



King County

Department of Executive Services
Records and Licensing Services Division
**Archives, Records Management and Mail
Services Section**

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

RECORDS MANAGEMENT PROGRAM

Phone: (206) 477-6889
Email: records.management@kingcounty.gov
Mailstop: GBB-ES-0210

1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Transportation/ Transit Division / Transit
Safety & Security (Coach Security Video Recordings)

2. DEPARTMENT-DIVISION- SECTION [DDS]

DOT/Metro Transit/Transit
Safety & Security

3. TOTAL NUMBER OF PAGES

3

4. DATE LAST MODIFIED

March 22, 2018

5. STATUS

Final
Oct. 10, 2018

6. VERSION

1

6. SCOPE AND DISCLAIMER

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County's Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

Glossary

Cutoff: the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

Retention: the length of time the records must be retained *after* the cutoff date

Disposition Action: the action that should be taken with the records after they have met their retention period

ESSENTIAL: records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>Transit Coach Video Recordings – No Incident</u> Records are routine video recordings taken on-board King County Metro Transit-owned coaches that have NOT captured a security incident or accident from which a claim is likely to result. Incident determinations are made on a daily basis by the County’s Risk Management Office.</p>	<p>Cutoff: End of day</p> <p>Retention: 10 calendar days*</p> <p>*routine video recordings are retained on the removable hard drive for approximately 80 operating hours before being automatically recorded over</p>	<p>Disposition Action: Non-Archival Destroy</p>		<p>Transit Coach Video Recordings</p> <p>TRA-01-013</p>	GS50-06B-18 R1
2.	<p><u>Transit Coach Video Recordings – Incident Identified</u> Records are King County Metro Transit copies of video recordings provided upon request to internal or external agencies in support of complaints, damage claims, law enforcement investigations, litigation actions, records requests, etc of incidents on King County Metro-Transit owned property.</p>	<p>Cutoff: Date recording was provided</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival Destroy</p>	<p>Requesting County office or external law enforcement organization</p>	<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001 R3

