



# 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](mailto:records.management@kingcounty.gov)  
Mailstop: GBB-ES-0210

**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Department of Natural Resources and Parks / Parks and  
Recreation Division / Operations

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

DNRP-PKS-(OPS) / 160503

**3. TOTAL NUMBER OF  
PAGES**

19

**4. DATE SUBMITTED  
FOR APPROVAL**

5/26/2020

**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><b><u>Accident/Incident Reports – Adults Only</u></b> Records relating to accidents or incidents on Parks properties that only involve adults aged 18 and over. Includes, but is not limited to: reports and investigations.</p> <p><b>Excludes</b> reports of accidents/incidents that involve minors under age 18.</p> <p>Note: if the accident/incident results in a claim filed against the county, then DES/Risk Management is responsible for retention under GS50-01-10.</p>	<p><b>Cutoff:</b> date of incident</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Incidents/Accidents – No Claim Filed (Age 18 and Over)</p> <p>ACO-06-014</p>	GS2010-081R2
2.	<p><b><u>Accident/Incident Reports – Involving Minors</u></b> Records relating to accidents or incidents on Parks properties that involve minors aged 17 and under. Includes, but is not limited to: reports and investigations.</p> <p><b>Excludes</b> reports of accidents/incidents that involve adults aged 18 and over.</p> <p>Note: if the accident/incident results in a claim filed against the county, then DES/Risk Management is responsible for retention under GS50-01-10.</p>	<p><b>Cutoff:</b> issue is closed</p> <p><b>Retention:</b> 21 years*</p> <p>*Note: if instead the reports are managed by date of birth, then the retention is 3 years after age 18</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Incidents/Accidents – No Claim Filed (Under Age 18)</p> <p>ACO-06-013</p>	GS50-06C-03R4

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)
3.	<p><b><u>Accounting Records – Secondary</u></b> Records documenting all resources received or expended by King County Parks facilities. These are duplicate copies and the originals are either with DNRP / Parks / Finance or DES / FBOD.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Daily cash balance reports;</li> <li>• Daily reconciliations;</li> <li>• Deposit slips</li> </ul>	<p><b>Cutoff:</b> when no longer needed for agency business</p> <p><b>Retention:</b> none (transitory)</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	DNRP / Parks / Finance or DES / FBOD	N/A	GS50-02-04R2
4.	<p><b><u>Cultural Resource Database “Vault”</u></b> Compilation of information on significant historic resources, also known as the Historic Resource Inventory. The inventory is required by King County Code 20.62 and is utilized by the King County Historic Preservation Program and Officer, as well as the Parks Archaeologist to ensure that development proposals for projects on or adjacent to a resource listed in the HRI be reviewed by the King County HPO prior to approval. Ground disturbance on parcels with known archaeological sites may require archaeological survey and mitigation. Inventory maintenance is also required according to LUD 16-(AEP).</p> <p><b>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</b></p>	<p><b>Retention:</b> When inventory no longer maintained</p> <p><b>Permanent –</b> Transfer to the King County Archives</p>	<p><b>Disposition Action:</b> ARCHIVAL</p> <p><b>ESSENTIAL</b></p>	DLS-Road Services	County Engineer Records  ASM-05-007	GS2012-031

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)
5.	<p><b><u>Cultural Resource Technical Reports</u></b> Records relating to notifications of proposed or recommended federal or state funded, licensed, and permitted construction or development projects for the determination of any potential adverse effects on historic/archaeological sites. Technical report includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notifications of proposed or recommended project;</li> <li>• Communications with tribes, WSDOT, Army Corps of Engineers, Washington State Department of Archaeology and Historic Preservation, etc., including determinations;</li> <li>• Description of project including any blueprints and drawings of proposed development/project;</li> <li>• Determinations by Department of Archaeology and Historic Preservation (concurrency letter).</li> </ul> <p><b><i>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</i></b></p>	<p><b>Cutoff:</b> superseded or obsolete</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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)
6.	<p><b><u>Cultural Resource Project Files</u></b> Records relating to archaeological and cultural resource projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules.</p> <p>Includes, but is not limited to</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Memorandum of Agreements: Mitigation of Impacts to Sites – Memoranda of Agreement: Records relating to an agency’s course of action for a project which has been determined to have an adverse effect on archaeological/ historic sites.</li> </ul> <p><i>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</i></p>	<p><b>Cutoff:</b> Project closed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
7.	<p><b><u>Communications – General</u></b> 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>. 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.</p>	<p><b>Cutoff:</b> end of year in which issue is resolved</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

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)
8.	<p><b><u>Contracts and Agreements</u></b> 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 community gardener applications, field contracts.</p> <p>Contract files can include, but are not limited to: signed contract agreement, amendments/extensions, supporting documentation, compliance monitoring, negotiations, etc.</p> <p><b>Excludes</b> contracts or agreements managed by DNRP-Parks-Business Development.</p>	<p><b>Cutoff:</b> completion of transaction or termination/expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p> <p><b>ESSENTIAL</b></p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R3
9.	<p><b><u>Diesel Fuel Logs</u></b> Records and logs that are used to document use of diesel fuel by King County Parks employees.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045
10.	<p><b><u>Equipment Documentation and Warranties</u></b> Documentation of equipment installed in Parks facilities that are <i>not</i> integral to the structure of the facility.</p> <p>Includes, but is not limited to: installation drawings, system layouts and specifications, warranties.</p>	<p><b>Cutoff:</b> system or equipment is replaced or disposed of</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Installed Equipment and System Documentation</p> <p>ASM-07-005</p>	GS50-06B-22R1

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)
11.	<p><b><u>Event Files</u></b> Records that document the administration of external events held at King County Parks facilities.</p> <p>Includes, but is not limited to: photographs, promotional posters or flyers, banners or signs, maps, and communications.</p> <p>Events have included, but are not limited to: Goodwill Games at King County Aquatic Center, Cirque du Soleil shows at Marymoor Park.</p>	<p><b>Cutoff:</b> date event completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1
12.	<p><b><u>Facility Attendance/Use Statistics</u></b> Any records that document use of King County Parks facilities by reporting on the number of individuals present at facilities, at events, on trails, etc.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Asset Use Records ASM-12-002</p>	GS2012-045
13.	<p><b><u>Facility Drawings and Documentation</u></b> Final set of record drawings (as-builts) produced at the completion of construction projects for King County Parks facilities. Includes documentations of initial construction, redesign, reconstruction and remodels; architectural and engineering drawings and specifications.</p>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Record Drawings – Archival ASM-02-008</p>	GS50-18-06R1

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)
14.	<p><b><u>Facility Inspections</u></b> Records relating to monitoring and inspections done of Parks facilities that are <b>not</b> related to a license/permit or that are not related to hazardous waste.</p> <p>Includes, but is not limited to: - water quality tests (swimming pools); - air temperature and humidity tests</p>	<p><b>Cutoff:</b> end of calendar year, and violations (if any) corrected</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Inspections/Monitoring – Regulated/Non-Environmental</p> <p>ASM-14-001</p>	GS2012-038
15.	<p><b><u>Facility Licenses/Permits</u></b> Records relating to licenses and permits acquired by King County for the operation of Parks facilities. Includes, but is not limited to: applications, filings, confirmation, inspections, violations, corrections, reports and related communications.</p> <p>Type of permits include: - Fire department inspections and permits - Public health inspections and permits</p>	<p><b>Cutoff:</b> authorization suspended or terminated, conditions of authorization satisfied, and violations corrected</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Asset Permits/Authorizations – Non-Environmental</p> <p>ASM-01-005</p>	GS2012-033
16.	<p><b><u>Hazardous Waste Management</u></b> Records documenting the control, tracking and disposal of hazardous waste that is generated, transported, treated, stored, used or disposed by King County Parks.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 50 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p> <p><b>ESSENTIAL</b></p>		<p>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</p> <p>ASM-04-004</p>	GS50-19-02R1



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)
17.	<p><b><u>Hazardous Waste Permits</u></b> Records relating to any licenses or permits acquired by King County Parks that are required for the creation, maintenance, use or disposal of hazardous waste.</p>	<p><b>Cutoff:</b> authorization superseded or terminated, conditions of authorization satisfied and violations corrected</p> <p><b>Retention:</b> 50 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Hazardous Waste Disposal Permits</p> <p>ASM-04-011</p>	GS55-01M-04R1
18.	<p><b><u>Hazardous Waste Remediation</u></b> Records relating to hazardous waste clean-up actions and investigations into incidents/disasters. Including remediation of asbestos.</p>	<p><b>Cutoff:</b> closure of site or incident/project completed</p> <p><b>Retention:</b> 50 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Hazardous Waste/Dangerous Waste Abatement and Remediation</p> <p>ASM-14-001</p>	GS50-19-15R1
19.	<p><b><u>Hiring/Recruitment Records</u></b> Records relating to the process of recruiting, interviewing, selecting and hiring of employees where the recruitment process is managed by DNRP / Parks / Operations; including hiring of parking lot attendants. Includes, but is not limited to: job postings/announcements, employment applications.</p> <p><b>Excludes</b> records about recruitments that are done through DNRP / Parks / Human Resources.</p>	<p><b>Cutoff:</b> end of year in which candidate is hired</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	GS50-04B-22

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)
20.	<p><b><u>Maintenance – Work Orders</u></b> Records documenting all maintenance performed on Parks assets, including maintenance that is minor, major and regulated.</p> <p>Work orders are managed through Lucity system.</p>	<p><b>Cutoff:</b> disposition of asset</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p>All work orders are managed and retained in the Lucity system</p>	<p>Maintenance – Major and/or Regulated</p> <p>ASM-07-006</p>	<p>GS2012-039</p>
21.	<p><b><u>Maintenance – Minor/Non –Regulated</u></b> Records documenting maintenance performed on assets owned, used, or maintained by the agency that is minor in nature and NOT required by a regulatory agency. Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors. Minor non-regulated maintenance may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>•Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.;</li> <li>•Painting, furniture upholstery/refinishing, etc.;</li> <li>•Vehicle and equipment oil changes, tune-ups, filters, tires, etc. Records include, but are not limited to:</li> <li>•Service, repair and maintenance records (minor nonregulated);</li> <li>•Related correspondence, work orders, lists/logs and 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>All work orders are managed and retained in the Lucity system</p>	<p>Maintenance – Minor Non-Regulated</p> <p>ASM-07-007</p>	<p>GS2012-040</p>

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)
22.	<p><b><u>Manuals – Operating and Maintenance</u></b> Manuals and other related documentation that are required for the maintenance and operation of assets owned by King County Parks.</p>	<p><b>Cutoff:</b> disposition of asset</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p><b>ESSENTIAL</b></p>		<p>ASM-07-001</p> <p>Operating Manuals</p>	GS50-06B-09R1
23.	<p><b><u>Parking Enforcement</u></b> Records documenting enforcement of parking fees, which are required by King County Code 7.09.</p> <p>Includes, but is not limited to: - violation notice and order issued; - violation notice and order contestations and responses; - records of efforts to collect past due fees - daily log of parking enforcement activities</p>	<p><b>Cutoff:</b> issue resolved</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Code Enforcement</p> <p>ACO-05-002</p>	GS2012-026
24.	<p><b><u>Permits Provided – Parks Temporary Use</u></b> Permits <i>provided by</i> 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.</p> <p>Includes but is not limited to: professional dog walker permits, picnic permits, camping permits, moorage permits, wedding permits, etc.</p>	<p><b>Cutoff:</b> end of year in which permit expires</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Non-Business Licenses and Permits</p> <p>LIC-02-002</p>	LP50-12D-10

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)
25.	<p><b><u>Procedures, Protocols and Manuals</u></b> Internal procedures, instructions and manuals developed by 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 obsolete or superseded</p> <p><b>Retention:</b> 2 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
26.	<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. Includes, but is not limited to the following projects: small-scale carpentry projects.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p>	<p><b>Cutoff:</b> project completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
27.	<p><b><u>Promotions, Advertising and Outreach</u></b> Records relating to the planning, executive or creating of promotional events or materials with the intent of promoting Parks’ mission or business activities.</p> <p>Includes, but is not limited to: - post cards sold by Parks - events led by Parks</p> <p><b>Excludes</b> external events at Parks facilities (see Event Files).</p>	<p><b>Cutoff:</b> end of year in which record is superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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)
28.	<p><b><u>Public Requests and Complaints</u></b> Records documenting communications with citizens/members of the public about complaints or requests. Including requests <i>for</i> donations.</p> <p>Includes all original communications received from the citizen, supporting documentation, and response(s).</p> <p>Includes, but is not restricted to: Hazard Tree Reports: requests for tree inspection and maintenance.</p>	<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>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R1
29.	<p><b><u>Schedules/Calendars</u></b> Schedules of events and programs offered to the public at King County Parks facilities.</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		Tbd	PR50-13C-09

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)
30.	<p><b>Supervisor's Working Files</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: 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><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 agency that retains Human Resources records (including personnel files), 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>		<p>PER-06-010</p> <p>(Supervisor's Working File)</p>	<p>GS50-04B-31</p>

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)
31.	<p><b><u>Surveillance Video Recordings</u></b> Video recordings at Parks facilities, including Marymoor Park, taken for security surveillance.</p> <p>Note: if an incident occurs, the records are covered by GS2010-008 (6 years after investigation completed or issue resolved).</p>	<p><b>Cutoff:</b> date of last recording or until determined that no security incident occurred</p> <p><b>Retention:</b> 30 days</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Surveillance Tapes – No Incident</p> <p>ASM-10-004</p>	GS50-06B-18R1
32.	<p><b><u>Training Provided – Lifeguard Classes</u></b> Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where: certificates/credentials/licenses may be awarded; or, continuing education hours/credits/points may be earned; or training is required by federal, state or local statute, and/or by employer.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded.</li> </ul> <p>Agency-provided training includes, but is not limited to: Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, automated external defibrillator (AED), first aid, lifeguard, childcare, etc.</p>	<p><b>Cutoff:</b> date training provided</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Agency Provided Training – Certification, Continuing Education Credits or Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1

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)
33.	<p><b><u>Recreation Classes – Public Swimming Classes</u></b>  Records documenting training courses, seminars and workshops provided by the county to the public, customers, contractors, or agency employees where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses are NOT awarded; and,</li> <li>• Continuing education hours/credits/points are NOT earned; and</li> <li>• Training is NOT required by federal, state or local statute or by employer.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.</li> </ul> <p>Excludes employee training certificates/history retained in the employee’s personnel file.</p>	<p><b>Cutoff:</b> class completion</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		tbd	PR50-13C-19



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)
34.	<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. 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 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>

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)
35.	<p><b><u>Tree Monitoring and Maintenance</u></b> Records documenting County maintained trees, including tree monitoring, maintenance, and removal.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>•Instructions, maintenance manuals, vendor statements; Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance);</li> <li>•Original defect and inspection reports;</li> <li>•Service, repair and maintenance records (regulated and/or major);</li> <li>•Work orders;</li> <li>•Related correspondence.</li> </ul>	<p><b>Cutoff:</b> asset (tree) no longer owned or maintained by King County</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p><b>ESSENTIAL</b></p>		<p>Maintenance – Major and/or Regulated</p> <p>ASM-07-006</p>	GS2012-039
36.	<p><b><u>Vehicle Use Records</u></b> Records documenting use of county-owned vehicles, including vehicle use logs.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Equipment and Vehicle Checkout Log</p> <p>ASM-06-002</p>	GS2012-045

**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.*

*Ellie Browning*

6/1/2020

Ellie Browning

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.*

*Danielle Boucher*

06/04/2020

Danielle Boucher

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.*

DocuSigned by:

*Nick Halverson*

6/1/2020

CA7E701E1B6E469

Nick Halverson

[Manager Name]

Date

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

**11. PRC APPROVAL**

Deborah Kennedy

June 17, 2020

Deborah Kennedy

Date

King County Public Records Committee