



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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

Department of Judicial Administration/ Technical Services  
Division

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

DJA-IT-(ALL)

**3. TOTAL NUMBER OF  
PAGES**

8

**4. DATE SUBMITTED  
FOR APPROVAL**

2/6/2019

**5. STATUS**

Final

**6. VERSION**

1

**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))
1.	<p><b><u>Bids and Proposals – Unsuccessful</u></b> Records documenting the bids and proposals process for external vendors or contractors seeking to provide DJA Technical Services Division with goods, services, revenue, and other benefits. This category covers unsuccessful bids and proposals, as well as records documenting any incomplete purchases or agreements. Includes: requests for proposals (RFP); requests for qualifications (RFQ); specifications; etc.</p> <p><b>Excludes successful bids and proposals which are maintained with the contract, see Contracts, Agreements, and Warranties, CON-01-001</b></p>	<p><b>Cutoff:</b> End of year in which bids/proposals were rejected</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p><b>Bids and Proposals – Unsuccessful</b>  <b>CON-01-009</b></p>	GS50-08A-11R1
2.	<p><b><u>General Communications</u></b> Records created, received and used when communicating within and outside the county on general topics related to county business and the conduct of general office staff meetings.</p> <p>Records may include, but are not limited to: <b>General correspondence:</b> (excludes Division Director Communications) typically communications between staff on a day to day basis that may be created in an effort to review, advise, or assist other staff projects or work. <b>Meeting minutes and agendas:</b> (includes final committee meetings and agendas: Safety Committee; Equity and Social Justice Committee; etc.) <b>Administrative procedures and instructions:</b> (once superseded or no longer needed) <b>Agency forms and templates:</b> (once superseded) <b>Training arrangements &amp; materials</b></p>	<p><b>Cutoff:</b> Year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p><b>General Office Communications</b>  <b>ACO-01-001</b></p>	<p><b>Combo Rule ACO-01-001</b>  GS50-01-43R1 (Staff Meetings)  GS2010-001R3 (Communications – Non-Executive)</p>

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3.	<p><b><u>Help Desk Tickets</u></b> Records relating to employee (including contractors and volunteers) requests for advice or assistance in using information systems and applications.</p> <p>Records include documentation in ticketing system, Manage Engine Service Desk, as well as any email documentation with details of the issue and resolution, if information is not entered into Service Desk.</p> <p>See <b>“Vendor Contract”</b> for tickets logged with software vendors providing software support services to the Technical Services Division.</p>	<p><b>Cutoff:</b> Once ticket closed</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b></p> <p>Not Archival - Destroy</p>		<p><b>Helpdesk Requests</b></p> <p><b>INF-04-005</b></p>	GS2010-005 R1

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4.	<p><b><u>IT Systems and Applications Project Planning, Review, Administration</u></b> Records documenting the planning and post implementation review of DJA's computer applications and systems, databases, and websites (intranet and internet). Includes, but is not limited to: Requirements and objectives documents/statements; feasibility studies; charter; cost-benefit analysis. This category also covers project-specific bids/proposals, and contracts.</p> <p>Project Managers are responsible for most records included in this category. Staff should use this category for project records not provided to and retained with project manager.</p> <p><b>Excludes records used to plan, review, and implement IT Systems, which are not needed for long term system development and functionality, see IT Systems and Applications – Technical Design and Implementation, INF-04-001.</b></p>	<p><b>Cutoff:</b> Completion of project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Not Archival - Destroy</p>		<p>IT Applications – Planning and Review</p> <p><b>INF-04-003</b></p>	GS50-06A-01R2

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5.	<p><b><u>IT Systems and Applications – Technical Design and Implementation Documentation</u></b> Records documenting the technical design and implementation of the DJA’s computer software systems and applications, databases, websites (internet and intranet).</p> <p>Records include, but are not limited to: Design documentation/details; database schematics and dictionaries; source code; test scripts; system change descriptions and authorizations (Change Requests); root analyses if needed to document significant system errors and corrections; testing, training, conversion, and acceptance development plans; release notes, operational instructions and manuals necessary for system implementation and use; acceptance testing.</p> <p><b>Excludes IT Systems and Applications Development Project Files, see INF-04-003, records used to plan, review, and implement IT Systems, which are not needed for long term system development and functionality.</b></p>	<p><b>Cutoff:</b> Once application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with approved retention schedules</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Technical Design and Implementation</p> <p><b>INF-04-001</b></p>	GS50-06A-03R2
6.	<p><b><u>IT Systems Performance Monitoring</u></b> Records documenting regular monitoring and inspections of IT systems, including real-time performance logs, functionality testing, etc.</p>	<p><b>Cutoff:</b> Once inspection or monitoring completed and correction action taken, if necessary</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Inspections/ Monitoring Non-Regulated</p> <p><b>ASM-14-002</b></p>	GS2012-037

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7.	<p><b><u>Vendor Contracts (Contracts, Agreements, and Warranties)</u></b></p> <p>Records related to the management of contracts and agreements entered into by the Technical Services Division and one or more parties that set out the terms and conditions to which the signing parties agree or submit. Includes all post-award records needed to interpret, modify, or adjust, monitor, or further negotiate original contract, such as change orders, compliance monitoring, ticket documentation for issues logged with the vendor, addendums, or other official contract supporting documentation. May also include winning bid/proposal. Includes, but is not limited to: service, purchase and sale agreements (non-capital assets only), etc.</p>	<p><b>Cutoff:</b> Completion of transaction or termination/expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b></p> <p>Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p><b>Contracts, Agreements, and Warranties</b></p> <p><b>CON-01-001</b></p>	GS50-01-11R3

<p>8.</p>	<p><b>Transitory Records</b> Public records that only document information of temporary, short-term value, and provided that the records do not document any substantive decision making processes, not needed as evidence of business transaction, and are not covered by any more specific record series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources) <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”);</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling – Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> until no longer needed for agency business</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Do not file records to KC ERMS</p>	<p>Refer to section 13.0 of 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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**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.



2/11/2019

Gail Snow

Date

**9. COUNTY ARCHIVIST SIGNATURE**

I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.



2/11/2019

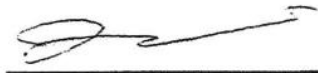
Amanda Demeter

Asst Archivist

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.



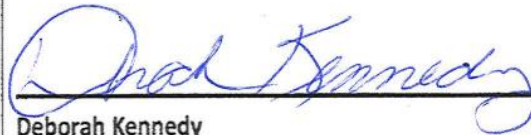
2/7/2019

Shuyi Hu

Date

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**



2/25/2019

Deborah Kennedy

Date

King County Public Records Committee