



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Director's Office

2. DEPARTMENT-DIVISION-SECTION [DDS]

DNRP-DIR-(DIR) / 160103

3. TOTAL NUMBER OF PAGES

18

4. DATE LAST MODIFIED

January 23, 2018

5. STATUS

Final

6. VERSION

2

6. SCOPE AND DISCLAIMER

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County's Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

Glossary

Cutoff: the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

Retention: the length of time the records must be retained *after* the cutoff date

Disposition Action: the action that should be taken with the records after they have met their retention period

ESSENTIAL: records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1	<p><u>Accounting Records - Secondary</u> Records are used to document payment for goods and services received.</p> <p>Includes, but are not limited to:</p> <ul style="list-style-type: none"> • Invoices • Purchase orders • Vouchers • Receipts. <p><i>Note: See General Office Communications and Staff Meetings.</i></p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / FBOD / Accounts Payable		
2	<p><u>Administrative Procedures and Instructions</u> Documentation of internal office policies, procedures and guidelines related to routine day-to-day operations.</p> <p>Types of records may include:</p> <ul style="list-style-type: none"> • Advisory memos, manuals documenting departmental policies and procedures, handbooks, desk manuals, supporting background materials and related documentation. 	<p>Cutoff: Revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		Administrative Procedures and Instructions ACO-03-004	GS50-01-01
3	<p><u>Advertising and Promotion</u> Records related to the planning and/or execution of educational or promotional events, advertising campaigns, and contests conducted by the county to promote its mission or business.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Event programs and schedules, passes, news clippings, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, web-based/social media promotion and advertising, and correspondence. 	<p>Cutoff: End of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		Advertising, Promotion and Outreach PRE-01-005	GS2011-165

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4	<p><u>Budget Development Files</u> Background information and draft documents compiled in the course of budget preparation.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Preliminary budgets, spreadsheets, statistics, expenditure reports, correspondence, briefing materials, justification documents, presentations, whitepapers, and supporting documentation. 	<p>Cutoff: Budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-006</p>	GS50-03D-03
5	<p><u>Contracts and Agreements – General</u> Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes change orders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. <p>Excludes interlocal agreements (ILAs) with other public agencies (see Interlocal Agreements).</p>	<p>Cutoff: Closeout of contract or agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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	<p><u>Database & Application Management</u> Web based and other computer software applications (e.g. SharePoint), databases (e.g. Microsoft Access, SQL servers, etc.) used and managed by the agency.</p> <p><i>Note: All individual records posted or used to compile data have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Cutoff: No longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records and information should be maintained in database outside of KC ERMS</p>	GS50-09-02R2
6	<p><u>Director's Office Communications</u> Internal and external communications to or from the county's elected official(s) and/or executive management team, that are made or received in connection with the transaction of county business, and that are not covered by a more specific record series. Includes communications by supporting staff acting on behalf of elected official or executive.</p> <p>Includes but is not limited to :</p> <ul style="list-style-type: none"> •Requests for and provision of information/advice and county-initiated information/advice, sent or received by elected officials or executive management team. •Meetings held among agency and department directors, as well as councilmembers and independently elected officials. <p>Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.</p> <p><i>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</i></p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	GS50-01-12R3

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7	<p><u>Financial Transactions – Bond, Grant and Levy Projects</u> Records documenting All resources received and expended by the agency for bond, levy, and/or grant-funded projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cancelled (and voided) checks, credit card slips, project cost record, etc., <i>for capital assets constructed by the local government agency</i>; • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; • Documents supporting purchase/acquisition/construction and disposition/sales prices; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds awarded or received by the local government agency; • Project cost/expenditure tracking record (staff time, etc.); • Registers and journals for All funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. 	<p>Cutoff: Final bond payment or completion of levy/grant project or terms of grant agreement, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2

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8	<p><u>Financial Transaction Control</u> Records documenting the accurate and accountable entry and approval of financial transactions into the County finance system, Oracle EBS per King County Executive policy FIN 15-4.</p> <p>Records document supervisory/management review of all expenditure transactions entered into EBS.</p> <p>They may include but are not limited to:</p> <ul style="list-style-type: none"> • Approvals submitted via email • Written correspondence • Tracking spreadsheets or other documentation providing the basis for decisions made. 	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Financial Transaction Control</p> <p>FIN-03-002</p>	<p>GS2011-184R3</p>

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9	<p><u>General Office Communications and Staff Meetings</u> Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> •Correspondence, email; •Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> •Requests for and provision of information/advice; •Agency-initiated information/advice <p>Records documenting monthly meetings held by (and/or for) DNRP staff.</p> <p>May include:</p> <ul style="list-style-type: none"> • Staff meetings, internal committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.) • Agendas, meeting packets, sign-in lists, meeting notices, etc • Minutes, audio/visual recordings, transcripts, etc. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>GS2010-001R3 (Communications)</p> <p>GS50-01-43R2 (Staff Meetings)</p>

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11	<p><u>Historic Resource Inventory</u> Inventory of historic and archaeological properties unincorporated King County and cities in which preservation agreements exist.</p> <p>Includes: map points of archeological sites, photos, historic records etc.</p> <p><i>Note: Archeological records described under RCW 42.56.300 (1) are exempt from public disclosure.</i></p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Historic Resource Inventory</p> <p>ASM-01-001</p>	GS50-06F-02R1
12	<p><u>Interlocal Agreements</u> Signed agreements between King County and other public agencies in the interest of cooperatively sharing resources for their mutual benefit, in accordance with RCW 39.34.</p> <p>Includes interlocal agreements (ILAs) for landmark services with cities.</p> <p><i>Note: Per RCW 39.34.040, a copy of each of the county's interlocal agreements must either be filed with the King County Recorder's Office or sent to DES / RALS / Archives, Records Management and Mail Services (ARMMS) for publishing on the internet. This should happen before the agreement has been entered into force.</i></p>	<p>Cutoff: Termination/ expiration of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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13	<p><u>Landmark Designation and Regulation</u> Records relating to designations and protection in unincorporated King County and cities in which preservation agreements exist. Includes applications, correspondence, notifications, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • legal notices • Landmark registration forms, Findings of fact and decisions • legal decisions • Certificates of Appropriateness (COA); applications and decisions • Landmark designation and regulation support materials: photos, public hearings, agendas, violations, site visits, site plans, correspondence legal notices, etc. <p><i>Note: Decisions associated with landmark designations are filed with the Recorder's Office and primary copy should be retained by that office.</i></p>	<p>Cutoff: Termination of designation</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Landmark Designations & Regulation</p> <p>ASM-01-002</p>	LU50-11-29

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14	<p><u>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</u> Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes • Includes indexes and other finding aids. <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</p> <p>ACO-01-013</p>	GS2012-027
15	<p><u>Newsletters</u> Master set of All newsletter publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) Records include newsletter publications regardless of format including Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records).</p>	<p>Cutoff: No longer needed for agency business</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4

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16	<p><u>Online Content Management</u> Records documenting the publishing of the County's online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual records that have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Cutoff: Online content removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
17	<p><u>Ordinance, Legislation and Resolution Development Files</u> Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission or board.</p> <p>Excludes approved legislation, ordinances and resolutions covered by GS50-05A16.</p>	<p>Cutoff: Approval or decision not to proceed</p> <p>Retention: 3 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Ordinance, Motion and Resolution Development and Transmittal Files</p> <p>LES-02-002</p>	GS50-01-25R1

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18	<p><u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. Only includes records needed to support the completion of the performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc. <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files).</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p>Cutoff: Performance review has been completed and appeal period has past</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records should be managed outside of KC ERMS</p>	GS50-04B-31
19	<p><u>Policy Development Files</u> Files document the development for DNRP and County policies. Includes drafts, research, supporting documents, correspondence, etc.</p>	<p>Cutoff: policy approved or decision to not proceed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1

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20	<p><u>Project Files</u> Records relating to agency projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules.</p> <p>May include:</p> <ul style="list-style-type: none"> • Inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation. 	<p>Cutoff: Project completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
21	<p><u>Public Disclosure/Records Requests</u> Records relating to requests from the public for access to the agency's records in accordance with chapter 42.56 RCW. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor in their entirety • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p> <p>Note: Response is considered complete when All complaints, appeals, or challenges related to the request have been resolved.</p>	<p>Cutoff: Public records request filled</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3

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22	<p><u>Research/Program Reports, Studies, Surveys, Models and Analyses</u> Research/program reports, studies, surveys, models, and analyses where not covered by a more specific records series in King County General Records Retention Schedule or agency specific schedules.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Reports published by county agencies • Reports by consultants hired by the county • Publications of joint projects supported by King County Government • Published studies and reports, pamphlets, and brochures. <p>Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.</p>	<p>Cutoff: Superseded or obsolete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1
23	<p><u>Strategic Plans – Development</u> Records relating to the development of the agency’s strategic plan.</p> <p>May include:</p> <ul style="list-style-type: none"> • Correspondence, drafts with substantive changes, mission statements etc. 	<p>Cutoff: Completion of plan</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Strategic Plans - Development</p> <p>ACO-04-002</p>	GS2010-079
24	<p><u>Strategic Plans – Final</u> Final version of agency-wide strategic, long-term plan used to align the agency’s organizational and budget structure with its priorities, missions, and objectives.</p>	<p>Cutoff: Plan revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival - Permanent</p> <p>One copy should be transferred to the King County Archives at the end of the retention period for PERMANENT retention.</p>		<p>Strategic Plans – Final</p> <p>ACO-04-003</p>	GS2010-080

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25	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc. <p>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p>Excludes Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. (transfer to Human Resources Office)</p>	<p>Cutoff: No longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records should be managed outside of KC ERMS</p>	GS50-04B-31R1A

<p>26</p>	<p>Transitory Records 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: No longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>N/A</p>	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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27	<p><u>Utility Rate And Billing System Development Documentation</u> Service rate calculations and documentation on billing and collection systems.</p>	<p>Cutoff: Rate schedule completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Rate And Billing System Development Documentation</p> <p>PUT-02-003</p>	UT55-05B-20
28	<p><u>Work Plans</u> Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans. Plans may be produced annually, bi-annually or quarterly.</p> <p>Excludes agency-wide strategic plans covered by GS2010-080.</p>	<p>Cutoff: Revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Plans</p> <p>ACO-04-004</p>	GS50-01-38R2

