



King County

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

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Parks and
Recreation Division / Business Development

**2. Department/Division/Section
(DDS) Number**

DNRP-PKS-(BD) / 160504

**3. TOTAL NUMBER OF
PAGES**

11

**4. DATE SUBMITTED
FOR APPROVAL**

October 3, 2017

5. STATUS

Final

6. VERSION

2

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 KC ERMS will be dispositioned from within the KC ERMS and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the KC ERMS 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>Communications – General</u> Communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of county 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. • Requests for and provision of information/advice; Agency-initiated information/advice • Travel coordination/planning records • Communications with existing or potential partners, where not covered more specifically below • Providing input to internal colleagues. 	<p>Cutoff: end of year</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>GS2010-001R3</p>

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2.	<p><u>Community Relations, Outreach and Event Records</u> Records documenting the planning and execution of any events, campaigns, contests, surveys or other promotional or outreach activities with the intent of promoting Parks' mission or business activities. Also includes general outreach activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Social media (Facebook, Twitter, Instagram, Twitter) promotional posts • Public meeting documentation • Event photos and reports/summaries • Blog posts • Community engagement surveys, including results/summaries • Informal contests • Posters, brochures, signs, or promotional material • Photographs and graphics <p>Excludes newsletters (see Newsletters).</p>	<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>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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3.	<p><u>Contracts and Agreements</u> Instruments signed by DNRP Parks and Recreation and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Lease/rental agreements, maintenance agreements, concession contracts, event agreements, etc. <p>Contract files can include, but are not limited to:</p> <ul style="list-style-type: none"> • Signed contract agreement, amendments/extensions, supporting documentation, compliance monitoring, negotiations, etc. <p>Excludes Interlocal agreements, MOUs and MOAs (see Contracts – Interlocal Agreements).</p> <p>Excludes contracts for grant funding (see Grant Administration (YSF and CPG) – Funded).</p>	<p>Cutoff: completion of transaction or termination/expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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4.	<p><u>Contracts – Interlocal Agreements</u> Interlocal agreements between King County Parks and Recreation Division and other jurisdictions for the provision of Parks' services (example, providing trail maintenance services to cities).</p> <p>Also includes Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs).</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
5.	<p><u>Financial Processing Records – Business Revenue</u> Records documenting all resources received or expended by Parks from business revenue sources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Daily cash balance report • Reconciliations • Receipts • Invoices 	<p>Cutoff: 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>	GS2011-184R3

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6.	<p><u>Grant Administration – YSFG and CPG (Funded)</u> Records that document administration of grants awarded by King County to external groups or agencies under the Youth Sports Facilities Grant (YSFG) or the Community Partnership Grant (CPG) programs. Includes grant applications, evaluation/scoring documentation, contracts, contract extensions or supporting documentation and invoicing documents.</p> <p>Excludes records documenting improvements that are made to King County Parks properties as a result of grant-funded projects (see Parks Facilities Improvements below).</p>	<p>Cutoff: termination of grant agreement 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>	GS2011-183R2
7.	<p><u>Grant Administration – YSFG and CPG (Not Funded)</u> Records that document applications for grant funding under the Youth Sports Facilities Grant (YSFG) or the Community Partnership Grant (CPG) programs, that are unsuccessful and do not result in funding.</p> <p>Includes applications, scoring/evaluation documentation, denial notifications, etc.</p>	<p>Cutoff: end of year in which application is denied</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	GS50-03C-07R1
8.	<p><u>Internet Content Management</u> Records that document <i>updates made</i> to all online content managed by DNRP Parks and Recreation Division, including internet pages managed in Sitecore and social media tools including Facebook, Twitter, Instagram and Flickr. Only includes communications about web updates.</p> <p>Excludes actual web content, which have their own retention requirements depending on content.</p>	<p>Cutoff: content is updated or removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007

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9.	<u>Legacy Bench Program Records</u> Records documenting the Legacy Bench program where members of the public donate funds to Parks for a bench to be installed in a King County park with a memorial plaque of the donator's choosing. Includes donation forms and photographs of installed benches.	Cutoff: year end Retention: 6 years	Disposition Action: Potentially Archival – Appraisal Required		Parks Donation Records ASM-09-011	PR50-13C-05
10.	<u>Newsletters</u> Final published newsletters disseminated by DNRP Parks and Recreation Division.	Cutoff: end of year in which no longer needed for agency business Retention: 2 years	Disposition Action: Potentially Archival – Appraisal Required		Master File of Agency Publications INF-02-001	GS50-06F-04R4
11.	<u>Parks Facilities Improvements</u> Records documenting improvements made to King County Parks facilities as a result of partner projects under the CPG (Community Partnership Grant) program. Includes, but is not limited to: record drawings.	Cutoff: disposition of real property and expiration of agreement Retention: 10 years	Disposition Action: Potentially Archival – Appraisal Required ESSENTIAL		Capital Assets (Real Property) Files ASM-02-007	GS55-05A-06R1
12.	<u>Permits Provided – Parks Temporary Use</u> Permits <i>provided</i> by the county for the temporary use of Parks properties by citizens or external groups. Includes permit application, permit provided and other required documentation, as needed. Includes but is not limited to: • Picnic permits, camping permits, moorage permits, wedding permits, etc.	Cutoff: permit expiration Retention: 3 years	Disposition Action: Not Archival - Destroy		Non-Business Licenses and Permits LIC-02-002	LP50-12D-10

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13.	<p><u>Procedures and Manuals</u> Internal procedures, instructions and manuals <i>developed by</i> DNRP-Parks that guide users on the procedures or protocol for day-to-day operations.</p> <p>Excludes procedures received from external sources (i.e. printer manual) (See Transitory Records).</p>	<p>Cutoff: 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
14.	<p><u>Project Files – General</u> Records documenting projects and the development and creation of deliverables or outcomes that are not related to a more specific record series. Includes, but is not limited to the following projects: policy development, interlocal agreement development, and ad hoc projects such as implementing a solution for parking issues at trailheads, Quarterly Report generation, CLASS system replacement.</p> <p>May include:</p> <ul style="list-style-type: none"> • Inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation. 	<p>Cutoff: end of year in which 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
15.	<p><u>Submitted Grant Applications</u> Records documenting applications <i>submitted by</i> DNRP Parks and Recreation Division for grants or other funding sources. Most grant applications are submitted electronically, resulting in different formats depending on the system used.</p> <p>Note: if the grant or funding source is approved, the original grant application is incorporated into the approved grant agreement and is managed by another section in the division.</p>	<p>Cutoff: end of year in which grant is approved or denied</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	GS50-03C-07R1

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16.	<p><u>Supervisor's 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; 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 Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Personnel File rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: when no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	GS50-04B-31R1A

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17.	<p><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: when no longer needed</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	<p>Refer General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>

