



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Department of Public Health/Environmental Health  
Services Division

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

DPH-EHSD-ALL

**3. TOTAL NUMBER OF  
PAGES**

10

**4. DATE LAST  
MODIFIED**

7/29/2019

**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><b><u>Pet Business Licenses/Permits and Inspections</u></b> Records relating to licenses and inspections granted by DPH for the operation of animal-related businesses or facilities requiring licensure or inspection under state or local law such as groomers and mobile groomers, boarding, training, pet shop, multiple animal, commercial kennel, poultry and pet food retailers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• License applications;</li> <li>• Certificates of zoning compliance;</li> <li>• Documentation of inspections conducted subsequent to the issuance of the license;</li> <li>• Correspondence</li> </ul> <p>Governed by Title 8: Zoonotic Disease Prevention</p> <p>Excludes licenses acquired by the animal control agency for its own facilities or services, covered by GS50-01-42 in the King County General Records Retention Schedule.</p>	<p><b>Cutoff:</b> Expiration of license</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Animal Facility and Business Licenses</p> <p>LIC-03-004</p>	AN50-10B-11R1
2.	<p><b><u>Complaints Filed-Environmental Health</u></b> Records documenting environmental health complaints submitted to Public Health.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Inquiries/complaints/grievances received;</li> <li>• Documentation of agency response(s).</li> </ul> <p>Excludes HIPPA-related complaints covered by HE2011-006 and Food Borne Illness Complaints covered by HE55-01D-06R2</p>	<p><b>Cutoff:</b> Inquiry/complaint/grievance/issue resolved</p> <p><b>Retention:</b> 8 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p>		<p>Complaints Filed-Environmental Health</p> <p>PHL-06-003</p>	HE2011-001R1

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3.	<p><b><u>Chief Plumbing Inspector Decisions, Code Interpretations</u></b> Records documenting official code interpretations and decisions made by the County Chief Plumbing Inspector.</p> <p>Records specifically relate to plumbing and gas piping codes and provide guidance for use by contractors, installers and other interested persons.</p>	<p><b>Cutoff:</b> When revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
4.	<p><b><u>Environmental Education and Public Outreach</u></b> Records documenting outreach and education efforts related to environmental issues affecting the public. Examples include: Outreach and education for the Tacoma Smelter Plume Project (arsenic and lead)</p> <p>Records may include posters, brochures, audio and visual materials; materials tailored specifically for educators or residents.</p>	<p><b>Cutoff:</b> End of year in which record is superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165

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5.	<p><b><u>Environmental Code Enforcement</u></b> Records relating to the enforcement efforts made by DPH of King County's official code. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complaints, media/dispute resolution, investigations, warnings, notices;</li> <li>• Inspections, assessments, citations, statements of required corrective action, resolution;</li> <li>• Related communications.</li> </ul> <p>Code violations include all operators within the County's jurisdiction. Operators may include, but are not limited to: Hobby Kennels, water/aquatic facilities, food and beverage, solid waste, etc.</p>	<p><b>Cutoff:</b> Issue resolved or closed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p>		<p>Code Enforcement  ACO-05-002</p>	<p>GS2012-026R1</p>
6.	<p><b><u>Facility Inspections (General)</u></b> Records relating to the inspection of facilities or establishments where not covered by a more specific record series. Includes, but is not limited to inspections of the following:</p> <ul style="list-style-type: none"> <li>• <b>Pool and Spa Inspections</b> - Twice annual inspections</li> <li>• <b>Food Establishments, dairies and meat processing facilities</b></li> <li>• <b>Swimming beaches</b></li> <li>• <b>Sewers</b> (public and private)</li> </ul> <p>Excludes records relating to agency facility inspections covered by GS50-06B-27.</p>	<p><b>Cutoff:</b> Date of Inspection</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p>		<p>Facility Inspections (General)  PHL-10-003</p>	<p>HE55-02L-01R1</p>

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7.	<p><b><u>Gas, Plumbing and Piping Permits and Plans</u></b> Records relating to permits and approvals/denials issued by DPH.</p> <p>Records may include: Applications, plan reviews, supporting documentation, approvals and denial records.</p>	<p><b>Cutoff:</b> Expiration of permit/approval or permit denial</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p>		<p>Public Health Permits and Approvals</p> <p>PHL-06-001</p>	HE55-01J-14R1
8.	<p><b><u>Food and Beverage Establishment Permits</u></b> Records Relating to the permitting of food and/or beverage service establishments. Includes permits, applications and related supporting records.</p>	<p><b>Cutoff:</b> Close of establishment</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival – Destroy</p>		<p>Food and Beverage Service Permits – Non-Temporary Establishment</p> <p>PHL-06-001</p>	HE55-02L-02R1
9.	<p><b><u>Food and Beverage Service Permits (Temporary Establishments – approved)</u></b> Records relating to the permitting of temporary food and/or beverage service establishments such as such as fairs, festivals, fundraisers, sporting events, circuses, carnivals, conventions and other public events. Includes, permits, applications, and related supporting records.</p> <p>Food establishments are considered temporary when they are in service for no more than twenty-one days or three days per week for a recurring event such as a farmer’s market.</p> <p>Excludes denied permits (HE55-02L-04R1), approved permits for temporary establishments (HE55-02L-03 R1), and inspection records (HE55-02L-01 R1).</p>	<p><b>Cutoff:</b> Expiration of permit/approval</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Food and Beverage Service permits – Temporary Establishments</p> <p>PHL-11-005</p>	HE55-02L-03R1

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10.	<b><u>Food Borne Illness Complaints and Investigations</u></b> Records relating to food borne illness complaints received and any resultant response or investigation.	<b>Cutoff:</b> Issue settled  <b>Retention:</b> 6 years	<b>Disposition Action:</b> Archival – Appraisal Required		Food Borne Illness Complaints and Investigations  PHL-11-006	HE55-01D-06R2
11.	<b><u>Illegal Dumping and Rodent Complaints</u></b> Records relating to investigations and enforcement activities for rodents, illegal dumping, and rat in the toilet complaints.  Records include: <ul style="list-style-type: none"> <li>• Complaints, investigations, warnings, notices;</li> <li>• Inspections, assessments, citations, statements of required corrective action, resolution;</li> </ul> Related communications	<b>Cutoff:</b> Issue resolved or closed  <b>Retention:</b> 6 years	<b>Disposition Action:</b> Not-Archival – Destroy		Code Enforcement  ACO-05-002	GS2012-026R1
12.	<b><u>Meat Cutter's License</u></b> Records related to the professional application and renewal process for licensed meat cutters in King County.	<b>Cutoff:</b> Expiration of license  <b>Retention:</b> 6 years	<b>Disposition Action:</b> Not Archival - Destroy		Business Licenses – Regulatory and Personal  LIC-03-002	LP50-12D-12
13.	<b><u>On-Site Sewage Systems – Maintenance and Inspection</u></b> Records relating to reports received from maintenance, inspection, and pumping specialists, septic tank pumpers, or other servicers performing on-site sewage disposal system inspections.	<b>Cutoff:</b> Notification that system has been decommissioned  <b>Retention:</b> 0 years	<b>Disposition Action:</b> Not-Archival – Destroy		On-Site Sewage Systems – Maintenance and Inspection  PHL-10-007	HE2011-014

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14.	<p><b><u>On-Site Sewage Systems – Permits</u></b> Records Relating to permits for the installation, repair, alteration or expansion of an onsite sewage system.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Approved, denied, and lapsed permits</li> <li>• Percolation tests and soil probes</li> <li>• Waivers granted, hold letters</li> <li>• Permit application materials</li> </ul> <p>As-built drawings</p>	<p><b>Cutoff:</b> End of year in which permit was issued</p> <p><b>Retention:</b> Permanent – Transfer to the King County Archives 2 years after cutoff date for permanent retention and preservation</p>	<p><b>Disposition Action:</b> Archival – Permanent Retention</p> <p>ESSENTIAL</p>		<p>On-Site Sewage Systems – Permits</p> <p>PHL-11-011</p>	HE55-01J-18R1
15.	<p><b><u>Seattle Sewer Baiting Activity Records</u></b> Records documenting sewer-baiting activities within the city of Seattle.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>•Data tracking the neighborhoods that are impacted by sewer rat activity.</li> <li>•Documentation of routine inspections and baiting for rats in impacted neighborhoods; including location of baiting, type and amounts of rodenticide used in the sewer.</li> </ul> <p>Excludes initial rodent complaint and investigation covered by Code Enforcement GS2012-026R1</p>	<p><b>Cutoff:</b> End of year in which pesticide applied</p> <p><b>Retention:</b> 7 years</p> <p><b>Retention:</b> Permanent -- Transfer to King County Archives 7 years after year end for permanent retention and preservation</p>	<p><b>Disposition Action:</b> Archival – Permanent Retention</p>		<p>WSDA Herbicide/Pesticide Application Records</p> <p>ASM-04-026</p>	GS50-18-43R1

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16.	<p><b><u>Septic Professionals Certification Program Records</u></b> Records related to the County's annual septic professional application and renewal process for master installer, associate installer, liquid waste pumper/hauler and onsite system maintainers. Includes but is not limited to certificate of competency applications, proof of continuing education credits, renewal materials, etc.</p>	<p><b>Cutoff:</b> Expiration of license</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Business Licenses – Regulatory and Personal</p> <p>LIC-03-002</p>	LP50-12D-12
17.	<p><b><u>Solid Waste-Closed Landfills</u></b> Records related to closed private landfills within King County.</p> <p>Records May include:</p> <ul style="list-style-type: none"> <li>• Site Closure Plan</li> </ul> <p>Site history records related to permitting, regulatory oversight, closure activities</p>	<p><b>Cutoff:</b> Site Closure</p> <p><b>Retention:</b> Permanent -- Transfer to King County Archives 50 years after year end for permanent retention and preservation</p>	<p><b>Disposition Action:</b> Archival – Permanent Retention</p> <p>ESSENTIAL</p>		<p>Solid Waste-Closed Landfills</p> <p>PHL-11-014</p>	HE55-01J-02R1
18.	<p><b><u>Solid Waste – Facility Inspections</u></b> Records relating to the permitting, inspection, and/or monitoring of solid waste disposal sites. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Incinerators;</li> <li>• Landfills;</li> <li>• Recycling facilities;</li> <li>• Sewage sludge sites;</li> <li>• Transfer stations.</li> </ul> <p>Excludes general facility inspections covered by HE55-02L-01.</p>	<p><b>Cutoff:</b> End of life of the facility</p> <p><b>Retention:</b> none*</p> <p>*Transfer to King County Archives for appraisal after end of life of facility</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Solid Waste-Facility Inspections</p> <p>PHL-11-014</p>	HE55-01J-24R1



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19.	<p><b><u>Solid Waste – Characterization and Disposal (General)</u></b> Records relating to solid waste characterization advice provided by the agency where the waste is not determined to be hazardous waste.</p>	<p><b>Cutoff:</b> Advice provided</p> <p><b>Retention:</b> 5 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Solid Waste – Characterization and Disposal (General)</p> <p>PHL-10-011</p>	HE2011-016
20.	<p><b><u>Solid Waste – Characterization (Hazardous Waste)</u></b> Records relating to solid waste characterization advice provided by the agency to other entities where the waste is determined to be hazardous waste.</p>	<p><b>Cutoff:</b> Advice provided</p> <p><b>Retention:</b> 50 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Solid Waste – Characterization and Disposal (Hazardous Waste)</p> <p>PHL-10-012</p>	HE55-01M-04R1
21.	<p><b><u>Water Recreation Facility Plans Permits</u></b> Permits issued for the construction of swimming pools, spas, wading pools, spray pools, slides and other water recreation facilities that are regulated under WAC 246-260 and 262.</p> <p>Records include the application materials, plan review and specifications submitted at the time of the application.</p>	<p><b>Cutoff:</b> Expiration of permit and decommission of the facility</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Water Recreation Facility Permits</p> <p>PHL-11-015</p>	HE2011-018
22.	<p><b><u>Water System Files</u></b> Records relating to the application, review and approval of group B water systems and well source sites prior to 2010 when the program was handed over to the State of Washington to manage.</p> <p>Records may include but are not limited to photos, sanitary surveys, original construction and installation plans, applications, etc.</p>	<p><b>Cutoff:</b> Life of the agency</p> <p><b>Retention:</b> Permanent – Transfer to the archives 2 years after cutoff date for permanent retention and preservation</p>	<p><b>Disposition Action:</b> Archival – Permanent Retention</p>		<p>Water Supply System Permits</p> <p>PHL-11-016</p>	HE55-01J-25R1

**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.*

  
\_\_\_\_\_  
Ellie Browning  
Date 10/31/2019

**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.*

  
\_\_\_\_\_  
Danielle Boucher  
Date 11/7/2019

**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.*

  
\_\_\_\_\_  
Darrell Rodgers  
Date 10/24/19

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**

  
\_\_\_\_\_  
Deborah Kennedy  
Date 12/4/19  
King County Public Records Committee