



**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 / Operations

**2. DEPARTMENT-DIVISION-
SECTION [DDS]**

DNRP-SWD-(OPS) / 160209

**3. TOTAL NUMBER OF
PAGES**

24

**4. DATE LAST
MODIFIED**

October 6, 2017

5. STATUS

Final

6. VERSION

2

6. 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 County’s Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System 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>Administrative Procedures and Instructions</u> Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day-to-day operations. Includes work assignments to staff.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Standard Operating Procedures created by Operations staff • Administrative quick guides 	<p>Cutoff: Revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
2.	<p><u>Authorization – Employee Access</u> Records documenting the authorization of employee (includes contractors and volunteers) access to Cedar Hills structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. <p>Example: Scale house Access Roster</p> <p>Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.</p>	<p>Cutoff: Termination of user’s access, or system or asset is no longer in use, whichever is sooner</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Access Authorizations</p> <p>INF-04-002</p>	GS2010-002R1

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3.	<p>Authorizations/Certifications/Permits – Assets - Environmental</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the County 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"> • Application/filing & confirmation, violations/corrections, reports, related correspondence, inspection documentation and all other records as required by the permit. • Permits may be issued by Public Health, local zoning authorities, Department of Ecology, Puget Sound Clean Air Agency, Industrial Waste etc. and includes: <ul style="list-style-type: none"> • National Pollutant Discharge Elimination System (NPDES) permits, Title V Air operating permits, Wastewater Discharge Permits <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 and conditions of authorization satisfied and violations (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>Authorizations/Certifications/Permits – Assets – Non-Environmental Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the County 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"> • Application/filing & confirmation • violations/corrections • Reports, • Related correspondence, • Inspection documentation and all other records as required by the permit. • Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, 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 and conditions of authorization satisfied and violations (if any) corrected/resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Permits/Authorizations – Non-Environmental</p> <p>ASM-01-005</p>	GS2012-033

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5.	<p><u>Capital Assets (Other) and Non-Capital Tracked Assets</u> Records documenting acquisition/ownership of the agency's capitalized, non-real property assets and non-capital assets that are tagged or tracked (small and attractive assets, etc.)</p> <p>Non-real property capital assets include, but are not limited to:</p> <ul style="list-style-type: none"> • Vehicles, machinery, heavy equipment, furniture; • Easements, rights-of-way received by the agency; • Appraisals (statement of value); • Purchase offers for agency assets which are declined by agency; • Legal ownership documentation (included copy of vehicle title if original is transferred to new owner.) <p>Excludes <u>contracts and agreements</u> which are covered by GS2011-169 and GS2011-183. Excludes real property assets covered by GS55-05A-06.</p>	<p>Cutoff: Disposition of asset or until completion of State Auditor's Examination Report, <i>whichever is sooner</i></p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Asset Acquisition and Ownership Records</p> <p>ASM-09-008</p>	GS2012-030

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6.	<p>Citizen Complaints/Requests Communications from citizens making a complaint or request, as well as the associated agency response.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Handwritten accounts, email communications, voicemail recordings or letters sent in the mail. Complaints may also be logged in Customer Service database. <p>Excludes records covered more specifically in the King County General Retention Schedule or Agency Specific Schedules such as:</p> <ul style="list-style-type: none"> • Code Violation Complaints covered by GS2012-026; Claims for damages covered by GS50-01-01; Public Disclosure Requests covered by GS2010-014 R2 	<p>Cutoff: End of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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7.	<p><u>Contracts, Agreements and Warranties – 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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical and Professional contracts • Architectural Engineering contracts • Invoices, change orders and/or amendments. • 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 <p>Example: BEW Landfill Gas to Energy Contract</p>	<p>Cutoff: Closeout of contract / agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
8.	<p><u>Employee Directory/Roster</u> Employee directory that includes contact information for Scale Operators, Transfer Station Operators and Truck Drivers.</p> <p>Directory includes:</p> <ul style="list-style-type: none"> • Employee Name • Address • Phone Numbers • Emergency contact name and phone numbers <p>Records include: Weekend-Supervisor Emergency Call-Out list</p>	<p>Cutoff: Year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Employee Directory/Roster</p> <p>PER-03-005</p>	GS50-06F-02R1

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9.	<p>General Office Accounting Records are used to document payment for goods and services received.</p> <p>May include:</p> <ul style="list-style-type: none"> • Invoices • Purchase orders • Vouchers • Receipts • Commuter bonus program • Safe Audits <p>Examples: Petty cash transaction records, ferry ticket receipts and supporting documents</p>	<p>Cutoff: End of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / FBOD / Accounts Payable	<p>General Office Accounting</p> <p>FIN-01-001</p>	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3</p>

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10.	<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 but is not limited to:</p> <ul style="list-style-type: none"> • All communication types, regardless of format: <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. • Requests for and provision of information/advice; • Agency-initiated information/advice • Records documenting regular meetings held by (and/or for) Cedar Hills Staff • 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.). • Agendas, meeting packets, sign-in lists, meeting notices, etc. • Minutes, audio/visual recordings, transcripts, etc. 	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – Non-Executive)</p>

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11.	<p>Inspections/Monitoring – Routine Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, where not required by regulatory agencies. Included inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Temperature and humidity records; Equipment functionality/safety checks (vehicle daily checks, etc.); <p>Examples include:</p> <ul style="list-style-type: none"> • Safety Station monthly inspections, Crane pre-operational inspections, Equipment Pre-Operational Inspections <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"> • Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08 R1, and GS2012-038; 	<p>Cutoff: Inspection or monitoring completed and corrective actions taken, if necessary</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Inspection/ Monitoring Non-Regulated</p> <p>ASM-14-002</p>	GS2012-037

<p>12.</p>	<p><u>Inventory – Capital, Expendable and Consumable Assets</u> Records relating to the inventorying of the agency’s capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale).</p> <p>Some records may be stored in Faster database. Records should be transferred to KC ERMS for retention once inactive OR managed in database per retention period if the transfer of these records is not possible.</p> <p>Capital assets may include, but are not limited to: •Vehicles, machinery, computers, equipment, furniture;</p> <p>Expendable assets may include, but are not limited to: •Computers, smart phones</p> <p>Consumable assets may include, but are not limited to: •Commodities (fuel, etc.); •Parts (for vehicles, printers, machines, etc.)</p> <p>Excludes: Hazardous materials inventories covered by GS50-19-02</p> <p>Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor.</p>	<p>Cutoff: Completion of inventory</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Inventory of Assets (Non-Real Property)</p> <p>ASM-05-003</p>	<p>GS50-03A-18R1</p>
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13.	<u>Organizational Charts</u> Cedar Hills Organizational charts showing the structure of the Operations section and reporting relationships	Cutoff: year end Retention: 6 years	Disposition Action: Potentially Archival - Appraisal Required		Organizational Charts PER-03-007	GS50-06F-02R1
14.	<u>Paper Timesheets</u> Paper timesheets used by staff at Cedar Hills and other offsite locations when PeopleSoft is down. All information is entered and approved in the PeopleSoft System once the system is back online.	Cutoff: Retain until approved in PeopleSoft, then destroy Retention: None	Disposition Action: Non-Archival - Destroy		N/A	GS2016-009
15.	<u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. Only includes records needed to support the completion of the performance evaluation. Includes, but is not limited to: <ul style="list-style-type: none"> • Performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc. Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files). Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)	Cutoff: Destroy once the performance review has been completed and appeal period has ended Retention: None	Disposition Action: Non-Archival - Destroy		N/A Records Filed Outside of KC ERMS	GS50-04B-31R1

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16.	<p><u>Postage Meter Log</u> Records documenting the county's incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts; • Postage meter logs/reports; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts; • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11. Mailing and Distribution Lists covered by GS50-02-05 R1</i></p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / RALS / ARMMS	<p>Mail Delivery and Receipt</p> <p>INF-06-001</p>	GS50-06D-02R1
17.	<p><u>Scale House Video Monitoring Recordings</u> Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.</p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Scalehouse Video Monitoring Tapes</p> <p>PUT-03-003</p>	UT50-26-10

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18.	<p><u>Security Monitoring – Oversight, Surveillance Recordings</u> Security recordings monitoring the agency’s infrastructure, buildings, vehicles, equipment’s, etc., <i>where not covered by a more specific record series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audio/visual recordings (digital or analog); of Solid Waste transfer stations and Cedar Hills Landfill • Visual surveillance of Solid Waste sites under construction • Data generated by navigational and/or tracking devices used to track and/or verify vehicle routes, locations, or actions, such Global Positioning System (GPS) tracking data, automatic vehicle locator data (AVL) data, etc. <p>Note: these records maintained in Zonar.</p> <p>Excludes: Scalehouse video monitoring tapes Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</p>	<p>Cutoff: last recording or until determined that no security incident has occurred, <i>whichever is sooner</i></p> <p>Retention: 30 days</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Surveillance Tapes No Incident</p> <p>ASM-10-004</p>	GS50-06B-18R1

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19.	<p>Security Patrol Log – Incident Recorded</p> <p>Records Documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Incident documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs; surveillance recordings; photographic evidence; • Weapons confiscation logs; vandalism reports; voicemail messages; • Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc. • Witness (and other) statements; • Reports (to law enforcement, agency management, regulating authority, etc.); • Corrective action taken; decision not to proceed with investigation; • Correspondence, notes, recorded information. <p>Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Industrial Insurance sections.</p>	<p>Cutoff: Investigation completed or matter resolved, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Security Monitoring - Incident</p> <p>INF-04-010</p>	GS2010-008R1

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20.	<p><u>Security Patrol Log - Routine</u> Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs, intrusion alarm reports, etc. • Security patrol logs. <p>Excludes records covered by GS50-06B-20 and GS50-06B-18.</p> <p>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case files. If a citizen complaint is recorded during a patrol shift, those records should be stored according to DAN GS50-01-09 R1 – Citizen Complaints/Requests.</p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Cedar Hills Landfill Security Monitoring – No Incident</p> <p>INF-04-015</p>	GS2010-009R1A
22.	<p><u>Shift Bids, Work Assignments, Schedules or Logs</u> Shift bid announcements, bid results, work assignments, schedules.</p>	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Logs</p> <p>PER-02-002</p>	GS2010-001R3C
23.	<p><u>Solid Waste Load Trip Tickets</u> Documentation of number and content of loads dumped by each hauler.</p>	<p>Cutoff: End of year</p> <p>Retention: 3</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Solid Waste Load Trip Tickets</p> <p>PUT-03-004</p>	UT50-26-12

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24.	<p><u>Staff Assignments and Work Schedules</u> Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Scale Operator, TSO and Regular Part Time Schedules • A & B Weekly Work Schedule • Daily Working Calendar • Overtime Schedules 	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Logs</p> <p>PER-02-002</p>	GS2010-001R3C

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25.	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> 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>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</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 Human Resources Office rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: No longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Filed Outside of KC ERMS</p>	GS50-04B-31R1A

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26.	<p>Transitory Records 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: No longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Filed Outside of KC ERMS</p>	<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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27.	<p>Visitor Log Logs of visitors to Cedar hills Landfill. Includes visitor names, date and time of visit, name of Solid Waste Employee they are coming to meet with.</p>	<p>Cutoff: End of year Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Security Monitoring – Employee/Public/Visitor Access ASM-10-007</p>	GS50-06B-20R1
Safety and Training						
28.	<p>Accidents/Incidents – No Claim Filed (Age 18 and Older) Records relating to accidents/ incidents involving individuals age 18 and older, and where claims for damages are not filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and investigations • Agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210. <p>Excludes hazardous materials accidents and incidents covered by GS2011-177.</p>	<p>Cutoff: Date of incident Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Incident/Accident – No Claims Filed (Age 18 and Over) ACO-06-014</p>	GS2010-081R2
29.	<p>Accidents/Incidents – No Claim Filed (Under Age 18) Records relating to accidents/incidents involving individual(s) younger than age 18, and where damages are not filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and investigations • Agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210. <p>Excludes hazardous materials accidents and incidents covered by GS2011-177.</p>	<p>Cutoff: Date of incident Retention: 21 years</p> <p>*if the agency organizes the records by the age of the individual, the retention is 3 years after age 18</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Incident/Accident – No Claim Filed (Under Age 18) ACO-06-013</p>	GS50-06C-03R4

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30.	<p><u>Comprehensive Safety Plan</u> This record contains rules and regulations as outlined by OSHA and WISHA with specific information as it pertains to the Solid Waste Division. This plan is a supplement to the King County Accident Prevention Program as required by WAC-800-140.</p>	<p>Cutoff: Obsolete or superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/Disaster Security, Preparedness and Recovery Plans</p> <p>ACO-06-001</p>	GS50-14-03R2
31.	<p><u>Material Safety Data Sheets</u> Records describe and list hazardous materials and hazardous/dangerous waste used, exposed to, or created by the agency. Data sheets provide information regarding material's properties, and recommendations and advice for proper: safety procedures; storage; handling; disposal; and medical attention in case of accidental exposure. Also may include specific parts, components, equipment, etc. which may contain specific hazardous or dangerous materials.</p>	<p>Cutoff: Superseded or chemical no longer in use, whichever is sooner</p> <p>Retention: 50 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p> <p>WAC 296-800-180</p>		<p>Material Safety Data Sheets (MSDS)</p> <p>ASM-04-023</p>	GS50-19-02R1

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32.	<p><u>Safety and General Training Files</u> Documentation of safety and other training classes, some of which may be required by specific job classifications.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Detailed course information – Curriculum, class outline, class summary, course materials etc. • Employee lists and attendance logs • Vendor documentation <p>Courses may include: PPE training, Lock-out/Tag-out, Fire Safety</p> <p>Excludes: Hazardous materials training (GS2012-029), Employee training certificates/History retained in personnel or training history file.</p>	<p>Cutoff: Date training was provided</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits and Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1
33.	<p><u>Safety Meetings</u> Records documenting safety meetings held by (and/or for) Cedar Hills staff. Meetings are work group specific.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Safety Tailgate meetings • Planning safety related activities • Status updates on safety related work performed at Cedar Hills • Documents coordinating communications and employee safety • Agendas, meeting packets, sign-in lists, meeting notices, etc. • Minutes or meeting notes, audio/visual recordings, transcripts, etc. 	<p>Cutoff: End of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Safety Committee Records</p> <p>PER-07-007</p>	GS2017-016

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34.	<p><u>Safety Policies and Procedures</u> Solid Waste internal procedures and quick reference guides.</p> <p>May include:</p> <ul style="list-style-type: none"> • Emergency response guidelines • Chemical safety sheets for products exempted by WAC-800-17055 • Fire and emergency evacuation plans • Cold weather safety guides • Vehicle safety (distracted driving, aggressive drivers etc.) 	<p>Cutoff: Revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01

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 1/11/2018
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 Shank 01/23/2018
Carol Shank 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.

Bill Berni 10-11-17
Bill Berni Date

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

11. PRC APPROVAL

Deborah Kennedy 2/1/2018
Deborah Kennedy Date
King County Public Records Committee