



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION Department of Transportation / Director's Office	2. DEPARTMENT-DIVISION-SECTION [DDS] DOT-DIR-(ALL) / 170201	3. TOTAL NUMBER OF PAGES 49	4. DATE LAST MODIFIED June 5, 2018	5. STATUS Final	6. VERSION 2
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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. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE AUTHORITY (DISPOSITION AUTHORITY NUMBER(S))
GENERAL COMMUNICATIONS – All Staff						
1.	<p>Contracts and Agreements Records that result from the activity of managing contracts and agreements entered into by the agency and one or more parties that set out the terms and conditions to which the signing parties agree or submit. Includes all post-award records needed to interpret, modify or adjust, monitor, or further negotiate original contract, such as change orders, compliance monitoring, addendums or other official contract supporting documentation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Lease, escrow, and rental agreements; lending agreements (facility, equipment, vehicle, etc.); liability waivers (hold harmless, insurance, etc.); purchasing and sales agreements (non-capital assets); warranties. <p>Excludes contracts and agreements covered elsewhere including, but not limited to:</p> <ul style="list-style-type: none"> Contracts and agreements relating to real property ownership and non-real property capital assets; public records transfer agreements; bond, grant, inter-local agreements and levy project contract and agreements. Records used for the process of developing contract or agreement, such as preliminary negotiations, contract evaluations, correspondence, etc. should be filed under <u>Project Files</u>. Bids and Proposals should be filed under <u>Bids and Proposals – Unsuccessful</u> or <u>Bids and Proposals – Successful</u> categories. 	<p>Cutoff: completion of transaction or termination/ expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements, and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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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. Includes all communications types, regardless of format (examples: letters, memos, email, web-sites/forms/pages, social networking posts and comments; etc.)</p> <p>Communications include, but are not restricted to:</p> <ul style="list-style-type: none"> • Review and editing advice and communications provided which are <i>not</i> final versions nor part of other categories such as project files; day to day tasks and administration where not covered under more specific categories; general advice and recommendations, etc. • Staff meetings minutes and agendas where covered by other categories. Example includes Emergency Management Team meeting minutes & agendas. • Administrative procedures and instructions (excluding official agency policies). • Training arrangements; mailing lists; etc. <p>Excludes records covered under <u>ACO-01-002, Elected Officials, Department and Division Heads Communications, Subject, and Issue Files.</u></p> <p>Note: See also: General Communications in the “Communications Group: Graphic Design, Editing, and Multimedia” section.</p>	<p>Cutoff: end of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-43R2 (Meetings – Staff)</p> <p>GS2011-179R1 (Training Arrangements)</p> <p>GS2010-001R3 (Non-Executive Communications)</p>

<p>3.</p>	<p>Transitory Records Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>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 of Meetings/Appointments • Secondary (Duplicate) Copies 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>N/A</p>	<p>Refer to 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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DIRECTOR/DEPUTY DIRECTOR FILES						
4.	<p><u>Communications with the Public or Media</u> Communications from citizens making a complaint or a request, as well as agency associated response. Includes records collected and provided to the Ombudsman’s Office related to official citizen complaints.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Handwritten complaints or recommendations; • Email correspondence directly with, or forwarded to DOT-Director’s Office staff, from other county agencies, where DO is responding agency; • Communications responded to using internal database/email management systems; • Communications retained in any citizens comment tracking system; • Media Inquiries/Requests For Information • Documents/prepared and information provided in response to inquiry. <p><i>Note: Retention of records in this category is delegated to the responding agency. The responding agency will retain the original request along with the response. Complaints and requests forwarded to other parties for their response should be retained in <u>ACO-01-001, General Office Communications</u> category.</i></p> <p>Excludes:</p> <ul style="list-style-type: none"> • Official media and news releases retained with the Press/New/Media Release category <u>Press Releases, PRE-01-014</u> • <u>Public Records Act Requests, INF-01-002.</u> • Whistleblower complaints retained with <u>Whistleblower Investigation Reports, PER-08-008.</u> Contact KC RMP for assistance. 	<p>Cutoff: end of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival- Destroy</p>		<p>Public Complaints and Request for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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5.	<p><u>Elected Officials, Department And Division Heads Communications, Subject And Issue Files</u> Internal and external communications to or from the Director or Deputy Director of the Department of Transportation made or received in connection with the transaction of public business. <i>Includes communications and other records created or received by staff acting on behalf of the Director or Deputy.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Request for and provision of information/advice; inter-governmental correspondence; appointment arrangements; etc. • Fiscal monitoring communications; • Correspondence related to state legislation; • Speaking engagement materials retained, such as communications, notes, speaking points, briefing materials, etc. • Communications, reports, or documents for committees, task forces, board, etc. • Policy, ordinance, and legislation development and communications. <p>Reference and working files may include:</p> <ul style="list-style-type: none"> • Project related reference files; Presentation files; Strategic plan reference files; etc. <p><i>Note: Some communications may have longer retention value. Examples include: final policies, ordinances, communications significantly altering or affecting capital projects, final contracts, etc.</i></p>	<p>Cutoff: end of year</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>GS50-01-12R3 (Director/Deputy Communications Governing/Executive /Advisory)</p> <p>GS50-01-43R2 Director/Deputy Meetings – Staff)</p> <p>GS50-01-36 Director/Deputy Appointment Calendars)</p>

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6.	<p><u>Payroll Registers – Pre 2012</u> Records that are used for verification of eligibility for retirement benefits. Records include information for employees that describe hours worked per month, compensation earned per month, hourly rate of pay, and break in service dates. Records also describe dates and types of leaves, and lump sum payments.</p> <p>Can include, but is not limited to:</p> <ul style="list-style-type: none"> • Payroll register, individual employee pay history, payroll reports, and other records that include the information listed above. 	<p>Cutoff: end of year</p> <p>Retention: 60 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>	In PeopleSoft system 1/1/2012 to present	Retirement Benefit Verification Records FIN-08-002	GS2017-009
7.	<p><u>Payroll Supporting Documents</u> Working documents which lead up to the final time reports entered into PeopleSoft.</p> <p>May include:</p> <ul style="list-style-type: none"> • Time payroll spreadsheets used for data entry, payable status reports, benefit detail reports, timesheet approvals sent to HR, etc. <p>Excludes final signed payroll timesheets which may be used for retirement benefits. These records should be maintained in the <u>Retirement Benefit Verification Records, FIN-08-002</u>.</p>	<p>Cutoff: end of year</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		Payroll Supporting Documents FIN-08-006	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-15R1 (Employee Pay History)</p> <p>GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)</p>

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8.	<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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc. <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files).</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p>Cutoff: Destroy once the performance review has been completed and appeal period has ended</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Records Managed Outside of KC ERMS</p> <p>Destroy/Delete after performance appraisal appeal period has past</p>	GS50-04B-31R1

<p>9.</p>	<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:</p> <ul style="list-style-type: none"> • 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>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p>Excludes 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>Excludes records retained in the Official Employee Misconduct-Founded or Unfounded files. Also excludes official Employee Grievances records.</p>	<p>Cutoff: no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Records Managed Outside of KC ERMS</p> <p>Manage in Outlook, off of Shared Network Drive</p> <p>Contact Agency Deputy Records Officer or KC Records Management when records are ready for disposition</p>	<p>GS50-04B-31R1A</p>
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FINANCE ADMINISTRATION						
10.	<p>Budget Development Files Records related to the development of the DOT annual/biennial final budget. Includes all records compiled in the course of budget preparations, including background information and draft documents compiled in the course of budget preparation.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Preliminary budgets, spreadsheets, statistics; • Expenditure reports; • Briefing materials; • Supporting documentation; • Correspondence related to budget preparation and review; • Final Department of Transportation Proposed Budget sent to the Performance, Strategy, and Budget Office. 	<p>Cutoff: budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03

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11.	<p><u>Budget Status Reports</u> All types of periodic budget status reports compiled per statute, charter, or agency policy.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • <u>Financial Status Monitoring Monthly Reports</u> • Monthly financial status reports or other records related to revenues, expenditures or budget adjustments. Records provide evidence of completed corrective action and budget adjustments. • <u>Adopted Budget Changes, Updates, Supplemental Requests</u> <ul style="list-style-type: none"> ○ All fiscal notes, narratives, and requests for supplemental budget authority or changes to the adopted budget. ○ May include budget updates for cost centers, special funds, department wide, etc. 	<p>Cutoff: year end or until completion of State Auditor’s examination report</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	<p>GS50-03D-06</p>

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12.	<p><u>Official Agency Policies, Procedures, Rules, and Regulations</u> Officially adopted policies, procedures, rules or regulations affecting the administration of the DOT or the DOT Director’s Office. Includes policies written and periodically updated according to requirements stipulated in King County policy, as well as any other policies or procedures as needed. Activated through executive or department head signature, ordinance, or resolution.</p> <p>Includes <i>only</i> final signed copy.</p> <p>Scanned/electronic copies posted on SharePoint, or printed “reference” copies are considered secondary copies and transitory (see Transitory Records)</p> <p>Excludes records covered Administrative Procedures and Instructions filed in the <u>General Office Communications and Staff Meetings, ACO-01-001</u> category.</p>	<p>Cutoff: Adoption of policy</p> <p>Retention: None</p> <p>PERMANENT - transfer to the King County Archives after cutoff</p>	<p>Disposition Action: Archival - Permanent</p> <p>ESSENTIAL</p>		<p>Final Adopted Policy</p> <p>ACO-03-002</p>	GS50-01-24R1
13.	<p><u>Policy, Ordinance, and Legislation Development Files</u> Records that document the development of agency policies, ordinances, and legislation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, research, drafts, etc. 	<p>Cutoff: policy adopted or rejected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1

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14.	<p><u>Purchasing and Accounting - General</u> Records documenting all general financial and accounting transactions. Includes documentation of accounts payable and accounts receivable items by the Department of Transportation Director's office, <i>excluding those related to grants.</i></p> <p>Includes, but is not limited to the following records:</p> <ul style="list-style-type: none"> • Purchasing records such as vouchers, purchasing and receiving, bills and original invoices; • P-Card records; • Journals or other account tracking records; • Financial statements; • Travel reimbursement packets copies with signature (excludes duplicate copies used for reference only); • Sub-Area Group invoices and reimbursement tracking; • Monthly Financial Status Monitoring Reports. • Credit Card statements, receipts, invoices. <p>Excludes:</p> <ul style="list-style-type: none"> • Records retained by procurement, FBOD, or other agency and/or retained in Oracle. • Grant related accounting records needed to document expenditures, documents needed for reporting, etc. covered by <u>FIN-01-017, Grant Administration Records.</u> 	<p>Cutoff: end of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3 (Financial Transactions – General)</p> <p>GS2011-185 (Banking – Accounts and Transactions)</p>

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15.	<u>Strategic Plans - Development</u> Records relating to the development of the agency's strategic plan. Includes correspondence.	Cutoff: completion of plan Retention: 2 years	Disposition Action: Non-Archival - Destroy		Strategic and Work Plans – Development ACO-04-002	GS2010-079
16.	<u>Strategic Plans – Final</u> Final version of the Department of Transportation's strategic, long term, plan used to align the DOT's organizational and budget structure with its priorities, missions, and objectives.	Cutoff: plan revised or obsolete Retention: 2 years Permanent - transfer to the King County Archives after end of retention period	Disposition Action: Archival - Permanent		Strategic Plans – Final Version ACO-04-003	GS2010-080

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GRANT ADMINISTRATION						
17.	<p><u>Audit – Supporting Materials</u> Records used to respond to an internal/external audit of the Department of Transportation’s Directors Office and its program management. Includes both Financial and Compliance audits, including grant funding related audits.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Requests for materials; • Audit response package and related correspondence; • Copies of original source records sent, including database records; • Correspondence; • Draft review and reports; • Responses, explanations, etc. • Audits conducted by state, federal, or other agencies, as well as internal audits. Example includes OMN A-133 single audit. <p>Excludes <u>Triennial Review Audits</u> filed under <u>AUD-01-006</u>.</p>	<p>Cutoff: completion of audit and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01

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18.	<p><u>Audit Reports and Findings</u> Final reports of audits of the Department of Transportation Director’s Office. Includes findings when issued. Audits may be conducted by King County Auditor or by outside auditing agencies (State, Federal, Independent, etc.)</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Final audit report which may include request for action; • Significant drafts and audit findings; • Audit finding if issued; • Documentation of actions taken in response to final report/finding, including correspondence. <p>Example includes OMN A-133 single audit final report.</p> <p><u>Note: Excludes records covered under category <i>Audit Reports and Findings - Triennial Review Audits, AUD-01-006.</i></u></p>	<p>Cutoff: report or finding received and all corrective action take</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02
19.	<p><u>Audit Reports and Findings – Triennial Review Audits</u> Final reports or other final documentation related to FTA Triennial Review Audits, an audit required of grantees/recipients of Section 5307 Urbanized Areas Formula Grants, by the Federal Transit Administration.</p> <p>May include:</p> <ul style="list-style-type: none"> • Final report, as well as requests for action; audit findings if issued; documentation of actions taken in response to final report/finding, including correspondence. 	<p>Cutoff: report submitted or received and all corrective action taken, if necessary</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings - Triennial Review Audits</p> <p>AUD-01-006</p>	TR50-31-41

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20.	<p><u>Fixed Asset Records (Secondary)</u> Tracking records created by the Department of Transportation associated with the acquisition (where and how asset acquired, purchase price, grant funding used for acquisition); improvements made; depreciation; deductions; disposal (when and how disposed of), expenses related to disposition such as labor and other costs related to preparing asset for disposition).</p>	<p>Cutoff: Retain until no longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / FBOD retains official Capital Asset Tracking Record required by RCW 43.09.200.	N/A	GS2011-182(S)

21.	<p>Grant Administration Records associated with grant funding, contracting, and administration. Records document all resources received & expended by the agency for grant funding for non-capital assets and where records do not alter, acquire, abolish, improve, establish, etc. real property. Includes awarded grant applications and any proceeding records, received by the Puget Sound Regional Council's (PSRC) <i>Project Evaluation Committee</i>.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Grant announcement; • Evaluation summaries, award notification, etc. for funds awarded; • Approved grant applications; • Contracts/agreements (non-capital asset related) signed by all parties which set out the terms and conditions of grant. (May be retained in project file.) • Contract negotiations, compliance monitoring, purchase and acquisition records, etc.; • May also include evaluation, score sheet related to application. • Financial transaction records such as checks, project cost records, financial statements/reports/transmittals, transaction, etc. project cost/expenditure records; • Registers for funds; etc. <p>May also include:</p> <ul style="list-style-type: none"> • Change orders; • Compliance monitoring not related to Required/Mandatory Reporting. • PAO review • State agency packets. <p>Excludes:</p> <ul style="list-style-type: none"> • Capital Assets (Real Property) Files, ASM-007 • Grant Contracts – Capital Assets, FIN-05-002 • Grant and Scholarship Applications – Not Approved, FIN-05-005 	<p>Cutoff: completion of grant project OR terms of grant agreement, or as needed to monitor assets, project, program funded through grant source, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>GS2011-183R2</p>
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22.	<p><u>Grant Applications – Not Approved</u> Records related to unsuccessful grant applications submitted by the Department of Transportation for funding. Records may include applications, evaluations, denial notifications, etc.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • <u>Unsuccessful Grant Applications submitted through the Office of Regional Transportation Planning - Grant’s Management.</u> • <u>PSRC Project Evaluation Committee</u> unsuccessful grants. • Records relating to unsuccessful grant applications received by the Puget Sound Regional Council’s (PSRC) Project Evaluation Committee. Records may include applications, evaluations, denial notifications, etc. <p><i>Note: PSRC makes final decisions related to grant awards, King County/ORTP representative on committee is responsible for these records as long as they are performing these functions.</i></p>	<p>Cutoff: notification of denial received</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	GS50-03C-07R1

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))
23.	<p><u>Grant Contracts – Capital Assets</u> Records associated with grant funding, contracting, and administration which <i>relate</i> to the Department of Transportation’s capital asset ownership, but do not alter, acquire, abolish, improve, establish, etc. real property.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Grant contract/agreement development records: Terms and conditions; Scope, budget, responsibility language development; • Negotiations; • Final grant agreements; • Approved grant application associated with agreement; • Financial records associated with the fulfillment of grant contract, as required. <p>May also include:</p> <ul style="list-style-type: none"> • Change orders; • Compliance monitoring not related to Required/Mandatory Reporting; • PAO review; • State agency packets. <p>Excludes:</p> <ul style="list-style-type: none"> • <u>Capital Assets (Real Property) Files, ASM-02-007.</u> • Grant related accounting records needed to document expenditures, documents needed for reporting, etc. covered by <u>FIN-01-017, Grant Administration Records.</u> • <u>Grant and Scholarship Applications – Not Approved, FIN-05-005.</u> 	<p>Cutoff: termination/ expiration of instrument, completion of transaction, or disposition of asset, <i>whichever is later</i>, AND all required grant reporting completed and closed*</p> <p>Retention: 6 years</p> <p>*Grant contracts may stipulate that funding and contractual agreement is terminated upon complete depreciation of asset.</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant Contracts – Capital Assets</p> <p>FIN-05-002</p>	<p>GS2011-169R2</p>

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))
24.	<p><u>Grant Reports & Deliverables</u> All reporting (required by Federal, State, or other local agencies) associated with the administration of the Department of Transportation or grant funded projects. Records managed by grant fund, may include multiple projects reporting.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Progress reports, such as <u>Financial Status and Milestone Progress Reports</u>; • Periodic, annual, quarterly reporting; • State or federal quarterly reporting. <p><i>Note: All reporting not completed through TEAM database, as well as supporting documentation for information submitted through TEAM database, should be managed according to this retention.</i></p>	<p>Cutoff: annual report submitted for continuing grants, or after final payment, completion of project, or terms of grant agreement, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>*If audit, claim, or litigation, associated with grant or grant funded project, is initiated before the expiration of the 4 year period, these records should be retained until all audit findings, litigation, or claims have been resolved and all action taken.</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1

7. LIST OF RECORDS SERIES						
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GOVERNMENT RELATIONS AND PARTNERSHIPS						
25.	<p>Federal Lobbying Disclosure Records Reporting records required by the federal disclosing the lobbying practices undertaken by the King County Department of Transportation. Includes reporting (lobbying disclosure) associated with the Puget Sound Regional Council and subcommittees which the King County Transportation Planning Group is responsible for maintaining during their term as facilitator/administrator for PSRC and/or subcommittees. Also includes submission confirmations, correspondence, inquiries, etc.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Federal Lobbying Disclosure Form; • Federal Lobbying Disclosure Reports if needed. 	<p>Cutoff: report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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))
26.	<p><u>Government Relations and Partnerships Project Files</u> Records related to government liaison communications projects. Projects associated with facilitating communications between the Department of Transportation Director and the DOT's Divisions and Section.</p> <p>Projects may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Capital and Grant Funded Communication/Coordination Projects; • Budget status communications; • Agency planning; • Strategic initiatives and budget impacts; <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Correspondence; • Document and draft review and revisions; • Communication between the Department of Transportation Director and DOT Divisions/Sections such as briefings, memos, etc. • Internal reports related to DOT Division or external Department projects. 	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1

7. LIST OF RECORDS SERIES						
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27.	<p><u>Grant Applications – Not Approved</u> Records related to unsuccessful grant applications submitted by the Department of Transportation for funding. Records may include applications, evaluations, denial notifications, etc.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • <u>Unsuccessful Grant Applications submitted through the Office of Regional Transportation Planning - Grant’s Management.</u> • <u>PSRC Project Evaluation Committee</u> unsuccessful grants. • Records relating to unsuccessful grant applications received by the Puget Sound Regional Council’s (PSRC) Project Evaluation Committee. Records may include applications, evaluations, denial notifications, etc. <p><i>Note: PSRC makes final decisions related to grant awards, King County/ORTP representative on committee is responsible for these records as long as they are performing these functions.</i></p>	<p>Cutoff: year end in which denial was sent</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Grant and Scholarship Applications – Not Approved</p> <p>FIN-05-005</p>	<p>GS50-03C-07R1</p>

<p>28.</p>	<p>PSRC Regional Project Evaluation Committee – Grant Administration</p> <p>Records retained associated with the administration of grant funding. Includes documentation of all resources received or expended for grant/grant project. Includes awarded grant applications and any proceeding records, received by the Puget Sound Regional Council’s (PSRC) <i>Project Evaluation Committee</i>. <i>Includes only those grants where DOT-DO staff is responsible for administering the funds, contracts, and financial transactions.</i></p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Grant announcement; • Evaluation summaries, award notification, etc. for funds awarded; • Approved grant applications; • Contracts/agreements (non-capital asset related) signed by all parties which set out the terms and conditions of grant. (May be retained in project file.) • Contract negotiations, compliance monitoring, purchase and acquisition records, etc.; • May also include evaluation, score sheet related to application. • Financial transaction records such as checks, project cost records, financial statements/reports/transmittals, transaction, etc.. project cost/expenditure records; • Registers for funds; etc. <p><i>Note: PSRC makes final decisions related to grant awards, King County/ORTP representative on committee is responsible for these records while they perform these functions and/or for when King County/ORTP representative is responsible for retaining these records for the PSRC Project Evaluation Committee.</i></p>	<p>Cutoff: grant project complete, or for terms of grant agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>Combo Rule FIN-05-001</p> <p>GS2011-183R2 (Financial Transactions – Bond, Grant and Levy Projects)</p> <p>GS50-03C-01R1 (Annual Financial Status Reports – Grants)</p>
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<p>29.</p>	<p>PSRC – Regional Project Evaluation Committee Records The Regional Project Evaluation Committee, a Sub-Committee, of the Puget Sound Regional Council identifies grant funding opportunities, analyzes applications, and makes recommendations to PSRC regarding specific projects. PSRC makes final approval or determinations.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Meeting notes, agendas; agenda packets and all related materials; audio/visual recordings of meetings if necessary; correspondence; meeting minutes; and documents produced from the board such as reports, policy drafts and transmittals. <p>Includes:</p> <ul style="list-style-type: none"> • Puget Sound Regional Council & Sub-Committee Annual Reports <ul style="list-style-type: none"> ○ Annual Report Submitted to King County Council by the PSRC or sub-committees, which highlights the accomplishments of the PSRC and sub-committees and identifies the ways the PSRC supports its mission throughout the year. • Puget Sound Regional Council Committee Meetings <ul style="list-style-type: none"> ○ Records documenting the meetings of the Puget Sound Regional Council, sub-committees, and boards that the Office of Regional Transportation Planning Group is responsible to administer. <p>Records may also include:</p> <ul style="list-style-type: none"> • Grant application and analysis, grant application presentations and related materials, grant recommendations and presentations to PSRC when PSRC is only responsible for final decision/approval, but NOT responsible for administration of the particular grant. <p>Excludes any final agreements, grant administration, or other records which may have retention periods which extend beyond this category.</p>	<p>Cutoff: year end, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings Inter-Agency, Inter-Local, Inter-Governmental</p> <p>ACO-01-006</p>	<p>GS2011-175R2</p>
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7. LIST OF RECORDS SERIES						
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30.	<p>Sub-Area Group (King County Transportation Board Agreements) Sub-Area Groups/Boards are comprised of elected local and County officials, transportation agency representatives, and members of the private sector. Boards were established with the goal of improving the coordination of transportation services and facilities. The boards provide a forum for sharing information and building consensus to resolve issues with multi-modal transportation improvements.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Inter-local agreements between King County, City Councils, and the Sub-Area Transportation Groups approved by King County Council and City Councils, which spell out the terms and conditions of the Sub-Area Boards and their membership. <p>Agreements include, but are not restricted to:</p> <ul style="list-style-type: none"> • Eastside Transportation Partnership Agreement • South County Area Transportation Board Agreement • Seashore Transportation Forum Agreement <p><i>Note: According to RCW 39.34.040 inter-local agreements shall be filed with the county auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source. King County inter-local agreements may be recorded with the King County Recorder's Office, or sent to the King County Records Management Program. Records Management Program staff will post the inter-local agreement to the County's website (http://www.kingcounty.gov/operations/policies/interlocalAgreements.aspx) and then send the original copy to the King County Archives.</i></p>	<p>Cutoff: agreement superseded, obsolete, or terminated</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

7. LIST OF RECORDS SERIES						
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31.	<p><u>Sub-Area Group Transportation Board Meetings</u> Records documenting meetings arranged and managed for the Sub-Area Group Transportation Boards. Records document the administrative work of the boards.</p> <p>Boards include:</p> <ul style="list-style-type: none"> • South County Area Transportation Board • SeaShore Transportation Forum • Eastside Transportation Partnership <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Meeting notes, agendas; agenda packets and all related materials; audio/visual recordings of meetings if necessary; correspondence; meeting minutes; and documents produced from/required by the board such as reports, policy drafts and transmittals to be reviewed. • Outreach materials; meeting arrangements and planning; etc. • Annual reports issued by or on behalf of the Sub Area Group Transportation Boards documenting work of the group boards or conducted for the group boards for research purposes, including reports developed by consultants. <ul style="list-style-type: none"> ○ Eastside Transportation Partnership Annual Report ○ South County Area Transportation Board Annual Report ○ Seashore Transportation Forum Annual Report <p>Excludes any final or annual reports, agreements, or other records which may have retention periods which extend beyond this category.</p>	<p>Cutoff: end of year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings Inter-Agency, Inter-Local, Inter-Governmental</p> <p>ACO-01-006</p>	GS2011-175R2

7. LIST OF RECORDS SERIES						
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32.	<p><u>Sub-Area Group Transportation Board Member Files (Volunteer Files)</u> Membership applications/forms submitted for membership to one of the three Sub-Area Group Transportation Boards. May also document confirmation of dues collected or other work service history documentation.</p> <p>Boards include:</p> <ul style="list-style-type: none"> • South County Area Transportation Board • SeaShore Transportation Forum • Eastside Transportation Partnership <p><i>Note: Financial records associated with dues paid should be retained according to the <u>General Office Accounting, FIN-01-001</u> category.</i></p>	<p>Cutoff: termination of volunteer service</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Volunteer Files</p> <p>PER-06-004</p>	GS50-04B-06R4

7. LIST OF RECORDS SERIES						
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33.	<p><u>Transportation Planning - Project Files</u> Records associated with DOT Director's Office Transportation Planning Group projects where not covered by more specific records categories. Excludes grant-funded and capital improvement projects.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Work plans, business cases, budgets, drafts, reference materials, correspondence, communications, meeting materials, reports or surveys associated with project, contracts, agreements, etc. <p>Projects may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Electric Vehicle Program; • Prop/Ballot Measure analysis; • Coal Train; • Election Analysis; • Business Plan development assistance. <p>Excludes grant funded project records covered by the categories:</p> <ul style="list-style-type: none"> • Grant Administration Records, FIN-01-017 • Grant Contracts – Capital Assets, FIN-05-002 	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

7. LIST OF RECORDS SERIES						
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PROJECTS/PROGRAMS ADMINISTRATION						
34.	<p><u>DOT Programs' Project Files</u> Records related to the Department of Transportation Director's Office program projects and all responsibilities associated, such as compliance, contracts management, communications, supervision and prioritization, and maintenance of issues related to program/projects.</p> <p>Programs may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Key agency initiatives and department wide project launches, etc. such as: <ul style="list-style-type: none"> ○ Energy and climate initiatives; ○ Customer service enhancements; ○ Space consolidation and management; ○ Records Management Initiative; ○ Lync and other technical services implementation; etc. <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Program planning documentation review; • Budgetary review; • Prioritization and planning communications; • Contract or other documentation review; • Reference materials; • Communications related to all aspect of duties. <p><i>Note: Final deliverables, such as final project reports and final documents from project which continue to be utilized and are required to be retained after project close may have longer retention periods. Refer to appropriate category for retention.</i></p>	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>

7. LIST OF RECORDS SERIES						
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35.	<p><u>Policy Development Files</u> Records associated with the development of Department of Transportation Director's Office official policies and procedures to be signed by DOT head or County Executive.</p> <p>Note: See also Policy Development Files under Finance Section.</p>	<p>Cutoff: final policy approved or rejected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1
36.	<p><u>Reporting</u> Internal use reports created for day do day analysis and management of agency business, where not related to specific program projects. May include all program inclusive summaries and briefing reports used to update Department heads or County Executives.</p> <p>Excludes project-specific reports, studies, surveys, etc.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Informational Reports</p> <p>ACO-02-003</p>	GS50-06F-03R1

7. LIST OF RECORDS SERIES						
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COMMUNICATIONS, GRAPHIC DESIGN, AND MULTIMEDIA						
37.	<p><u>Advertising, Promotion, and Outreach</u> Records related to the panning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Oversized maps; outreach presentation materials, etc. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion, and Outreach</p> <p>PRE-01-005</p>	GS2011-165

7. LIST OF RECORDS SERIES						
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38.	<p><u>Communications Planning and Outreach – Project Files</u> Records related to the Communication team’s planning or outreach projects. Records may include, but are not restricted to: Work Plans; business cases; target audience development; budgets; drafts; reference materials used; correspondence; surveys used for project, communication logs; notes and documents related to final deliverables, such as design. <i>Includes final product when developed for and project initiated by, external agency such as Roads, Metro, or Marine Division. Projects may only be minor editing and grammatical changes. External agency is responsible for retaining final drafts received.</i></p> <p>Records may also include:</p> <ul style="list-style-type: none"> • Public surveys and opinion polls related to the topics/issues discussed at meetings and used for final reporting sent to council; • Meeting records (agendas, minutes, notes, etc.) held by unofficial advisory groups, such as community advisory groups, sounding boards, and community task forces; <p>Project examples include:</p> <ul style="list-style-type: none"> • Communications planning projects. • Service Delivery Project • Metro Transit Police Communications Plan • Road Transit Outreach • Public Engagement Outreach program <p><i>Note: Excludes final plans, surveys, studies, reports or other deliverables retained in the category <u>Research/Program Reports, Studies, Analyses, ACO-02-002.</u></i></p>	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>

7. LIST OF RECORDS SERIES						
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39.	<p><u>Communications Planning and Outreach - Reports, Studies, Analyses, Surveys, and Plans</u> Final reports or plans related to projects or other program studies, where not covered by a more specific records series. Reports may be a result of public opinion polls or other projects. Includes reports created for the Director's Office. <i>Excludes other agency reports sent to Director's Office Communication's staff for only review and editing purposes only.</i></p> <p>Reports include, but are not restricted to:</p> <ul style="list-style-type: none"> • Final Service Delivery Results; • Media Contact Reports required by and sent to KC Executive; • Reports sent to council, developed from feedback and opinion gathered from public/advisory meetings or polls and providing recommendations and advice on proposed County ordinances that affect the public. • Final communication plans and reports <p>Includes attachments and other records necessary for the interpretation/analysis of report/study submitted.</p> <p>Excludes reports or other final products where DOT-Communications staff completed editing, grammar, and graphic design work for the project for other agencies in "Communications Planning and Outreach-Project Files" and "Graphic Design and Editing-Project Files", covered by <u>Project Files, ACO-02-001</u>.</p>	<p>Cutoff: superseded or obsolete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models, and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1

7. LIST OF RECORDS SERIES						
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40.	<p>Communications with the Public or Media Communications from citizens making a complaint or a request, as well as agency associated response.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Handwritten complaints or recommendations; • Email correspondence directly to, or forwarded to Community Relations from other county agencies; • Communications responded to using internal database/email management system; • Communications retained in comment tracking system. • Media Inquiries/Requests For Information • Documents/prepared information provided in response to inquiry; Correspondence. <p>Retention of records in this category may be delegated to the responding agency. The responding agency will retain the original request along with the response. Complaints and requests forwarded to other parties for their response should be retained in <u>ACO-01-001, General Office Communications</u> category.</p> <p>Note: Records maintained in Survey Monkey are considered transitory (See Transitory Records). Final spreadsheets and downloads from Survey Monkey with transcribed record of communications are considered official records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Official media and news releases retained with the Press/New/Media Release category <u>Press Releases, PRE-01-014</u> • Public Disclosure Act Requests, INF-01-002. • Whistleblower complaints retained with <u>Whistleblower Investigation Reports, PER-08-008</u>. Contact KC RMP for assistance. 	<p>Cutoff: end of year in which information was provided</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Actions</p> <p>PRE-01-001</p>	GS50-01-09R2

7. LIST OF RECORDS SERIES						
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41.	<p><u>Database, Website and SharePoint Design, Build and Implementation - Project Files</u> Records documenting the design, planning, and post-implementation review of the Department of Transportation’s websites (internet and intranet), as well as SharePoint design and implementation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. • Correspondence to and from agencies, such as review of website. • Include database or other IT application design such as Microsoft Dynamics. 	<p>Cutoff: project completed*</p> <p>Retention: 6 years</p> <p>*Project complete when final design approved by agency (Transit, Roads, Fleet, Marine, etc.).</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

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))
42.	<p>General Communications 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, and that are not covered by more specific records categories. Includes all communications types, regardless of format (examples: letters, memos, email, web-sites/forms/pages, social networking posts and comments; etc.)</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • General correspondence (non-executive); • Meeting minutes and agendas (not for governing, advisory bodies, council, commissions or boards). <p>Communications for the DOT-Communications Graphic Design and Editing Team include, but are not restricted to:</p> <ul style="list-style-type: none"> • Graphic Design, Editing, and Communications general correspondence <ul style="list-style-type: none"> ○ Communicates general information unrelated to specific projects for DOT Divisions or external agencies. • Technical Web Representatives Communications <ul style="list-style-type: none"> ○ Information relayed to and from DOT website owners and developers and county web team regarding content owner’s issues and concerns. Correspondence may also provide guidance associated with implementing web initiatives. • Website Maintenance Correspondence <ul style="list-style-type: none"> ○ Correspondence (emails) to and from agency website content owners regarding the status of their site, providing content to be uploaded or removed from site, and providing analytics related to site usage. Excludes original design, build, and implementation communications. <p><i>(Continued on next page...)</i></p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3

7. LIST OF RECORDS SERIES						
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43.	<p><i>(Continued from previous page.)</i></p> <ul style="list-style-type: none"> • SharePoint Communications and Site Development <ul style="list-style-type: none"> ○ Correspondence (emails) related to the creation and maintenance of the Department of Transportation’s SharePoint sites. Includes communications related adding users and site permissions, issues and general questions, communications related to the establishment of sites. Excludes any original content uploaded and maintained on sites – agencies using sites are responsible for content. <p>See also: General Office Communications and Staff Meetings in the “General Office Administration” Section of this schedule.</p>					

<p>44.</p>	<p>Graphic Design and Editing - Final Publications Newsletters, brochures, handouts and other final publications designed, developed, and prepared by the DOT-Communications, Graphic Design and Editing group. Includes: Only final publications of projects initiated by DOT-Director’s Office for the DOT Director’s Office use and distribution and where the Director’s Office is responsible for retaining the final/official copy. <i>Includes final publications created for other agencies where project initiated within, and spearheaded by, the Director’s Office Communications group.</i></p> <p>Records may include all final publications regardless of format, including:</p> <ul style="list-style-type: none"> • Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records, etc. (excluding duplicates and secondary copies). Includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) <p>Excludes publications and materials created <i>upon the request of, and provided to,</i> an external agency (outside of the DOT Director’s Office) and when external agency supplies original content and materials which should be retained with the publication’s project file. See category: <u>Graphic Design, Editing, and Illustration Projects (Project Files), ACO-02-001</u>. External agencies are responsible for retaining their final products.</p> <p>Excludes final Communication plans or reports covered by <u>Communications Planning and Outreach - Reports, Studies, Analyses, ACO-02-002</u>. (Research/Program Reports, Studies, Surveys, Models, and Analyses).</p> <p>Note for web content: If final publication is posted online only, a screenshot or a PageFreezer capture of when the publication was posted and when the publication was removed should be retained.</p>	<p>Cutoff: no longer needed for agency business</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	<p>GS50-06F-04R4</p>
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7. LIST OF RECORDS SERIES						
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45.	<p>Graphic Design and Editing - Project Files Records that document graphic design and editing projects completed for other Divisions and Departments in King County. Projects include the design and editing of reports, displays, brochures, presentations, communications, maps, signs, reports, plans, etc. <i>Includes final product when developed for and project initiated by, external agency such as Roads, Metro, or Marine Division. Projects may only be minor editing and grammatical changes. External agency is responsible for retaining final drafts received.</i></p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Correspondence related to graphic, design, and editing projects. Includes communications to and from clientele seeking graphic and design work; • Work order numbers; • Draft design and reviews. <p>Paper copies and lower resolution/modified layout versions for web posting are considered duplicates. Backup electronic copies are also duplicates. All duplicates are transitory and should be destroyed once no longer needed for agency business (see Transitory Records).</p> <p>This category applies only to the project files created by DOT Communications Graphic Design team <i>for</i> requestor/clientele.</p> <p>Excludes final documents created for DOT-Director's Office Staff or DO-Communications team for the DO's use and distribution, such as DOT Communications Plans, brochures, publications, planning projects final deliverables, etc.</p>	<p>Cutoff: project complete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

7. LIST OF RECORDS SERIES						
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46.	<p><u>Multimedia Assignments' Projects</u> Project files related to multimedia production assignments undertaken at the request of the Department of Transportation staff to document events, presentations, trainings, current issues, projects, public relations events, etc. sponsored, held by, or otherwise involving the Department. Assignments may also be requested by other county agencies or by Executive's office.</p> <p>Project files include, but are not restricted to:</p> <ul style="list-style-type: none"> • Communications; raw footage, edited footage; working and final scripts; drafts; sound; images, etc. • Raw images may be retained until final image is produced. • Multimedia includes, but is not restricted to: <ul style="list-style-type: none"> ◦ Video, sound tracks, videography, photo images, including WAV, MP4, JPEG, etc. <p><i>Note: Final documentation published online may need to be retained according to a separate retention category if final copy is published, whether on-line or in print, or distributed, by Multimedia Production staff.</i></p>	<p>Cutoff: project/assignment completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	<p>GS50-01-39R1</p>

7. LIST OF RECORDS SERIES						
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47.	<p><u>Official Advisory Group Meetings</u> Records documenting monthly meetings of official county advisory boards. Includes ONLY Transit Advisory Commission records or records of any other <i>official</i> county board, committee, or commission. (see http://www.kingcounty.gov/exec/boards/list.aspx for details)</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Agendas/meeting packets (briefs, reference materials, etc.); sign-in sheets and other meeting materials. • Public notice related announcing public meeting if notice managed with meeting records. <p>Excludes records documenting meetings held by unofficial advisory groups, such as community advisory groups, sounding boards, and community task forces. Meeting records for these groups should be retained according to <u>Public Relations Outreach Meetings and Projects: "Project Files"</u> <u>ACO-02-001</u>.</p> <p>Note: Reports developed for and sent to Council providing ordinance recommendations and advice should be retained according to <u>Research/Program Reports, Studies, Analyses, ACO-02-002</u></p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards</p> <p>ACO-01-013</p>	<p>GS2012-027</p>

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48.	<p><u>Online Content – Mandatory</u> Records documenting the publishing of the agency’s online (internet and intranet) content; specifically content that is required to be posted for public interest according to state law or county ordinance.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Public notices, meeting agendas or minutes, policies, etc. <p><i>Note: Individual records provided to DOT-Director’s Office staff to be posted should be retained by the requesting party for the individual records current approved retention periods according to applicable record series.</i></p>	<p>Cutoff: online content is removed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management – Official/Legal</p> <p>INF-04-017</p>	GS2010-007A
49.	<p><u>Press/News/Media Releases</u> Communications prepared for the public and members of the news and media regarding noteworthy events or circumstances related to the Department of Transportation. Includes only final, prepared and/or posted release.</p> <p>May include, but is not restricted to:</p> <ul style="list-style-type: none"> • Email, fax, etc. correspondence; • Press releases provided on website; • Video news releases (pre-taped). <p>Excludes communications with the public covered by <u>Citizens’ Complaints and Requests for Agency Action, PRE-01-001</u></p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Press Releases</p> <p>PRE-01-014</p>	GS50-06F-07R1

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50.	<p><u>Public Records Act Request Logs</u> Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW.</p> <p><u>Note: Exemption logs are covered by Public Records Act Requests, INF-01-002.</u></p>	<p>Cutoff: End of year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Request</p> <p>INF-01-002</p>	GS2010-014R3
51.	<p><u>Public Records Act Requests</u> Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to request; • Records documenting the public records provided to the requestor (copies of lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Record documenting administrative reviews relating to the request. • Includes video, audio, or other supporting records provided. <p>Excludes the records that are subject of the public records request (which must be retained in accordance with the applicable records series).</p> <p>Note: Response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.</p>	<p>Cutoff: public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3

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52.	<p><u>Transit Advisory Commission Member Files (Volunteer Files)</u> Records documenting the work service of time-limited advisory commission members selected for the Transit Advisory Commission.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Applications; • Documents relevant to their appointment and service term. <p>Excludes general communications between the DOT-Directors office and Commission members, which should be retained according to the <u>General Office Communications, ACO-01-001</u> category, when applicable.</p>	<p>Cutoff: termination of service</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Volunteer Files</p> <p>PER-06-004</p>	GS50-04B-06R4

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53.	<p><u>Website and SharePoint Maintenance and Content Management</u> Records documenting management of web page/SharePoint content (internet and intranet) for the Department of Transportation's divisions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Email correspondence - requests/approvals to upload/update/remove content (may include content attached). <p>Excludes original <i>content</i> posted, such as newsletters. See <u>Final Publications, Brochures, Newsletters (Master File of Agency Publication), INF-02-001.</u></p> <p>Note: Analytics regarding usage sent via email to agency (content owner) should be retained according to the category <u>General Office Communications, ACO-01-001, see below.</u></p> <p>Note: Content required to be posted to the public by state or local regulations – such as Public Notices – should be captured and retained according to the category <u>Online Content Management – Official/Legal, INF-04-017.</u></p>	<p>Cutoff: online content removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007

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54.	<p><u>Website Usage (Analytics)</u> Records relating scheduled, computer driven tasks. Examples include: event logs, run reports and requests; task schedules; successful completion reports.</p> <p><i>Note: Correspondence to and from agencies relaying analytics can be retained under <u>General Office Communications, ACO-01-001.</u></i></p>	<p>Cutoff: no longer needed for agency business</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-06A-05R2
<p><u>Social Media Communication Records</u> <i>Social media is a communication system. Social media communications (posts, blogs, updates, etc.) may constitute public records under RCW Chapter 40.14 with legally mandated retention requirements, or may be transitory information with no retention value. Communications on social media sites when constitute public record when created or received in the transaction of public (County) business. These communications are retained according to/based upon the content of the record – information posted, individuals/members of the public communicated with, type of record or information generated. The content determines the retention value, and social media communications should be handled accordingly. For example, if a member of the public complains on an agency Facebook post about the noise planes are making, evidence of this record should be retained according to GS50-01-09R1D – Citizens’ Complaints/Requests – Air Traffic Noise Complaints (retention period 8 years).</i></p>						

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <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 style="text-align: center;"><i>Ryan Wadleigh for</i></p> <p><u><i>Gail Snow</i></u> <u>5/21/18</u> Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <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 style="text-align: center;"><i>Carol Shenk</i></p> <p><u>Carol Shenk</u> <u>08/31/2018</u> Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <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 of my responsibility.</i></p> <p style="text-align: center;"><i>Harold Taniguchi</i></p> <p><u>Harold Taniguchi</u> <u>10/19/17</u> Harold Taniguchi Date</p>	
PUBLIC RECORDS COMMITTEE USE ONLY	
<p>11. PRC APPROVAL</p> <p style="text-align: center;"><i>Deborah Kennedy</i></p> <p><u>Deborah Kennedy</u> <u>9/26/2018</u> Deborah Kennedy Date King County Public Records Committee</p>	