



King County

Department of Executive Services
Records and Licensing Services Division
**Archives, Records Management and Mail
Services Section**

**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

Phone: (206) 477-6889
Email: records.management@kingcounty.gov
Mailstop: GBB-ES-0210

1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Solid Waste
Division / Strategy, Communications and Performance

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

DNRP-SWD-SCP (160207)

**3. TOTAL NUMBER OF
PAGES**

23

**4. DATE LAST
MODIFIED**

June 11, 2018

5. STATUS

Final

6. VERSION

1

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. DISPOSITON REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p>Annual Reports Reports created by agency staff where not covered by a more specific category. Includes, but is not limited to: project/program status reports, program administration reports and summary reports.</p> <p>Example:</p> <ul style="list-style-type: none"> • SWD Annual Reports - Section copy <p>Excludes: Annual reports adopted by the King County Council covered by GS50-05A-04R1</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Informational Reports</p> <p>ACO-02-003</p>	GS50-06F-03R1
2.	<p>Audit Reports and Findings 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.)</p> <p>Note: This category may also encompass the significant drafts published at periodic intervals by the Auditor’s Office. For finance-only related, see FIN-02-001, Audit Reports.</p>	<p>Cutoff: Audit report completed and all required 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

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3.	<p>Audit Supporting Materials 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 • Other cumulative data on audit issues. 	<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 Materials</p> <p>AUD-01-002</p>	GS50-03F-01
4.	<p>Budget Development Background information and draft documents compiled in the course of budget preparation. May include preliminary budgets, spreadsheets, statistics, expenditure reports, correspondence, briefing materials and supporting documentation.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Provisos • Budget Response to Provisos 	<p>Cutoff: budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03

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5.	<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, but is not limited to:</p> <ul style="list-style-type: none"> • Technical and Professional contracts • Invoices, change orders and/or amendments. • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Memorandum of Understanding • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only) <p>Examples: Monitoring Central, Monitor Puget Sound</p>	<p>Cutoff: completion of transaction or termination / expiration of instrument</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>	<p>GS50-01-11R4</p>

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6.	<p><u>Disaster and Emergency Response Plans</u> Emergency and disaster preparedness, response and recovery plans prepared for the Solid Waste Division and as part of a Countywide plan. Plans may relate to any aspect of the agency's operations and assets. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567; essential records lists. • DNRP Continuity of Operations Plan • King County Operational Disaster Debris Management Plan <p><i>Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Employee Emergency Response Plan • Quick Guides • SW Disaster and Emergency Response Plans 	<p>Cutoff: when obsolete or superseded</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/Disaster Security, Preparedness and Recovery Plans</p> <p>ACO-06-001</p>	GS50-14-03R2
7.	<p><u>General Office Accounting</u> Records are used to document payment for goods and services received. May include:</p> <ul style="list-style-type: none"> • Invoices • Purchase orders • Vouchers; Receipts <p><i>Note: P-Card Records document purchases made using a county credit card. May include credit card statements card, documents verifying expenses, receipts, etc.</i></p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not 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 (Financial Transactions General)</p>

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8.	<p>General Office Communications and Staff Meetings 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 on Facebook, Twitter and Instagram, including comments from the public, etc. • Requests for and provision of information/advice; • Agency-initiated information/advice • Requests to proofread documents <p>Records documenting regular meetings held by (and/or for) SCP staff. May include staff meetings, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, provide information, coordinate employee safety, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices, etc.; • Minutes, audio/visual recordings, etc. <p>Examples:</p> <ul style="list-style-type: none"> • All Hands Meetings, • Communications Oversight • ESJ Meetings • General Graphics • Leadership Team Meeting • Transfer Station Committee 	<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>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – Non-Executive)</p> <p>GS50-01-36 (Appointment Calendars)</p>

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9.	<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>Examples:</p> <ul style="list-style-type: none"> • Grant administration • WR/R Grants 	<p>Cutoff: final bond payment or 6 years after completion of levy/grant project or terms of grant agreement, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant Administration Records FIN-01-017</p>	<p>Combo Rule FIN-05-001 GS2011-183R2 (Financial Transactions – Bond, Grant and Levy projects)</p>
10.	<p><u>Grant Reports and Deliverables</u> Reports relating to Solid Waste Division grant funded projects such as the Waste Reduction and Recycling grant and the Community Litter Cleanup program. May also include bond and levy projects. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Progress statements • Expenditure of funds • Periodic, annual, special, and final reports. <p>Examples:</p> <ul style="list-style-type: none"> • Final Records sent to agency <p>Excludes continuing grant reports covered by GS50-03C-01.</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 FIN-05-003</p>	<p>GS50-03C-02R1</p>

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11.	<p><u>Comprehensive Solid Waste Plan Development</u> Records relating to the development of the Comprehensive Solid Waste plan prepared in accordance with RCW 70.95.080;</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forecasting, needs assessment, feasibility studies, surveys and reports; related to sustainable materials management, solid waste transfer and processing, landfill management and solid waste disposal, etc. • Goals and objectives, long-range vision; • Annual review. <p><i>Excludes:</i></p> <ul style="list-style-type: none"> • <i>Final versions of long-range asset plans covered by GS51-07-15 R1;</i> • <i>Preliminary plans for projects covered by GS2012-041 or GS50-18-10</i> • <i>Financial records relating to successful levy and bond proposals which are covered by Financial Transactions – Bond, Grant and Levy Projects</i> 	<p>Cutoff: final version completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Long Range Asset Plans - Development</p> <p>ASM-08-001</p>	GS2012-042

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12.	<p><u>Comprehensive Solid Waste Plan - Final</u> Final Version of the Solid Waste Division’s comprehensive solid waste plans prepared in accordance with RCW 70.95.080;</p> <p>Plan includes goals, objectives, and long-range vision for the management of solid waste in King County.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13 R2, Meetings – Governing/Executive; • Plans held by the county engineer and covered by GS2012-031; • Agency-wide strategic plans covered by GS2010-080; • Construction project plans covered by GS50-18-10R1, GS2012-036 	<p>Cutoff: superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Long-Range Asset Plans (Final Version)</p> <p>ASM-08-003</p>	GS51-07-15R1

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13.	<p><u>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</u> Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • Meetings regulated by RCW 70.95.165 and KCC 10.28 • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Example: Solid Waste Advisory Committee (SWAC)</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</p> <p>ACO-01-013</p>	<p>GS2012-027</p>

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14.	<p>Meetings – Inter-Agency, Inter-Local, Inter-Governmental Records documenting all meetings held between the local government agency and one or more other public agencies.</p> <p>May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices. • Minutes, audio/visual recordings, transcripts, etc. Includes indexes and other finding aids. • Work Plans • Email communications <p>Example: Metropolitan Solid Waste Management Advisory Committee (MSWMAC) records</p> <p>Excludes all meetings regulated by the Open Public Meetings Act (chapter 42.30 RCW)</p>	<p>Cutoff: year end or after completion of project, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings – Inter-Agency, Inter-Local, Inter-Governmental</p> <p>ACO-01-006</p>	<p>GS2011-175 R2</p>

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15.	<p>Newsletters Newsletter publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) Records include newsletter publications regardless of format including Word documents, graphic design/artwork created in Adobe, web pages, blogs, .pdfs, email-based publications, as well as paper format records).</p> <p>Examples:</p> <ul style="list-style-type: none"> • SWD CCFax • SWD Inside Trash • SWD News Flash <p>See also Publications – Master Set for publications, which are not newsletters.</p>	<p>Cutoff: 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>	<p>GS50-06F-04 R4</p>

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16.	<p>Outreach, Promotion and Advertising Records related to the planning and/or execution of educational or promotional events, advertising campaigns, and contests conducted by the county to promote its mission or business. Records may include event programs and schedules, passes, news clippings, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, web-based/social media promotion and advertising, and correspondence.</p> <p>Examples:</p> <ul style="list-style-type: none"> • 50th Anniversary CH Landfill Celebration • Division Days • Events • Lunch & Learns • Recycle More Campaign • Transfer Station Openings • Transfer Station Reclamation Signage • Women In Trades 	<p>Cutoff: end of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	<p>GS2011-165</p>

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17.	<p><u>Performance Measures</u> Records created as a result of analyzing, assessing, measuring, or collecting data related to internal work performance in an effort to meet the performance goals, and/or as part of the agency's work or strategic plan. May include performance plans, responses to ad hoc requests for performance related data and information requested by Council, statistics and reports used internally, performance related presentations, etc. Information may be used to in an effort to assist with developing the agencies budget or strategic plan.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Tier Boards <p>Excludes project-specific records (see Project Files) or final strategic or business plans (see Strategic Plans – Final).</p>	<p>Cutoff: When revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Performance Measures</p> <p>ACO-01-018</p>	GS50-01-38 R2

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18.	<p>Project Files 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>Projects may be related to performance measurement, lean/CI efforts, ESJ, staff retention and career mapping, etc.</p> <p>May include, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Demand Management • ESJ • Greenhouse Gas Emissions Reduction • Reporting Service Upgrade • RFP • South County Recycling & Transfer Station Project (SCRTS) • SWD Special Projects 	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39 R1</p>

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19.	<p>Public Notice (Official) Records documenting public notices published or posted by the Solid Waste Division in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, <i>where not covered by more specific record series.</i></p> <p>Includes, <u>but is not limited to</u>:</p> <ul style="list-style-type: none"> • Affidavit of mailing, posting or publishing; • Notices of agency elections, ordinances, auction, public meetings/hearings, etc. <p>Examples:</p> <ul style="list-style-type: none"> • SEPA notices for public comment • Notice of public meetings • Affidavit of mailing, posting and/or publishing 	<p>Cutoff: notice published or published event completed, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Public Notice (Official)</p> <p>PRE-01-011</p>	<p>GS2012-016</p>

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20.	<p>Public Records Act Requests</p> <p>Records relating to requests from the 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><i>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</i></p> <p>Note: Response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.</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>	<p>GS2010-014R3</p>

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21.	<p>Publications – Master Set Master set of all publications created by the agency, or on the agency’s behalf by a consultant. 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; • Magazines, journals; • Maps, plans, charts; • Audio/video recordings and films/presentations. <p>Examples:</p> <ul style="list-style-type: none"> • Secure Your Load Brochures • SWD Rate Increase flyers <p>See <u>Newsletters</u> for all agency/ County published newsletters.</p>	<p>Cutoff: 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>	<p>GS50-06F-04R4</p>

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22.	<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>Examples:</p> <ul style="list-style-type: none"> • Anaerobic Digestion Feasibility Study • Business Plan • Data Production & reporting • Data Study • Disposal Alternatives • External Cost Model Resource Recovery • Forecasting and Data Systems • Rate Study • Recycling Rate Calculations • South County Recycling & Transfer Siting Plan • Technology Evaluation • Waste Disposal Plan <p><i>Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.</i></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>	<p>GS50-01-32R1</p>

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7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
23.	<p><u>Strategic and Work Plans – Development</u> Records relating to the development of the agency’s plans, including strategic plans, work plans and Line of Business (LOB) plans.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Business Plan • Strategic Plan • Operating Plan • Capital Plan • Waste Disposal 	<p>Cutoff: completion of plan</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Strategic and Work Plans - Development</p> <p>ACO-04-002</p>	GS2010-079
24.	<p><u>Strategic Plans – Final</u> Final version of agency-wide strategic, long-term plan used to align the agency’s organizational and budget structure with its priorities, missions, and objectives. Includes strategic plans that are county-wide, department-wide or division-wide. Includes final Line of Business (LOB) plans.</p> <p>For project specific or plans from sub-agencies, refer to <u>Work Plans</u> (below).</p>	<p>Cutoff: plan revised or obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Strategic Plans – Final Version</p> <p>ACO-04-003</p>	GS2010-080

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
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 staff member or agency that retains your human resources records (including personnel files) 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: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
26.	<p><u>Transitory Records</u> Public records that only document information of temporary, short-term value, and do not contain substantive information or other evidence of county business that warrant retention and are not covered by a more specific records series.</p> <p>Some of these types of records may include:</p> <ul style="list-style-type: none"> • Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.); • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); • Routing slips used to direct the distribution of documents; • Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm; • Telephone messages (including voicemail, digital voice messages, etc.) which do not contain substantive information or other evidence of county business which warrants retention • Letters of transmittal which do not add any substantive information to the transmitted materials. <p><i>Note: Not all drafts are automatically transitory. Offices responsible for drafting legislation, legal documents, policy, budgets, standards, guidelines, or procedures might need to track the evolution of the final document. These offices may need to keep various drafts, research and working materials in order to have a record of changes that were made and why.</i></p>	Dispose of when no longer needed			N/A Records Filed Outside of KC ERMS	GS50-02-05 R1

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

12/14/2018

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 Shenk

12/18/2018

Carol Shenk

Date

10. AGENCY MANAGER SIGNATURE

I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.

Margaret Moorehead 7-27-18

Margaret Moorehead

Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL

Deborah Kennedy

12/28/18

Deborah Kennedy

Date

King County Public Records Committee