



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Transportation / Fleet Administration
Division

**2. DEPARTMENT-DIVISION-
SECTION [DDS]**

DOT-FLT-(ALL) / 170101

**3. TOTAL NUMBER OF
PAGES**

35

**4. DATE LAST
MODIFIED**

October 23, 2017

5. STATUS

Final

6. VERSION

2

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))
ADMINISTRATION, BUSINESS REPORTING, DIRECTOR'S COMMUNICATIONS						
1.	<u>Citizens' Complaints and Requests for Information</u> Communications from citizens/public making a request for information, as well as agency response to request. Also includes complaints made from citizens and agency responses.	Cutoff: end of year in which issue resolved Retention: 3 years	Disposition Action: Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2

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2.	<p><u>Contracts, Agreements, and Warranties</u> Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that do not establish, alter, or abolish ownership of capital assets. Only includes contracts and agreements where the primary copy is held by Fleet. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Warranties agreements and compliance, including credit check records; • Lease and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Purchase and sales agreements; • Car service and repair warranties. • Vehicle Take-Home Authorization and Tracking Agreements required by King County Policy FES-12-2-2 (AEP). <p>Excludes Inter-agency, intra-agency, inter-governmental, inter-local agreements (see item 8).</p> <p>Excludes secondary copies of contract records held by DES / FBOD / Procurement.</p>	<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>DES / FBOD / Procurements retains primary copies of some contract records</p>	<p>Contracts, Agreements, and Warrantees</p> <p>CON-01-001</p>	<p>GS50-01-11R4</p>

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3.	<p><u>Drivers' License Verification Spreadsheet</u></p> <p>Spreadsheet is a countywide listing of employees' driver's license information including license type and number. Record is updated annually with license data provided and verified by employees. Listing is used to monitor employee access to county vehicles. Includes both individual and commercial driver's licenses as necessary.</p>	<p>Cutoff: year end or last log entry</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Security Monitoring – Employee/Public/Visitor Access</p> <p>ASM-10-007</p>	GS50-06B-20R1

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4.	<p><u>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</u> Internal and external communications to or from the agency's elected official(s) and/or executive management, that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series. Includes all communication types, regardless of format: correspondence, email; web-sites/forms/pages; social networking posts and comments, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice (excluding requests from citizens); • Agency initiated information/advice; • Correspondence files, including; intergovernmental and other associations; • Executive agencies and minutes and files of general office meetings; • Public relations records such as speeches, newsletters, press releases, proclamations, biographies, photos, etc.; appointment calendars; • Mailing lists; • Public opinion polls; • Informational reports compiled on a subject; • Projects or initiatives origination and managed from the office. <p>Excludes: Public Record Requests, INF-01-002; Agency Information – Routine, GS50-02-01, Meetings/Projects - General Advisory Councils, Commissions, Committees and Boards LES-02-001; Communications for Advisory Councils, Commissions, Committees and Boards, LES-02-003.</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-01-002</p> <p>GS50-01-02 (Administrative Working Files)</p> <p>GS50-01-12R3 (Communications)</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS50-01-36 (Appointment Calendars)</p>

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5.	<p><u>“FuelForce” Fuel Usage Tracking Database</u> Records related to tracking and analyzing fuel usage. Includes data used to indicate low fuel stock at fueling sites, as well as vehicle/equipment fuel usage and monitoring.</p> <p><i>Note: Records should be purged from database 4 years after year end in which monitoring, measurements or data report was completed; if/when functionality is available.</i></p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045
6.	<p><u>Fuel Monitoring Data Transfer Back-Up (Vendor Reports)</u> Records related to tracking and analyzing fuel usage. Includes data used to indicate low fuel stock at fueling sites, as well as vehicle/equipment fuel usage and monitoring.</p> <p>Records include vendor reports with information transferred into Fuel Force Tracking System. Reports should be retained as backup for data imported into Fuel Force according to this retention schedule.</p> <p><i>Note: original emails received with attached reports should be retained as <u>General Office Communications and Staff Meetings</u>.</i></p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045

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7.	<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 agency, where not covered by more specific records series.</p> <p>May include, but is not restricted to:</p> <ul style="list-style-type: none"> • General correspondence (includes all formats, e.g. email), including auto-generated emails regarding Motor Pool Vehicle minor maintenance requests; • Meeting minutes and agendas (original copies); • Calendars (retained in Outlook); • Administrative procedures and instructions (Including office administrative manuals. Does not include official agency policies authorized by signature); • Working files containing copies of information for reference purposes; • Agency-provided training arrangements. • <p>Specific examples include:</p> <ul style="list-style-type: none"> • Motor pool vehicle ticket tracking spreadsheet (moving violations issued to motor pool vehicles); Complaint tracking spreadsheet. <p><i>NOTE: Some records from this category may result in more complex uses and should eventually be retained as such with the business activity they support. For example, some records may become official projects files, may become final contract administration documents, or may be utilized for personnel actions, etc. This series covers temporary or reference use copies of these types of records only.</i></p>	<p>Cutoff: Year end</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>GS2010-001R3 (Communications)</p> <p>GS50-01-43R2 (Staff Meetings)</p> <p>GS50-01-02 (Administrative Working Files)</p> <p>GS50-01-36 (Appointment Calendars)</p> <p>GS2011-179R1 (Training Arrangements)</p>

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8.	<p><u>Inter/Intra-Agency, Inter-Local, Inter-Governmental Agreements</u> Instruments signed by the agency and one or more parties which set out the terms to which the signing parties agree or submit. Agreements are created for the interest of cooperatively sharing resources for the mutual of all parties, in accordance with RCW 39.34.</p> <p>Includes <i>only</i> inter/intra-agency, inter-local, and intergovernmental agreements.</p> <p>Excludes all other agreements, contracts, and warranties retained according to the Contracts, Agreements, and Warranties (see item 2).</p>	<p>Cutoff: termination/ expiration of instrument</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
9.	<p><u>“Inverse” Motor-Pool Reservation System</u> Records related to the reservations and use of King County Motor Pool vehicles. Includes all information in Inverse database.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Motor pool vehicle employee sign-up sheet; • Records of Motor Pool vehicle reservations. <p>Note: Records should be purged annually 4 years after year end in which reservations were completed if/when functionality is available.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045

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10.	<p><u>Keys, Voyager Cards, FOB Chips – Inventory and Tracking</u> Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Motor Pool Voyager Cards/Vehicle Keys/FOB Chips Tracking List: • Lists used to track, inventory, or identify Motor Pool vehicle keys and FOB chips, or any other security codes used to access keys, FOB chips, or vehicles. Also includes inventory list of Voyager Cards issued to vehicles. • Records documenting the inventory of keys for vehicles loaned to employees. Includes any records documenting spare sets. <p>Excludes vehicle check out logs.</p>	<p>Cutoff: keys/ FOB chip returned to Fleet or list obsolete, whichever is later</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Inventory – Keys/Key Cards/Badges</p> <p>ASM-05-005</p>	GS50-06B-05R1

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11.	<p>Project Files (General) Records relating to any of the Fleets miscellaneous projects <i>where not covered by a more specific record series</i>.</p> <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Database Systems Install/Updates; • Records Management Initiative Projects; • Customer Service / Motor Pool Analysis related project (outside of regular meetings/reporting). <p>Documents within project file may include:</p> <ul style="list-style-type: none"> • Work plans and business cases related to project; • Budgets related to project; • Draft documents; • Reference materials; • Project correspondence; • Communication logs; • Notes. <p>NOTE: Final documents can have a longer retention period. Examples of project final documents where covered by other retention categories include: Final research/program reports, studies, surveys, models, and analyses; information technology design and implementation. Please contact the Records Management Program if you are uncertain which project category applies to your type of project.</p>	<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>

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12.	<p><u>Reporting – Mandatory (Agency Management)</u> Records relating to the general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, where not covered by a more specific records series.</p> <p>Contents include, but are not limited to:</p> <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. <p>Reports may include, but are not limited to:</p> <ul style="list-style-type: none"> • Proviso responses and reporting. • Annual reports to director. 	<p>Cutoff: report or documents 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
13.	<p><u>Strategic Plans – Development</u> Records relating to the development of the agency’s final strategic plan.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Final Fleet strategic plans contributed to the comprehensive Countywide Strategic Plan. • May include work contributed to other specific strategic plans such as SCAP (King County Strategic Climate Action Plan). 	<p>Cutoff: completion of plan</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Strategic and Work Plans - Development</p> <p>ACO-04-002</p>	GS2010-079

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14.	<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>Cutoff: no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

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15.	<p><u>Transitory Records</u> 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) 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival – Destroy</p>		N/A	<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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16.	<p><u>Web Content Posts (Pages) – Invitations To Bid, Contracts & Agreements, Public Notices</u> Records documenting the publishing of the Fleet’s online content, where included in content is legally-required posted documents.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Invitation to Bid; • Public Auction Notifications; • Inter-local/intergovernmental agreements; • Includes, but is not limited to: • Requests/approvals to upload/update/remove content; Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, sitemap). <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention periods, according to their applicable records series. This rule is used specifically for the publishing of online content that is legal or official in nature and affects the public interest. Including, but not limited to: ordinances, motions, policies, records retention schedules, and proclamations.</i></p>	<p>Cutoff: 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

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GENERAL OFFICE ACCOUNTING						
17.	<p><u>Automated Faster Accounting Data Transfer</u> Auto email confirmation of Faster to Oracle accounting data transfer.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Confirmation email indicating data transfer from Faster to Oracle completed • Reports or any related communications regarding errors, etc. 	<p>Cutoff: no longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS2010-004R1
18.	<p><u>Duplicate Check Copies</u> Copies of checks received where original sent outside of agency for deposit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Warranty claims refund check used for claim refund amount verification; • All other copies of checks received where original sent to KC Finance for deposit; • Check Movement Tracking Records: Includes carbon copy signature records identifying individuals receiving or delivery checks. Final signed copy remains with original check sent to Central Finance for deposit. 	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Check Stubs or Duplicate Copies</p> <p>FIN-04-007</p>	GS50-03B-06

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19.	<p>General Office Accounting Original and use copies of office accounting records, including documentation around accounts payable/receivable, and cash/banking activities. Only includes primary copies of accounting records held by Fleet.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales records (bill of sale, purchase order, invoices; • Billing, including: <ul style="list-style-type: none"> ▪ Monthly billing to County Agency's for Fleet vehicle ▪ INVERSE billing for daily rental of Fleet vehicles ▪ Good to Go Pass Billing for King County ▪ County issued cell-phone bills and signature sheets. • Financial statement/reports; • Capital asset accounting records used for reporting and reconciliation with Central Finance/Oracle fixed asset accounting; • Bank deposit records and account transaction; • Receipts, vouchers; • Petty cash and reconciliation; • P-Card records, including iExpense records and other documentation; • Original travel reimbursement records retained with Fleet, including copies of invoices sent to FBOD. <p>Excludes secondary copies of records held by DES / FBOD.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>DES / FBOD: Primary office for most account payable records.</p> <p>Secondary copies held by Fleet Administration may be disposed of when no longer needed. FBOD may retain most originals. Copies may be sent to Fleet Administration Division</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> <p>GS2011-186 (Banking – Deposited Items)</p>

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20.	<p><u>Payroll Supporting Documentation</u> Electronic and paper spreadsheets, reports, and other working documents that lead up to the final printed and signed time reports used for paying employees.</p> <p>This category <u>excludes</u> the paper copy of the signed official payroll time report transmittal sent by departments for each pay period noting pay due employees and the signed authorization.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Leave requests such as Request for Time Off and FMLA Request for Time Off. <p>Excludes initial FMLA application and approval.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	GS50-03E-02R1
21.	<p><u>Time Cards/Time Sheets</u> Daily, weekly, or monthly time accumulation reports. May be used as retirement verification.</p> <p><i>Note: Time records subject to federal audit should be retained per federal requirements – Contact King County Records Management for assistance</i></p>	<p>Cutoff: Termination of employment OR year end depending on record organization</p> <p>Retention: 60 years after year end <i>if used for retirement verification*</i></p> <p>*4 years after year end if NOT used for retirement verification</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Payroll – Cards/Time Sheets</p> <p>FIN-08-001</p>	GS2017-009

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CLIMATE CHANGE PROGRAM						
22.	<p><u>Climate Change Program Project Files</u> Records related to the Climate Change Program’s projects, where not covered by other more specific record series.</p> <p>Specific project examples may include:</p> <ul style="list-style-type: none"> • Driver’s Manual Review; • Dispatch Documentation; • Vehicle Incident Report Package Review. <p>Records may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Developmental documentation for final research and program reports, where not cover by other specific categories; • Meeting notes and packets; • Correspondence related to projects. 	<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>	GS50-01-39R1
23.	<p><u>Outreach, Promotion, and Advertising Materials</u> Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted to promote the mission and business of Fleet’s Climate Change Program.</p> <p>May include:</p> <ul style="list-style-type: none"> • Flyers; • Posters; • Brochures; • Training/Instructional materials development 	<p>Cutoff: end of year in which record is superseded or no longer needed</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						
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>Research/Program Reports, Studies, Surveys, Models, and Analyses</u> Final publications on projects where the product is a report, study, analyses, etc. Records include final publication of the report, etc. from the research, data, survey, study, etc.</p> <p>May include :</p> <ul style="list-style-type: none"> • Reports created regarding vehicle performance, usage, or analytics; • Climate Change Program Reports • Presentations submitted as final reports • Spreadsheets, graphs, etc. used to interpret or provide substantive information with report. <p>Note: Working files and research documents related to final report should be retained under Project Files, ACO-02-001.</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
25.	<p><u>Vehicle Utilization & Performance Data</u> Records related to the usage of Fleet Vehicles in regard to performance statics. May include information related to fuel consumption or other energy usage measurements, use requests, oil and other dispersal data, mileage data, and other statistics related to take home vehicle and motor pool vehicle use.</p> <p>Excludes final usage and dispersal related reports created and/or submitted to outside agencies.</p> <p>Note: Records maintained in databases should be purged annually 4 years after year end; if/when functionality is available.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045

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))
26.	<p><u>Vehicle Utilization Authorization Form</u> Form required according to King County policy FES 12-6 (AEP) used to identify underutilized vehicles around the county and justify continued use. Form assesses the annual usage county vehicles, including miles driven, annual cost of operation, minimal miles vehicle should be driven to justify use, and identifies justification for continued use or if vehicle should be retired from agency fleet.</p> <p><i>Note: Form submitted to Vehicle Justification Review Committee which authorizes action.</i></p>	<p>Cutoff: authorization terminated*</p> <p>Retention: 6 years</p> <p>*Authorization terminated when form is superseded.</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Authorizations – Non Environmental</p> <p>ASM-01-005</p>	GS2012-033
INVENTORY AND DISPOSITION OF KING COUNTY ASSETS						
27.	<p><u>Asset Disposition History Files</u> Non-financial records relating to the process of disposing of all agency non-real property capital assets. Includes sale, auction, salvage, donation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Selling, auction, and donation of equipment, vehicles, machinery, art, and other County non-real property assets etc.; • Report of Sale (see note below for titled items); • Surplus property transfer records (records indicating property transferred to “surplus” status. <p><i>Note: Excludes Report of Sale for titled items, which may be retained until no longer needed for agency business.</i></p>	<p>Cutoff: disposal of asset, or as stipulated by grant agreement, whichever is later</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Disposal Records</p> <p>ASM-03-001</p>	GS50-06E-08R1

7. LIST OF RECORDS SERIES						
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28.	<p><u>County Asset Inventory</u> Records relating to the inventorying of King County's fixed assets (non-real property).</p> <p>Fixed assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Vehicles and buses, machinery, computers, equipment, furniture; • Works of art and historical treasures. • Computers, smart phones, global positioning system (GPS) devices. • Supplies (office, forms, printing, mailing, linens, etc.); • Parts (for vehicles, printers, machines, etc.); • Stores items • Concession supplies, maps, code books; • Grave markers. <p>Records include:</p> <ul style="list-style-type: none"> • Fixed Asset Inventory Report created and filed annually with the Recorder's Office March 1st in according to RCW 36.32.210. • Inventory corrections and update forms. 	<p>Cutoff: completion of inventory</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>County Asset Inventory ASM-05-008</p>	<p>GS50-03A-18R1</p>
29.	<p><u>Reseller Permits/Resale Certificates – (Secondary)</u> Certificates or permits verifying retailer, wholesalers, or manufacturers permission to purchase items for resale without paying sales tax.</p>	<p>Cutoff: superseded or no longer valid</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>	<p>Fleet customer retains original, State Department of Revenue maintains database of valid/active resale certificates.</p>	<p>N/A</p>	<p>GS50-01-42R2(S)</p>

7. LIST OF RECORDS SERIES						
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FLEET COORDINATION						
30.	<p>Take-Home Vehicle Authorization Form - Initial Original take home vehicle request/authorization form used to request/justify employee's "take-home" use of county vehicles. Form signed by employee, supervisor, and/or department director. Authorization required by King County Policy FES-12-2-2 (AEP).</p> <p>Includes:</p> <ul style="list-style-type: none"> • Requests and approvals for take home vehicle use • Security identification information • Assignment of cards, keys, badges, or codes. <p><i>Note: Authorization Form should be retained separately from the bi-annual tracking and update sheets. This form remains valid, and should be retained until superseded, or user no longer has take-home privileges, plus 6 years.</i></p>	<p>Cutoff: termination of user access, or form obsolete or superseded</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
31.	<p>Take-Home Vehicle Bi-Annual Tracking/Updates Sheets Sixth month summary/update checklist used to identify/approve employees continued take home vehicle access. Only used for employees with original signed form already on file, and where no changes to vehicle/employee status/approval made or required. Authorization required by King County Policy FES-12-2-2 (AEP).</p> <p><i>Note: Annual tracking/update sheets should be retained separately from users initial Authorization Form. This form remains valid only for the 6 month duration and should be retained until superseded by subsequent tracking sheet, plus 6 years.</i></p>	<p>Cutoff: year end in which checklist for agency is superseded or obsolete</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

7. LIST OF RECORDS SERIES						
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EQUIPMENT AND VEHICLE MAINTENANCE & FLEET STORES						
32.	<p>Equipment and Vehicle – Master Files Includes original records documenting the maintenance and repair history of all Fleet vehicles and equipment.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Fleet Management System database. <p><i>Note: Records kept in Faster should be purged from database 6 years after vehicle or equipment no longer owned by agency.</i></p> <ul style="list-style-type: none"> • Correspondence NOT added to and retained in Faster which is related to maintenance and documents decisions made or maintenance work undertaken or completed. • Accident Reporting Records created for internal use only where an OFFICIAL accident report was NOT created, accident was NOT reported to authorities and accident report or claim NOT reported to King County Risk Management. • Crane Inspection Records required by OSHA to be completed and maintained. <p>Excludes: Original paper files used to document vehicle/equipment origins, history, purchase, repairs, etc. <i>These files should contain secondary copies only and are considered transitory (see Transitory Records).</i></p> <p>Note:</p> <ul style="list-style-type: none"> • Original documentation of vehicle and equipment ownership (Titles) managed with Fleet Administration – Downtown. • Official repair and maintenance managed in FASTER. 	<p>Cutoff: asset no longer owned by agency</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Equipment and Vehicle Maintenance History Files</p> <p>ASM-07-004</p>	GS2012-039

7. LIST OF RECORDS SERIES						
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33.	<p><u>Equipment And Vehicle Master Files – Paper Files (Secondary Copies)</u> Paper files used to document vehicle/equipment origins, history, purchase, repairs, etc. <i>These contain secondary copies only and are considered transitory (see Transitory Records).</i></p> <p>These records may include:</p> <ul style="list-style-type: none"> • Manufacturer’s Certificate of Origin (copy) • Title Application (copy) • Paperwork from previous owner • Change-order of assignment • Appraisals (statement of value); • Purchase offers for agency assets which are declined by agency; • Legal ownership documentation (copies where original is maintained with Fleet Administration.) <p>Note:</p> <ul style="list-style-type: none"> • Original documentation of vehicle and equipment ownership (Titles) managed with Fleet Administration – Downtown. • Original repair and maintenance managed in FASTER. 	<p>Cutoff: no longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS2012-039(S)

7. LIST OF RECORDS SERIES						
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34.	<p><u>Equipment And Vehicle - Titles And Other Ownership Records</u> Original records documenting the acquisition of vehicles/equipment acquired/owned by the Fleet Administration.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Acquisition/ownership records for all titled item not transferred to new owner • Other ownership records <i>if retained with Fleet</i>, such as MSO, appraisals, etc. <p>Note: Category applies to any original items if ever retained with Fleet past vehicle disposition. Fleet titles to be kept with vehicle when sold.</p> <p>Excludes any <i>copies</i> of other vehicle records such as copies of the MSO, invoice, title application, etc. Official Registration maintained with vehicle.</p>	<p>Cutoff: disposition of asset</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Asset Acquisition and Ownership Records</p> <p>ASM-09-008</p>	GS2012-030

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))
35.	<p><u>Inspections/Monitoring – Non-Regulated</u> Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, <i>where not required by regulatory agencies</i>. Includes inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicle/vessels, etc.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Shop equipment and tools diagnostic and inspection records, including communications; • Equipment and vehicle safety checks such as daily or regular checks of fleet vehicle and equipment safety. <p>Note: Records should be purged from database 6 years after vehicle or equipment no longer owned by agency.</p>	<p>Cutoff: inspection or monitoring completed and corrective actions taken, if necessary</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Inspections/Monitoring Non-Regulated</p> <p>ASM-14-002</p>	GS2012-037
36.	<p><u>Inventory – Keys</u> Records documenting the inventory of keys issued out to county employees for loaned vehicles. Includes any records documenting spare sets.</p>	<p>Cutoff: materials returned to the county by employee or until inventory list is obsolete, whichever is later</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Inventory – Keys/Key Cards/Badges</p> <p>ASM-05-005</p>	GS50-06B-05R1
37.	<p><u>Inventory Withdraw Sheets</u> Inventory records related to inventorying and documenting supplies drawn from Fleet stores. Records may also be used for verification of supplies inventory on spreadsheets and in database.</p>	<p>Cutoff: completion of inventory</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Inventory of Assets (Non-Real Property)</p> <p>ASM-05-003</p>	GS50-03A-18R1

7. LIST OF RECORDS SERIES						
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38.	<p><u>Invitations, Successful Bids – Fleet Stores</u> Records documenting bids and proposals made by other parties to provide Fleets Stores with goods, services, parts, material, etc. which are accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP) • Invitation to Bid (ITB), specifications, etc • Bid proposals, evaluation documentation, qualifications, applications, etc. <p>Excludes final contract awarded and unsuccessful bids</p>	<p>Cutoff: completion of purchase or fulfillment of contract</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Bids and Proposals – Successful</p> <p>CON-01-011</p>	GS50-08A-01R1

7. LIST OF RECORDS SERIES						
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39.	<p><u>Hazardous Waste Control Tracking</u> Records describe and list hazardous materials and/or all hazardous and dangerous waste. Records may document the control, tracking, and disposal of the hazardous waste materials and dangerous waste.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the U.S. Environmental Protection Agency Emergency Planning & Community Right-to-Know Act; • Dangerous Waste Annual Report filed with the Department of Ecology in accordance with WAC 173-303-220; • Reports and forms required under the Resource Conservation and Recovery Act (RCRA); • Toxic Release Inventory (TRI) reporting in accordance with 40 CFR § Part 372. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p> <p>Excludes Material Safety Data Sheets (MSDSs).</p>	<p>Cutoff: end of year that part, product, material sheets superseded or obsolete</p> <p>Retention: 50 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Hazardous Materials/Dangerous Waste – Control/Inventory/ Tracking/Disposal</p> <p>ASM-04-004</p>	GS50-19-02R1

7. LIST OF RECORDS SERIES						
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40.	<p><u>Materials Safety Data Sheets (MSDS)</u> Records identify toxic substances or harmful physical agents that are used by the agency and are a source of potential exposure to employees. Data sheets provide information regarding material's properties, and recommended safety procedures, storage, handling, control, tracking, disposal and care in case of accidental exposure. Also may include specific parts, components, equipment, etc. which may contain specific toxic substances or harmful physical agents.</p>	<p>Cutoff: superseded or chemical no longer in use, whichever is sooner</p> <p>Retention: 50 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>WAC 296-800-180</p> <p>ESSENTIAL</p>		<p>Materials Safety Data Sheets (MSDS)</p> <p>ASM-04-023</p>	GS50-19-02R1A
41.	<p><u>Reports –Equipment and Maintenance Use Reports</u> Real-time snap-shot reports of equipment use and maintenance. Used mainly for reference or as a working file.</p> <p>May include, but is not restricted to :</p> <ul style="list-style-type: none"> • Equipment and vehicle use statistics; • Vehicle mileage; • Productivity reports 	<p>Cutoff: inventory data confirmed</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>GS50-01-02</p>

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42.	<p><u>Usage And Dispersal Records</u> Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Vehicle and equipment checkout logs, trip logs, rental/use schedules, statistical reports related to use; • Fuel/oil usage and dispersal monitoring, including fuel farm tracking; • Fuel/oil log sheets from filling stations • Vehicle use requests, checkout logs, rental/use schedules, statistical reports; • Pump/tank audit reports; • Mileage data, gas use data, etc.; • Materials disbursement and use; • Supplies drawn from central stores, store reports, and store inventory monitoring, etc. <p>Excludes records related to the disposal (sale, auction, transfer to surplus) of the agency's assets. Excludes contracts, agreements, permits which authorize the use of agency's assets.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045
43.	<p><u>Vehicle/Equipment Maintenance and Operating Manuals</u> Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used, or maintained by the agency where not covered by a more specific record series.</p> <p>Includes, but is not restricted to:</p> <ul style="list-style-type: none"> • Vehicle and equipment operating manuals. <p>Note: Records may be transferred with asset upon sale.</p>	<p>Cutoff: disposition of the asset or sale of equipment</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Operating Manuals</p> <p>ASM-07-001</p>	GS50-06B-09R1

7. LIST OF RECORDS SERIES						
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44.	<p><u>Warranty Claim Records</u> Records related to the activity of managing warranty agreements entered into by the agency and one or more parties which set out the terms and conditions of the warranty and related work. Records document service and repairs completed and reimbursed through warranty contracts.</p> <p>Record include, but are not limited to:</p> <ul style="list-style-type: none"> • Warranty claims filed with the manufacturer or other party held accountable by warranty agreement; • Monthly warranty claims credit checks; • Copy of repair orders. 	<p>Cutoff: transaction/ reimbursement for parts/work complete</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
45.	<p><u>Work Orders – Vendor/Contractor Maintenance</u> Work orders documenting minor maintenance of Fleet vehicles where work is minor in nature and is completed by a vendor/contractor. Excludes work orders and maintenance work performed by Fleet employees and managed through Fleet Database.</p> <p>Minor maintenance may include:</p> <ul style="list-style-type: none"> • Vehicles and equipment safety checks, oils changes, tune-ups, filters, tires, etc. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Work order, related correspondence, etc. 	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Work Orders</p> <p>ASM-07-002</p>	GS2012-040

7. LIST OF RECORDS SERIES						
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BUDGET AND FINANCE						
46.	<p><u>Budget Development & Working Files</u> Background information, draft documentation, and communications compiled in the course of budget development. Includes budget development and working files that provide background material for departmental budget request. Records types may include spreadsheets, email correspondence, and other documentation.</p> <p>May include:</p> <ul style="list-style-type: none"> • Division or departmental budget requests; • Use copies of previous budget; • Budget related work plans; • Business plans sent to the Department Director or Executives' Office for submission to King County Council, OMB; • Year-end reports used to analyze and provide information on reconciliation and other budgetary related issues. May also include other working files and budget development documentation. • Information created with, or provided to Finance and Budget Director, and used to create final budget. <p>Specific records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Oracle exported reports; • Reports used for budget development, exported from Faster. <p>Note: For Central Rate Development, see Internal Service Fund – Rate Setting, BUD-01-003.</p>	<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>	<p>GS50-03D-03</p>

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47.	<p><u>Budget Status Report</u> Periodic reports of office or project revenues, expenditures and budget adjustments.</p> <p>May include, but is not restricted to:</p> <ul style="list-style-type: none"> • Budget updates for cost centers, • Equipment usage, • Special funds, • Division-level budget updates; • Quarterly reporting; • Mid-biennial reviews. 	<p>Cutoff: year end or until completion of State Auditor's Report</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06
48.	<p><u>Central and Other Rate Development</u> Records relating to setting rates for goods and services provided by the Fleet Administration to internal county customers. Used for cost recovery purposes. May include rental rates, shop rates, and other services and supplies provided to internal King County Customers</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cost-allocation basis; • Actual costs separated from estimated costs. • Budget Rate Worksheets (for central rates) 	<p>Cutoff: rates superseded</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Internal Service Fund – Rate Setting</p> <p>BUD-01-003</p>	GS2011-187
49.	<p><u>Grant-Funded Projects – Financial Reporting/Accounting</u> Reports relating to grant (non-continuous) projects. Projects may include vehicle purchasing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Progress statements; • Expenditure of funds; • Periodic, annual, special, and final reports. 	<p>Cutoff: submission of final report or for period required by grant/program, 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>GS50-03C-02R1 (Project Reports)</p> <p>GS50-03C-01R1 (Annual Financial Status Reports)</p> <p>GS2011-183R2</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))
50.	<p><u>Grant-Funded Projects - Financial Transactions</u> Records documenting all resources received and expended by Fleet grant funded projects, such as vehicle purchasing grants.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cancelled (and voided) checks, credit card slips, project cost record, etc., for capital assets constructed by the local government agency; • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; • Documents supporting purchase/acquisition/construction and disposition/sales prices; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds awarded or received by the local government agency; • Project cost/expenditure tracking record (staff time, etc.); • Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. 	<p>Cutoff: final bond payment or after completion of levy/grant project (including final reporting) 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>	GS2011-183R2

<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: right;"><i>See original for signature</i> <i>01/20/2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>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: right;"><i>See original for signature</i> <i>01/23/2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>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 scope of my responsibility.</i></p> <p style="text-align: right;"><i>See original for signature</i> <i>01/15/2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Jennifer Lindwall Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p style="text-align: right;"><i>See original for signature</i> <i>02/12/2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Deborah Kennedy Date King County Public Records Committee</p>	