



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
Email: records.management@kingcounty.gov
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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Parks and
Recreation Division / Director's Office

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

DNRP-PKS-(DIR) / 160508

**3. TOTAL NUMBER OF
PAGES**

8

**4. DATE SUBMITTED
FOR APPROVAL**

February 17, 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>Communications and Subject Files – Director and Deputy Director</u> Communications and subject files of the Division Director, Deputy Division Director or anyone communicating on their behalf.</p> <p>Includes, but is not limited to: - Chronological communication files - Subject/topical files about significant issues - Manager meeting agendas, minutes, notes - Calendars</p>	<p>Cutoff: end year in which issue is resolved</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
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. Includes travel coordination/planning records.</p> <p>Excludes communications of the Director, Deputy Director or anyone communicating on behalf of them.</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
3.	<p><u>Legislation Development Records</u> Documentation of the analysis and development and review of ordinances and motions intended for submission to the King County Council.</p> <p>Records may include communications, drafts with substantive changes and final electronic versions of the legislative package.</p>	<p>Cutoff: approval or decision to not 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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4.	<p><u>Performance Measures – Tier Boards</u> Records created as a result of analyzing, assessing, measuring, or collecting data related to internal work performance in an effort to meet the performance goals, and/or as part of the agency’s work or strategic plan. May include 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. Information may be used to in an effort to assist with developing the agencies budget or strategic plan. Includes Tier boards.</p> <p>Excludes project-specific records or final strategic or business plans.</p>	<p>Cutoff: when revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Performance Measures ACO-01-018</p>	GS50-01-38R1
5.	<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: obsolete or superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions ACO-03-004</p>	GS50-01-01
6.	<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.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p>	<p>Cutoff: project is 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

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7.	<p><u>Public 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 Public Records Act Requests (see below).</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
8.	<p><u>Public Records Act Requests</u> Records relating to the requests from the public for access to Parks and Recreation Division's public records in accordance with RCW 42.56. Includes, but is not limited to: Internal and external correspondence relating to the request; Records documenting the public records provided to the requestor (copies of the records provided, etc.); Records documenting the public records (or portions of the record) withheld (exemption logs); Copies of redacted portions; administrative reviews relating to the request.</p>	<p>Cutoff: records request is complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R2
9.	<p><u>Reporting – Required</u> Reports and other records that are required to be filed to an external agency.</p> <p>Includes Quarterly Reports filed with King County Council (Note: this report is compiled and generated from DNRP – Parks – Business Development) and Annual Reports.</p>	<p>Cutoff: report is submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028 R1

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10.	<p><u>Strategic Planning - Development</u> Records relating to the development of the agency's plans, including strategic plans, work plans and Parks Business Plan.</p>	<p>Cutoff: plan is submitted</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Strategic and Work Plans - Development</p> <p>ACO-04-002</p>	GS2010-079
11.	<p><u>Strategic Planning - Final</u> The final version of any Parks-wide strategic or long-term business plans that are used to align the organizational and budget structure with its priorities, missions and objectives.</p> <p>Includes, but is not limited to: Parks Business Plan.</p> <p>Excludes plans for the management of parks properties (see DNRP / Parks / Capital Planning and Land Management retention schedule).</p>	<p>Cutoff: plan is submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Strategic Plans – Final Version</p> <p>ACO-04-003</p>	GS2010-080

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12.	<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: 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 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-31

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13.	<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 section 13.0 of 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

3-17-2017

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

3/30/2017

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.

Kevin R. Brown

2/28/17

Kevin Brown

Date

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

11. PRC APPROVAL

Deborah Kennedy

4/10/2017

Deborah Kennedy

Date

King County Public Records Committee