



King County

Department of Executive Services
Records and Licensing Services Division
**Archives, Records Management and
Mail Services Section**

Public Records Retention Schedule And Destruction Authorization

Records Management Program

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7. 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 of PRC approval 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 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 Content Manager will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of Content Manager must be documented on forms provided by the Records Management Program. Transitory records may be destroyed in the normal course of agency business and 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.

8. List of Records Series						
Item No.	Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
1.	<p><u>Administrative Guides, Procedures, and Instruction</u> Administrative guides, procedures, and instructional materials prepared and/or provided to Roads Services staff for general program functions.</p> <p>Includes procedural guides on how to use RoadWorks (CityWorks), Tree of Concern guidelines, GIS systems manuals, office procedures, etc.</p> <p>Excludes procedures, instructions and advice sent to (received by) the agency from an outside agency or source. Excludes officially-adopted policies, procedures, directives, regulations or rules covered by GS50-01-24 R1.</p>	<p>Cutoff: After revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
2.	<p><u>Agency Provided Training – Required</u> Records documenting required training courses, seminars, and workshops provided by Road Services staff to the public, customers, contractors, or agency employees. Records include, but are not limited to: curricula, materials presented, tests administered, evaluations, etc.</p> <p>Includes, but is not limited to Stormwater Decant Program training required by user agreements.</p> <p>Excludes attendee sign-in sheets/lists documenting contractor employees used for verification of attendance purposes. These should be retained according to Stormwater Decant Station User Agreements, CON-01-001.</p> <p>Excludes trainings covered by Agency-Provided Training – Hazardous Materials, ACO-10-003.</p>	<p>Cutoff: Date training provided</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Agency-Provided Training – Certified, Hours/Credits Earned, or Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1

3.	<p><u>Americans with Disabilities Act (ADA) Program Files</u> Records that document Roads Services efforts to comply with the regulatory requirements of Section 504 of the Rehabilitation Act of 1973. Records monitor existing ADA ramps, curbs, and slopes for compliance with dimensions, materials, and other design specification requirements. Records may also be used to assist in the prioritization process for the maintenance and construction of new ramps.</p> <p>Includes <i>only</i> program administration records.</p> <p>Excludes any construction project records or communication documenting substantive decision-making processes with ramp construction and development, such as ramp inventory, design, as-builts, and drawings. See County Road Engineer Records, ASM-05-007.</p>	<p>Cutoff: Completion or denial of accommodation</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>ADA Program Files</p> <p>ACO-05-013</p>	<p>GS50-04C-01R2</p>
4.	<p><u>Americans with Disabilities Act (ADA) Transition Plan Records</u> Final reports or plans related to Road Services efforts to comply with federal, state, and local statute governing employee (including contractors and volunteers) and the general public's civil rights in relation to Section 504 of the Rehabilitation Act of 1973.</p> <p>Includes <i>only</i> final plan and any documentation needed to interpret or support the final plan.</p>	<p>Cutoff: After report or plan superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival - Appraisal Required</p>		<p>ADA Self-Evaluation Documents</p> <p>ACO-05-009</p>	<p>GS2011-171R1</p>
5.	<p><u>Audit – Supporting Materials</u> Records used to respond to internal or external audits of Road Services program management. Includes, but is not restricted to: copies of original source records; database printouts; correspondence; corrective action work plans; status reports; additional supporting documentation; other cumulative data on audit issues.</p> <p>Include documentation collected, created or received to support:</p> <ul style="list-style-type: none"> • Financial Statements audit • Accountability audit • A1-33 audit 	<p>Cutoff: Completion of audit, project monitoring, peer review and all corrective action taken, if necessary</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	<p>GS50-03F-01</p>

6.	<p><u>Audit Reports and Findings</u> Final findings of audits conducted by or of Road Services programs or practices. Includes audits conducted by the King County Auditor or by an outside auditing agency (state, federal, independent, etc.)</p> <p>Includes financial or performance audits.</p>	<p>Cutoff: Audit report completed and all required corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	<p>GS50-03F-02</p>
7.	<p><u>Budget Development</u> Background information and draft documents compiled in the course of Road Services budget preparation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Capital Program & Operations Budget prep • Budget submittals such as CAP forms for submittals • Capital Program & Operations Budget plans • Budget working files <p>Includes: Communications, Road Services final budget submitted to Department of Transportation Director’s Office; records and materials used to determine budgetary needs, draft documents, finance records, and other materials compiled in the course of budget preparation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Capital project-specific budget and budgeting materials should be retained with the Capital Project Records, see CIP-01-006. • Working files used only for reference and which do not provide any budgetary background information, see Transitory Records. 	<p>Cutoff: Budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	<p>GS50-03D-03</p>

8.	<p><u>Budget Forecast Reports</u> Reports and ad-hoc financial forecast and plans for specific activities and projects conducted by Road Services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel reports (budget related); • Equipment usage costs; • Budget forecasting documentation; • Spreadsheets, correspondence, etc. 	<p>Cutoff: Upon year end</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Forecast Reports</p> <p>BUD-01-007</p>	GS50-03D-04
9.	<p><u>Budget Requests (Departmental)</u> Requests for budget items from or to other County agencies.</p>	<p>Cutoff: After year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Departmental Budget Requests</p> <p>BUD-01-008</p>	GS50-03D-07
10.	<p><u>Budget Status and Monitoring</u> Records used for the purpose of tracking, monitoring and reporting on Roads Services budget status.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Budget status reports; • Annual Contract City Reports for road maintenance • Cost and expense tracking; • Spreadsheets, correspondence, etc. 	<p>Cutoff: After year end or completion of State Auditor's Report</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06
11.	<p><u>Capital Asset Tracking Records</u> Tracking record created for each of Road Services capital assets as required by the Office of State Auditor in accordance with RCW 43.09.200. Applicable only to the financial tracking of assets. Originals provided to Fleet Division, and then to Central County Finance. Roads Services copies should be retained according to these retention requirements for auditing purposes.</p> <p>Includes records documenting or summarizing acquisition, improvements, depreciation, deductions, and disposal such as expenses related to the sale.</p>	<p>Cutoff: After disposition of asset</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not-Archival - Destroy</p>		<p>Capital Asset Record</p> <p>FIN-01-022</p>	GS2011-182

12.	<p><u>Capital Project Files - Environmental Assessments and Impact Statements – Development Files</u> Records created in an effort to produce final assessments of environmental conditions by the Road Services Environmental Unit on land owned, managed, monitored or acquired by King County.</p> <p>Documentation includes draft documentation and other records created to produce final products of:</p> <ul style="list-style-type: none"> • Environmental site assessments including tests, abatement/enclosure summary, recommendations, photographs; • National and State Environmental Policy Act (NEPA and SEPA) applications, checklists, reports, determinations of significance or non-significance, draft and final Environmental Impact Statements (EIS), scoping notices; • Includes monitoring and permits related to SEPA/NEPA: Endangered Species Act Environmental Reporting Mandatory (SEPA); • Includes original SEPA, annual addendums and lists of yearly projects; • Biological Assessments. <p>This includes development records NOT provided to the Project Manager to be retained in the PM folder. The final, original Environmental Assessments are maintained with Roads Engineering Services, held alongside the Capital Project File, and maintained according to GS50-06B-24R2, Environmental Site Assessment</p>	<p>Cutoff: Completion of project or terms of grant agreement, whichever is later</p> <p>Retention: 10 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Capital Project Records CIP-01-006</p>	GS50-18-10R1
13.	<p><u>Capital Project Records – Public Outreach Materials</u> Records documenting communications with, and outreach to the public, related to Roads capital projects. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Community outreach events and documentation • Community meetings: materials and documentation • Brochures or other informational materials related to the project, prepared and provided to the public. 	<p>Cutoff: Completion of project or terms of grant agreement, whichever is later</p> <p>Retention: 10 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Capital Project Records CIP-01-006</p>	GS50-18-10R1

<p>14.</p>	<p>Capital Project Records – Scope, Schedule, Budget Records documenting general administration of Roads capital projects. Records include those that document the scope, schedule, and budget as well as non-substantive day-to-day project administration efforts.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Change orders (scope, schedule, budget related); • Conceptual design records; • Contractor time tracking, certified payroll documentation; • DBE/WBE (Disadvantaged Business/Women Owned Business Enterprises) reporting; • Insurance certificates; performance or retainage bonds; Construction notices; • Material delivery tickets. • Payments, pay estimates, purchasing documentation; Submittals/deliverables; • Project-related meeting minutes/agendas; • Project-specific contract management documentation (procurement & advertising); • Required project plans (may be included in submittals) such as accident prevention or hazard response; • Scope, schedule, and budget documentation; • Temporary project permitting. <p>Note: Records related to projects funded full or partially with Federal Emergency Management (FEMA) agency grant money must be retained until the statewide FEMA grant closes. The Office of Emergency Management (OEM) manages coordination efforts with the state.</p> <p>Excludes records determined by the County Road Engineer to have permanent retention, see County Engineer Records, ASM-05-008.</p> <p>Excludes public outreach materials determined to have potential archival value, see Capital Project Records – Public Outreach Materials,</p>	<p>Cutoff: After completion of project, or for terms of grant agreement, whichever is later</p> <p>Retention: 10 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Capital Project Records - General CIP-01-006</p>	<p>GS50-18-10R1A</p>
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<p>15. <u>Contracts and Agreements – General</u> Records related to the activity of managing contracts and agreements (excluding Capital Improvement Project Contracts and Interlocal Agreements). Includes original contract as well as post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as, but not restricted to:</p> <ul style="list-style-type: none"> • Change orders and task orders; • Compliance monitoring; • Addendums and official contract supporting documentation; Contract development records if needed to support contract interpretation; • Negotiations; • Awarded contractor bid documentation • Statement of Work (SOW) and estimates, requests submitted; <p>Roads-Engineering Services’ contracts include:</p> <ul style="list-style-type: none"> • Rental or lending agreements; • Service and emergency work and repair contracts (vendor); • Appraiser or right-of-way (ROW) consultant contracts; • Operating contracts; • One-off design contracts (not project-specific); • Take home vehicle authorizations • Contracted engineers, designers, archaeological services • Stormwater Decant Station user agreements • Adopt a Road Program Records • Contract work orders’ • Stormwater Decant Station - User Agreements including records used to monitor and ensure compliance with the Renton Stormwater Decant Program. • Memorial Sign Program Records (Applications): Applications and approvals for the installation of memorial signs on King County roads and streets right of way. <p>Excludes project-specific or capital improvement project contracts and agreement and contracts and agreements covered by Contracts, Agreements, and Warranties – General, CON-01-001.</p>	<p>Cutoff: After completion of transaction or termination/ expiration of instrument Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy ESSENTIAL</p>		<p>Contracts, Agreements, and Warranties CON-01-001</p>	<p>GS50-01-11R4</p>
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<p>16.</p>	<p><u>Contracts and Agreements - Inter-Local; Inter-Governmental; Inter-Agency</u> Instruments signed by Roads Services and one or more parties that set out the terms and conditions to which the signing parties agree or submit. This category is specific to inter-local agreements between the county and other public agencies. Includes Memorandums of Understanding (MOU); Service Level Agreements (SLA) that document services provided to external agencies; use agreements; transfers of interest, etc.</p> <p>Examples of Roads-Engineering Inter-local agreements (ILA), may include agreements:</p> <ul style="list-style-type: none"> • To perform work or trade services; • To use and/or store information/data on shared servers; • To use or provide access to County assets. • City Services Contracts <p>Note: Per RCW 39.34.040, a copy of each of the county’s inter-local agreements must either be filed with the King County Recorder’s Office or sent to Records Management Program for publishing on the internet. This should occur before the agreement has been entered into force.</p> <p>Excludes project-specific or capital improvement project contracts and agreement and contracts and agreements covered by Contracts, Agreements, and Warranties – General, CON-01-001.</p>	<p>Cutoff: After termination or expiration of instrument*</p> <p>Retention: 6 years</p> <p>*For contracts with annual renewals: Original contract should be retained until services no longer provided to city. Annual renewals may be retained until year-end, then filed to CONTENT MANAGER.</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	<p>GS50-01-11R4B</p>
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17.	<p><u>Director and Deputy Communications</u> Internal and external communications to or from Roads' Services Division Director or Deputy, or staff communicating on their behalf. Includes communications made or received in connection with the transaction of public business, and that are not covered by a more specific record series. Includes all communication types, regardless of format: correspondence, email, websites/forms/ pages, social networking posts and comments, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inter-governmental & inter-agency correspondence; general staff meeting minutes; etc. • Subject and issue files relating to projects or issues under purview of the record holder. • Communications with citizens or members of the public as responses to requests and complaints to Road Services. 	<p>Cutoff: Year end</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>GS50-01-02 (Admin Working Files)</p> <p>GS50-01-09R2 (Citizen Complaints/ Requests)</p> <p>GS50-01-12R3 (Communications)</p> <p>GS50-01-36 (Appointment Calendars)</p>
18.	<p><u>Emergency/Disaster Preparedness Plans</u> Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets.</p> <p>Includes, but is not limited to: Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567; essential records lists.</p> <p>Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.</p>	<p>Cutoff: After obsolete or superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/ Disaster Security, Preparedness, and Recovery Plans</p> <p>ACO-06-001</p>	<p>GS50-14-03R2</p>

19.	<p><u>Ergonomic Files</u> Records document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Name of employee, supervisor, work unit, location, and actions taken to adjust workstation or environment; • Ergonomic assessment documentation; • Communications. <p>Excludes accounting related records such as receipts for purchases, see General Office Accounting, FIN-01-001.</p>	<p>Cutoff: After evaluation or last action</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Ergonomic Files PER-07-002</p>	<p>GS51-05D-11</p>
20.	<p><u>Financial Disputes and Collections – General</u> Records documenting efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Past due statements, • Calculations of penalties, • Copies of invoices, • Collection logs, • Documentation of actions, write off lists, • Checks returned due to NSF (non-sufficient funds), • Account closure records, settlement documentation • Liens/releases, • Supporting documentation. <p>Note: If litigation commences, these records become part of the litigation case file (GS53-02-04).</p>	<p>Cutoff: Year end in which issue was resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Collection Files FIN-01-004</p>	<p>GS50-03B-14R3</p>

<p>21.</p>	<p><u>Financial Reporting – Mandatory</u> Records relating to financial management and submitted to regulatory agencies as required by federal, state, or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> • SEFA (Schedule of Expenditure of Federal Awards) • SSFA (State Schedule of Expenditure & Financial Assistance) • CRAB (County Road Administration Board Reporting) – if final version sent directly to CRAB. • GASB-34 (Government Accountability Standards Board Report) • BARS (Budgeting, Accounting, and Reporting System) reporting sent to the Finance and Business Operations Division (FBOD); State Department of Transportation • Reporting as required by RCW 43.09.200 	<p>Cutoff: After submitted to a regulatory agency</p> <p>Retention: 4 years</p>	<p>Disposition Action: Archival -Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Financial Management</p> <p>FIN-02-003</p>	<p>GS2011-189R1</p>
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<p>22.</p>	<p><u>Financial Transactions and Accounting – General</u> Office accounting records, including documentation around accounts payable, accounts receivable, and cash and banking activities.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Receipts, vouchers; • Cash account documentation; • Accounts receivable/accounts payable review & approval: supplier invoices, p-card records, supporting documentation; • Purchase and field orders; • General and subsidiary journals. • Includes past-due invoices and related records or accounts not sent to collections. <p>Excludes financial records related to capital projects, Capital Project Records, see CIP-01-006. For grant related billing see Grant Administration Records, FIN-01-017.</p>	<p>Cutoff: After year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3 (General Financial Transactions)</p> <p>GS2011-185 (Banking – Accounts and Transactions)</p> <p>GS2012-045 (Usage and Dispersal – Assets)</p> <p>GS50-03B-06 (Check Stubs or Duplicate Copies)</p>
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<p>23. <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. May include: general correspondence; meeting minutes, agendas, and arrangements; correspondence related to day to day tasks that document work and responsibilities. Excludes Division Director general communications.</p> <p>Examples include, but are not restricted to:</p> <ul style="list-style-type: none"> • Review of other staff, sections, or programs' work and work product <i>provided to</i> design engineers/project managers; • Correspondence with maintenance, work order submissions; • Meeting notes and agendas; • Communications and copies of records <i>provided to</i> Public Records Officer or Public Attorney's Office in relation to public disclosure or litigation (include original emails) • Maps – Ad Hoc: Records related to the creation and provision of various maps requested • Safety Committee meeting notes, agendas, and hand-outs; Work assignment tracking spreadsheets; • Regulatory review: review and communication related to bills, ordinance, and legislation which potentially affects Environmental Unit processes • Pre-project negotiations with regulators. • Communications related to construction oversight • Records documenting the coordination of Work Order contracts, where project manager retains final copies. • Communication and advice provided to project managers. • Service Award Coordination; • Commuter Bonus claims and tracking (Alternative modes of transportation for County employees) • Training arrangements; mailing lists; etc. <p>Excludes official Public Records Act Requests and responses (final response to customer, see INF-01-002).</p>	<p>Cutoff: Year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-02 (Administrative Working Files)</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – Non-Executive)</p>
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<p>24. <u>Grant Administration Records</u> Records that document the administration, accounting, and financial reporting for bond and grant projects and documentation of all resources received or expended by the county for bond, levy, or grant funded projects. Includes both continuing and non-continuing grants and bonds.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Application development and submissions; • Approved applications and grant award notifications; Contracts and agreements; Grant announcements; • Bond payment and reconciliation reports; • Annual financial status reports, final grant expenditure reports, and financial supporting documents; • Disadvantaged Business Enterprises (DBE) goal letter and DBE Concurrence; • Paperwork and documentation required to substantiate grant reimbursements and/or for auditing purposes such as copies of National Environmental Policy Act (NEPA) and right-of-way (ROW) documentation requirements, all required Washington State Department of Transportation (WSDOT) or Federal Highway Administration (FHWA required documentation; • Grant reporting and billing for Federal Emergency Management Agency (FEMA) bonds. • Local agency supplements, copies of bid tabs, communications, closeout documentation and letters. <p>May include, but not restricted to reporting/ monitoring on:</p> <ul style="list-style-type: none"> • Tiger Grant (Post-project Outreach, Presentation) • Flood Control District Grant • Ecology Grant • FEMA Grant billing • Stormwater Grant Program – Funding Agreement and Grant Administration Records <p>Note: The Project File may also retain original copies of some of the above material. These should be retained according to their respective retention requirements.</p> <p>Excludes final Grant Reports and Deliverables, see category FIN-05-003.</p>	<p>Cutoff: Final bond payment, completion of levy/grant project, or terms of grant agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>Combo Rule FIN-05-001</p> <p>GS2011-183R1 (Financial Transactions – Bond, Grant, and Levy Projects)</p> <p>GS50-03C-01R1 (Annual Financial Status Reports – Grants)</p>
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<p>25. <u>Hazardous Materials & Dangerous Waste - Training – Agency Provided</u> Records documenting training courses, seminars, and workshops provided by Road Services Environmental Unit staff to the public, customers, contractors, or agency employees, relating to non-radiological hazardous materials/waste handling or exposure (including toxic substances, harmful physical agents, etc. as required by WAC 173-303-330), where: certificates, credentials, licenses may be awarded; training is required by federal, state, or local stature, and/or by employer.</p> <p>Records include, but are not limited to: curricula, materials presented, test administered, etc.; attendees' lists and sign-in sheets, test results, evaluations, etc. Includes training materials that cover both hazardous and non-hazardous materials.</p> <p>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</p>	<p>Cut-off: Training provided</p> <p>Retention: 50 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Agency-Provided Training - Hazardous Materials</p> <p>ACO-10-003</p>	<p>GS2012-029</p>
<p>26. <u>Hazardous Materials & Dangerous Waste - Abatement and Remediation</u> Records related to hazardous materials clean-up actions and investigations of incidents or disasters occurring within Road Services jurisdiction and completed by or on behalf of Road Services. Includes all abatement and remediation of toxic and hazardous substances according to CFR 1910.1020(c)(13)(iii)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Clean-up of spills and releases of hazardous materials; • Contamination Reports; • Documentation of Spills and Illegal Dumping Incidents. <p>Records include: Primary assessment/site inspections, remedial investigations/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc. notifications, abatement permits, sampling data, chemical analysis, etc.</p>	<p>Cutoff: Closure of site, or incident/project completed</p> <p>Retention: 50 years</p>	<p>Disposition Action: Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Hazardous Materials/ Dangerous Waste – Abatement and Remediation</p> <p>ASM-04-001</p>	<p>GS50-19-15R1</p>

27.	<p><u>Hazardous Materials & Dangerous Waste - Control/Inventory/Tracking/Disposal</u> Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the Road Services Division, where no accident or incident has occurred.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Vendor Manifests; • Material Safety Data Sheets (MSDS). 	<p>Cutoff: Year end</p> <p>Retention: 50 years</p>	<p>Disposition Action: Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Hazardous Materials/ Dangerous Waste – Control/ Inventory/ Tracking/ Disposal</p> <p>ASM-04-004</p>	GS50-19-02R1
28.	<p><u>Hazardous Materials & Dangerous Waste – Required Annual Reporting</u> Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency by federal, state or local law. Records include, but are not limited to: reports/forms/certificates/lists; submission confirmation, correspondence, inquiries, etc.</p> <p>Includes: Annual Hazardous Waste Report submitted to the Department of Ecology as required per WAC 173-303. Snow and Ice Reports/Route Book: Reports and route book and maps prepared by the Road Services Division as required by King County Code.</p>	<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
29.	<p><u>I-9 Forms</u> Documents used to verify employment eligibility within the United States.</p> <p>May include:</p> <ul style="list-style-type: none"> • Federal I-9 forms; • Passport copies; • Copies of valid driver’s license; • Copies of certificate of naturalization, etc. 	<p>Cutoff: Termination of employment</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employment Eligibility Documents Immigration and Natural Services Forms</p> <p>PER-10-005</p>	GS50-05A-26R2

<p>30.</p>	<p><u>Inspections/Monitoring – Regulated (Environmental)</u> Records relating to environmental monitoring of assets owned by King County where required by regulatory agencies and where monitoring is not required to support and maintain permits or authorizations. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc.</p> <ul style="list-style-type: none"> • 4d coverage compliance monitoring; • Other non-regulated monitoring data generated and utilized as long-term historic data. <p>Excludes environmental and mitigation monitoring related to permits, which should be retained with permit. See Permit Files – Assets (Environmental Related), ASM-01-004.</p>	<p>Cutoff: Year end</p> <p>Retention: 30 years</p>	<p>Disposition Action: Archival - Appraisal Required</p>		<p>Environmental Monitoring Records</p> <p>ASM-04-015</p>	<p>GS51-07-10R2</p>
<p>31.</p>	<p><u>IT Infrastructure Projects</u> Records that document the design, construction, installation, and development of Information Technology (IT Projects) from initial planning and design through implementation and closeout processes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for proposals; • Change orders; • Schedules, staff reports; • Finding release requests, • Project plans, contract, budget and procurement; • Project communications, etc. <p>Project example includes:</p> <ul style="list-style-type: none"> • TCC Transportation Communication Center /ITS Intelligent Transportation System & IT Infrastructure Construction <p>Excludes database source code, schema, etc. required for long-term use, see IT Applications, Technical Design and Implementation, INF-04-001.</p>	<p>Cutoff: Completion of project or terms of grant agreement, whichever is later</p> <p>Retention: 10 years</p>	<p>Disposition Action: Archival - Appraisal Required</p>		<p>IT Projects</p> <p>INF-04-014</p>	<p>GS50-18-10R1</p>

32.	<p><u>IT Systems – Technical Design Materials</u> Records documenting the technical design and implementation of the agency’s computer software programs applications, databases, and websites (internet and intranet).</p> <p>May includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. 	<p>Cutoff: Until application or version is no longer needed for agency business and all records within application have been migrated or disposition in accordance with approved retention schedule</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Technical Design and Implementation</p> <p>INF-04-001</p>	GS50-06A-03R3
33.	<p><u>Levy and Bond Planning – Successful</u> Records relating to the financial planning of Roads Services successful capital improvement and/or operations and maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects. Includes, but is not limited to: preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; legal opinions, authorizations and certificates for issuance, cancellation and exchange records, bond counsel opinions, other legal documents; communications and documentation related to issuance of bonds to finance any capital or other project.</p> <p>Excludes: Grant, bond, and levy administration records covered by Grant Administration Records, Combo Rule FIN-05-001. Also excludes Capital Improvement Project Records covered by County Road Engineer Records, ASM-05-007.</p>	<p>Cutoff: Final bond payment OR completion of levy project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Levy and Bond Planning – Successful</p> <p>FIN-05-008</p>	GS53-02-06R1

34.	<p><u>Levy and Bond Planning – Unsuccessful</u> Records relating to the financial planning of unsuccessful capital improvement and/or operations and maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects. Includes, but is not limited to: preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.</p>	<p>Cutoff: Levy failure OR decision not to proceed Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p>		<p>Levy and Bond Planning – Unsuccessful FIN-05-007</p>	GS2011-188R1
35.	<p><u>Long Range Asset Plan – Development</u> Records related to the development of long-range strategic plans for the management of physical and intangible assets.</p> <ul style="list-style-type: none"> • Transportation Needs/Comprehensive Plan Development: Records associated with the development of the Roads Services portion of the Comp Plan, including the Transportation Needs Report (TNR), associated appendices and policies, and other content and drafts as needed. • Facilities Master Plan – Development: Records associated with the development of the agency’s Facility Master Plan – a guide for assessing needs for facilities improvement. <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Forecasting; • Needs assessments; • Feasibility studies; • Surveys and reports; • Goals and objectives; • Annual reviews; • Drafts provided outside of Roads for the inclusion in final KC Comprehensive Plan, etc. <p>Excludes final versions of plans, see Long-Range Asset Plans – Final Version, ASM-08-003.</p>	<p>Cutoff: After final version completed Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy ESSENTIAL</p>		<p>Long Range Asset Plans – Development ASM-08-001</p>	GS2012-042

<p>36. <u>Maintenance – Minor (Facility)</u> Records documenting minor maintenance of assets (facilities, roads, drainage systems, utilities, buildings, equipment, vehicles, etc.) performed by Roads Engineering and Maintenance sections. Includes work performed by contractors.</p> <p>Minor maintenance may include, but is not limited to:</p> <ul style="list-style-type: none"> • Custodial, such as floor and window cleaning; • Minor electrical, minor plumbing, minor building repair and maintenance. <p>Records include:</p> <ul style="list-style-type: none"> • Related correspondence; • Work orders; • Maintenance related testing and monitoring; • Logs, and reports; • Citizen Action Requests (CARS) and T-CARS. 	<p>Cutoff: Year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Maintenance – Minor/Non- Regulated</p> <p>ASM-07-007</p>	<p>GS2012-040</p>
<p>37. <u>Maintenance Defect Bond Documentation</u> Records that document the inspection and monitoring for maintenance defect bonds of new county road and assets additions (sidewalk, right-of-way shoulders, drainage, curb, etc.) Monitoring required for two years after construction completion as required by the King County Department of Permitting and Environmental Review and King County Code and Washington State statutes.</p> <p>Includes inspections of all road additions to unincorporated and publicly owned roads over 75 feet in length and \$1000 in value.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Communications; • Inspection related records; • Final approvals provided by DPER; • Notices of correction; • Punch lists; etc. <p>Note: Some records also retained in Bond Tracker. Inspection/monitoring guarantees also used in the generation of new roads on road log.</p>	<p>Cutoff: After final release of bond (final inspection and approval, and completion of any corrective actions, if necessary)</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Inspection/ Monitoring – Regulated/Non- Environmental</p> <p>ASM-14-001</p>	<p>GS2012-038</p>

38.	<p><u>Maps – Annual Published Maps</u> Final publication maps produced annually by the Roads Services Division. Includes:</p> <ul style="list-style-type: none"> • Snow and Ice • Utilities Inspection Areas 	<p>Cutoff: Year end Retention: 2 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Master File of Agency Publications INF-02-001</p>	GS50-06F-04R4
39.	<p><u>Maps and Drawings (Reference Only)</u> Maps, drawings, and/or photographs that provide reference information on land use conditions and physical features within the county’s jurisdictional boundary, prepared or collected by Roads Services and used for staff reference only, and do not contain unique land information or data. Records may include, but are not limited to: Drawings, maps, photographs, aerial photos, surveys, land survey books, geological data/reports. Includes:</p> <ul style="list-style-type: none"> • Grade/cut sheets • Plat maps used for reference only • Infrastructure or profiles reference maps <p>Note: See County Road Engineer Records, ASM-05-007 for original maps and drawings.</p>	<p>Cutoff: After reference purpose served* Retention: 2 years *Once obsolete or superseded</p>	<p>Disposition Action: Archival -Appraisal Required ESSENTIAL</p>		<p>Geographical Data, Maps, and Photographs ASM-02-011</p>	GS50-18-38R1
40.	<p><u>Ordinance Development and Submittals</u> Records associated with the development and transmittal of ordinance submittals to Council. Includes any ordinance, motion, or resolution transmitted to council. Also includes review and ordinance submittals associated with Orphaned Roads boundary revision.</p>	<p>Cutoff: After code modifications approved Retention: 3 years</p>	<p>Disposition Action: Archival - Appraisal Required</p>		<p>Ordinance, Motion, and Resolution Development and Transmittal Files LES-02-002</p>	GS50-01-25R1

<p>41.</p>	<p><u>Payroll Supporting Documentation</u> Records related to processing payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability. Includes PeopleSoft Payable Status Reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Detail reports, year-to-date costs and cumulative summary expense reports; • Listings of payroll deductions; • Status of and adjustments to accounts; • Payroll distribution, warrant distribution log/sheet, etc. • Reports <i>and transmittal of funds</i> to state agencies (such as Departments of Retirement Systems (DRS), Labor & Industries (L&I), Employment Security (ESD), etc.). • Individual employee pay history if not needed for retirement verification: employee change authorizations, MSA turnaround documentation, etc. 	<p>Cutoff: Year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not 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 Processions, Distribution, and Reporting)</p>
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<p>42. Performance Measures Records created as a result of analyzing, assessing, measuring, or collecting data related to internal program work performance to meet the performance goals and/or as part of the agency’s work or strategic plan.</p> <p>May include:</p> <ul style="list-style-type: none"> • Performance plans; • Responses to ad hoc requests for performance related data and information requested by Council; • Statistics and reports used internally; • Performance related presentations, etc. <p>Information may be used to assist with developing the agency’s budget or strategic plan. Includes Tier 2 and Tier 3 board information when documented and produced as part of more formalized performance measures.</p> <p>Excludes project-specific records, see Project Files, ACO-02-001; final Strategic Plans – Final, ACO-04-003; or audits, see Audit Reports and Findings, AUD-01-002.</p> <p>Excludes copies of visual displays and brainstorming and collaboration records used for rounding and collaboration purposes, these are considered transitory records.</p>	<p>Cutoff: After revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Performance Measures</p> <p>ACO-01-018</p>	<p>GS50-01-38R2</p>
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<p>43.</p>	<p>Permit Files – Assets (Environmental Related) Permits (authorizations, certifications, related inspections) <i>acquired by</i> the Roads Services’ in relation to its functions and operations and which are environmental related authorizations. Includes permit/authorization and any supporting documentation such as inspection records, design documentation, environmental lab testing records, permit reporting, notice of intent (NOI), photos, corrective actions and responses, correspondence, mitigation monitoring, etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Land use and environmental permits: utility, shoreline; conditional use; surface mining, such as: State Mined Lands Reclamation Permit application submittal packages; permit corrections; inspection records; zoning/land use exceptions; variance; waivers (received); forest practice; landscape; site monitoring, etc. • National Pollutant Discharge Elimination System (NPDES) Permits: Phase I Municipal Storm Water, Sand & Gravel Permits; Stormwater Pollution Prevention Plan (SWPP) supporting NPDES permit • Water permits (drinking, waste, surface, ground, and drainage (received)). • Environmental Programmatic Permit (clearing and grading) and related/supporting site inspection records; • Hydrology Project Approvals (HPA from State Fish and Wildlife); • Army Corps of Engineer Permits (NWP 3, etc.) • Quarterly Pit Site monitoring; • Well monitoring; • Stormwater Decant Station Discharge Permit monitoring <p>Excludes environmental monitoring/testing not related to a permit. See Environmental Monitoring Records, ASM-04-015.</p>	<p>Cutoff: After permit expired, or authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Asset Permits/ Authorizations – Environmental</p> <p>ASM-01-004</p>	<p>GS2012-033A</p>
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44.	<p><u>Permit Files – Assets (non-environmental)</u> Permits (authorizations, certifications, related inspections) <i>acquired by</i> the Roads Services’ Engineering section in relation to its functions and operations.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Applications; • Permits; • Correspondence; • Reports; • Violations and corrections documentation; • Fire safety permits and inspection records; • Vehicle registrations. • Materials Lab – Equipment Testing and Calibration: Records documenting the “Quality System” testing and auditing process. Includes records that document the calibration of testing materials. AASHTO AMRL R18 and CCRL testing. NOTE: AASHTO requires records kept on-site for a minimum of five years, however, some calibration and testing records require longer retention as may be needed throughout the useful life of the equipment. See AASHTO R 18 Requirements 5.8.2. <p>Note: Environmental Unit retains <i>final</i> grading permits, as well as related SEPA Checklists and Sensitive Area Forms.</p>	<p>Cutoff: After permit expired, or authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p>		<p>Asset Permits/ Authorizations – Non- Environmental</p> <p>ASM-01-005</p>	GS2012-033
45.	<p><u>Permit Files – Temporary (Over Legal, Right-of-Way, etc.)</u> Includes short term and temporary permits <i>granted by</i> Road Services.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Over-Legal Permits: permits for vehicles which are, according to Washington State laws, over legal width, height, length, or weight. • Includes temporary Right-of-Way/Construction Permits not related to Roads Division capital projects. 	<p>Cutoff: Conclusion of permit</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Temporary Permits</p> <p>LUD-01-004</p>	LU50-11-18

46.	<u>Procurement Bids</u> Original pool bids tabulation for contracted workers with Road Services Maintenance Section.	Cutoff: Completion of purchase or fulfillment of contract Retention: 6 years	Disposition Action: Not Archival - Destroy		Bids and Proposals – Successful CON-01-011	GS2012-016
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<p>47.</p>	<p>Project Files (Non-CIP) Records documenting all Road Services sections' projects not covered by more specific categories. This category excludes grant funded, IT systems development, and capital improvement/construction projects. May include but is not restricted to: Development files for: studies, reports, contracts, planning, or analyses. Files document significant project steps, correspondence, review and recommendations received. Support-work projects: Project files documenting a distinct body of work created in an effort to support or assist other county projects managed by other work groups, divisions, or departments.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Traffic and Safety Unit projects: Signal timing review; traffic studies, analyses, and report development files. • Pavement Program projects: Recycled asphalt project; Pavement condition design analyses - project files (report development) related to historic overlay activity studies; pavement testing studies. • HAL/HARS Program Records: Records documenting the High Accident Location / High Accident Road Segments Program (HAL/HARS). • Engineering design projects (plans, specifications, estimates) <u>completed for non-DLS-Roads county departments' or external agencies'</u> capital projects, such as: road closure and detour plans, roundabout, and channelization design. • Ad-hoc design projects as requested and which are not part of a Roads Services capital projects. • Surveyor Boundaries Review: Surveyor's review and memo provided to the Boundary Review Board on proposed annexation area boundaries. <p><i>(Continued on next page...)</i></p>	<p>Cutoff: Years after project closed*</p> <p>Retention: 6 years</p> <p>*For Surveyor's Boundary Review, project considered closed once memo sent from SBOS to BRB.</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>
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<p>48.</p>	<p><u>Project Files (Non-CIP)</u></p> <p><i>(Continued from previous page.)</i></p> <p>Records specific to SBOS include:</p> <ul style="list-style-type: none"> • ADA Transition Plan Development • HazMat (Hazardous Materials) Phase I development and backup Transportation Needs Report Development Files • NEP Project Development • Administrative projects such as comprehensive training coordination/hours reporting • Business systems project records documenting rollout and testing projects of software, legacy systems, web or SharePoint sites for Roads or other King County divisions or work units. • Plat reviews for DLS-Permitting Review of plat divisions by the County Road Engineer (or representative) to ensure plat proposal poses no risk to public safety. Review required to ensure compliance with Chapter 5 of the King County Road Standards Manual, “Roadside Features”, in accordance with Ordinance related King County zoning and Road Standards. Review provided to Department of Local Services – Permitting, as part of final plat review process. • Cultural Resource Screenings: Survey required for every ground disturbing project, used to assess probability of affecting cultural resources. Surveys identify location, probability of affecting cultural resources, regulatory context (NEPA, SEPA, NHPA, etc.), required compliance and recommendations for project. Survey completed to ensure compliance with LUD 16-1 (AEP), King County Ordinance 15975 and 16271, 27.24, 27.53, 43.21C, 68.50 RCWs, NEPA. • Road Standards and Project Management Manuals – “Development Materials” <p><i>(Continued on next page . . .)</i></p>					
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<p>49.</p>	<p><u>Project Files (Non-CIP)</u></p> <p><i>(Continued from previous page.)</i></p> <ul style="list-style-type: none"> <p>Environmental Assessments and Impact Statements – Development Files: Records created to produce final assessments of environmental conditions by the Road Services Environmental Unit on land owned, managed, monitored or acquired by King County. Includes draft documentation and other records created in an effort to produce final products of: environmental site assessments including tests, abatement/enclosure summary, recommendations, photographs; National and State Environmental Policy Act (NEPA and SEPA) applications, checklists, reports, determinations of significance or non-significance, draft and final Environmental Impact Statements (EIS), scoping notices; monitoring and permits related to SEPA/NEPA: Endangered Species Act Environmental Reporting Mandatory (SEPA); copy of original SEPA, annual addendums and lists of yearly projects; Biological Assessments.</p> <p>Note: The official Environmental Assessments are maintained with Roads Engineering Services, held alongside the Capital Project File, and maintained according to GS50-06B-24R2, Environmental Site Assessment.</p> <p>Project is considered complete for the Environmental Unit when final product is provided to Roads Engineering Services to be retained with the Project Manager’s file.</p> <p>(Continued on next page . . .)</p>					
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50.	<p><u>Project Files (Non-CIP)</u></p> <p><i>(Continued from previous page)</i></p> <ul style="list-style-type: none"> • State Forest Practice Permit, Right of Way and Vacation Review Files: Records documenting the review and approval of State Forest Practice Permits, Right of Ways, and Road Vacations. Roads Environmental Unit staff provides review and advice to external or other county agency responsible for final permits, right-of-way, and vacation approvals. Includes substantive advice, research, or on-going issues. *Project closure includes final manual completed, permit, ROW, or vacation approved and all monitoring completed, or project closed. 					
51.	<p><u>Property/Equipment Reporting</u></p> <p>Reports compiled and provided by Roads Services staff of property theft or damage done to King County property. Includes Property Damage Reports.</p> <p>Includes reports of security incidents (including theft or damage) and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Incident documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> •Intrusion and event logs; surveillance recordings; photographic evidence; • vandalism reports; •Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc. <p>Investigation documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> •Witness (and other) statements; •Reports (copies sent to Risk Management) •Corrective action taken; decision not to proceed with investigation; •Correspondence, notes, recorded information. 	<p>Cutoff: Investigation completed or issue resolved, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Security Monitoring - Incident</p> <p>INF-04-010</p>	<p>GS2010-008R1</p>

<p>52.</p>	<p>Public Complaints or Requests for Agency Action Records related to complaints and requests for agency action from members of the public. Includes only original requests or complaints and final response provided to requesting party. Also includes substantiating research or information provided to requesting party.</p> <p>Includes, but is not restricted to requests or complaints related to:</p> <ul style="list-style-type: none"> • Traffic, road, and right of way concerns such as speed, visibility, needs for crosswalks; • Issues related to right-of way (ROW) such as boundary lines concerns or utilities locations; • Locate requests and related communications; • Requests for information (not found on Roads’ public website). • Road Investigation Files (may result in official Claim File managed with the Office of Risk Management Services). <p>Note: RoadWorks may also be the official/final record for communications with members of the public (requests, complaints, and/or agency responses made in person or over the phone). Records not transcribed in or uploaded to RoadWorks should be retained according to this record series.</p> <p>Some research/analysis conducted to substantiate complaints or assess needs, provided or not, in final response <i>may</i> be useful beyond response to citizen. These records, for example analyses or studies, research, advice and recommendations, may be retained according to Project Files (Non-CIP), ACO-02-001. For any final reports or studies produced use Research/ Program Reports, Studies, Surveys, Models, or Analyses, ACO-02-002.</p>	<p>Cutoff: End of year in which issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	<p>GS50-01-09R2</p>
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53.	<p><u>Public Records Act Requests and Responses</u> Records relating to requests from the general public for access to the County's public records in accordance with the Washington State Public Records Act (RCW 42.56).</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Original request and all subsequent correspondence with requestor; • Directives to staff associated with records and received communications; • Attorney-client privileged communications associated with the public disclosure request; • Copies of records disclosed, redacted, or withheld from disclosure in their entirety; • Withholding and redaction logs. <p>Excludes original copies of records which should be retained according to their separate retention requirements on this retention schedule.</p>	<p>Cutoff: Public records request completed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	<p>GS2010-014R3</p>
54.	<p><u>Radio Inventory</u> Physical inventory control records for roads radios. Documents current inventory and custody.</p>	<p>Cutoff: Year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Inventory of Assets (Non-Real Property)</p> <p>ASM-05-003</p>	<p>GS50-03A-18R1</p>

<p>55. <u>Records Control</u> Records managed by the Roads Map and Record Center relating to the physical and intellectual control of the agency's records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Files classification schemes/guidelines; • Inventories; • Records circulation transmittals/retrievals; • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival; • Includes signed letters used for border crossing. <p>Includes only documentation created to manage roads records.</p> <p>Excludes records managed at the Map and Records Center, such as County Road Engineering records, project files, and historic archival documentation.</p>	<p>Cutoff: Once no longer needed</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Records Control INF-03-002</p>	<p>GS50-09-02R2</p>
<p>56. <u>Regional Road Maintenance Endangered Species Act Program (4D) – Meetings/Program Files</u> Records document the Regional Road Maintenance Endangered Species Act Program's activities, identified in the Regional Program Elements and required to maintain 4(d) certification. The program, which is approved by the National Marine Fisheries Service (NOAA Fisheries) under Limit 10 of the Endangered Species Act (ESA) section 4(d) rule, includes 24 other Washington State agencies (including WSDOT).</p> <p>Program activities and documentation includes:</p> <ul style="list-style-type: none"> • Regional program meetings; • Trainings provided – presentation, photos, sign-in sheets, materials provided, etc.; • Newsletters & scientific research activities documented; • Reports submitted to NOAA, etc. 	<p>Cutoff: Year-end, or completion of project, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Meetings – Inter-agency, Inter-local, Inter-governmental ACO-01-006</p>	<p>GS2011-175</p>

<p>57.</p>	<p><u>Regional Road Maintenance Endangered Species Act Program (4D) – Program Establishment</u> Records related to the establishment and certification of the Regional Road Maintenance Endangered Species Act Program. The program, which is approved by the National Marine Fisheries Service (NOAA Fisheries) under Limit 10 of the Endangered Species Act (ESA) section 4(d) rule, includes 24 other Washington State agencies (including WSDOT). It establishes the Guidelines describing physical, structural, and managerial best management practices designed so that when they are used, singularly or in combination, they reduce road maintenance activities’ impacts on water and habitat.</p> <p>Records include those documenting the original establishment and 4(d) approval of the program.</p> <ul style="list-style-type: none"> • Application Submittal and Appendices; • Biological Opinion and NOAA Approval Letter; • Best Management Practices; • Program Elements Guidebook; • Sequential Environmental Assessment, Finding of No Significant Impact, SEPA adoption (4(d) Rule (50 CFR 223.203(b)(10))). 	<p>Cutoff: superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Authorizations/Certifications – Agency Management</p>	<p>GS50-01-42 R1</p>
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<p>58.</p>	<p>Reporting - Final Studies, Analyses, Reports Final reports, or compiled models, analyses, etc. that are not required or mandatory and not used solely for any other Roads' capital improvement or other projects, and not covered by a more specific category. Includes ad hoc models, research, studies.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Analyses, studies, or reports per council requests; • Ad hoc reports supplied to other sections, departments, external requestors, or other agencies; • Conceptual design reports & feasibility studies <u>completed for non-DLS county departments' or external agencies'</u>; • Leadership in Energy and Environmental Design (LEED) design reports; facility assessment reports. • GIS projects, studies, data, models (such as transportation base models), etc. <p>Excludes</p> <ul style="list-style-type: none"> • Records used to <i>develop</i> reports or conduct studies or analyses, see item Project Files, ACO-02-001. • Project specific studies, reports, models, etc., should be retained with the Capital Improvement Project File. 	<p>Cutoff: Once obsolete or superseded*</p> <p>Retention: 6 years</p> <p>*Obsolete may include when project moves forward or decision not to proceed</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Research/ Program Reports, Studies, Surveys, Models, and Analyses</p> <p>ACO-02-002</p>	<p>GS50-01-32R1</p>
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59.	<p><u>Retirement Benefit Verification Records</u> Records that are used for verification of eligibility for retirement benefits.</p> <p>Records include information for individual employees that describe or reflect:</p> <ul style="list-style-type: none"> • Hours worked per month; • Compensation earned per month; • Hourly rate of pay, and break in service dates; • Dates and types of leaves and lump sum payments. <p>Can include, but is not limited to any of the following records if used to verify retirement eligibility:</p> <ul style="list-style-type: none"> • Payroll register, individual employee pay history, payroll reports, and other records included in the information above. • Employee Family Medical Leave Act (FMLA) and other absence related records if needed to confirm reasoning for absence and substantiate service credits for retirement. <p>May include records listed in other categories, such as absence request or FMLA or absence request documentation if needed to determine final service credit calculations upon retirement.</p>	<p>Cutoff: Termination of employment OR year end</p> <p>Retention: 60 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Individual Employee Pay History – Retirement Related</p> <p>FIN-08-003</p>	GS2017-009
60.	<p><u>Special Use Permits – Review, Inspections, Approval</u> Records related to the approval of applications for Special Use Permits granted by Roads Services. Includes Special Use Permits granting temporary right-of-way or for the use of Roads property for temporary or long-term use. Includes all inspection and site visit documentation.</p> <p>Note: Real Estate Services manages permit application coordination and final permit. Roads retains copy of permit and application, and all original inspection records.</p>	<p>Cutoff: Life of agency</p> <p>Retention: Permanent</p>	<p>Disposition Action: Archival</p> <p>ESSENTIAL</p>		<p>Conditional/Special Use Permits</p> <p>LUD-01-001</p>	LU50-16B-04

61.	<p><u>Stormwater Decant Station - Compliance Monitoring – Provided to DNRP</u> Copies of compliance and quarterly monitoring reports, along with signed submission letter to the King County Industrial Waste Program.</p> <p>For compliance issues related to a single vendor, see Stormwater Decant Station User Agreements, CON-01-001. For long-term stormwater monitoring data, see Inspections/Monitoring – Regulated (Environmental), ASM-04-015.</p> <p>Note: DNRP-WTD-IW (King County Industrial Waste) retains final compliance monitoring records required by the Wastewater Permit.</p>	<p>Cutoff: Once provided to DNRP-WTD</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A - Transitory	GS51-07-10R2 (S)
62.	<p><u>Stormwater Grant Program – Reports and Deliverables</u> Reports relating to the Stormwater Grant Program. Includes progress statements, financial reports, periodic, annual, special, and final reports all required to be submitted to the Department of Ecology as part of the terms of the grant agreement.</p> <p>Excludes all other records documenting the administration of funds awarded and copy of original contract. See Stormwater Grant Program – Funding Agreement and Grant Administration Records, FIN-01-017.</p>	<p>Cutoff: Submission of final report OR period required by grant/program, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival - Appraisal Required</p>		Grant Reports and Deliverables FIN-05-003	GS50-03C-02R1
63.	<p><u>Subsidiary Ledgers</u> Ledgers documenting the agency’s assets, liabilities, revenues, expenditures, gains, and losses. Includes bond specific ledgers such as general obligation bonds.</p> <p>Excludes non-bond/grant/project related ledgers, see General Office Accounting, FIN-01-001.</p>	<p>Cutoff: After year end OR after final bond payment OR completion of levy/grant project OR for terms required by grant agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		General and Subsidiary Ledgers FIN-01-006	GS50-03A-15R1

64.	<p><u>Supervisor - 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: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <p>Excludes records needed to support ongoing supervision of the employee. See Supervisor's Working Files, PER-06-010.</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File).</p>	<p>Destroy once the performance review has been completed and appeal period has ended.</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Supervisor's Working Files</p> <p>PER-06-010</p>	<p>GS50-04B-31R1</p>
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<p>65. <u>Supervisory Working Files</u> 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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Workplace expectations; • Documents related to long-term performance or career goals; • Emergency contact information; • Employee coaching documentation; • Advice or guidance received about ongoing issues relating to the employee performance monitoring, etc. <p>Excludes</p> <ul style="list-style-type: none"> • Records needed to support completion of annual performance evaluations, see Performance Evaluation Background Files, PER-02-003. • Records that document misconduct investigations, see related categories Employee Misconduct Investigations-Founded, PER-08-005, or Unfounded, PER-08-006 • Records that document employee complaints or investigations, Employee Complaints and Grievances, PER-08-001. • Medical related records such as doctor's notes, see PER-07-001. • Any other records that should all be transferred to the employee's Human Resource Service Delivery Manager to be retained with the personnel related files such as I-9 form, 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. 	<p>Cutoff: Once no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Supervisor's Working Files</p> <p>PER-06-010</p>	<p>GS50-04B-31R1A</p>
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<p>66. <u>Systems and Operations Work Plan and Project Priority Tracking</u> Monitoring work logs and spreadsheets used to track and prioritize program operations and non-CIP program projects.</p> <p>Includes, but is not restricted to</p> <ul style="list-style-type: none"> • Signal priority array, signage; • Project schedule tracking; • Striping; • Collision report tracking; • High accident location monitoring. <p>Includes records only used for tracking and program prioritization.</p> <p>Excludes any projects, reports maintenance records, official collision reports, traffic monitoring data and analysis or studies.</p>	<p>Cutoff: Once superseded or no longer needed for agency business.</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Operation Logs ASM-11-005</p>	<p>GS2012-037A</p>
<p>67. <u>Traffic – Reports and Surveys – Raw Data</u> Raw data collected during the monitoring of traffic count and volume control and flow, traffic lights and signals, traffic accidents and incidents, intersection reports, and other data or statistics relating to traffic on the streets and roads within King County’s jurisdiction or related to other local governments and jurisdictions as requested.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Electronic data collected; • On-location hand counts or tallies; • Video recordings; • Accident reports provided from the Washington State Patrol or other law enforcement agency, • Raw data reports auto-sent from Cyntrax and Tactics. 	<p>Cutoff: Once final analyses or report complete, or after information superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Traffic Monitoring – Raw Data ASM-14-005</p>	<p>GS2016-009</p>

<p>68.</p>	<p><u>Traffic - Required Reporting</u> Reports or statistics <i>prepared by</i> Traffic Operations or Traffic Safety staff relating to roads and traffic.</p> <p>May include reporting related to:</p> <ul style="list-style-type: none"> • Count/volume/flow stats; • Traffic lights/signals/signs; • Traffic accidents/incidents, etc. <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Reports, such as Collision Data Report; • Submission confirmation; • Correspondence, inquiries, etc. <p>Includes only reports required to be submitted to an external agency or legislative authority by federal, state, or local law.</p>	<p>Cutoff: Once report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) Assets</p> <p>ASM-01-003</p>	<p>GS2012-044</p>
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<p>69. <u>Traffic – Safety & Operations Analyses, Studies, Surveys, and Prepared Reports</u> Compilations, analyses, surveys, studies, and reports <i>prepared by</i> Traffic Operations or Traffic Safety staff relating to roads and traffic count/volume/flow, traffic lights/signals/signs, traffic accidents/incidents, etc., on streets, roads, or right-of-ways within Roads jurisdiction, or as requested by cities and districts within King County.</p> <p>Includes, but is not limited to studies, analyses, or prepared reports on intersections; pedestrian crosswalks; all-way stops, corridors, etc.</p> <p>Reports or studies may originate from citizens’ complaints or request for action on traffic and safety related concerns.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Sight, speed, volume, and count analyses, etc.; • Reports and studies created to assess roads and ensure compliance with Manual on Uniform Transportation Design (MUTCD) requirements; • Roads’ needs and functionality assessments; • Final safety and HAL/HARS program reports; • Signal Synchro Models (analyses). <p>Excludes minor, ad-hoc informational and/or one-time use reports generated and provided upon request for other Roads Traffic and Design staff to use in other project/ program work. See Traffic Monitoring – Raw Data, ASM-14-005.</p>	<p>Cutoff: Once analyses or report complete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>Traffic Monitoring – Analysis, Studies, and Reports</p> <p>ASM-14-004</p>	<p>GS50-18-34R2</p>
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<p>70. <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) • 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 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p>	<p>Refer to King County General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction form is not required for Transitory Records.</p>
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<p>71. <u>Transportation Impact Fee – Rate Setting</u> Records relating to setting rates of fees by Road Services and King County. Records include inquiries and notifications; fees calculated for collection pursuant to: RCW 39.92.050, Transportation Impact Fee, as well as other impact fees.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Original request from the Department of Local Services, Permitting Division • Results, calculations and other records providing substantiation of determination (retained in the Mitigation Payment System, MPS or otherwise); • Communications with Permitting. <p>Note: DLS-Permitting retains rate setting records as part of the permit approval file.</p>	<p>Cutoff: After rates superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p>		<p>Impact fees – Rate Setting</p> <p>FIN-07-006</p>	<p>GS2012-048</p>
<p>72. <u>Transportation Needs Report – Final</u> Final Transportation Needs Report (TNR) submitted as a component of the King County Comprehensive Plan.</p> <p>Final report includes:</p> <ul style="list-style-type: none"> • List of recommended transportation improvements projected for 20 years, created by the King County Road Services Division and approved by County Council. • Projects for unincorporated King County as well as accounting for significant projects in cities, adjacent counties, and on state highways. • Projects that are anticipated due to regional growth and development are also covered in the TNR. Includes sub-area boundary maps. <p>Includes only the final TNR submitted to King County Council.</p>	<p>Cutoff: After superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival – Appraisal Required</p> <p>*A full set should be transferred to the King County archives according to the retention requirements. A copy of the full set may be retained with Roads according to GS50-02-04R2.</p>		<p>Long-Range Asset Plans – Final Version</p> <p>ASM-08-003</p>	<p>GS51-07-15R1</p>

<p>73.</p>	<p><u>Utility Permit & Inspection Files</u> Records documenting the issuance, including inspections and approvals, of long-term permits for the installation, modification, and removal of utilities and utility support in the public right-of-way.</p> <p>Records may include, but is not restricted to:</p> <ul style="list-style-type: none"> • Permit application; • Copies of permits, plans, and inspection records; • Related correspondence. <p>Note: DPER is the office of record for the Accela Automation database, which retains utilities permit and inspection records. This category applies to any related substantive information that is not directly transcribed or uploaded into Accela, including utility inspection diaries, email communications, photographs, etc. Notes, correspondence, pictures, etc. which are uploaded or transcribed are considered transitory and should be deleted once information is entered into Accela.</p>	<p>Cutoff: Year end</p> <p>Retention: 6 years</p> <p>Permanent: After year end and 6 years of retention, contact the King County Archivist for permanent transfer</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Right-of-Way Use Permits/Utility Permits</p> <p>LUD-01-002</p>	<p>LU50-11-22</p>
<p>74.</p>	<p><u>Web Content Management – Official and Legal</u> Records documenting the publishing of online (internet and intranet) content, specifically content that is legal or official in nature and affects the public interest and/or is published for public consumption.</p> <p>Includes, but is not limited to the internet publishing of:</p> <ul style="list-style-type: none"> • Ordinances, motions, or policies; • Records retention schedules; • Proclamations; • Public notices, etc. <p>Note: original records published have their own separate retention requirements and must be maintained as such. This category only applies to documentation of intranet/internet page posting.</p>	<p>Cutoff: After online content is removed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Online Content Management – Official Legal</p> <p>INF-04-017</p>	<p>GS2010-007A</p>

COUNTY ROAD ENGINEER RECORDS

<p>76.</p>	<p>Records retained by the Road Services Division County Road Engineer (acting as County Engineer) in accordance with RCW 36.80.040. Includes records documenting all matters recorded and filed with the county engineer comprising a complete history of public roads, highways, bridges, ditches, or other surveys of the county, and where records have been officially designated as CRE records by the County Road Engineer listed in this record series.</p> <p>Records determined to be County Road Engineer (CRE) Records are as follows:</p> <p><u>Capital Project Related Records:</u> Records created through the Capital Project process which document the planning, design, and construction of the agency’s structures and infrastructure and have been determined by the County Road Engineer to be County Road Engineer records.</p> <p>Specific records include:</p> <ul style="list-style-type: none"> • Contracts or agreements; • Design change orders, IFC Drawings (Conform Drawings); • As-Builts, record drawings, shop drawings; • Geotechnical records: boring logs, soil sample reports; • Pile driving records, material testing record; • Final surveys; • Right of way records; • Environmental Site Assessment, NEPA and SEPA documentation, other environmental related documentation; <p><i>(Continued on next page)</i></p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL ESSENTIAL</p>		<p>County Engineer Records ASM-05-007</p>	<p>GS2012-031</p>
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<p><i>(Continued from previous page.)</i></p> <ul style="list-style-type: none"> • Inspection reports and diaries; • Photographs; videos; • Operations manuals or maintenance manuals; • Load ratings, record of approved materials (RAMS) • Manufacturer’s certification/catalog cuts; • Field directives; • Request for Information (RFIs), Request for Substitution; • End of project reports. <p><u>Major Road Maintenance & Maintenance History</u> Records documenting major and regulated maintenance performed on assets owned, used, or maintained by Road Services in order to ensure full useful life of the structure or infrastructure. Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Maintenance manuals, • Repair history (logs, summaries, reports which may contain minor report records, as well); • Inspection reports, service, repair and maintenance records, work orders, • Related correspondence. <ul style="list-style-type: none"> • Maintenance Requests managed in the Discretionary Database –Work orders, requests, and maintenance documentation created and retained in the Discretionary Database, such as Form A and Form B. Excludes services required under Chapter 39.04 RCW. • RoadWorks Asset Management – System Records: GIS database managing King County road and asset maintenance work history. Provides comprehensive maintenance history of all County maintained roads. Also used for long term planning, projects, studies, or analyses, etc. <p><i>(Continued on next page...)</i></p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
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<p><i>(Continued from previous page.)</i></p> <p><u>Real-Property (County Asset): Acquisition and Ownership Documentation</u></p> <p>Records documenting the acquisition, sale or other disposition, improvement, division, or valuation of the real property assets, such as land, road establishment, land division, etc.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Deeds, titles, title insurance; • Permanent easements <i>granted to</i> the county; • Appraisals; purchase offers; • Contracts and agreements related to ownership; • Land information files; • Rights-of-way; • Disposition, vacations, etc. • Right-of-Way: Any records documenting the process of relinquishing road, street, alley, and other right-of-way. Excludes right-of-way use permits. Includes background information related to acquisition, ownership, property boundary determinations, etc. or information supporting ongoing or potential right-of-way disputes. • Property Inventory (Roads Owned, Surplus): Inventory of properties owned by Road Services (ROWS acquired and others, utilized or not) and identifies current property status. • Property Disposition Management/Potential Annexations • Property disposition records, including surplus properties memo to King County Real Estate Services, records related to the coordination and creation of a sale. • Historic valuation records relating to roads and bridges infrastructure asset calculations documenting historic valuations, “donations” valuations required by GASB, etc. • Road Logs – (King County Road Index Map Book): Complete road index required by RCW 46.68.124, WAC 136-60. <p><i>(Continued on next page . . .)</i></p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
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	<p><i>(Continued from previous page.)</i></p> <p><u>Bridge Maintenance and Inspection:</u></p> <ul style="list-style-type: none"> • Annual Bridge Report: Annual report required by WAC 136-20-060 and King County Ordinance 11693. Bridge Inspection & Operations Records: Inspections performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to 23 CFR 650 (C); 23 USC 151. • Bridge Maintenance Records: As required in 23 CFR 650 (C) and 23 USC 151, as part of the Bridge Inspection Record. <p><u>Historic Road Files, Other:</u></p> <ul style="list-style-type: none"> • Aperture Cards/Microfilm backups • Road History Files/Packets (housed at Archives) • Survey Field Books: Field diaries with notes taken on site during the surveying process. Document general data and site-specific information on a day-to-day basis. • Road Design Standards Manuals • Survey Monument Control and Description Records: Inventory, description, or documentation of monuments-survey and geodetic marks- maintained by King County surveyors, monument/section cards. • Washington State County Road Administration Board (CRAB) Records: Reports, submittals, and communications documenting participation with CRAB, and filed in accordance with RCW 36.78.070. • Traffic – Speed Revision Approval Form and Letter ADA Inventory Database: database of current ADA curbs, slopes, and ramps within King County, or constructed and monitored by the Roads Engineering Services ADA Program in an effort to comply with the regulatory requirements of Section 504 of the Rehabilitation Act of 1973. 	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
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	<p>Road Design Manuals (Road Design Specifications and CAD Standards) Design and development standards and specifications approved by Road Services and the state, developed to ensure the compliance with design and construction requirements and practices, such as storm water management, environmental policies, state and federal requirements, and the King County Comprehensive Plan.</p> <p>Includes, specifically: Road Design Standards Manual, which sets out the design standards for all King County for roads, grates, catch basins, landscaping, traffic lines, ramps, slopes, etc. CAD Standards Manual, which sets out the design standards for use of CAD for road design, such as layers, font, and line consistencies, etc.;</p> <p>May also include any other manuals developed by the Roads Engineering staff for all design, construction, operations and maintenance.</p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
<p>77.</p>	<p><u>Cultural Resource Section 106 Memorandum of Agreements:</u> Mitigation of Impacts to Sites – Memoranda of Agreement: Records relating to an agency’s course of action for a project which has been determined to have an adverse effect on archaeological/ historic sites.</p> <p>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>

<p>78.</p>	<p><u>Cultural Resource Technical Reports – NHPA Section 106</u> Records relating to notifications of proposed or recommended federal or state funded, licensed, and permitted construction or development projects for the determination of any potential adverse effects on historic/archaeological sites. Technical report includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notifications of proposed or recommended project; • Communications with tribes, WSDOT, Army Corps of Engineers, Washington State Department of Archaeology and Historic Preservation, etc., including determinations; • Description of project including any blueprints and drawings of proposed development/project; • Determinations by Department of Archaeology and Historic Preservation (concurrency letter). <p>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
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79.	<p><u>Cultural Resource Database “Vault”</u></p> <p>Compilation of information on significant historic resources, also known as the Historic Resource Inventory. The inventory is required by King County Code 20.62 and is utilized by the King County Historic Preservation Program and Officer, as well as the Cultural Resources Coordinator in the King County Road Services Division to ensure that development proposals for projects on or adjacent to a resource listed in the HRI be reviewed by the King County HPO prior to approval. Ground disturbance on parcels with known archaeological sites may require archaeological survey and mitigation. Inventory maintenance is also required according to LUD 16-(AEP).</p> <p>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</p>	<p>Cutoff: Closure of Office of County Roads Engineer</p> <p>Retention: Permanent – Transfer to the King County Archives immediately after closure of the Office of County Roads Engineer</p>	<p>Disposition Action: ARCHIVAL</p> <p>ESSENTIAL</p>		<p>County Engineer Records</p> <p>ASM-05-007</p>	<p>GS2012-031</p>
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Certification

9. County Records and Information Manager Signature

My signature certifies the accuracy of this schedule and that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4.

DocuSigned by:

Ellie Browning

7/24/2020

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Ellie Browning

Date

10. County Archivist Signature

My signature certifies that I have reviewed and approved the archival status of the records series as described on this schedule.

DocuSigned by:

Danielle Boucher

7/31/2020

DP9F1D6AA8047A...

Danielle Boucher

Date

11. Agency Manager Signature

My signature certifies that I have read and understood the requirements of this retention schedule and that I agree to implement it for all records and information within the scope of my responsibility.

DocuSigned by:

Lydia Reynolds-Jones

8/3/2020

439EED7A889152...

[Agency Manager]

Date

Public Records Committee Use Only

12. PRC APPROVAL

Deborah Kennedy

August 14, 2020

Deborah Kennedy

Date

King County Public Records Committee