



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 / Recycling and Environmental Services

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

DNRP-SWD-(RES) / 160208

**3. TOTAL NUMBER OF
PAGES**

20

**4. DATE LAST
MODIFIED**

October 9, 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>Audit Findings</u> Final findings of audits conducted of County services, programs, or practices by internal DNRP Project Control Officer, 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.)</p> <p><i>Note: This category may also encompass the significant drafts published at periodic intervals by the Auditor's Office.</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 Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02
2.	<p><u>Audit Working Files And Supporting Materials</u> Records used to respond to an internal/external audit of King County agencies program management, collected and maintained by agency subject of audit, OR cumulative data on departments or agencies and audit issues collected by King County Auditor.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Copies of original source records; • Database printouts • Correspondence • Corrective action work plans • Status reports • Additional supporting documentation 	<p>Cutoff: completion of audit, project monitoring, peer review, 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

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3.	<p><u>Authorizations/Certifications/Permits – Assets - Environmental</u></p> <p>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. Records include, but are not limited to: application/filing & confirmation, violations/corrections, reports, related correspondence, and all other records as required by the permit.</p> <p>Includes, but is not limited to the following types of permits:</p> <ul style="list-style-type: none"> • Water permits (drinking, waste, surface, ground, and drainage, etc.) <p>Permits may be issued by Public Health, local zoning authorities, Department of Ecology, Industrial Waste etc.</p> <ul style="list-style-type: none"> • 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 <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>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.</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. • Memorandum of Understanding (MOU);Memorandum of Agreement (MOA) • 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 <p>Examples: Take it Back Network, NWPSA Agreements</p> <p>Excludes contracts where the primary copy is retained by a different office.</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
5.	<p><u>General Office Accounting</u> 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 <p>P-Card Records - Records document purchases made using a county credit card.</p> <p>May include:</p> <ul style="list-style-type: none"> • Credit card statements card, documents verifying expenses, receipts, etc. 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3

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6.	<p><u>General Office Communications and 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. • Includes, but is not limited to: • Requests for and provision of information/advice; • Agency-initiated information/advice <p>Records documenting regular meetings held by (and/or for) RES staff.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • 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: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS2010-001R3 (Communications)</p> <p>GS50-01-43R2 (Staff Meetings)</p>

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7.	<p><u>Grant Administration Records</u> Records that document administration of levy, bond or grant funded projects. Includes documentation of all resources received or expended by the county for bond, levy or grant funded projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts and agreements (non-capital assets only), grant/scholarship announcements, approved applications, timekeeping tracking forms, invoices, reimbursements etc. <p>Example: Brownfields Program administration Records</p>	<p>Cutoff: submission of report or for period required by grant/program, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2
8.	<p><u>Grant Reports and Deliverables</u> Records that serve as the reports on or outcomes of bond, levy or grant funded projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports, periodic reports, annual financial status reports, progress statements, pamphlets, brochures, event photographs, etc. <p>Example: Brownfields Program administration reports</p>	<p>Cutoff: submission of final report or for period required by grant/program, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1

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9.	<p><u>Hazardous Materials – Authorizations & Certificates of Disposal</u> Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> •Certificate of Final Disposal documenting hazardous waste profile numbers and end destination. <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> •Toxic substances or harmful physical agents as defined by CFR § 1910.1020(c)(13); •Hazardous materials as defined by RCW 70.136.020; •Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by RCW 70.105.010; •Pesticides as defined by RCW 15.58.030; •Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) Hazard Communication Standards. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Cutoff: authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention: 50 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Hazardous Waste Disposal Permits</p> <p>ASM-04-011</p>	GS55-01M-04R1

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10.	<p><u>Hazardous Materials – Inventory Logs and Manifests</u> Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency where no accident or incident has occurred.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> •Reports and forms required under the Resource Conservation and Recovery Act (RCRA); •Dangerous Waste Annual Report filed with the Department of Ecology in accordance with WAC 173-303-220; •Materials Safety Data Sheet (MSDS)(WAC 296-800-180), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the U.S. Environmental Protection Agency Emergency Planning & Community Right-to-Know Act; •Toxic Release Inventory (TRI) reporting in accordance with 40 CFR § Part 372. <p>Excludes:</p> <ul style="list-style-type: none"> •Abatement/remediation records covered by GS50-19-15; •Pesticide application covered by GS50-18-43; •Hazardous materials/dangerous waste plans covered by GS50-19-08. <p>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</p>	<p>Cutoff: year end</p> <p>Retention: 50 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Hazardous Materials/ Dangerous Waste - Control/ Inventory/ Tracking/ Disposal</p> <p>ASM-04-004</p>	GS50-19-02R1

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11.	<p><u>Household/SQGs Hazardous Waste Collection Site – Daily Inspection Logs</u> Records relating to the agency’s daily inspection of household and small quantity generator hazardous waste collection sites (i.e. transfer stations). May include date and time of the inspection, the name and signature of the inspector, a notation of observations made, and the date and nature of any needed repairs or remedial action.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Checklist confirming inspection of the facility and safety equipment • Documentation that all start up and shut down procedures were followed. Dated and signed by staff • Documentation of chemical site’s corrective actions in response to inspections, if applicable. 	<p>Cutoff: end of year in which the inspection was completed and all applicable corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>WAC 173-350-360</p> <p>WAC 173-303-630</p>		<p>Inspections/Monitoring – Regulated/Non Environmental</p> <p>ASM-14-001</p>	GS2012-038
12.	<p><u>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</u> Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p>	<p>Cutoff: termination or expiration of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4B

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13.	<p><u>Junk Vehicle Removal Records</u> Records document public requests and King County's response to landowners who wish to remove junk/abandoned vehicles from their property when the landowner is not the vehicle's registered owner.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Communications with property owner and other parties; • Requests for information from DOL • Junk Vehicle Affidavits; • Inspection records 	<p>Cutoff: issue resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>RCW 26.55.230</p>		<p>Junk Vehicle Removal Records</p> <p>ACO-05-003</p>	GS2012-026R1
14.	<p><u>Online Content Management</u> Records documenting the publishing of the County's online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</p>	<p>Cutoff: online content is removed</p> <p>Retention: 1 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007

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15.	<p><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.</p> <p>Includes, but is not limited to:</p> <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. <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor’s Working Files).</p>	<p>Cutoff: performance appraisal has been completed and appeal period has ended</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	GS50-04B-31R1
16.	<p><u>Project Files</u> Records relating to agency projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules.</p> <p>May include:</p> <ul style="list-style-type: none"> • Correspondence, meeting records, substantive drafts, and additional supporting documentation. <p>Examples: Equity and Social Justice Initiative</p>	<p>Cutoff: project completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		Project Files ACO-02-001	GS50-01-39R1

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17.	<p>Publications – Master Set Master set of all publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> • Reports, manuals, brochures; • Newsletters, magazines, journals; • Maps, plans, charts; • Audio/video recordings and films/presentations. • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p>	<p>Cutoff: when no longer needed for agency business</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4

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18.	<p>Public Records Act Requests</p> <p>Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p>	<p>Cutoff: public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3

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19.	<p><u>Records Destruction Documentation – Agency In-House Destruction (12/31/2013 and prior)</u> Records relating to the destruction of the County’s public records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction. <p><i>Note: As of 1/1/2014, DES / RALS / ARMMS is official record keeper. All destruction forms 1/1/2014 to present should be transferred to DES / RALS / ARMMS upon completion.</i></p>	<p>Cutoff: None</p> <p>Retention: Permanent 2013 and Prior: Retain for life of County*</p> <p>*destruction forms dated 1/1/2014 to present are secondary copies and may be disposed of when no longer needed</p>	ESSENTIAL	1/1/2014-present: DES / RALS / ARMMS (Retain for life of County)	Destruction of Public Records INF-03-003	GS50-09-06R1

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20.	<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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Reports published by county agencies, reports by consultants hired by the county, and publications of joint projects supported by King County Government. <p>Examples include published studies and reports, pamphlets, and brochures.</p> <p>Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.</p>	<p>Cutoff: when obsolete or superseded</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
21.	<p><u>Solid Waste Receiving and Processing Logs</u> Chronological documentation of materials received and processed by Solid Waste facilities.</p>	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Solid Waste Receiving and Processing Logs</p> <p>ASM-04-018</p>	UT50-26-11

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22.	<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: when no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	GS50-04B-31R1A

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23.	<p><u>Title VI (Civil Rights) Coordination Records</u> Records documenting investigation and resolution of Title VI (Civil Rights) complaints filed by citizens with DES / Office of Civil Rights and Open Government (OCROG) against DNRP Solid Waste Division (SWD), where the primary copies are retained by OCROG.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Communications and copies of grant agreements describing legal requirements. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	DES / Office of Civil Rights and Open Government	<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3

7. LIST OF RECORDS SERIES						
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24.	<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: Until 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>

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))
25.	<p><u>Unacceptable Waste Statements</u> Issued to generators or haulers caught dumping unacceptable waste at landfills.</p> <p>May include:</p> <ul style="list-style-type: none"> • Warning letters, follow-up communications, and penalty documentation. 	<p>Cutoff: resolution</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Unacceptable Waste Statements</p> <p>PUT-03-002</p>	<p>UT50-26-14</p>
26.	<p><u>Waste Clearance Documentation</u> Records used to determine if waste is appropriate for disposal at a King County solid waste facility.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Waste clearance forms containing name and address of waste generator, description of waste approved for disposal, conditions of disposal and clearance schedule • Correspondence with waste generators and/or haulers. 	<p>Cutoff: expiration</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Waste Clearance Documentation</p> <p>PUT-03-001</p>	<p>UT50-26-09</p>

<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>12/28/2016</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>12/28/2016</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>12/28/2016</i></p> <hr/> <p>Jeffrey Gaisford Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See previous version for signature</i> <i>01/06/2017</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	