



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

Phone: (206) 477-6889
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1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Permitting and Environmental Review /
Subarea Planner

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

DPER-SP-(ALL) All Sections
[0612201]

**3. TOTAL NUMBER OF
PAGES**

10

**4. DATE LAST
MODIFIED**

December 5, 2018

5. STATUS

Final

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>General Communications & Meetings</u> Communications to or from Subarea Planner (includes contractors) with DPER or county employees that are made or received related to DPER services. Also includes records from recurring Subarea Planner meetings with DPER staff covering general Subarea Plan services, goals and operations.</p> <p>Communication & meeting records include, but are not limited to:</p> <ul style="list-style-type: none"> - Referrals from other county departments that direct members of the public to DPER Subarea Planner for services; - Discussions or meetings about overall Subarea Planner goals or improvements; - Meeting minutes, agenda, presentation materials, sign in sheets, etc. <p><i>Excludes</i> specific communications or meeting files related to projects or plans that are covered by a more specific records series. e.g.; meetings or communications about substantive changes to Subarea Plans.</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>

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2.	<p><u>Interdepartmental Team (IDT) for Subarea Planning</u> Records documenting all meetings led by the DPER Subarea Planner with the following County departments including; Public Health, Community and Health Services, Executive's Office-Performance, Strategy and Budget, Transportation Director's Office and Roads Division, and Natural Resources and Parks. These meetings are to address to a multitude of services, initiatives and factors related to a subarea plan and its community. This group meets to coordinate the plan and provide expertise in specific areas related to their services or program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> - Agendas, meeting packets, sign-in lists, meeting notices, presentations; - Minutes, audio/visual recordings, transcripts, etc.; - And communications related to topics or issues discussed during meeting. <p><i>Excludes</i> all meetings regulated by the Open Public Meetings Act (chapter 42.30 RCW).</p> <p><i>Excludes</i> records listed on the County General Retention Schedule for specific Meeting Categories, such as:</p> <ul style="list-style-type: none"> • Sub-Committee/Community Advisory Group Meeting & Project Files covered by GS2012-027, see item number 7 below. • Meeting/Hearing-Arrangements covered by GS2011-176; 	<p>Cutoff: adoption of plan</p> <p>Retention: Permanent – Transfer to the King County Archives 2 years after adoption of plan</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Subarea Plan Development Files</p> <p>LUD-03-010</p>	<p>LU50-16-08</p>

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3.	<p><u>SEPA Documentation for Subarea Plans</u> All records documenting the review and requirements of environmental conditions as addressed by State Environmental Protection Act of 1972.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> - <i>Official SEPA Public Notices</i> published or posted by the DPER Subarea Planner in order to inform the general public and local community of SEPA actions listed below. - <i>SEPA Non-Project Threshold Determinations</i> that document determinations of Significance, Nonsignificance or Mitigated Determinations of Nonsignificance (MDNS). Includes documentation of environmental thresholds (i.e.; water/air quality) that the Subarea Plan is to be measured against. - <i>SEPA Environmental Checklist</i> is used to determine the impact to an environment. It covers areas such as impact on Natural Resources, Transportation, Recreation, Air and Water, etc. Results from a SEPA Checklist may require an Environmental Impact Study (EIS) to occur. 	<p>Cutoff: adoption of plan</p> <p>Retention: Permanent – Transfer to the King County Archives 2 years after adoption of plan</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Subarea Plan Development Files</p> <p>LUD-03-010</p>	LU50-16-08

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4.	<p><u>Public Requests, Inquiries and Complaints</u> Communications from members of the public making a request, complaint or inquiry, as well as the associated response from the Subarea Planner. These public requests, inquiries and complaints may be related to Subarea Plans but are received after completion of the plan and not during the development phase.</p> <p>This covers general complaints that are received about a Subarea Plan</p> <p>Excludes records covered more specifically in the County General Retention Schedule or other DPER Specific Schedules such as:</p> <ul style="list-style-type: none"> Complaints, requests, and inquiries received from the Sub Community Advisory Committee covered by GS50-01-43R2, see item number 9 below. Code Violation Complaints covered by GS2012-026, see DPER/Code Enforcement Retention Schedule; Public Records Act Requests covered by GS2010-014 R2, see DPER/Customer Service Retention Schedule. 	<p>Cutoff: end of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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5.	<p><u>Subarea Plan – Final Version</u> A Subarea Plan is a 20-year (long range), multi discipline, integrated policy document that applies the countywide goals of the County Comprehensive Plan to a smaller geographic area. The Subarea is adopted by the County Council via an ordinance to instate the plan, thus upon its approval it becomes formal law and code.</p> <p>Includes amendments, and Growth Management Act appeal determinations that amend the Subarea Plan. Includes all land use and zoning regulations related to the Subarea Plan (including critical areas, natural resource lands, urban growth areas, etc.) for Growth Management Act and non-Growth Management Act planning entities.</p> <p>Excludes Subarea Plan Development Files for Comprehensive Plan covered by LU50-15-08, see item number 6 below.</p>	<p>Cutoff: when repealed or superseded</p> <p>Retention: 0 Years</p> <p>*Transfer 1 copy to the King County Archives upon publication for permanent retention</p>	<p>Disposition Action: Permanent – Archival Transfer</p>	<p>KC Executive’s Office /Performance, Strategy and Budget (PSB) for County Comprehensive Plan</p> <p>King County Council –for adopted version of County Comprehensive Plan</p>	<p>Subarea Plan – Final</p> <p>LUD-03-009</p>	<p>LU50-16-01</p>

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6.	<p><u>Subarea Plan Development Files</u> Records related to the development of the Subarea Plans that are incorporated into the official King County Comprehensive Plan.</p> <p>Includes, but is not limited to: a review of policy issues; development capacity changes; Correspondence with the public; communications with Councilmembers, Council staff, and the Prosecuting Attorney's Office (PAO); site-specific land use map amendment records; area zoning studies; Scope of Work; draft review material presented to Community Advisory Groups and general public; SEPA/EIS Documentation – Environmental Checklist, Non-Project Threshold Determination, SEPA Determination of Significance/Insignificance, SEPA Public Notice; related project schedules, and related public outreach records.</p> <p><i>Excludes</i> Subarea Plan – Final Version covered by LU50-15-08, see item number 5 above.</p>	<p>Cutoff: adoption of plan</p> <p>Retention: Permanent – Transfer to the King County Archives 2 years after adoption of plan</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Subarea Plan Development Files</p> <p>LUD-03-010</p>	<p>LU50-16-08</p>

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7.	<p><u>Subarea Plan Community Advisory Committee Communications and Meetings</u></p> <p>Records documenting meetings held by the Subarea Planner and communications with members of the community who live in the area informing them that a subarea plan is under development. The Subarea Planner meets with community members who work in utility services, environmental protection, parks and recreation, transportation services, road maintenance, affordable housing, etc. The meetings are open to the public and are held to gather information about the current state of the community, to identify goals, potentially issues and sustainable measures in order to create a Subarea Plan that will serve the needs of the community.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> - Communications with committee members, such as complaints, inquiries or requests for action; - Agendas, meeting packets; - Meeting notices, physically posted around the community and announced via email; - and Minutes, audio/visual recordings, transcripts, etc. <p><i>Excludes</i> Public Requests, Inquiries, and Complaints that are either, not from Community Advisory Committee members or received after the completion of a subarea plan covered by GS50-01-09R2, see item number 4 above.</p>	<p>Cutoff: adoption of plan</p> <p>Retention: Permanent – Transfer to the King County Archives 2 years after adoption of plan</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Subarea Plan Development Files</p> <p>LUD-03-010</p>	<p>LU50-16-08</p>

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8.	<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	Note: destruction documentation is not required for Transitory Records.

8. RECORDS AND INFORMATION MANAGER SIGNATURE

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.

Gail Snow

12/13/2018

Gail Snow

Date

9. COUNTY ARCHIVIST SIGNATURE

I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.

Carol Shenk

12/13/2018

Carol Shenk

Date

10. AGENCY MANAGER SIGNATURE

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.

Bradley Clark

12/13/18

Bradley Clark

Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL

Deborah Kennedy

Date

King County Public Records Committee