



# 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](mailto:records.management@kingcounty.gov)  
Mailstop: GBB-ES-0210

#### 1. AGENCY DEPARTMENT/DIVISION/SECTION

Natural Resources and Parks/Water and Land  
Resources/Science and Technical Services Section

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

**DNRP-WLRD-(ST) Science and  
Technical 160415**

#### 3. TOTAL NUMBER OF PAGES 10

#### 4. DATE SUBMITTED FOR APPROVAL 7/17/2020

#### 5. STATUS Final

#### 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 Content Manager will be dispositioned from within the Content Manager and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Content Manager must be documented on forms provided by the Records Management Program at <http://kcweb.metrokc.gov/archives/forms.aspx>. 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. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
1.	<p><b><u>Communications – General</u></b> Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of county business, and that are not covered by a more specific records series. Also includes communications with external individuals or agencies acting as business partners or contractors for the county. Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.) Includes but is not limited to requests for and provision of information/advice and county-initiated information/advice. <b>Excludes</b> the provision of routine/administrative information (i.e. office hours or locations) (Transitory). <b>Excludes</b> communications of, or on behalf of, department heads, division heads or elected officials (see category ACO-01-002). <b>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</b></p>	<p><b>Cutoff:</b> year end  <b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings  ACO-01-001</p>	GS2010-001R3

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2.	<p><b><u>Public Outreach and Training – Volunteer Programs</u></b>            Training and educational materials developed by WLRD staff. Training and information is provided to the public and volunteers participating in Salmon Watchers or Lake Stewardship Program. Topics include information on water quality and watershed management, accurate methods for monitoring the health of lakes and ponds. Training helps the community understand the process behind the changes they see and focuses attention on the importance of King County’s smaller lakes.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, PowerPoint Presentations etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.</li> </ul>	<p><b>Cutoff:</b> superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		Advertising, Promotion and Outreach  PRE-01-005	GS2011-165
3.	<p><b><u>Reports – Science and Technical (Long-Term Program Support)</u></b>            Includes reports published by the Science Section or reports by consultants hired by the WLRD. May also include publications of joint projects supported by WLRD.</p> <p>Records include environmental studies, habitat surveys, geotechnical reports, reports related to restoration projects, and additional supporting documentation needed to monitor long-term environmental changes in the watershed.</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		River Basin and Watershed History Files  PUT-05-003	UT50-27-05

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4.	<p><b><u>Science Seminars</u></b> The Science Seminar provides an opportunity for sharing information between staff and with the public. Science Seminars are open to all interested environmental science professionals and the public.</p> <p>Records may include event programs and schedules, photographs, slides, sound recordings, story scripts, posters, brochures, flyers, web-based/social media promotion and advertising, and correspondence.</p>	<p><b>Cutoff:</b> superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165
5.	<p><b><u>Scientific Analysis</u></b> Records documenting the evaluation, interpretation and analysis of scientific data collected by Science Section staff through its monitoring and volunteer programs.</p> <p>Records may include spreadsheets, word documents, email communications and other supporting documentation.</p>	<p><b>Cutoff:</b> analysis completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39 R1

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6.	<p><b><u>Scientific Data &amp; Monitoring Records</u></b> Original data collected from hundreds of monitoring sites throughout King County. Data is collected using various gages as well as water sampling.</p> <p>Collected data includes habitat observations bacteria levels, algae, water, sediment and tissue samples.</p> <p>Monitoring includes water quality monitoring, benthic macroinvertebrate monitoring and hydrologic monitoring.</p> <p>Information is used to assess current environmental conditions in the watershed and for long-term environmental monitoring purposes. Records may also be used to inform decisions about future projects in the watershed, determine effectiveness of restoration efforts and produce reports.</p> <p>Data may be captured and retained in field notes, various data tracking spreadsheets and databases such as the Hydrologic Information Database.</p> <p>Records created by Science section staff and uploaded to the Puget Sound Stream Benthos database, should be retained in Content Manager.</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>River Basin and Watershed History Files</p> <p>PUT-05-003</p>	UT50-27-05
7.	<p><b><u>SciFYI Newsletter</u></b> Newsletter to promote the use and understanding of scientific data and information and to educate and share knowledge on the “value and benefits” of Environmental Sciences.</p> <p>Articles are based on current activities in the Science and Technical Support Section’s work program.</p>	<p><b>Cutoff:</b> no longer needed for agency business</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04 R4

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8.	<p><b>Superfund Site-Specific Records – Lower Duwamish</b> Records are used to assess and monitor water quality conditions in the Lower Duwamish River and support the work being done to remove contaminated sediment in the Duwamish River.</p> <p>Project falls under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects and sites listed on the Department of Ecology’s Hazardous Sites List (WAC 173-340-330);</p> <p>Records include, but are not limited to:  <ul style="list-style-type: none"> <li>•Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment etc.</li> <li>•Sampling data, chemical analysis, flow data, temperature data, surveys, photographs, maps and related supporting documentation</li> </ul> </p> <p><b>Note:</b> The Wastewater Treatment Division (WTD) is the lead on this project. Records created in the Science and Technical Services Section should be retained as part of the official project file held by WTD.</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> Retain for 50 years pursuant to 42 USC § 9603 (d) (2).</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>	King County Wastewater Treatment Division	Superfund Site Specific Records  ASM-04-003	GS50-19-15 R1

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9.	<p><b>Supervisor's Working Files</b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> 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: 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> <p><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p><b>Excludes</b> 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><b>Cutoff:</b> No longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of Content Manager</p>	<p>G550-04B-31</p>

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10.	<p><b><u>TDRC Library Collection – Environmental Reports</u></b>            Technical Document and Research Center historical collection of reports related to water quality, watershed habitat and geological soil issues.</p> <p>Includes technical reports, photographs, maps, reports on early water quality issues, annual inspection reports, geological soil reports, etc.</p> <p>Records are used by Water and Land Resources and Wastewater Treatment Division staff for project management purposes and by the public for research.</p>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b>            Archival – Appraisal Required</p>		<p>River Basin and Watershed History Files</p> <p>PUT-05-003</p>	UT50-27-05
11.	<p><b><u>TDRC Library Periodicals, Books, and Journals</u></b>            Topics are related to environmental issues that relate to the mission of the Water and Land Resources Division.</p>	<p><b>Cutoff:</b> no longer needed for agency business</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b>            Not Archival - Destroy</p>		N/A	GS50-02-05 R1



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12.	<p><b><u>Transitory Records</u></b> Public records that only document information of temporary, short-term value, and <b>do not contain substantive information or other evidence of county business that warrant retention and are not covered by a more specific records series.</b> Some of these types of records may include:</p> <ul style="list-style-type: none"> <li>• <b>Miscellaneous notices or memoranda</b> which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.);</li> <li>• <b>Preliminary drafts</b> 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);</li> <li>• <b>Routing slips</b> used to direct the distribution of documents;</li> <li>• Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;</li> <li>• <b>Telephone messages</b> (including voicemail, digital voice messages, etc.) which do not contain substantive information or other evidence of county business which warrants retention</li> <li>• <b>Letters of transmittal</b>, which do not add any substantive information to the transmitted materials.</li> <li>• <b>External Reference and Research Materials</b></li> </ul> <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>	<p><b>Cutoff:</b> when no longer needed</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		N/A	<p>Refer to section 13.0 of 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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13.	<p><b><u>Volunteer Programs – Participant Records</u></b> Records document work service of individual volunteers participating in the Water and Land Resources Salmon Watchers or Lake Stewardship Program. Volunteers have the option of participating in daily, weekly, or summer bi-weekly (May-October) monitoring programs.</p> <p>Records include application and/or other intake materials.</p>	<p><b>Cutoff:</b> termination of volunteer service</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Volunteer Files</p> <p>PER-06-004</p>	GS50-04B-06R4
14.	<p><b><u>Watershed Reference – Maps, Drawings, Photographs</u></b> Maps, drawings, and/or photographs that provide reference information on watershed conditions and physical features within King County, prepared or collected by the agency and used for staff reference and/or public information. Records may be used to document changes in the watershed over time.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>•Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos;</li> <li>•Surveys, land survey field books;</li> <li>•Includes information necessary to identify materials (Date, name, place, event, etc.)</li> </ul>	<p><b>Cutoff:</b> obsolete or superseded</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>River Basin and Watershed History Files</p> <p>PUT-05-003</p>	UT50-27-05

**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.*

**Ellie Browning** Digitally signed by Ellie Browning  
Date: 2020.06.19  
14:34:54 -07'00' **6/19/2020**  
\_\_\_\_\_  
Ellie Browning 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.*

**Danielle Boucher** Digitally signed by Danielle Boucher  
Date: 2020.07.10  
12:48:48 -07'00' **07/10/2020**  
\_\_\_\_\_  
Danielle Boucher 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.*

**Dave White** **6/1/20**  
\_\_\_\_\_  
Dave White Date

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

**11. PRC APPROVAL**

**Kennedy, Deborah** Digitally signed by Kennedy, Deborah  
Date: 2020.08.04  
09:33:18 -07'00' **August 4, 2020**  
\_\_\_\_\_  
Deborah Kennedy Date  
King County Public Records Committee