



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 Assessments/ Accounting Division	2. DEPARTMENT-DIVISION-SECTION (DDS) Number DOA-ACCT-(ALL) All Sections / 030201	3. TOTAL NUMBER OF PAGES 20	4. DATE LAST MODIFIED October 30, 2018	5. STATUS FINAL	6. VERSION 1
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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><u>General Office Communications and Staff Meetings</u> Records created, received, and used when communicating within and outside the county on general topics related to the business of the county and the conduct of general office staff meetings. Communications discussing daily activities, functions and processes internally and with other King County offices in the course of conducting day to day county business.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • General correspondence; staff meeting minutes and agendas; working files; forms and templates created; mailing lists; scheduling, including activity and event scheduling; travel arrangements (scheduling only, excludes travel related purchasing & payment records); • Communications and records used to coordinate various administrative functions such as: communications related to management team action items; coordination of office supply ordering, ergonomic evaluations, Employee Giving Program activities, employee onboarding and exiting, and Employee Strategic Advisory Committee or LEAN activities; and employee awards related communications; etc. • Includes subject files on various topics, if not only used for reference/transitory. <p>Note: For Division Directors, King County And Chief Deputy Assessor, and Chief and Deputy Appraiser communications, see category, ACO-01-002, Elected Official, Department, and Division Head Communications Subject and Issue Files.</p>	<p>Cutoff: Year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General 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>

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2.	<p><u>Public Complaints and Requests for Agency Action</u> Requests for action or information made to the Department of Assessments from members of the public: citizens, taxpayers, taxpayer agents, media, local governments, or other members of the public.</p> <p>Requests may include members of the public providing paperwork to be processed, such as:</p> <ul style="list-style-type: none"> • Requests for Assessment Review; requests to reconvene; • Stipulations – managed in Appeals.exe; • General inquiries related to appeals; • Assessor’s Response to tax payer appeal; • Daily customer service requests for information, guidance, or complaints; • Requests for information to/from members of the public and which are NOT transcribed or added to Real Property, including appraiser’s communications; • Communications with other local governments; • Press and media communications. <p>Note: For communications with the public made by the Chief and Deputy Assessor, and Division Director’s use category ACO-01-002, Elected Officials, Department, and Division Heads Communications, Subject, and Issue Files.</p> <p>Excludes Official Public Records Requests retained under category INF-01-002</p>	<p>Cutoff: End of year in which issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	<p>GS50-01-09R2</p>

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Exemptions						
3.	Senior Citizen & Disabled Tax Deferrals Includes senior citizen and disabled citizen tax deferrals for qualifying individuals per RCW 84.36. Includes applications, renewals, and records of denial, as well as significant supporting communications and verification documentation used to make determination of approval or denial.	Cutoff: Denial, or no longer valid Retention: 6 years	Disposition Action: Not Archival - Destroy		Property Tax Exemptions & Deferrals ASR-04-005	Combo Rule ASR-04-005 AS01-04-08 (Senior Citizen Tax Deferrals)
4.	Senior Citizen Tax Exemptions Records related to property tax exemptions for qualifying senior citizens per RCW 84.36. Includes first time applications, mandatory renewals, and records of denial, as well as supporting and verification documentation used to make determination of approval or denial.	Cutoff: Denial, or no longer valid Retention: 6 years	Disposition Action: Not Archival - Destroy		Property Tax Exemptions & Deferrals ASR-04-005	Combo Rule ASR-04-005 AS01-04-07 (Senior Citizen Exemptions)
Mapping / Abstracts						
5.	Deed Cards Copies of recorded deeds used for reference.	Cutoff: No longer needed for reference purpose Retention: 0 years	Disposition Action: Not Archival - Destroy	Recorder's Office & King County Archives	N/A	Transitory – Duplicate copies

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6.	<u>GIS Database of King County Property Parcels</u> GIS database used for maintaining and monitoring King County's legal property parcels for assessment purposes. GIS database contains most recent updated boundary lines, as researched and updated by the Assessor's Mapping and Abstracts sections.	Cutoff: Superseded or Obsolete Retention: 10 year	Disposition Action: Potentially Archival – Appraisal Required		Capital Asset (Real Property) Files ASM-02-007	GS55-05A-06R1
7.	<u>Maps, Drawings, and Plans (Books) - Reference</u> Highway, tidelands, railroad, waterway, topographic maps, etc. Maps may be produced by Kroll Company, Lowman & Hanford; included some secondary copies from other King County Agencies, or the Assessor's office. Also includes district legal descriptions and district maps, etc., used for reference purpose.	Cutoff: Once obsolete or superseded Retention: 2 years	Disposition Action: Potentially Archival – Appraisal Required ESSENTIAL		Maps, Drawings, and Plans (Assessor's Reference File) ASM-02-012	GS50-18-38R1
8.	<u>Quarter Section Maps</u> Physical, printed reference maps showing property and title lines by section, township and range. Maps were formerly updated manually on physical copies, information is now updated and maintained in GIS. These printed versions are printed for scalability and used for research reference purposes.	Cutoff: Once obsolete or superseded Retention: 2 years	Disposition Action: Potentially Archival – Appraisal Required ESSENTIAL		Maps, Drawings, and Plans (Assessor's Reference File) ASM-02-012	GS50-18-38R1

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9.	<p><u>Segregation, Merge, and Change Orders – In Real Property</u> Segregation and Merger Change Orders (ATC-001) and Supplemental Change Orders (ATC-240) forms. Records scanned into Real Property and used for making changes and updates to properties for accounting and taxation purpose. Records include:</p> <ul style="list-style-type: none"> • Segregations and Mergers: ATC-001 forms used for segregating or merging parcels in the Real Property System, along with any supporting documentation attached and uploaded, such as copies of deeds, surveys, court cases, etc. • Supplemental Change Orders: ATC-240 forms used to initiate change of valuation for parcels managed in Real Property, changes due to property tax exemptions. Forms used to revise tax rolls. • May include Title Research file: records created or compiled in an effort to verify correct parcel configuration and property ownership rights through reconstructing the chain of title, and used for Change Order supporting documentation. Some Title Research files may also be transferred to the Survey File. 	<p>Cutoff: Year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>Original is scanned by Abstracts and retained in Real Property. Electronic copies are also retained for Mapping’s reference purpose according to item 7, see below.</p> <p>Physical copies should not be destroyed until confirmation of historical research copy on file with Mapping/ Abstracts.</p>		<p>Segregation, Merger, Supplemental, and Valuation Change Orders</p> <p>ASR-03-003</p>	<p>Combo Rule ASR-</p> <p>AS01-03A-07 (Cancellation or Accounting Supplements)</p> <p>AS01-05-09 (Segregation and Merger Orders)</p> <p>AS01-03A-18 (Valuation Change Orders)</p>

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10.	<p><u>Segregation, Mergers, Change Orders (Secondary Reference/Research File)</u></p> <p>Records documenting change of valuations of property due to property segregations or mergers, or tax value changes due to exemptions. Original records are retained in Real Property. This item applies to scanned version with supporting documentation used for continuing property research, reference, historical information for Mapping and Abstracts staff. May include copies of photos, drawings, plats valuation, merger, and segregations, and any other supporting records or information.</p> <p>Note: These are electronic versions kept for Abstracts and Mapping research and reference.</p>	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor's Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>Once scanning process complete physical files should be transferred King County Archives. Contact the Archives for appraisal and transfer of physical files.</p>		<p>Property History Research and Reference Files</p> <p>ASR-01-018</p>	<p>Combo rule ASR-01-018:</p> <p>AS01-03A-07 (S)(Cancellation or Accounting Supplements)</p> <p>AS01-05-09 (S) (Segregation and Merger Orders)</p> <p>AS01-03A-18 (S) (Valuation Change Orders)</p>

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11.	<p>Separate Lot Review Physical Files Letters provided to the Assessor's Office from the Department of Development and Environmental Services/ Department of Permitting and Environmental Review (DPER) which confirm the legal separation of two lots for taxation purposes. Records are not recorded - provide determinations made by DPER and provide parcel and lot history not accessible elsewhere.</p>	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor's Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Property History Research and Reference Files ASR-01-018</p>	<p>Combo rule ASR-01-018 AS01-05-05 (Minor Lot Lines Adjustments and Revisions) AS01-05-11 (Short Plat Drawings)</p>

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12.	<p>Survey Files Records compiled to research and identify parcel boundaries. Includes copies of maps, surveys, plats, etc. Also includes original parcel reviews, correspondence and determinations made by Assessor's Office staff regarding final taxable parcel boundaries. Used to make taxable determinations and as reference files for parcel reviews.</p>	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor's Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Property History Research and Reference Files</p> <p>ASR-01-018</p>	<p>Combo Rule ASR-01-018</p> <p>AS01-05-12 (Survey File)</p>

13.	<p>Unrecorded Plats Various maps drawn to scale showing property divisions in King County jurisdiction. Plats may be originals, or copies of originals, but not recorded.</p>	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor's Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Property History Research and Reference Files</p> <p>ASR-01-018</p>	<p>Combo Rule ASR-01-018</p> <p>AS01-05-07 (Recorded and Unrecorded Plat Maps)</p>
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Accounting Support						
14.	<p><u>Current Use Program (Property Tax Exemptions) Files – Farm and Agriculture; Designated Forest Land</u></p> <p>Records documenting the application for, review and valuation of, and approval or denial of land designations, made in accordance with RCW 84.33.035.</p> <p>Farm and Agriculture program records include applications, communications, notification of changes, program compliance verification, and any other records used as supporting documentation. Designated Forest Land exemptions valid for ten years as long as property in compliance. Farm and Agriculture designation valid for 7 years as long as property in compliance.</p>	<p>Cutoff: Date property removed from program</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Current Use Program – (Farm and Agriculture, Designated Forest Land)</p> <p>ASR-01-001</p>	AS01-03B-03
15.	<p><u>Destructs – Destroyed Property Exemptions</u></p> <p>Tax exemption claim packets for destroyed property. Includes exemption form, ATC-240, and any other records used and filed in Real Property as supporting documentation.</p>	<p>Cutoff: Denial, or no longer valid</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non Archival - Destroy</p>		<p>Property Tax Exemptions & Deferrals</p> <p>ASR-04-005</p>	<p>Combo Rule ASR-04-005</p> <p>AS01-03A-08 (Destroyed Property – Adjustment Records)</p>

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16.	<p>Home Improvement Exemptions: Records documenting claims and exemption adjustments for properties with qualifying home improvements made. Exemptions valid for 3 years. Includes applications provided by homeowners, appraisers review documentation, and letters of approval or denial, and any other records used and filed in Real Property as supporting documentation.</p>	<p>Cutoff: Denial, or no longer valid</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non Archival - Destroy</p>		<p>Property Tax Exemptions & Deferrals</p> <p>ASR-04-005</p>	<p>Combo Rule ASR-04-005:</p> <p>AS01-04-01 (Remodeling Assessment Deferral – 30%)</p>
17.	<p>Non-Profit Exemptions and Claims Files Records documenting claims and exemption adjustments for non-profit status properties. Includes confirmation documentation provided by the Department of Revenue, ATC-240 forms, etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Non-Profit Determination Letters: Letter provided by the State of Washington Department of Revenue confirming a business’s non-profit status for exemption purposes. • Records documenting claims for tax exemption due to non-profit status such as applications, approved or denied. 	<p>Cutoff: Denial, or no longer valid</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non Archival - Destroy</p>		<p>Property Tax Exemptions & Deferrals</p> <p>ASR-04-005</p>	<p>Combo Rule ASR-04-005:</p> <p>AS01-04-06 (Non-Profit Exemptions and Claims)</p>

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18.	<u>Tax Roll Changes, Assessment Roll Corrections</u> Files documenting the process of granting a requested change in assessed value of personal property on the tax roll. Includes, but is not restricted to: Correspondence from taxpayer, tax correction forms, spreadsheets, listing forms, summary documentations for assessed years or determinations, additional information supporting decisions.	Cutoff: Year end Retention: 6 years	Disposition Action: Non Archival - Destroy		Segregation, Merger, Supplemental, and Valuation Change Orders ASR-03-003	Combo Rule ASR-03-003: AS01-03A-18 (Valuation Change Orders)
Levies, Annexations						
19.	<u>Historic Property Exemption Files</u> Records documenting the application for property tax exemption and coordination of application approval process completed in accordance with RCW 84.26. Final exemption recorded.	Cutoff: Termination of special valuation (designation) Retention: 10 years	Disposition Action: Potentially Archival – Appraisal Required		Historic Property Exemption Files ASR-03-004	LP50-11-31

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20.	<p><u>Levy and Rate Calculations, Certification Report Development</u> Records used for the development and certification process of levy calculations. Includes preliminary reports, worksheets, significant communications, elections lists, lists of levies, LID lists, and any other documentation used to create certified tax rate reports.</p>	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor's Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>Once scanning process complete physical files should be transferred King County Archives. Contact the Archives for appraisal and transfer of physical files.</p>		<p>Property History Research and Reference Files</p> <p>ASR-01-018</p>	<p>Combo Rule ASR-01-018</p> <p>GS50-01-39R1 (Project Files)</p>
21.	<p><u>Multifamily Property Tax Exemptions</u> Records documenting multifamily tax exemption updates, and adjustments to tax roll changes made in accordance with RCW 84.14. Includes all records documenting the impacts to levy's and tax codes.</p>	N/A	N/A		N/A	<p><i>No Disposition Authority Number created for these records yet. These should not be destroyed until further notice from the State of Washington Archives and Records Management Program.</i></p>

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22.	<p>Performance Evaluation Background Files 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. Includes, but is not limited to: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files). Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	Destroy once the performance review has been completed and appeal period has ended	Disposition Action: Not Archival - Destroy		N/A Records Managed Outside of KC ERMS	GS50-04B-31R1

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23.	<p><u>Petitions for Annexations/Certifications of Sufficiency:</u> Records documenting the process of certifying a petition for an annexation is sufficient and all paperwork and requirements are met for the annexation process to commence according to processes established in RCW 57.24. Petitions are filed with the county auditor (King County Assessor's assumes responsibility of this) in lieu of election. Documentation reviewed and signed by Clerk of the Council. Certificate of Sufficiency also provided by the annexed city to the King County Boundary Review Board. Within the Assessor's Office, certification also initiates the process of parcel movement as well as coordinating all information and mapping related to boundary changes in response to annexed territory.</p> <p>Includes petition to annex, certificate of sufficiency, planning and communications, and all other required paperwork.</p>	<p>Cutoff: Certification of Sufficiency Approved or Denied</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Petitions for Annexations – (Certification of Sufficiency)</p> <p>ASR-01-020</p>	GS2012-021

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24.	<p>Required Levy Rate and Value Reports: Required reporting records related to levy rate calculations, certifications, and taxing districts. Reports are required by RCW and the State Department of Revenue.</p> <p>Reports include, but are not restricted to:</p> <ul style="list-style-type: none"> • Levy Preliminary and Certification Reporting RCW 84.52.070 • Required Reporting for Department of Revenue RCW 36.21.100 • PSESD – Puget Sound Educational Service District Bond/Levy Reports • LIFT – Local Infrastructure Financing Tool Report RCW 39.102.200/36.102.140 • LIPPA RCW 39.108.110 • Abstract of Assessed Values Report • Payment in Lieu of Tax Report 	<p>Cutoff: Property no longer in King County boundary as defined by RCW 36.04.170, and no longer used as reference by Assessor’s Office staff and/or successor</p> <p>Retention: 0 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p> <p>Once scanning process complete physical files should be transferred King County Archives. Contact the Archives for appraisal and transfer of physical files.</p>		<p>Property History Research and Reference Files</p> <p>ASR-01-018</p>	<p>Combo Rule ASR-01-018</p> <p>GS2012-028R1 (Reporting/Filing – Mandatory – Agency Management)</p>

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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: 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, PIP (Performance Improvement Plans).</p> <p>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files) and final Performance Appraisal to be retain with Human Resources in the Personnel File.</p>	<p>Cutoff: Once no longer supervising employee</p> <p>Retention: 3 years after</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Supervisor Working Files</p> <p>PER-06-010</p>	GS50-04B-31 R1

<p>26.</p>	<p>Transitory Records Public records that only document information of temporary, short-term value, and provided that the records do not document any substantive decision making processes, not needed as evidence of business transaction, and are not covered by any more specific record series. 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 – Meetings/Appointments • Secondary (Duplicate) Copies 	<p>Cutoff: until no longer needed for agency business*</p> <p>Retention: none</p> <p>*includes verification of successful conversion of information for records documented as part of more formalized records</p>	<p>Disposition Action:</p> <p>Non Archival – Destroy</p>		<p>N/A</p>	<p>Refer to section 13.0 of the State’s General Records Retention Schedule for a complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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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

12/11/2018

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

12/13/2018

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.

Richard Watson

12/11/18

[Manager Name]

Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL

Deborah Kennedy

12/28/18

Deborah Kennedy

Date

King County Public Records Committee