



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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<b>1. AGENCY DEPARTMENT/DIVISION/SECTION</b> Department of Natural Resources and Parks / Wastewater Treatment Division / Finance and Administration / Capacity Charge Program	<b>2. DEPARTMENT-DIVISION-SECTION [DDS]</b> DNRP-WTD-(FA-FIN) / 160309	<b>3. TOTAL NUMBER OF PAGES</b> <b>3</b>	<b>4. DATE LAST MODIFIED</b> October 10, 2017	<b>5. STATUS</b> Final	<b>6. VERSION</b> <b>2</b>
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**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><b><u>Capacity Charge Records</u></b></p> <p>The sewage treatment capacity charge is a charge billed by King County to customers who connected to the sanitary sewage system on or after Feb. 1, 1990. This charge is in addition to sewer service billed by the local agency.</p> <p>Records are used to document status of the property's account and homeowner/building owner compliance with the terms of the capacity charge agreement, per King County Code 28.84.050. They include the original report of sewer connection from the local agency and may also include the permit for hook-up, application, correspondence, transfer of ownership, bankruptcy, foreclosure and other financial information related to payment account.</p> <p><b><i>Note: Legal Authority for the Capacity Charge comes from RCW Chapter 35.58.570, and KCC No. 28.84.050. Under these laws, a lien may be filed against a property that has delinquent or unpaid charges.</i></b></p>	<p><b>Cutoff:</b> Account closed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p> <p><b>ESSENTIAL</b></p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

<p><b>8. RECORDS AND INFORMATION MANAGER SIGNATURE</b>  <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> <span style="float: right;"><i>07/16/2015</i></span></p> <hr/> <p><b>Gail Snow</b> <span style="float: right;"><b>Date</b></span></p>	<p><b>9. COUNTY ARCHIVIST SIGNATURE</b>  <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> <span style="float: right;"><i>07/23/2015</i></span></p> <hr/> <p><b>Carol Shenk</b> <span style="float: right;"><b>Date</b></span></p>
<p><b>10. AGENCY MANAGER SIGNATURE</b>  <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> <span style="float: right;"><i>06/29/2015</i></span></p> <hr/> <p><b>Eunice Verstegen</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</b></p>	
<p><b>11. PRC APPROVAL</b></p> <p><i>See previous version for signature</i> <span style="float: right;"><i>08/07/2015</i></span></p> <hr/> <p><b>Deborah Kennedy</b> <span style="float: right;"><b>Date</b></span>  King County Public Records Committee</p>	