



**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 / Capital Project Management

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

DNRP-PKS-(CIP) / 160507

**3. TOTAL NUMBER OF
PAGES**

8

**4. DATE LAST
MODIFIED**

February 2, 2018

5. STATUS

Final

6. VERSION

1

6. SCOPE AND DISCLAIMER

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

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

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

Glossary

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

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

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

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

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>CIP Standards</u> Records that document the design and development of official standards and specifications for the construction, operation and maintenance of Parks facilities. Standards are required to be used for all Capital Improvement Projects within DNRP-Parks.</p> <p>Examples include:</p> <ul style="list-style-type: none"> Standards for style of chain link fence to be used at all Park sites and standard for kiosks. 	<p>Cutoff: when superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Standards and Specifications Manuals</p> <p>ASM-02-003</p>	GS55-05G-04R1
2.	<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. 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. Information/assistance/advice provided to other project managers and other Parks sections (including SUP review). 	<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>	GS2010-001R3
3.	<p><u>Procedures, Protocols 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: when obsolete or superseded</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

4.	<p>Project Files – Capital Improvement Projects Records document capital improvement projects (including construction projects and IT projects) for King County Parks Division, from pre-design to construction completion. Most CIP records are filed in the Unifier system.</p> <p>Project files include, but are not limited to:</p> <ul style="list-style-type: none"> • Project charter, grant/funding information, estimates, copies of bidding records, predesign study reports, project management plans, long range facilities plans, work orders, invoices and vouchers, meeting minutes, design, design reviews, design reports, consultant agreements, various permits, hazardous waste permits, charge orders, charge proposals, inspection reports, warranties, manuals, community outreach documentation, correspondence, photographs, etc. <p>Note: certain project records have different retention requirements and should be separated and filed under different categories or offices after the completion of the project, including:</p> <ul style="list-style-type: none"> • <i>Operating Manuals</i> (GS50-06B-09R1) – disposition of asset (to DNRP-PKS-OPS) • <i>Maintenance Manuals</i> (GS2012-039) – 6 years after disposition of asset (to DNRP-PKS-OPS) • <i>SEPA/NEPA/EIS</i> (GS55-05A-06R1) – 10 years after disposition of asset (to DNRP-PKS-CPLM) • <i>Long-Range Facilities Plans</i> (GS51-07-15R1) – 2 years after superseded (to DNRP-PKS-CPLM) • <i>Hazardous Waste Permits</i> (GS55-01M-04R1) – 50 years after terminated (to DNRP-PKS-OPS) • <i>Other Permits</i> (GS2012-033) -6 years after permit terminated (to DNRP-PKS-OPS) • <i>Construction contracts</i> (GS2011-169) – 6 years after disposition of asset (to DNRP-PKS-OPS) • <i>Record drawings</i> (GS50-18-06R1) – Permanent – Archival Transfer. • <i>Equipment warranties</i> (GS50-06B-22R1) – 6 years after disposition of asset (to DNRP-PKS-OPS) 	<p>Cutoff: project completed</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Construction Project Files – Parks</p> <p>ASM-02-005</p>	<p>GS50-18-10R1</p>
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5.	<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: small-scale carpentry projects.</p> <p>May include:</p> <ul style="list-style-type: none"> • inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation. <p>Excludes capital improvement projects (see above).</p>	<p>Cutoff: project completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1
6.	<p><u>Reference/Duplicate Copies</u> Copies of records collected by agency staff that are printed or retained to aid in performing future tasks. Includes secondary copies of primary records and records that have passed their retention period.</p> <p>Note: it is against best practice and a liability to retain secondary copies of records longer than the primary copies or to retain any copies longer than their retention period.</p> <p>All copies are still subject to Public Disclosure. Reference copies should be managed separately from primary copies, should be identified as reference copies, and searchable/identifiable information should be redacted, if possible.</p>	<p>Cutoff: N/A</p> <p>Retention: Dispose of when no longer needed</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	GS50-02-04R2

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7.	<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 agency that retains Human Resources records (including personnel files), 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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8.	<p><u>Training Provided</u> Records documenting training courses, seminars and workshops <i>provided by</i> Parks employees to other Parks employees, contractors, consultants or vendors. Includes training provided on how to use the Unifier system.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Tests administered; attendee lists and sign-in sheets; test results; evaluations; etc. <p>Excludes employee training certificates/history retained in the employee's personnel file (See Personnel File – Work History)</p>	<p>Cutoff: date training provided</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1

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9.	<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 to the Transitory Records section of the General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>

8. RECORDS AND INFORMATION MANAGER SIGNATURE

I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.

Gail Snow

2/2/2018

Gail Snow

Date

9. COUNTY ARCHIVIST SIGNATURE

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

Carol Shenk

3/2/2018

Carol Shenk

Date

10. AGENCY MANAGER SIGNATURE

I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.

Frank Overton

1/8/18

Frank Overton

Date

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

11. PRC APPROVAL

Deborah Kennedy

March 30, 2018

Deborah Kennedy

Date

King County Public Records Committee