



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/ Metro Transit Division /
Transit Safety & Security (Fixed Video System 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>Metro Transit Security Monitoring – Oversight/Surveillance Recordings other than Coach</u></p> <p>Records are security recordings, <i>excluding on-board coach recordings</i>, used to monitor King County Metro Transit-owned property such as buildings, park and ride areas, etc., for the purpose of ensuring safety and security.</p>	<p>Cutoff: Date of recording</p> <p>Retention: 30 days</p>	<p>Disposition Action: Non-Archival Destroy</p>		<p>Surveillance Tapes No Incident</p> <p>ASM-10-004</p>	GS50-06B-18 R1

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE</p> <p><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="font-size: 1.2em; font-family: cursive;">Gail Snow</p> <p style="font-size: 1.2em; font-family: cursive;">10/16/2018</p> <hr/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE</p> <p><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="font-size: 0.8em; margin-top: 20px;">Digitally signed by Amanda Demeter DN: cn=Amanda Demeter, o=King County, ou=Records, email=amanda.demeter@kingcounty.gov, c=US Date: 2018.10.16 15:12:47 -0700</p> <p style="font-size: 1.2em; font-family: cursive;">Amanda Demeter</p> <p style="font-size: 1.2em; font-family: cursive;">10/16/2018</p> <hr/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE</p> <p><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="font-size: 1.2em; font-family: cursive;">Rob Gannon</p> <p style="font-size: 1.2em; font-family: cursive;">12-001-18</p> <hr/> <p>Rob Gannon, General Manager Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY</p>	
<p>11. PRC APPROVAL</p> <p style="font-size: 1.2em; font-family: cursive;">Deborah Kennedy</p> <p style="font-size: 1.2em; font-family: cursive;">October 31, 2018</p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	