



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

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Solid Waste
Division / Facility Engineering and Science Unit

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

DNRP-SWD-(FESU) / 160204

**3. TOTAL NUMBER
OF PAGES**

18

**4. DATE SUBMITTED
FOR APPROVAL**

February 9, 2018

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><u>Audit Findings</u> Final findings of audits conducted of County services, programs, or practices by the King County Auditor (or via contracted company acting on behalf of the County Auditor's Office), or by an outside auditing agency (State, Federal, Independent, etc.) Note: This category may also encompass the significant drafts published at periodic intervals by the Auditor's Office.</p> <p><i>Note: Records relating to audits performed by the State are retained permanently by the Office of the State Auditor in accordance with its records retention schedule.</i></p>	<p>Cutoff: completion of report and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Audit Findings</p> <p>AUD-01-003</p>	GS50-03F-02
2.	<p><u>Audit Response Files And Supporting Materials</u> Records used to respond to an internal or external audit. Audit's may be performed by the King County Auditor's Office (or representative on their behalf) or the State of Washington Auditor's Office. Audits may be fiscal or performance in nature. Records include but are not limited to: Copies of original source records Database printouts Correspondence Corrective action work plans Status reports Additional supporting documentation</p> <p><i>Note: Records relating to audits performed by the State are retained permanently by the Office of the State Auditor in accordance with its records retention schedule.</i></p>	<p>Cutoff: completion of audit and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Audit Supporting Material</p> <p>AUD-01-002</p>	GS50-03F-01

3.	<p>Authorizations/Certifications/Permits – Assets - Environmental Records relating to environmental-related licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by Solid Waste in relation to its assets, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Landfills; recycling facilities; sewage sludge sites; transfer station • Application/filing & confirmation, violations/corrections, reports, related correspondence, and all other records as required by the permit. • Water permits (drinking, waste, surface, ground, and drainage, etc.) Permits may be issued by Public Health, local zoning authorities, Department of Ecology, Industrial Waste etc. • Land use and environmental permits (utility, shoreline, conditional use, surface mining, zoning/land use exceptions/waivers, variances, forest practices, landscape, Army Corps of Engineers, National Pollutant Discharge Elimination System [NPDES], etc.); • Title V Air operating permits issued by Puget Sound Clean Air Agency • Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, certificates of occupancy, tenant improvement, • Federal Emergency Management Agency [FEMA] flood, etc.); <p><i>Includes: Solid Waste Facility Permit, Municipal Stormwater Permit, Waste Discharge Permits, Solid Waste Handling Permits, Special Use Permits, etc.</i></p> <p>Excludes records covered more specifically in King County General Records Retention Schedule or agency specific schedules such as:</p> <ul style="list-style-type: none"> • Records filed/recorded with the county engineer and covered by GS2012-031; • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. <p>Examples include: Noise Level Survey at Cedar Hills Landfill, SPCC Plans, Stormwater Pollution Prevention Plan.</p>	<p>Cutoff: authorization terminated <u>and</u> conditions of authorization satisfied <u>and</u> violation (if any) corrected/ resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Asset Permits/Authorizations - Environmental</p> <p>ASM-01-004</p>	GS2012-033A
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4.	<p><u>Authorizations/Certifications/Permits – Assets – Non-Environmental</u></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by Solid Waste in relation to its assets, where not covered by a more specific records series and that do not have an environmental impact.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/filing & confirmation, violations/corrections, reports, related correspondence, and all other records as required by the permit. • Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.); • Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, b uses, garbage/recycling trucks, armored transport, etc.; <p>Excludes records covered more specifically in King County General Records Retention Schedule or agency specific schedules such as:</p> <ul style="list-style-type: none"> • Records filed/recorded with the county engineer and covered by GS2012-031; • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. 	<p>Cutoff: authorization terminated <u>and</u> conditions of authorization satisfied <u>and</u> violation (if any) corrected/ resolved</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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5.	<p><u>Bids and Proposals – Unsuccessful (Secondary)</u> <i>Secondary copies</i> of records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). <p>Note: DES / FBOD / Procurement keeps the primary copy of records as part of the solicitation package.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	<p>DES / FBOD / Procurement</p> <p>(Primary copy is retained 4 years after year end)</p>	<p>N/A</p> <p>Records to be managed outside of KC ERMS</p>	<p>GS50-08A-11R1(S)</p>

6.	<p>Capital Assets (Real Property) Records relating to the agency's capitalized, real property assets that document their acquisition, ownership, division, value, improvements, and sale (or other disposition). Real property capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Land, infrastructure; road establishment; improvements; • Land division (plat, short plat, binding site plans, etc.); • Buildings, leasehold improvements. • Includes, but is not limited to: • Appraisals (statement of land/facility values); • Contracts and agreements (including bond/grant/levy-funded real property); includes negotiations, compliance monitoring, etc.; • Documentation of legal ownership (deeds, titles, title insurance, etc.); • Easements granted by the agency; • Encroachments (land disputes, water rights and obligations, etc.); • Environmental site assessments (including tests, abatement/enclosure summary, etc.); • Geological data and geotechnical reports; aerial survey photographs/images and maps; • Land information files (acquisition reference files, condemnation proceedings, title information such as location, size, value, etc.); • National and State Environmental Policy Act (NEPA and SEPA) applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; • Permanent Rights of way vacated/relinquished by the agency; • Purchase offers for agency assets (whether accepted or declined by agency); • Sale/auction/salvage/donation records (where not already included in records of the governing body covered by GS50-05A-13.) <p><i>Excludes records covered more specifically in CORE or sector schedules.</i></p> <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years</i></p>	<p>Cutoff: disposition of real property</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Capital Assets (Real Property) Files</p> <p>ASM-02-007</p>	<p>GS55-05A-06R1</p>
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7.	<p>Capital Asset Maintenance Program (CAMP) Records documenting all major maintenance and all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> •Instructions, maintenance manuals, vendor statements; Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); •Original defect and inspection reports; •Service, repair and maintenance records (regulated and/or major); •Work orders; •Related correspondence. <p><i>Excludes records covered more specifically in King County General Records Retention Schedule or agency specific schedules, such as GS2012-031;</i></p> <ul style="list-style-type: none"> •Capital improvements covered by GS50-18-10; •Contracts and Agreements covered in the •Contracts/Agreements section; •Financial records covered in the Financial Management Sections. 	<p>Cutoff: asset no longer owned by the agency</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Maintenance – Major and/or Regulated</p> <p>ASM-07-006</p>	GS2012-039

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8.	<p><u>Cedar Hills Monitoring Data</u> Records Document tests conducted to monitor environmental conditions for active landfill sites including groundwater, surface water, leachate, gases, weather and fill settlement. Records are used to demonstrate compliance with Seattle/King County Department of Public Health, Department of Ecology and King County Industrial Waste regulatory requirements and environmental due diligence.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Raw data and lab packets • Chain of custody forms • Quality control documentation • Sampling results, etc. • Monitoring data regulatory reports • Analysis 	<p>Cutoff: facility closure*</p> <p>Retention: 30 years</p> <p>* Records used to document post-closure care requirements of the facility must be transferred to the <u>Closed Landfill Monitoring Data</u> category for permanent retention.</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Landfill Testing and Monitoring Records – Active Facilities</p> <p>ASM-04-020</p>	UT50-26-08A
9.	<p><u>Closed Landfill Monitoring Data</u> Reports and monitoring data required by statute for each closed landfill site for which the agency is the legal custodian. Records may be related to the monitoring and testing of groundwater, surface water, gas emissions, leachate as required by the Department of Ecology and the King County Department of Public Health.</p>	<p>Cutoff: n/a</p> <p>Retention: Permanent</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Landfill Site Closure and Custodial Files</p> <p>ASM-04-019</p>	UT50-26-07

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10.	<p><u>Contracts and Agreements – General</u> Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes change orders and/or amendments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical and Professional contracts • Architectural Engineering contracts • Significant correspondence • Invoices • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Loan agreements (long-term debt, etc.); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties • Work orders <p>Includes: gas system evaluations, consultant contracts for technical improvements, air studies, etc.</p> <p><i>See Item 23 for CIP related contract records</i></p>	<p>Cutoff: closeout of contract / agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
11.	<p><u>Delegation of Authority and Signature Records</u> Records of written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions acting in lieu of a superior officer. Records will include samples of signatures.</p>	<p>Cutoff: when superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Delegation of Authority and Signature Records</p> <p>ACO-03-003</p>	GS50-01-11R4

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12.	<p><u>General Office Accounting (Invoices)</u> Originals and copies of office accounting records, not related to capital improvement projects (CIP), including documentation around accounts payable, receivable, and cash/banking activities, CCAP Vouchers etc.</p>	<p>Cutoff: year end Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	DES / FBOD	<p>General Office Accounting FIN-01-001</p>	GS2011-184R3
13.	<p><u>General Office Communications and Staff Meetings</u> Internal and external communications to or from employees (includes volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>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. <p>• Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice <p>Records documenting monthly meetings held by (and/or for) Engineering Services staff. May include staff meetings, internal committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.). Includes, but is not limited to: Agendas, meeting packets, sign-in lists, meeting notices, etc.; Minutes, audio/visual recordings, transcripts, etc.</p>	<p>Cutoff: year end Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings ACO-01-001</p>	<p>GS50-01-43R1 (Staff Meetings) GS2010-001R3 (Communications)</p>

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14.	<p><u>Landfill / Transfer Station History Files</u> Contains background information and historical data collected on each site. Records may include deeds, contracts, surveys, weather station data, maps, sketches, plans, permanent rights of way, field notes, volume calculations and legal descriptions, submittals documents that set out facilities standards and specs, manuals prepared by contractors for use of King County in maintaining equipment installed in landfills or transfer stations, operations and maintenance manuals etc.</p>	<p>Cutoff: site/facility closure</p> <p>Retention: immediate transfer to the King County Archives for permanent retention</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Landfill/ Transfer Station History Files</p> <p>ASM-04-021</p>	UT50-26-05
15.	<p><u>Long-Range Asset Plans (Final Version)</u> Final version of the agency’s long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Capital facilities/improvement plans; • Comprehensive solid waste plans prepared in accordance with RCW 70.95.080; • Environmental and conservation plans; • Transfer Station Plans – remove/replace <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, Meetings – Governing/Executive;</i> • <i>Plans held by the county engineer and covered by GS2012-031;</i> • <i>Agency-wide strategic plans covered by GS2010-080;</i> • <i>Project plans covered in the Construction section</i> 	<p>Cutoff: when superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival – Transfer to the King County Archives 2 years after the cutoff</p>		<p>Long-Range Asset Plans (Final Version)</p> <p>ASM-08-003</p>	GS51-07-15R1A

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16.	<p>Project Files Records relating to non-construction projects that are not covered by a more specific records series in King County General Retention Schedule or agency specific schedules. Projects may include annual or multi-year projects.</p> <p>Records may include but are not limited to: Project plans, correspondence, meeting records, substantive drafts, budget forms, cost estimates, schedules, meetings agendas and notes, progress reports, claims, emergency contact list, deliverables, RFIs/RFCs, specifications, submittals, design alternatives, cost/price analysis, work order directives, invoices, closeout documents, level of effort etc.</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
17.	<p>Public Rules Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution. Excludes records covered under GS50-01-01, Administrative Procedures and Instructions.</p> <p>Examples Include: Waste Acceptance Rule</p>	<p>Cutoff: when signed</p> <p>Retention: none – immediate transfer to DES / RALS / ARMMS*</p> <p>*Note: a maintenance copy should be maintained until it is obsolete or superseded</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Final Adopted Policy ACO-03-002</p>	GS50-01-24R1

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18.	<p>Record Drawings Final set of drawings (record) produced at the completion of the construction of the local government agency's structures and infrastructure. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of record drawings are not produced, then the as-designed or redline drawings (with notations) serve as the record.</i></p>	<p>Cutoff: structure no longer owned by agency</p> <p>Retention: none*</p> <p>* Contact the County Archivist for appraisal 10 years after project completed. Records selected as archival will be retained permanently by the County Archives.</p> <p>Records <i>not</i> selected by the Archivist must be retained by the agency until the structure is no longer owned by the agency</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Record Drawings - Archival</p> <p>ASM-02-008*</p> <p>*Records not selected as archival should be moved to category ASM-02-009 (Record Drawings – Not Archival)</p>	GS50-18-06R1

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19.	<p><u>Research/Program Reports, Studies, Surveys, Models and Analyses</u> Research/program reports, studies, surveys, models, and analyses where not covered by a more specific records series in King County General Records Retention Schedule or agency specific schedules. Includes reports published by county agencies, reports by consultants hired by the county, and publications of joint projects supported by King County Government. Examples include published studies and reports, pamphlets, and brochures.</p> <p><i>Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.</i></p>	<p>Cutoff: superseded or obsolete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1

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20.	<p><u>Solid Waste Capital Contract/Project Records</u> Records documenting Solid Waste’s capital projects through the planning, preliminary design, final design, implementation and closeout process. Documents are related to scope, schedule and budget.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Quality Assurance/Quality Control records • Successful bid documents • Temporary right-of-way, easements and permitting required for the duration of the project (does not include permanent easements, right-of-way or land acquisitions) • Solicitation/Requests for Proposal or Qualification • Negotiation • Contract • Change Orders/Amendment • Resumes • Affidavit of Publication • Scope of Work • Certificate of Insurance • Invoices • Submittals • Specifications • Deliverables 	<p>Cutoff: project completed</p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Solid Waste Division CIP Projects</p> <p>CIP-01-007</p>	GS50-18-10R1
21.	<p><u>Solid Waste Capital Construction Projects – Preliminary Plans (Project Not Completed)</u> Records relating to the preliminary planning of the agency’s capital construction projects <i>where the project is not completed</i>. Includes, but is not limited to: Preliminary drawings and specifications; Public meeting materials (handouts, comments, etc.); Communications between contractors, consultants, public, etc.</p> <p>Excludes project plans covered by records series in the Acquisition or Construction sections.</p>	<p>Cutoff: decision not to proceed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Solid Waste Division CIP Projects – Not Completed</p> <p>CIP-01-008</p>	GS2012-041

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22.	<p><u>Solid Waste – Facility Inspections</u> Records relating to permitting, inspection and/or monitoring of active and closed solid waste disposal sites. Includes but is not limited to landfills; recycling facilities; sewage sludge sites; transfer stations.</p>	<p>Cutoff: end of life of the facility</p> <p>Retention: none*</p> <p>*transfer to King County Archives for appraisal after end of life of facility</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Solid Waste-Facility Inspections</p> <p>PHL-10-013</p>	HE55-01J-24R1
23.	<p><u>Transfer Station Site Testing And Monitoring Records</u> Tests to monitor conditions on site, used to demonstrate environmental monitoring best practice and compliance. Regulatory bodies and requirements may vary by site. Records include the monitoring of groundwater, wastewater and surface water etc.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Transfer Station Site Testing and Monitoring</p> <p>ASM-04-022</p>	UT50-26-08

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))
24.	<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 – 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>

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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))
25.	<p>Work Plans Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.</p> <p><i>Excludes agency-wide strategic plans covered by GS2010-080.</i></p>	<p>Cutoff: revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Work Plans</p> <p>ACO-04-004</p>	GS50-01-38R2

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <i>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.</i></p> <p><i>See previous version for signature</i> <i>04/14/2016</i></p> <hr/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>See previous version for signature</i> <i>05/02/2016</i></p> <hr/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <i>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.</i></p> <p><i>See previous version for signature</i> <i>04/13/2016</i></p> <hr/> <p>Neil Fujii Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY</p>	
<p>11. PRC APPROVAL</p> <p><i>See previous version for signature</i> <i>05/11/2016</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	