



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

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1. AGENCY DEPARTMENT/DIVISION/SECTION	2. DEPARTMENT-DIVISION-SECTION [DDS / Number]	3. TOTAL NUMBER OF PAGES	4. DATE LAST MODIFIED	5. STATUS	6. VERSION
Department of Assessments/Director's Office	DOA-DIR-(ALL) All Sections / 030501	10	October 30, 2018	FINAL	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 AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>Accounting Records - Secondary</u> Records are used to document payment for goods and services received.</p> <p>May include, but is not restricted to: Copies of invoices sent to FBOD-Accounts Payable for payment.</p> <p>P-Card receipts are managed with the Administration Division accounting records.</p>	<p>Cutoff: Year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	DES / FBOD / Accounts Payable	N/A	GS2011-184R3(S)
2.	<p><u>Communications – Elected Officials, Department, and Division Heads</u> Internal and external communications to or from the King County Assessor, Chief Deputy Assessor, Chief and Deputy Appraiser, and Division Directors. Includes all communications made or received in connection with the transaction of public business, and that are not covered by a more specific record series. Includes all communications types regardless of format. Also includes subject and issue files relating to projects.</p> <p>Excludes records compiled only for short term reference use, see Transitory records.</p> <p>King County Assessor, Chief Deputy Assessor, Chief and Deputy Appraiser, and Division Directors will use this category in lieu of “General Communications” and “Citizen Complaints and Requests for Information”.</p>	<p>Cutoff: Year end, or end of year when no longer needed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival - Appraisal Required</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-02 (Subject/Issue files)</p> <p>GS50-01-09R1 (Public Complaints and Requests)</p> <p>GS50-01-36 (Appointment Calendars)</p> <p>GS50-01-12R3 (Communications)</p>

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3.	<p><u>Employee Award Files</u> Records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information.</p>	<p>Cutoff: Date of award</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Award Files</p> <p>PER-06-003</p>	GS50-04B-44R1

4.	<p>General Office Communications and Staff Meetings 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. <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 ACO-01-001</p>	<p>Combo Rule ACO-01-001 GS50-01-43R2 (Staff Meetings) GS2010-001R3 (Communications – Non-Executive)</p>
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5.	<p><u>Legislative Research, Development, and Review</u> Records documenting the monitoring, comment, research, and development of external legislation and legislative issues that affect the King County Assessor's Office.</p> <p>Also includes:</p> <ul style="list-style-type: none"> • Legislation promoted by the Assessor's Office to external legislative bodies either directly or through lobbyists • Research and development of legislation related to issues/areas of concern for the Assessor's office, such as addressing homelessness and affordable housing. • Review and promotion of County or State legislation. • Includes records created and maintained for the Assessor's office by contracted lobbyists. <p>Excludes Lobbyist Disclosure Reporting, see category LES-03-001, Lobbyist Disclosure Reporting.</p>	<p>Cutoff: Year end, or end of year when project complete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>External Legislation</p> <p>LES-03-003</p>	GS50-01-12R3A
6.	<p><u>Lobbyist Disclosure Reporting</u> Copies of quarterly reporting and all other lobbyist records related to lobbying activities by the Assessor's Office (includes contracted lobbyist records) required to be filed with the Washington State Public Disclosure Commission according to RCW42.17 and 42.17A. Includes Public Disclosure form L-5.</p>	<p>Cutoff: Report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Lobbyist Disclosure Reporting</p> <p>LES-03-001</p>	GS2012-028R1

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7.	<p><u>Outreach and Promotional Material</u> Publications or other materials created by the Assessor’s Office intended for distribution to customers or the public for education or promotion of the services provided or events held.</p> <ul style="list-style-type: none"> • Newsletters • Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records). • Promotional brochures, pamphlets, etc. • Social media educational or promotional material if the original/final version is in this format. <p>Excludes external newsletters received by the agency.</p>	<p>Cutoff: End of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion, and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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8.	<p><u>Performance Evaluation Background Files</u> 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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9.	<p><u>Press Releases</u> Records related to media (newspaper, internet, television, etc.) coverage of the activities and accomplishments of the Assessor’s Office. Includes, but is no limited to: Audio/visual recordings of press conferences, speeches, etc. by the Assessor, Communications Director, or senior executives; copies of guest editorials written by the Assessor, Communications Director, or senior executives; copies of news clippings/media coverage; interactions with the media (press/news releases issued by the agency, etc.)</p>	<p>Cutoff: Year end Retention: 2 years</p>	<p>Disposition: Potentially Archival – Appraisal Required</p>		<p>Press Releases PRE-01-014</p>	<p>GS50-06F-07R1</p>

<p>10.</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: Not Archival - Destroy</p>		<p>Do not files records to KC ERMS</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
[AGENCY MANAGER] Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL
Deborah Kennedy 12/28/18
Deborah Kennedy Date
King County Public Records Committee