



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

Phone: (206) 477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
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**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Department of Natural Resources and Parks / Parks and  
Recreation Division / Finance and Administration

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

DNRP-PKS-(FIN) / 160501

**3. TOTAL NUMBER OF  
PAGES**

14

**4. DATE LAST  
MODIFIED**

October 5, 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><b><u>Accounting Records – Banking</u></b> Records relating to the agency’s banking activities and documenting its banking transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Deposits and withdrawals,</li> <li>• Bank statements, adjustments, bank reconciliations, journal entries.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Banking – Accounts and Transactions</p> <p>FIN-04-005</p>	GS2011-185
2.	<p><b><u>Accounting Records – Financial Transactions</u></b> Records documenting all resources received and expended by DNRP / Parks and Recreation Division (both <b>accounts payable</b> and <b>accounts receivable</b>), which is primarily levy-funded*.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Vouchers;</li> <li>• Invoices;</li> <li>• Employee expense reimbursement;</li> <li>• Customer refunds;</li> <li>• Funds transfers;</li> <li>• Expenditure reconciliation</li> </ul> <p>*Expenditures of levy funds are monitored through the Parks Levy Citizen Oversight Board (see item 12)</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p>DES / FBOD / Procurement and Payables is the office of record for most payable records</p>	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3
3.	<p><b><u>Audit Reports</u></b> Final findings of audits conducted of DNRP Parks and Recreation Division. Includes quarterly reports of contracts conducted by DES / FBOD / Procurement. Can also include other audits conducted externally or by other county agencies.</p>	<p><b>Cutoff:</b> audit report completed and all required corrective action taken</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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4.	<p><b><u>Budget Development Records</u></b> Records used to prepare annual budget requests for DNRP – Parks and Recreation Division.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Final budget requests</li> <li>• Work plans and business plans submitted for approval</li> <li>• Change proposals, reports, and additional background information needed to document and explain requested budget amounts.</li> </ul>	<p><b>Cutoff:</b> budget adopted</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03
5.	<p><b><u>Budget Monitoring Records</u></b> Records used for reporting on the status of Parks and Recreation Division budgets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Projections; summaries; reports.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06
6.	<p><b><u>Communications – General</u></b> Internal 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 <b>not covered by a more specific records series.</b></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.</li> <li>• Requests for and provision of information/advice</li> <li>• Agency-initiated information/advice.</li> </ul>	<p><b>Cutoff:</b> end of year</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3

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7.	<p><b><u>Contracts</u></b> Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit where DNRP Parks and Recreation Division / Finance and Administration retains the primary copy.</p> <p>Specific records may include:</p> <ul style="list-style-type: none"> <li>• Signed instrument, change orders, amendments, certificates of insurance and administrative records needed to document the signatories' compliance with the terms of the contract.</li> </ul> <p><b>Excludes</b> any primary copies of contracts or related records retained by DNRP / Parks / Business Development or DES / FBOD / Procurement and Payables.</p>	<p><b>Cutoff:</b> termination/ expiration of agreement</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
8.	<p><b><u>Grant Administration Records</u></b> Records documenting administration of grant-funded projects, including records documenting all resources received or expended.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Contracts and supporting documents;</li> <li>• Financial records: invoices and statements</li> </ul> <p><b>Excludes</b> grant reports and deliverables.</p>	<p><b>Cutoff:</b> completion of grant project and terms of grant agreement</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	DNRP / Parks and Recreation / Capital Project Management	<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2
9.	<p><b><u>Levy Planning Records</u></b> Records relating to the planning and development of Parks levy proposals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Task force meeting records; presentations; drafts; findings; modeling; draft legislation.</li> </ul>	<p><b>Cutoff:</b> expiration of levy and use of all levy funds</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Levy and Bond Planning – Successful</p> <p>FIN-05-008</p>	GS53-02-06R1

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10.	<p><b>Line of Business (LOB) Project Records</b> Records related to the creation of WLRD’s Line of Business Plan including communications and the development of individual documents that are incorporated into the plan.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Final Plan;</li> <li>• Mission Statements;</li> <li>• LOB workshop materials;</li> <li>• Communications regarding LOB planning;</li> <li>• Product lists;</li> <li>• SWOT analysis;</li> <li>• Alternatives analysis</li> </ul> <p><b>Excludes</b> final Line of Business (LOB) Plans (see Work Plans).</p>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Strategic and Work Plans – Development</p> <p>ACO-04-002</p>	GS2010-079
11.	<p><b>Meetings – Staff/General</b> Records documenting meetings held by general staff of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, meeting minutes, etc.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS50-01-43R2
12.	<p><b>Meetings – Parks Levy Citizen Oversight Board</b> Records created to document the activities, projects, and meetings of the Parks Levy Citizen Oversight Board.</p> <p>Records Includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, agenda packets, minutes, materials presented, reports generated or received (including reports of Parks’ expenditures), audio/visual recordings, member lists, action items tracking, sign in sheets, and other records, projects or reports collected by or created by the board.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-013</p>	GS2012-027

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13.	<p><b><u>Payroll Files – Non-Retirement Related</u></b> Payroll-related records about individual employees that are <i>not</i> needed for verification of retirement benefit eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Paid leave requests/approvals (all years);</li> <li>• Overtime requests (all years);</li> <li>• Leave sharing/donation records (all years);</li> <li>• IRS Forms (all years);</li> <li>• Union dues authorizations (all years);</li> <li>• Direct deposit authorizations (all years);</li> <li>• Unpaid leave requests/approvals, including LWOP and FMLA (2012-present only);</li> <li>• Payroll-related settlement agreements (2012-present only);</li> <li>• Spreadsheets used to calculate furloughs and other payroll changes (2012-present only);</li> <li>• Letters documenting any payroll changes (including step increases, furloughs, COLAs, lump sum payments, overpayments, special duty assignments, etc.) (2012-present only)</li> </ul> <p><b>Excludes</b> certain payroll records dated <i>before</i> 1/1/2012 (see below).</p>	<p><b>Cutoff:</b> termination of employment</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	DES / FBOD / BRPOS / Payroll [data in PeopleSoft System]	Payroll Files – Non-Retirement Related  FIN-08-020	<p>Combo Rule FIN-08-020</p> <p>GS50-04B-09R1 (Leave – Routine)</p> <p>GS2017-010 (Leave – Non-Routine)</p> <p>GS50-03E-01R1 (Authorization for Payroll Deductions)</p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03A-17R1 (IRS Forms)</p>

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14.	<p><b><u>Payroll Files – Retirement Related (Pre-2012 only)</u></b> Payroll-related records about individual employees that are needed for the long term verification of retirement benefit eligibility. Records document hours worked per month, compensation earned per month, hourly rate of pay and break in service dates. Includes documentation of any <b>unpaid leave</b> (including <b>when</b> it was taken and <b>what</b> type of leave it was) and documentation of <b>lump sum payments</b> (including <b>when</b> it was earned and <b>what</b> it was for).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Documentation of <u>unpaid</u> leave (<i>when</i> leave was taken and <i>what</i> kind of leave it was);</li> <li>• Individual time cards/time sheets;</li> <li>• MSA corrections/turnaround documents (TADs);</li> <li>• Letters documenting any payroll changes (including step increases, furloughs, COLAs, lump sum payments, overpayments, special duty assignments, etc.);</li> <li>• Spreadsheets used to calculate furloughs and other payroll changes;</li> <li>• Copies of payroll related settlement agreements</li> </ul> <p><b>Excludes</b> all records dated 1/1/2012 and after (see above).</p>	<p><b>Cutoff:</b> termination of employment</p> <p><b>Retention:</b> 60 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009
15.	<p><b><u>Payroll Processing Records</u></b> Records that are used to verify, modify and authorize payroll processing for each pay period.</p> <p>Including, but not limited to:</p> <ul style="list-style-type: none"> <li>• PeopleSoft Reports;</li> <li>• Payroll reconciliation records</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Payroll Supporting Documentation</p> <p>FIN-08-006</p>	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03E-02R1 (Payroll {Processing, Distribution and Reporting)</p>

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16.	<p><b><u>Payroll Processing Records – Retirement Related</u></b> Legacy records that were used to process payroll and that are needed for the long-term verification of retirement benefit eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Timesheets and time cards (dated through 12/31/2011)</li> <li>• Electronic copies of MSA payroll registers</li> <li>• TRS and POL reports</li> </ul> <p><b>Excludes</b> records dated 1/1/2012 and later.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 60 years</p> <p>ESSENTIAL</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009
17.	<p><b><u>Procedures and Manuals</u></b> 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><b>Excludes</b> procedures received from external sources (i.e. printer manual) (See Transitory Records).</p>	<p><b>Cutoff:</b> when revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
18.	<p><b><u>Project Files – General</u></b> Records documenting projects and the development and creation of deliverables or outcomes that are not related to a more specific record series.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Policy development, inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</li> </ul>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1



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19.	<p><b><u>Risk Claims – Supporting/Investigation Files</u></b>  Records documenting investigations about claims filed against DNRP / Parks and Recreation Division. Most common claims are for trees falling on citizens' properties and bicycle accidents.</p> <p>Claim files include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Initial claim received, investigation records/supporting documents, correspondence, etc.</li> </ul>	<p><b>Cutoff:</b> end of year in which issue is resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p>Claim Files:  DES / Office of Risk Management</p>	<p>Public Complaints and Requests for Agency Action  PRE-01-001</p>	<p>GS50-01-09R2</p>

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20.	<p><b><u>Supervisor's Working Files</u></b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> 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"> <li>• Copies of performance evaluations</li> <li>• Workplace expectations</li> <li>• Documents related to long-term performance or career goals</li> <li>• Emergency contact information</li> <li>• Employee coaching documentation</li> <li>• Advice or guidance <i>received</i> about ongoing issues relating to the employee</li> <li>• Performance monitoring, etc.</li> </ul> <p><b>Excludes</b> 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><b>Cutoff:</b> when no longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		N/A	GS50-04B-31R1A

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21.	<p><b><u>Tax Payments – Excise and Leasehold Tax</u></b> Records documenting the compiling and filing of excise tax and leasehold tax paid/remitted from revenue received in Parks and Recreation Division.</p> <p>Includes taxable revenue reports, and documentation of tax payments submitted.</p>	<p><b>Cutoff:</b> end of year in which taxes are remitted</p> <p><b>Retention:</b> 6 years</p>	<p><b>Archival Designation:</b> Not Archival</p>		<p>Tax Remittances - State</p> <p>FIN-08-019</p>	<p>GS2011-184R3 (Financial Transactions)</p> <p>GS50-12D-04 (State and Local Tax Returns)</p>

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22.	<p><b><u>Transitory Records</u></b> 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"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources) <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> 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”)</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling of Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> when no longer needed</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		N/A	<p>Refer to the General Records Retention Schedule for a complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>

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23.	<u>Work Plans</u> Plans describing work to be performed by sections and other sub-units of divisions, including timelines and areas of responsibility for specific actions.	<b>Cutoff:</b> when revised or obsolete  <b>Retention:</b> 2 years	<b>Disposition Action:</b> Non-Archival – Destroy		Work Plans  ACO-04-004	GS50-01-38R2

**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.*

*See previous version for signature* *03/20/2017*

**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.*

*See previous version for signature* *04/19/2017*

**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.*

*See previous version for signature* *03/14/2017*

**Doug Hodson** **Date**

**PUBLIC RECORDS COMMITTEE USE ONLY****11. PRC APPROVAL**

*See previous version for signature* *04/28/2017*

**Deborah Kennedy** **Date**

King County Public Records Committee