



**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 Permitting and Environmental Review / Business Systems	2. DEPARTMENT-DIVISION-SECTION [DDS] DPER-BS-(ALL) All Sections / 060501	3. TOTAL NUMBER OF PAGES 8	4. DATE LAST MODIFIED September 12, 2018	5. STATUS Final	6. VERSION 1
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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 NUMBER(S)]
1.	<p><u>Administrative Polices and Standard Operating Procedures (SOPs)</u> Documentation of internal policies, procedures and guidelines created by DPER Business Systems staff, which relate to routine operations of Business Systems, applications or infrastructure or processes. Records may include standard operating procedures, standard work documents, handbooks, manuals, or any supporting background materials and instructional documentation.</p> <p><i>Excludes</i> procedures, instructions and advice sent to (received by) the agency from an outside agency or source.</p>	<p>Cutoff: revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01




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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))
2.	<p><u>General Communications & Staff Meetings</u> Communications to or from DPER Business Systems staff with other DPER or KC employees (includes contractors) that are made or received and related to DPER services. And records from recurring meetings, such as agendas, meeting minutes, presentations, etc.</p> <p>Includes, but not limited to: - Correspondence and meetings related to internal planning of general system services, procedures or administrative changes.</p> <p><i>Excludes</i> specific communications or meeting files related to projects, systems or incidents are covered by a more specific records series. e.g.; meeting about or discussing a major project or implementation of a new system.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not 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 (General Communications)</p> <p>GS50-01-43R2 (General Meeting Files)</p>
3.	<p><u>IT Helpdesk Requests/Tickets</u> Records relating to requests from DPER employees asking for assistance, advice and solutions related to Business Systems services. Such as assistance for using information technology systems and applications, fixing issues or bugs in the Accela system that require more than a few minutes to solve. Includes email requests received via the Business Systems staff shared email account.</p> <p><i>Excludes</i> Maintenance and repair of system hardware and assets, such as Maintenance – Major and/or Regulated covered by GS2012-039 or Maintenance – Minor/Non –Regulated covered by GS2012-040. See KC General Retention Schedule.</p>	<p>Cutoff: finalization of request or ticket closed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>	<p>KCIT / Service Center and any other agency that resolves tickets</p>	<p>Helpdesk Requests</p> <p>INF-04-005</p>	<p>GS2010-005R1</p>

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4.	<p><u>Business Systems Projects – Planning, Implementation and Review Files</u></p> <p>Records relating to Business Systems projects planned, managed and executed by the DPER Business Systems staff. For example, process change projects that result in modification of Standard Operating Procedures (SOPs) such as Accela system integration or development of data reporting abilities within CATS for customer tracking.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> - Project proposals, scope, requirements, objectives documentation; - Project outline or timelines; - Internal DPER Project approvals; - Plans, assignments, or tools used to manage overall project and individual processes; - And any post-implementation project updates, upgrades, review or recommendations. <p>Excludes Capital Improvement Projects of Business Systems or infrastructure covered by GS50-18-10R1.</p> <p>Excludes Business Systems and Projects – Technical Documentation Design covered by GS50-06A-03R3, see item number 5 below.</p>	<p>Cutoff: finalization of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Planning and Review</p> <p>INF-04-003</p>	GS50-06A-01R3

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5.	<p><u>Business Systems and Projects – Technical Design Documentation</u> Records that document the technical design and implementation of the DPER’s computer software applications and systems such as Accela permitting system, CATS customer tracking system or MyBuildingPermit.com.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> - Design documentation, road maps and plans; - Source code used to programming; - System and program change descriptions/authorizations; - Development plans (for testing or conversion); - User acceptance testing; - Release notes for updates/upgrades; - Operational and user instructions. <p>NOTE: Documentation typically required for the life of system or used as referential material for other systems development projects.</p> <p>Excludes records related to Business Systems Projects – Planning, Implementation and Review covered by GS50-06A-01R3, see item number 4 above.</p>	<p>Cutoff: Until application or version is no longer in use or needed for agency business</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Technical Design and Implementation</p> <p>INF-04-001</p>	GS50-06A-03R3

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6.	<p><u>Reports of Statistics and Specifications</u> Reports created by DPER Business Systems staff that are produced to show and graph data from business systems such as Accela, CATS or MyBuildingPermit.com.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> - Statistical reports, metric data reports; - Graphs and charts attached or appended to reports; - Templates for generating or manipulating data. 	<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>	<p>GS50-06F-03R1</p>

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7.	<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, white board collaboration notes, post-its, flip charts) - Contact Information (external clients or stakeholders) - Drafting and Editing (Preliminary drafts 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 - Basic/routine short-term communications that do not document decision making or agency actions and not covered by another category - Internet Browsing History (cookies/cache) - Organizing/Monitoring Work In Progress (to-do lists; working notes) - 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) - Secondary (Duplicate) Copies 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		Do not file records into KC ERMS	<p>Note: destruction documentation is not required for Transitory Records.</p> <p>Refer to KC General Retention Schedule for entire list of transitory records and DANs.</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> 9/12/2018</p> <hr/> <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> 9/28/2018</p> <hr/> <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 of my responsibility.</i></p> <p> 6/28/18</p> <hr/> <p>John Backman Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY</p>	
<p>11. PRC APPROVAL</p> <p> 10/10/2018</p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	