



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

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1. AGENCY DEPARTMENT/DIVISION/SECTION Department of Local Services / Director's Office	2. DEPARTMENT-DIVISION-SECTION [DDS] DLS-DIR-(ALL) / 240101	3. TOTAL NUMBER OF PAGES 30	4. DATE LAST MODIFIED September 9, 2019	5. STATUS FINAL	6. VERSION V1
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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><u>Advertising, Promotion, and Outreach</u> Records related to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Oversized maps; outreach presentation materials, etc. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Advertising, Promotion, and Outreach</p> <p>PRE-01-005</p>	GS2011-165
2.	<p><u>Audit – Supporting Materials</u> Records used to respond to an internal/external audit of the Department of Local Services' Directors Office and its program management. Includes both Financial and Compliance audits, including grant funding related audits.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Requests for materials; • Audit response package and related correspondence; • Copies of original source records sent, including database records; • Correspondence; • Draft review and reports; • Responses, explanations, etc. • Audits conducted by state, federal, or other agencies, as well as internal audits. 	<p>Cutoff: completion of audit and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01

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3.	<p><u>Audit Reports and Findings</u> Final reports of audits of the Department of Local Services Director's Office. Includes findings when issued. Audits may be conducted by King County Auditor or by outside auditing agencies (State, Federal, Independent, etc.)</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Final audit report which may include request for action; • Significant drafts and audit findings; • Audit finding if issued; • Documentation of actions taken in response to final report/finding, including correspondence. 	<p>Cutoff: report or finding received and all corrective action take</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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4.	<p><u>Budget Development Files</u> Records related to the development of the DLS final budget. Includes all records compiled in the course of budget preparations, including background information and draft documents compiled in the course of budget preparation.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Preliminary budgets, spreadsheets, statistics; • Expenditure reports; • Briefing materials; • Supporting documentation; • Correspondence related to budget preparation and review; • Final Department of Local Services Proposed Budget sent to the Performance, Strategy, and Budget Office. 	<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>	<p>GS50-03D-03</p>

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5.	<p><u>Budget Status Reports</u> All types of periodic budget status reports compiled per statute, charter, or agency policy.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • <u>Financial Status Monitoring Monthly Reports</u> • Monthly financial status reports or other records related to revenues, expenditures or budget adjustments. Records provide evidence of completed corrective action and budget adjustments. • <u>Adopted Budget Changes, Updates, Supplemental Requests</u> <ul style="list-style-type: none"> ○ All fiscal notes, narratives, and requests for supplemental budget authority or changes to the adopted budget. ○ May include budget updates for cost centers, special funds, department wide, etc. 	<p>Cutoff: yearend or upon completion of State Auditor’s examination report</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	<p>GS50-03D-06</p>

6.	<p>Communications with the Public or Media Communications from members of the public making a complaint or a request for agency action, as well as agency response.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Handwritten complaints or recommendations; • Email correspondence directly with, or forwarded to DLS-Director’s Office staff, from other county agencies; • Communications responded to using internal database/email management systems; • Media Inquiries/Requests For Information • Documents/prepared and information provided in response to inquiry. <p>Note: Retention of records in this category is delegated to the responding agency. The responding agency will retain the original request along with the response. Complaints and requests forwarded to other parties for their response should be retained in <u>ACO-01-001, General Office Communications</u> category.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Official media and news releases retained with the Press/New/Media Release category <u>Press Releases, PRE-01-014</u> • <u>Public Records Act Requests, INF-01-002.</u> • Whistleblower complaints retained with <u>Whistleblower Investigation Reports, PER-08-008.</u> Contact KC RMP for assistance. 	<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 Request for Agency Action</p> <p>PRE-01-001</p>	<p>GS50-01-09R2</p>
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7.	<p><u>Community Service Areas Program Files</u> Records documenting the Community Service Areas' program administration and grant program records. Records include public affairs liaison meeting notes, agendas, annual work plans, grant program project files and annual Community Service Area contracts.</p> <p>See item 19, Official Advisory Group Meetings, for CSA Town Hall (open public) meetings.</p>	<p>Cutoff: project complete*</p> <p>Retention: 6 years</p> <p>* "project complete" for annually produced records is year end.</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>

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8.	<p><u>Contracts and Agreements</u> Records relating to agreements between the Department of Local Services 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, addendums or other official contract supporting documentation.</p> <p>Includes, but is not limited to: Lease, escrow, and rental agreements; lending agreements (facility, equipment, vehicle, etc.); liability waivers (hold harmless, insurance, etc.); purchasing and sales agreements (non-capital assets); warranties.</p> <p>Excludes contracts and agreements covered elsewhere including: contracts and agreements relating to real property ownership and non-real property capital assets; bond, grant, levy project contract and agreements, and inter/intra local and inter/intra-governmental agreements. Bids and Proposals should be filed under <u>Bids and Proposals – Unsuccessful</u> or <u>Bids and Proposals – Successful</u> categories.</p>	<p>Cutoff: completion of transaction 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>	GS50-01-11R4

<p>9.</p>	<p>DLS Programs' Project Files Records related to the Department of Local Services Director's Office program projects and all responsibilities associated, such as compliance, contracts management, communications, supervision and prioritization, and maintenance of issues related to program/projects.</p> <p>Programs may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Communications Planning and Outreach – Project Files • Government Liaison Project Files • Graphic Design and Editing Projects Files <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Program planning; • Project budget planning; • Contract or other documentation review; • Reference materials; • Communications related to projects. <p>See item * For Community Service Areas Program and Project Files.</p> <p>Note: Final deliverables, such as final project reports and final documents from project which continue to be utilized and are required to be retained after project close may have longer retention periods. Refer to appropriate category for retention.</p>	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>
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10.	<p><u>Elected Officials, Department and Division Heads Communications, Subject And Issue Files</u> Internal and external communications to or from the Director or Deputy Director of the Department of Local Services made or received in connection with the transaction of public business. <i>Includes communications and other records created or received by staff acting on behalf of the Director or Deputy.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Request for and provision of information/advice; inter-governmental correspondence; appointment arrangements; etc. • Fiscal monitoring communications; • Correspondence related to state legislation; • Speaking engagement materials retained, such as communications, notes, speaking points, briefing materials, etc. • Communications, reports, or documents for committees, task forces, board, etc. • Policy, ordinance, and legislation development and communications. • Subject Files 	<p>Cutoff: end of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-12R3 (Director/Deputy Communications Governing/Executive /Advisory)</p> <p>GS50-01-43R2 Director/Deputy Meetings – Staff)</p> <p>GS50-01-36 Director/Deputy Appointment Calendars)</p>

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11.	<p><u>Federal Lobbying Disclosure Records</u> Reporting records required by the federal disclosing the lobbying practices undertaken by the Department of Local Services. Includes reporting (lobbying disclosure) associated with the Puget Sound Regional Council and subcommittees which the King County Transportation Planning Group is responsible for maintaining during their term as facilitator/administrator for PSRC and/or subcommittees. Also includes submission confirmations, correspondence, inquiries, etc.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Federal Lobbying Disclosure Form; • Federal Lobbying Disclosure Reports if needed. 	<p>Cutoff: report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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12.	<p><u>Final Adopted Policy – Executive Branch</u> Officially adopted directives (including policies, rules, orders and regulations) affecting all of the Department of Local Services. These are activated through department or division head signature.</p> <p>Note: Per Executive Policy INF-7-4-EP, the original signed policy must be transmitted to DES-RALS-ARMMS immediately after signature for permanent preservation at the King County Archives.</p> <p>The agency is still responsible for maintaining the policy after its enactment and transfer to ARMMS. The maintenance includes, but is not limited to: tracking its expiration date (five years after the effective date); preparing revised or replacement policies; providing communications about policy changes; and ensuring that appendices to the policy are current.</p> <p>Excludes adopted procedural documents (see category ACO-03-004).</p> <p>Excludes officially adopted policies, procedures, regulations and rules from Independently Elected Officials, Human Resources Division and Department of Information Technology (KCIT) (see category ACO-03-005).</p>	<p>Cutoff: obsolete or superseded</p> <p>Retention: none</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>	<p>Note: the original policy must be transmitted to DES / RALS / ARMMS upon signature.</p>	<p>Final Adopted Policy</p> <p>ACO-03-002</p>	<p>GS50-01-24R1</p>

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13.	<p><u>General Office Communications and Staff Meetings</u> Records created, received, and used when communicating within the county on general topics related to the business of the county and the conduct of general office staff meetings. Includes all communications types regardless of format (examples: letters, memos, email, web-sites/forms/pages, social networking posts and comments; etc.) Also includes communications with contactors when not related to other records series on this schedule.</p> <p>Communications include, but are not restricted to:</p> <ul style="list-style-type: none"> • Review and editing advice and communications provided which are <i>not</i> final versions nor part of other categories such as project files. • Staff meetings minutes and agendas where covered by other categories. Example includes Emergency Management Team meeting minutes & agendas. • Administrative procedures and instructions (excluding official agency policies). • Training arrangements; mailing lists; etc. <p><u>Excludes</u> records covered under <u>ACO-01-002, Elected Officials, Department and Division Heads Communications, Subject, and Issue Files.</u></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</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-43R2 (Meetings – Staff)</p> <p>GS2010-001R3 (Non-Executive Communications)</p>

<p>14.</p>	<p>Grant Administration Records associated with grant funding, contracting, and administration. Records document all resources received & expended by the agency for grant funding for non-capital assets and where records do not alter, acquire, abolish, improve, establish, etc. real property. Includes awarded grant applications and any proceeding records, received by the Puget Sound Regional Council's (PSRC) <i>Project Evaluation Committee.</i></p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Grant announcement; • Evaluation summaries, award notification, etc. for funds awarded; • Approved grant applications; • Contracts/agreements (non-capital asset related) signed by all parties which set out the terms and conditions of grant. (May be retained in project file.) Contract negotiations, compliance monitoring, purchase and acquisition records, etc.; • Evaluation score sheet related to application. • Financial transaction records such as checks, project cost records, financial statements/reports/transmittals, transaction, etc. project cost/expenditure records. <p>Excludes:</p> <ul style="list-style-type: none"> • Capital Assets (Real Property) Files, ASM-007 • Grant Contracts – Capital Assets, FIN-05-002 • Grant and Scholarship Applications – Not Approved, FIN-05-005 • Grants awarded by DLS Director's Office (Community Service Areas Program Files, see item 7) 	<p>Cutoff: completion of grant project OR terms of grant agreement, or as needed to monitor assets, project, program funded through grant source, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>GS2011-183R2</p>
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15.	<p><u>Grant Applications – Not Approved</u> Records related to unsuccessful grant applications submitted by the Department of Local Services for funding. Records may include applications, evaluations, denial notifications, etc.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Unsuccessful Grant Applications submitted • Records relating to unsuccessful grant applications received by DLS 	<p>Cutoff: year end in which denial was sent</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	GS50-03C-07R1

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16.	<p><u>Grant Contracts – Capital Assets</u> Records associated with grant funding, contracting, and administration which <i>relate</i> to the Department of Local Services’ capital asset ownership, but do not alter, acquire, abolish, improve, establish, etc. real property.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Grant contract/agreement development records: Terms and conditions; Scope, budget, responsibility language development; • Negotiations; • Final grant agreements; • Approved grant application associated with agreement; • Financial records associated with the fulfillment of grant contract, as required. <p>Excludes:</p> <ul style="list-style-type: none"> • <u>Capital Assets (Real Property) Files, ASM-02-007.</u> • Grant related accounting records needed to document expenditures, documents needed for reporting, etc. covered by <u>FIN-01-017, Grant Administration Records.</u> • <u>Grant and Scholarship Applications – Not Approved, FIN-05-005.</u> • Grants awarded by DLS Director’s Office (Community Service Areas Program Files, see item 7) 	<p>Cutoff: termination/ expiration of instrument, completion of transaction, or disposition of asset, <i>whichever is later</i>, AND all required grant reporting completed and closed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Contracts – Capital Assets</p> <p>FIN-05-002</p>	GS2011-169R2

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17.	<p><u>Grant Reports & Deliverables</u> All reporting (required by Federal, State, or other local agencies) associated with the administration of the Department of Local Services or grant funded projects. Records managed by grant fund, may include multiple projects reporting.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Progress reports, such as <u>Financial Status and Milestone Progress Reports</u>; • Periodic, annual, quarterly reporting; • State or federal quarterly reporting. <p>Excludes, Community Service Areas Program Files, see item 7.</p>	<p>Cutoff: annual report submitted for continuing grants, or after final payment, completion of project, or terms of grant agreement, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1

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18.	<p><u>Inter/Intra-agency, Inter-governmental, Inter-local Agreements</u></p> <p>Instruments signed by county agencies with one or more county or external agencies, to which the signing parties agree or submit. Includes Memorandums of Understanding (MOU) and Service Level Agreements (SLA) for services provided by the agency to external agencies.</p> <p>Includes Service Partnership Agreements.</p> <p>Note: Per RCW 39.34.040, a copy of each of the county's interlocal agreements must either be filed with the King County Recorder's Office or sent to DES / RALS / Archives, Records Management and Mail Services (ARMMS) for publishing on the internet. This should happen before the agreement has been entered into force.</p>	<p>Cutoff: termination or expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Inter/Intra-agency, Inter governmental, Interlocal Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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19.	<p><u>Official Advisory Group Meetings</u> Records documenting monthly meetings of official county advisory boards. Includes ONLY records or records of any other <i>official</i> county board, committee, or commission. (see http://www.kingcounty.gov/exec/boards/list.aspx for details)</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Agendas/meeting packets (briefs, reference materials, etc.); sign-in sheets and other meeting materials. • Public notice related announcing public meeting if notice managed with meeting records <p>Example includes Community Service Areas Open Public Meetings.</p> <p><i>Note: Reports developed for and sent to Council providing ordinance recommendations and advice should be retained according to <u>Research/Program Reports, Studies, Analyses, ACO-02-002</u></i></p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</p> <p>ACO-01-013</p>	GS2012-027

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20.	<p><u>Online Content – Mandatory</u> Records documenting the publishing of the agency’s online (internet and intranet) content; specifically content that is required to be posted for public interest according to state law or county ordinance.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Public notices, meeting agendas or minutes, policies, etc. <p>Note: Individual records provided to DLS-Director’s Office staff to be posted should be retained by the requesting party for the individual records current approved retention periods according to applicable record series.</p>	<p>Cutoff: online content is removed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management – Official/Legal</p> <p>INF-04-017</p>	GS2010-007A
21.	<p><u>Payroll Supporting Documents</u> Working documents which lead up to the final time reports entered into PeopleSoft.</p> <p>May include:</p> <ul style="list-style-type: none"> • Time payroll spreadsheets used for data entry, payable status reports, benefit detail reports, timesheet approvals sent to HR, etc. <p>Excludes final signed payroll timesheets which may be used for retirement benefits. These records should be maintained in the <u>Retirement Benefit Verification Records, FIN-08-002</u>.</p>	<p>Cutoff: end of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)</p>

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22.	<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>Cutoff: Destroy once the performance review has been completed and appeal period has ended</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Records Managed Outside of CM</p> <p>Destroy/Delete after performance appraisal appeal period has past</p>	GS50-04B-31R1
23.	<p><u>Policy, Ordinance, and Legislation Development Files</u> Records that document the development of agency policies, ordinances, and legislation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, research, drafts, etc. 	<p>Cutoff: policy adopted or rejected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1

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24.	<p><u>Press/News/Media Releases</u> Communications prepared for the public and members of the news and media regarding noteworthy events or circumstances related to the Department of Local Services. Includes only final, prepared and/or posted release.</p> <p>May include, but is not restricted to:</p> <ul style="list-style-type: none"> • Email, fax, etc. correspondence; • Press releases provided on website; • Video news releases (pre-taped). <p>Excludes communications with the public covered by <u>Citizens' Complaints and Requests for Agency Action, PRE-01-001</u></p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Press Releases</p> <p>PRE-01-014</p>	<p>GS50-06F-07R1</p>
25.	<p><u>Public Records Act Request Logs</u> Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW.</p> <p>Note: <i>Exemption logs are covered by <u>Public Records Act Requests, INF-01-002.</u></i></p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Request</p> <p>INF-01-002</p>	<p>GS2010-014R3</p>

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26.	<p><u>Public Records Act Requests</u> 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 relating to request; • Records documenting the public records provided to the requestor (copies of lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Record documenting administrative reviews relating to the request. • Includes video, audio, or other supporting records provided. <p>Excludes the records that are subject of the public records request (which must be retained in accordance with the applicable records series).</p> <p>Note: Response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.</p>	<p>Cutoff: public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	<p>GS2010-014R3</p>

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27.	<p><u>Purchasing and Accounting - General</u> Records documenting all general financial and accounting transactions. Includes documentation of accounts payable and accounts receivable items by the Department of Local Services Director's office, <i>excluding those related to grants.</i></p> <p>Includes, but is not limited to the following records:</p> <ul style="list-style-type: none"> • Purchasing records such as vouchers, purchasing and receiving, bills and original invoices; • P-Card records; • Journals or other account tracking records; • Financial statements; • Travel reimbursement packets copies with signature (excludes duplicate copies used for reference only); • Monthly Financial Status Monitoring Reports. • Credit Card statements, receipts, invoices. <p>Excludes:</p> <ul style="list-style-type: none"> • Records retained by procurement, FBOD, or other agency and/or retained in Oracle. • Grant related accounting records needed to document expenditures, documents needed for reporting, etc. covered by <u>FIN-01-017, Grant Administration Records.</u> 	<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>	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3 (Financial Transactions – General)</p> <p>GS2011-185 (Banking – Accounts and Transactions)</p>

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28.	<p><u>Reports, Studies, Analyses, Surveys, and Plans</u> Final reports or plans related to projects or other program studies, where not covered by a more specific records series. Includes reports created for the Director’s Office.</p> <p>Reports include, but are not restricted to: Community Service Area Annual Reports</p> <p>Includes attachments and other records necessary for the interpretation/analysis of report/study submitted.</p> <p>Excludes reports or other final products where DLS-Communications staff completed editing, grammar, and graphic design work for the project for other agencies in “Communications Planning and Outreach-Project Files” and “Graphic Design and Editing-Project Files”, covered by <u>Project Files, ACO-02-001</u>.</p>	<p>Cutoff: superseded or obsolete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models, and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1
29.	<p><u>Strategic Plans - Development</u> Records relating to the development of the agency’s strategic plan. Includes correspondence.</p>	<p>Cutoff: completion of plan</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Strategic and Work Plans – Development</p> <p>ACO-04-002</p>	GS2010-079

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30.	<p><u>Strategic Plans – Final</u> Final version of the Department of Local Services’ strategic, long term, plan used to align the DLS’s organizational and budget structure with its priorities, missions, and objectives.</p>	<p>Cutoff: 2 years after plan revised or obsolete</p> <p>Retention: Permanent - transfer to the King County Archives after end of retention period</p>	<p>Disposition Action: Archival - Permanent</p>		<p>Strategic Plans – Final Version</p> <p>ACO-04-003</p>	GS2010-080

<p>31.</p>	<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>Excludes records retained in the Official Employee Misconduct-Founded or Unfounded files. Also excludes official Employee Grievances records.</p>	<p>Cutoff: no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A – Records not to be filed into Content Manager</p>	<p>GS50-04B-31R1A</p>
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<p>32. <u>Transitory Records</u> Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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) • 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 such as – “I am running late this morning” or “Come see me at my desk when you can”) • 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) • Secondary (Duplicate) Copies 	<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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33.	<p><u>Website Usage (Analytics)</u> Records relating scheduled, computer driven tasks. Examples include: event logs, run reports and requests; task schedules; successful completion reports.</p> <p><i>Note: Correspondence to and from agencies relaying analytics can be retained under <u>General Office Communications, ACO-01-001.</u></i></p>	<p>Cutoff: no longer needed for agency business</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-06A-05R2

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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.

See original for signature

Ellie Browning **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.

See original for signature

Danielle Boucher **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

[Agency Manager] **Date**

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

11. PRC APPROVAL

See original for signature

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