



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

Phone: (206) 477-6889
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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Parks and
Recreation Division / Capital Planning and Land
Management

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

DNRP-PKS-(CPLM) / 160502

**3. TOTAL NUMBER OF
PAGES**

11

**4. DATE SUBMITTED
FOR APPROVAL**

May 2, 2017

5. STATUS

Final

6. VERSION

1

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. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
1.	<p><u>Code Compliance/Enforcement</u> Records relating to the enforcement of King County Code, Title 7 Parks and Recreation, where <i>not</i> investigated or enforced by the King County Sheriff's Office. Enforcement includes investigations into improper/unauthorized use of Parks properties and "scope creep" of authorized use. Records include, but are not limited to: complaints, investigations, inspections, photographs, communications, notices sent or received.</p> <p>Excludes records about code enforcement issues after they are escalated to other county agencies.</p>	<p>Cutoff: issue resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Code Enforcement</p> <p>ACO-05-002</p>	GS2012-026
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: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Requests for and provision of information/advice; Agency-initiated information/advice; sign-ordering.</p>	<p>Cutoff: end of year in which issue is resolved</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

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3.	<p><u>Complaints and Requests</u> Records documenting communications with citizens/members of the public about complaints or requests.</p> <p>Includes all original communications received from the citizen, supporting documentation, and response(s).</p> <p>Excludes complaints or requests that are escalated to other agencies, including Parks and Recreation Director's Office.</p>	<p>Cutoff: end of year in which issue is resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Citizens' Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R1
4.	<p><u>Geological Data, Maps and Photographs</u> Maps (including geological data) and photographs about Parks properties that are kept or retained by Parks staff that are retained as reference and are not needed for the long-term management of Parks properties.</p> <p>Excludes records needed for long-term management of properties (see Parks Property Files).</p>	<p>Cutoff: when obsolete, superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Geological Data, Maps and Photographs</p> <p>ASM-02-011</p>	GS50-18-38R1
5.	<p><u>Internal Use Permits</u> Records documenting applications and approvals by Parks to use or alter Parks properties by other King County agencies, and where a formal Special Use Permit is not required. Includes, but is not limited to: approvals for ecological restoration by DNRP / WLRD.</p>	<p>Cutoff: completion of approved permit activity, including ongoing obligations</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

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6.	<p><u>Parks Property Files</u> Records relating to the acquisition, ownership, improvement and disposition of Parks properties, which are acquired through purchase or donation. Includes copies of initial acquisition documentation, additional records added to the files that are needed for long-term management, and records about disposition (sale or transfer) of property.</p> <p>Includes, but is not limited to: - grant-funded purchase agreements; - deeds, easements, and other recorded documents; - appraisals; - Environmental site assessments/reviews; - SEPA documentation; - geological data; - photographs and maps; - findings of planned development projects</p> <p>Note: the primary copy of the acquisition records are held by DES / FMD / Real Estate Services, and a copy is also held by DNRP / WLRD / Rural and Regional Services. However, the copy retained by DNRP / Parks and Recreation Division is the most complete, because they are the custodians of the property and retain more information that is needed for long-term management; including funding grant agreements.</p>	<p>Cutoff: Disposition (sale or transfer) of real property</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>	<p>Acquisition Records:</p> <p>DES / FMD / Real Estate Services</p> <p>and</p> <p>DNRP / WLRD / Rural and Regional Services</p>	<p>Capital Assets (Real Property) Files</p> <p>ASM-02-007</p>	GS55-05A-06R1

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7.	<p><u>Planning Records – Parks Properties</u> Final version of any long-range plans relating to the management of Parks properties. Includes Management Plans (for individual properties), Open Space Plan and Regional Trails plans.</p>	<p>Cutoff: when superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Long-Range Asset Plans (Final Version)</p> <p>ASM-08-003</p>	GS51-07-15R1
8.	<p><u>Policies, Public Rules and Executive Orders</u> Officially adopted (through signature) directives that affect all of Parks and Recreation Division, the public, or multiple King County agencies. Including Executive Policies, Department Policies, Executive Orders and Public Rules.</p> <p>Per Executive Policy INF-7-4-EP, the original signed directive must be transmitted to DES-RALS-ARMMS immediately after signature for permanent preservation at the King County Archives.</p> <p>The agency is still responsible for maintaining the policy after its enactment and transfer to ARMMS. The maintenance includes, but is not limited to: tracking its expiration date, if applicable (five years after the effective date for policies); preparing revised or replacement policies; providing communications about policy changes; and ensuring that appendices to the policy are current.</p>	<p>Cutoff: when signed</p> <p>Retention: none – immediate transfer to DES / RALS / ARMMS*</p> <p>*Note: a maintenance copy should be maintained by DNRP / Parks until it is obsolete or superseded.</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Final Adopted Policy</p> <p>ACO-03-002</p>	GS50-01-24R1

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9.	<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: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
10.	<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, plan development, ad hoc research projects.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p>	<p>Cutoff: completion of project</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
11.	<p><u>Property Inventories</u> Records relating to the inventorying of Parks’ real properties, including land, improvements, easements, etc.</p>	<p>Cutoff: completion of inventory</p> <p>Retention: 4 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Inventory of Real Property</p> <p>ASM-05-001</p>	GS50-03A-18R1

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12.	<p><u>Property Usage Records</u> Records that relate to the general usage of Parks properties. Includes, but is not limited to: trail use data.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045
13.	<p><u>Regulatory Development Reviews</u> Records documenting Parks' reviews of proposed development/construction projects that may affect Parks properties because of proximity. Records include copies of development proposals sent from permitting jurisdiction (incorporated cities, utilities or DPER), investigations, photographs, correspondence and final comments submitted to regulatory/permitting agency.</p> <p>Note: records of findings (impacts) are also kept in the corresponding Parks Property File.</p>	<p>Cutoff: comments submitted to permitting agency</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

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14.	<p>Special Use Permits Copies of records documenting applications and approvals by external parties to use or alter Parks properties for long-term and/or non-recreational purposes. Permits can be for ingress/egress easements and utility easements.</p> <p>Includes, but is not limited to: - site plans - photographs - analysis and review - substantive correspondence - applications - permit provided - monitoring of approved activity</p> <p>Note: the special use permit application and approval/provision process is owned by DES / FMD / Real Estate Services and DPER; but the review, analysis and management of the permits is done by DNRP / Parks because they are custodians of the properties.</p>	<p>Cutoff: permit terminated*</p> <p>Retention: 6 years</p> <p>*Note: since many permits do not terminate, they are functionally permanent records as long as the county owns the property.</p>	<p>Disposition Action: Not Archival - Destroy</p>	<p>DES / FMD / Real Estate Services</p> <p>Note: the primary copies are retained in the Accela system, which is managed by DPER</p> <p>(The primary copy of the issued permit is retained for the life of King county)</p>	<p>Asset Permits/Authorizations – Non-Environmental</p> <p>ASM-01-005</p>	GS2012-033

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15.	<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: 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> <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-31

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16.	<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 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

07/14/2017

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

07/14/2017

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.

Monica Leers 06/01/2017

Monica Leers Date

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

11. PRC APPROVAL

Deborah Kennedy July 26, 2017

Deborah Kennedy Date
King County Public Records Committee