



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Assessments – Public Information and Appeals

2. DEPARTMENT-DIVISION-SECTION [DDS / Number]

DOA-PIA-(ALL) All Sections / 030701

3. TOTAL NUMBER OF PAGES

10

4. DATE LAST MODIFIED

October 30, 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>Communications – Elected Officials, Department, and Division Heads</u></p> <p>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</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-01-02</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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2.	<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>GS50-01-02 (Administrative Working Files)</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS2010-001R3 (Communications – Non-Executive)</p>

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3.	<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
4.	<p><u>Personal Property Affidavits</u> List of personal property items owned by private businesses in King County, and used by the Department of Assessments to determine the value of property for taxation purposes. Lists provided annually to the King County Assessor's Office to be filed according to RCW 84.40.</p>	<p>Cutoff: Year end</p> <p>Retention: 6 years</p>	Disposition Action: Not Archival - Destroy		Personal Property Affidavit ASR-01-012	AS01-03C-02

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5.	<p><u>Petition for Real Property Tax Refund</u> Records of Petitions for Property Tax Refund submitted by taxpayers for refund of taxes allegedly paid in error or for authorized tax record adjustments. Includes assessments that may be required to be refunded as well as granted and denied petitions.</p> <p>All petitions and supporting documentation <i>not uploaded</i> to Real Property should be maintained according to the retention requirements set out in this records category.</p>	<p>Cutoff: End of year in which petition refund request was processed or denied</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Tax and Assessed Value Record Adjustment and Refund Files</p> <p>FIN-07-003</p>	<p>Combo Rule FIN-07-003</p> <p>CT01-05-08 (Adjustment Records)</p> <p>CT01-05-09 (Petition Records)</p>

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6.	<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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7.	<p><u>Public Records Requests and Logs</u> Records relating to the requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to: internal and external correspondence relating to the request; logs or other documentation of records provided to the requestor (copies or lists of the records provided, etc.); records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); and records documenting the administrative reviews relating to the requests.</p> <p>Only copies of records should be provided for public records requests. Original records should be managed according to their retention requirements.</p>	<p>Cutoff: Once public records request is completed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Records Act Requests INF-01-002</p>	GS2010-014R3

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9.	<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</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Supervisor's Working Files</p> <p>PER-06-010</p>	<p>GS50-04B-31 R1</p>

<p>9.</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: Non 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

[Manager Name]

Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL

Deborah Kennedy

12/28/18

Deborah Kennedy

Date

King County Public Records Committee