



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks/Water and
Land Resources Division/Noxious Weeds

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

DNRP-WLRD-NWS (160417)

**3. TOTAL NUMBER OF
PAGES**

11

**4. DATE LAST
MODIFIED**

June 5, 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. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>Advertising, Promotion and Outreach</u> Records related to the planning and/or execution of educational or promotional events, community presentations and workshops conducted by Noxious Weeds Section to promote its mission and build awareness in the community about invasive plant issues.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Event programs and schedules, correspondence with guest speakers, news clippings, drawings, copies of ads, photographs, PowerPoint slides, posters, brochures, flyers, web-based/social media promotion and advertising. 	<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>	GS2011-165

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2.	<p><u>Communications – General</u> Internal communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of county business, and <u>that are not covered by a more specific records series</u>. Also includes communications with external individuals or agencies acting as business partners or contractors for the county.</p> <p>Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.)</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice and county-initiated information/advice. • Communication to and from the King County Noxious weed Control Board • Staff and Weed Board meeting minutes and agendas; • Requests to produce work products <u>that are not covered by a more specific records series</u>. <p>Excludes the provision of routine/administrative information (i.e. office hours or locations) (Transitory).</p>	<p>Cutoff: year end</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>	GS2010-001R3

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3.	<p><u>Contracts, Agreements Permits and Memorandums</u> Instruments signed by or on behalf of KC Noxious Weeds and another party (including landowners) that set out terms and conditions to which the signing parties agree.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Agreements with landowners, non-profits such as Nature Vision to provide training to school age children, contracts with training vendors, space rental agreements, grant agreements with funding agencies, Regulatory instruments such as NPDES, HPA and other Permits required prior to weed control. 	<p>Cutoff: Contract Closeout</p> <p>Retention: 6 Years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
4.	<p><u>Control Actions</u> Includes Correspondence with landowners. Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, landowner waivers, and back-up documentation. Field notes and photographs Reference RCW 17.10.170.</p>	<p>Cutoff: end of year in which the matter was resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Control Actions</p> <p>ASM-04-025</p>	WP58-05-03

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5.	<p><u>Field Inspection Records</u> Includes Field notes, Public Complaints of Weeds and infestation reports, Field Inspection Records, Entry Notification Forms, Infestation Reports and Location Maps, Control Postcards returned and back-up documentation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Field Inspection Notes, Weed Control Notice, Notices of Violation, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Entry Notification and Permission Forms, Liability waivers, Public Complaints of Weeds, landowner correspondence, control Postcards sent and returned, and back-up documentation. <p>Reference RCW 17.10.160 and 17.10.170.</p>	<p>Cutoff: end of year in which the matter was resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Field Inspection Records – Noxious Weed Control</p> <p>PUT-04-001</p>	<p>WP58-05-04 WP58-05-10</p>

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6.	<p><u>Knotweed Project Administration Records</u> The purpose of these projects is to reduce the impact of knotweed on rivers and adjacent flood plains in King County. Noxious Weeds Staff work with state agencies, volunteers and other project partners to complete these projects.</p> <p>Records related to this effort may include:</p> <ul style="list-style-type: none"> • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring etc.; • Project cost/expenditure tracking record (staff time, etc.) • Grant/scholarship announcements, applications, evaluation summaries, award notifications for funds awarded or received by WLR. Funds may have been received from: <ul style="list-style-type: none"> • US Fish and Wildlife Service • King Conservation District • Environmental Protection Agency • National Fish and Wildlife Foundation • Washington State Department of Ecology • Washington State Department of Agriculture • Washington State Department of Natural Resources 	<p>Cutoff: completion of project or terms of grant agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant Administration</p> <p>FIN-01-017</p>	GS2011-183R2
7.	<p><u>Noxious Weeds Annual Report</u> Annual report prepared by Noxious Weeds staff and submitted to Council via the Executive. The report includes a summary of the program's annual activities and details how the County performed on its obligations to comply with RCW 17.10 and WAC 16-750</p>	<p>Cutoff: Report submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival (Appraisal Required)</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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8.	<p>Public Inquiries Communications from the public to request information related to the Noxious Weed Program policies and activities, request assistance with identifying weeds, as well as the associated agency response.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Emails and/or written communications with the public as well as internal staff assisting with the request • Complaints, feedback and compliments from the public • Communications with community groups, garden clubs and community councils requesting King County provide information, workshops or presentations to their group. <p>Excludes Public Records Act Requests covered by GS2010-014 R2.</p>	<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>Citizens' Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R1

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9.	<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, Noxious Weeds Lists and brochures; • Noxious Weeds Blog entries • Maps, plans, charts; • Audio/video recordings and films/presentations. • Newsletters for all agency/ County published newsletters. <p>Excludes annual reports covered by GS50-05A-04.</p>	<p>Cutoff: 2 years</p> <p>Retention: no longer needed for agency business</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4


<p>10.</p>	<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: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>N/A, should not be filed into 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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11.	<p><u>Weed Watchers Project Records</u> Records related to the survey and monitoring of a specific location for evidence of invasive plants and noxious weeds during the growing season. Weed Watcher Volunteers report back to WLR on what they find in order to control the spread of invasive plants.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • Correspondence with volunteers • Reports • Contracts and agreements with volunteers, non-profits and other outside vendors for services related to the Weed Watchers project. 	<p>Cutoff: Project closed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
12.	<p><u>WSDA Herbicide Application Records</u> Records documenting the local government agency's application of herbicide to agricultural land, roadsides, and/or landscapes as regulated by RCW 17.21.100 and WAC 16-228-1320.</p>	<p>Cutoff: End of year in which herbicide/pesticide applied</p> <p>Retention: Permanent *</p> <p>*Transfer to King County Archives 7 years after year end for permanent retention and preservation</p>	<p>Disposition Action: Permanent Archival</p>		<p>WSDA Herbicide/Pesticide Application Records</p> <p>ASM-04-026</p>	GS50-18-43R1

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.

Ryan Wadleigh for

 6/7/18
Date

Gail Snow

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.



06/26/2018

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.

 5/16/18
Date

Steven Burke

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

11. PRC APPROVAL

 December 5, 2018
Date

Deborah Kennedy

King County Public Records Committee