NSF checks). • Accounts receivable and payable (records relating to financial disputes or attempts to collect funds only) • Notices of dishonor, correspondence, notices, invoice/statements, account closures. • Damage and loss claims, fees related to returned check, etc. • Settlement documentation, documentation of paid fees and balances. <p>Excludes hearing examiner case files covered by GS2011-173.</p> <p>Excludes collections involving real property covered by GS55-05A-09.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p>	<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>	<p>GS50-03B-14R3</p>
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IT AND SYSTEM ADMINISTRATION

18	<p>IT Helpdesk Request/Tickets Records relating to employee requests for advice and assistance using the Landmark (or other) system. Tickets are managed via LanDesk System.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Correspondence (email or otherwise) and other attachments needed to document resolution of a system-related problem or issue. <p>Excludes assistance requests made <i>from</i> Recorder's Office <i>to</i> ANTHEM vendor (see item 8 Contracts and Agreements – General).</p>	<p>Cutoff: Request completed or ticket closed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Helpdesk Requests INF-04-005</p>	<p>GS2010-005R1</p>
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RECORDER'S OFFICE PROGRAM RECORDS

19	<p>ACP Files (Non-disclosable Marriage Applications) Marriage applications and other recorded documents of individuals protected through the state's Address Confidentiality Program (ACP) who are victims of domestic violence, sexual assault, trafficking or stalking.</p> <p><i>Per the ACP program, these records cannot be indexed or entered in a database and must be kept in secure storage and only accessed by authorized personnel; or as directed by a court order; or as requested by a law enforcement agency, for a law enforcement agency.</i></p>	<p>Cutoff: When no longer needed for agency business</p> <p>Retention: Permanent*</p>	<p>Disposition Action: Archival – Permanent ESSENTIAL RCW 26.04.175</p> <p>* Records must be retained permanently by the Recorder's Office until/if the records are released from protection by the ACP. When/if that happens, the records should be indexed and transferred to the King County Archives for permanent retention</p>		<p>N/A Records are managed outside of the KC ERMS</p>	<p>AU52-03B-01R1</p>
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20	<p><u>Medical Examiner Personal Property Forms</u> Records are used to document personal property found by on bodies at investigation scenes and are filed with the King County Recorder’s Office in compliance with RCW 68.50.040. Duplicate forms are transferred to the Recorder’s Office monthly from the King County Medical Examiner’s Office.</p> <p>Information includes:</p> <ul style="list-style-type: none"> • Name of decedent, date of death, case number, list of property items, cash amount, extra. 	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>DPH / Prevention / Medical Examiner’s Office</p>	<p>Personal Property Lists INF-07-006</p>	<p>AU2010-087A</p>
21	<p><u>Passport Application Transmittals – Separate Receipt Issues</u> Records relating to the transmittal of passport applications to the United States Department of State’s Passport Services by local government agencies designated as passport acceptance facilities, provided that a separate receipt is issues for the execution fee.</p> <p>Note: Use GS50-12A-22 if a separate receipt is issued. Note: Receipts are covered by GS2011-184, Financial Transactions – General.</p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Passport Application Transmittals – Separate Receipt Issued LIC-02-001</p>	<p>LP2010-022</p>
22	<p><u>Real Estate Excise Tax Affidavits – Paper Copies (Secondary)</u> Documents confirming that all excise tax assessed on a conveyance has been paid. Must be signed by all parties to the real estate transaction prior to the conveyance being officially recorded.</p> <p>Excludes <i>recorded</i> copies of Excise Tax Affidavits (see item 24).</p>	<p>Cutoff: Date of affidavit</p> <p>Retention: 1 month</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>Department of Revenue / County Treasurer</p> <p>One copy is returned by mail to recording party</p>	<p>N/A</p>	<p>AS01-03B-06(S)</p>

<p>23</p>	<p>Recorded Documents The Primary record copy of all King County Recorder’s Office recordings. Includes original paper documents, books/volumes, microfilm and digital images.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Community property agreements • Deputizing Appointments • Additional forms recorded with original records, such as correction request forms; • Liens • Marriage certificates • Military discharge papers • Mining Claims • Powers of attorney • Real estate documents (deeds, mortgage documents, real estate tax affidavits, Torrens title record books, right-of way, land corner records, etc); • Recording coversheets where coversheet is recorded with recorded document. (Ex: “Emergency non-standard recording” coversheet.) • Survey, condominium and plat maps; • Torrens title record books; • UCC filings; • Wills. <p>Includes all indexes to recorded documents.</p> <p>Excludes security microfilm back-up of primary records created in accordance with RCW 40.10.</p>	<p>Cutoff: No longer needed for agency business*</p> <p>Retention: Permanent – transfer diazo microfilm to the King County Archives 2 years after cutoff *</p> <p>*For any document types that are not imaged or microfilmed, the paper copy must be transferred to the King County Archives</p>	<p>Disposition Action: Archival – Permanent</p> <p>ESSENTIAL</p>	<p>Original record is immediately sent to State, and/or returned to recording party.</p> <p>Official recorded copy is retained in the Landmark system since August 1, 1991</p>	<p>Recorded Documents</p> <p>INF-07-002</p>	<p>AU52-03B-01R1</p>
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24	<p><u>Marriage License Applications</u> Forms submitted by couples to request the issuance of a marriage license. Approved applications result in the issuance of marriage licenses and authorization for marriage to be performed in Washington State.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Name, birth date, birth place, address, marital status and signature of each party; signature(s) of deputy auditor or notary public; planned wedding date and phone number; and supplemental application for parties under legal age. 	<p>Cutoff: No longer needed for agency business</p> <p>Retention: Permanent – transfer original hard copy records to the County Archives 2 years after cutoff</p>	<p>Disposition Action: Archival – Permanent</p> <p>ESSENTIAL</p>		<p>Recorded Documents</p> <p>INF-07-002</p>	<p>AU52-03B-01R1</p>
25	<p><u>Security Microfilm Transmittals and Spreadsheet</u> Spreadsheet and transmittals used to track the transfer of security microfilm to the Washington State Essential Records Protection Program facility.</p> <p>Information includes:</p> <ul style="list-style-type: none"> • Agency name and contact information, reel number, records series and file title, document dates, disposition authorization number and State Archives location code. <p>Excludes printouts/copies, which are transitory.</p>	<p>Cutoff: when access copies of microfilm are transferred to the King County Archives</p> <p>Retention: none</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>N/A</p> <p>Managed outside of the KC ERMS</p>	<p>GS50-09-02R2</p>

8. RECORDS AND INFORMATION MANAGER SIGNATURE

I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.

see original for signature

2-5-2015

Gail Snow

Date

9. COUNTY ARCHIVIST SIGNATURE

I hereby certify that I have reviewed the records series as described. I will appraise any series designated as potentially archival and accession any records appraised or designated as archival.

see original for signature

2/10/2015

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

1/30/2015

Jon Scherer

Date

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

11. PRC APPROVAL

see original for signature

February 19, 2015

Deborah Kennedy

Date

King County Public Records Committee