



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

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1. AGENCY DEPARTMENT/DIVISION/SECTION	2. Department/Division/Section (DDS) Number	3. TOTAL NUMBER OF PAGES	4. DATE LAST MODIFIED	5. STATUS	6. VERSION
Department of Public Health / Prevention Division / Medical Examiner's Office	DPH-PD-(ME) Medical Examiner / 1406008	16	October 31, 2017	Final	4

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 KC ERMS will be dispositioned from within the KC ERMS and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the KC ERMS 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. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS Category	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
1.	<p><u>Accounting Records - Secondary</u> Records are used to document payment for goods and services received.</p> <p>May include:</p> <ul style="list-style-type: none"> • Invoices; Purchase orders; Vouchers; Receipts. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	DPH / FASD / Accounting Services	N/A	GS2011-184R3(S)
2.	<p><u>Citizens' Complaints and Requests</u> Communications to and from citizens making a complaint or request, as well as the associated agency response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for copies of records, complaints not related to a specific case, and general requests. 	<p>Cutoff: end of year in which issue is 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
3.	<p><u>Committee Meeting Records – Medical Examiners Advisory Board and Quality Improvement Subcommittee</u> Records created to document the activities of the Medical Examiners Advisory Board and the Quality Improvement subcommittee of the Department of Public Health's Quality Council.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, minutes, materials presented, agenda packets, testimony, audio/visual recordings, member lists, action items tracking, sign in sheets, correspondence, policies, reports, etc. 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-013</p>	GS2012-027

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4.	<p><u>Continuing Medical Education Records</u> Records documenting continuing education provided to external physicians by the King County Medical Examiner's Office in cooperation with the University of Washington School of Medicine. Training includes conference presentations, training sessions, classes, and fellowship programs.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, evaluations, sign-in sheets, test results, and hours rewarded. 	<p>Cutoff: training provided</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits and Mandatory</p> <p>ACO-10-006</p>	GS2011-180R1
5.	<p><u>Daily Body County Worksheets</u> Records that are used to document daily inspections performed of Medical Examiner's Office facility.</p> <p>Records are used to: inventory of bodies that is used to verify against official database record, monitor freezer and cooler temperatures, inspection of cameras to ensure their functionality and documentation of required assignments. Forms are also called <i>Investigator Body Census and Facility Check List</i>.</p>	<p>Cutoff: inspection or monitoring completed and corrective actions taken, if necessary</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Inspection/Monitoring Non-Regulated</p> <p>ASM-14-002</p>	GS2012-037

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6.	<p><u>Database Records – VertiQ</u> Database records in the VertiQ software system that are used to track the death investigation activities of the Medical Examiner’s Office.</p> <p>Data includes, but is not limited to:</p> <ul style="list-style-type: none"> • Death notifications, investigation details, follow-up, evidence tracking, property tracking, etc. 	<p>Cutoff: when application or no longer needed for agency business, and all records within the application have been migrated or disposed of according to the appropriate records schedule</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A	<p>CO50-34-03R1 (Investigation Case Files)</p> <p>CO50-34-06R1 (Morgue Registers)</p> <p>GS2011-184R1 (Financial Transactions – General)</p> <p>HE55-01J-14R1 (Permits and Approvals)</p>
7.	<p><u>Disposition Review Records</u> Records that document the quality review of the death certificates of all decedents in King County to determine whether additional investigation is needed and to authorize disposition of the remains.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial request, draft of death certificate, certificate authorizing disposition and record of signing. 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>KCC 2.35A.100</p>		<p>Public Health Permits and Approvals</p> <p>PHL-06-001</p>	HE55-01J-14R1

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8.	<p><u>Facility Accreditation Records</u> Records documenting the accreditation and licensing of the Medical Examiner facility. Includes accreditation by National Association of Medical Examiners (NAME) and Accreditation Council for Continuing Medical Education (ACCME). Includes inspection notices and certificates.</p>	<p>Cutoff: superseded or terminated, and conditions of authorizations satisfied and any violations corrected</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Accreditation, Certification and License Documentation for Agency Functions and Operations</p> <p>ACO-01-004</p>	GS50-01-42R2
9.	<p><u>General Communications and Staff Meetings</u> Internal and external communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of county business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice; • Meeting Minutes and agendas (including general staff meetings); • Anthropological consultation. <p>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</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 (Communications)</p> <p>GS50-01-43R2 (Staff Meetings)</p>

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10.	<p><u>Hazardous Waste Disposal Records</u> Records documenting the transfer or neutralization and destruction of formalin or pathology tissue that is considered hazardous waste. Includes documentation of transfer to Harborview pathology or Stericycle, or documentation of neutralization and disposal.</p>	<p>Cutoff: year end</p> <p>Retention: 50 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</p> <p>ASM-04-004</p>	GS50-19-02R1
11.	<p><u>Indigent Burial Program Records</u> Administrative records created to document the program to provide cremation and burial services for indigent remains.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application form, fees collected, and <i>copies</i> of cremains intake and release records. <p>Excludes primary copies of any records that document final dispositions of remains.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>RCW 36.39.030</p>		<p>Indigent Burial Program Records</p> <p>PHL-05-002</p>	GS2011-184R3
12.	<p><u>Indigent Burial Location Documentation</u> Records that document the burial location and names of cremains of decedents buried under the Indigent Burial Program from the Medical Examiner’s Office.</p>	<p>Cutoff: when no longer needed for agency business</p> <p>Retention: Permanent – transfer any <i>copies</i> to the King County Archives</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		N/A	CO50-34-03R1

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13.	<u>Internship Postings</u> Records used to announce internship opportunities at the Medical Examiner's Office.	Cutoff: year end Retention: 3 years	Disposition Action: Not Archival - Destroy		Recruitment Files PER-10-002	GS50-04B-22R1
14.	<u>Leave Requests/Overtime Requests - Secondary</u> Documentation of requests and approval of leave (sick, vacation, comp time, leave without pay, etc.) and overtime.	Cutoff: year end Retention: 1 year	Disposition Action: Not Archival - Destroy	DES / BRC / PeopleSoft System as of 1/1/2012	N/A	GS50-04B-09R2(S)
15.	<u>Materials Safety Data Sheets (MSDS)</u> Records identify toxic substances or harmful physical agents that are used by the agency and are a source of potential exposure to employees. Data sheets provide information regarding material's properties, and recommended safety procedures, storage, handling, control, tracking, disposal and care in case of accidental exposure. Also may include specific parts, components, equipment, etc. which may contain specific toxic substances or harmful physical agents.	Cutoff: superseded or chemical no longer in use, whichever is sooner Retention: 50 years	Disposition Action: Not Archival - Destroy WAC 296-800-180 ESSENTIAL		Materials Safety Data Sheets (MSDS) ASM-04-023	GS50-19-02R1A

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16.	<p><u>Medical Examiner Investigation Files</u> Records that document the investigation of deaths within King County that are sudden, unexpected, unnatural or that fit other criteria defined by RCW 68.50. Also includes NJA (No Jurisdiction Assumed) cases. Records can result in determination of cause of death, identification of the deceased, disposition of remains, and certification of death.</p> <p>Investigation files include, but are not limited to:</p> <ul style="list-style-type: none"> • Death notifications, autopsy reports, photographic and video evidence, x-rays, scene notes, correspondence, disposition forms, personal property lists, organ procurement agreements, and inquests (if held by the Medical Examiner’s Office). <p><i>Note: Inquests held pursuant to RCW 36.24.020 are not conducted by the Medical Examiner’s Office. Instead, per county code (2.35A.090) and county policy (PHL 7-1-1 (AEO)), that function is vested in the County Executive. The decision to conduct an inquest is made by the County Executive and the inquest is conducted by King County District Court, as directed by the Executive. Those agencies are responsible for retention of records documenting that process.</i></p>	<p>Cutoff: investigation closed</p> <p>Retention: Permanent – transfer any <i>copies</i> to the King County Archives</p>	<p>Disposition Action: Archival – Permanent Transfer (Note: reports and records of autopsies or postmortems and other information are confidential)</p> <p>RCW 68.50.105</p> <p>ESSENTIAL</p>		<p>Medical Examiner Investigation Files</p> <p>PHL-05-001</p>	CO50-34-03R1

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17.	<p><u>Medical Examiner Investigation Files Indexes</u> Records that are used as a finding aid to access Medical Examiner Investigation Files. Indexes are on paper, microfilm or in a database.</p>	<p>Cutoff: when no longer needed for agency business</p> <p>Retention: Permanent – transfer any <i>copies</i> to the King County Archives</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Medical Examiner Investigation Files</p> <p>PHL-05-001</p>	CO50-34-03R1
18.	<p><u>Morgue Registers</u> Records documenting the release of bodies from the morgue. Includes physical books/registers (release only).</p> <p>Information about the intake/release of bodies is also documented in the agency's database (see Database Records) and in the corresponding case file (see Medical Examiner Investigation Files).</p>	<p>Cutoff: last log entry</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required*</p> <p>RCW 68.52.010</p> <p>* these records are non-archival on the state schedule but were appraised as potentially archival by King County Archivist Carol Shenk on March 31, 2017.</p>		<p>Morgue Registers</p> <p>PHL-05-004</p>	CO50-34-06R1
19.	<p><u>Payroll Time Cards/Time Sheets – Pre-2012</u> Daily, weekly, or monthly time accumulation reports used for retirement verification.</p> <p>Note: time sheets dated 1/1/2012 and later are secondary copies and may be disposed of when no longer needed.</p>	<p>Cutoff: year end</p> <p>Retention: 60 years</p>	<p>Disposition Action: Not Archival – Destroy</p> <p>ESSENTIAL</p>	<p>PeopleSoft system from 1/1/2012 to present</p>	<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009

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20.	<p><u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. Only includes records needed to support the completion of the performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc. <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files).</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p>Cutoff: performance review has been completed and appeal period has ended</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1
21.	<p><u>Personal Property Documentation</u> Lists of personal property (including jewelry, moneys and papers) of decedents at the Medical Examiner's Office facility.</p> <p>Note: the personal property list should always be filed in the associated investigation case file (see Medical Examiner Investigation Files).</p>	<p>Cutoff: Investigation closed</p> <p>Retention: Permanent – transfer any copies to the King County Archives</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>RCW 68.50.040</p> <p>ESSENTIAL</p>	Copy is filed with the King County Recorder's Office	<p>Medical Examiner Investigation Files</p> <p>PHL-05-001</p>	CO50-34-03R1

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22.	<p><u>Procedures and Manuals</u> Documentation of internal office policies, procedures and guidelines related to routine day-to-day operations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Advisory memos, manuals documenting departmental policies and procedures, handbooks, desk manuals, supporting background materials and related documentation. 	<p>Cutoff: obsolete or superseded</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
23.	<p><u>Project Files</u> Records documenting projects and the development and creation of deliverables that are not related to a more specific record series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Development of annual reports and development of Life Events Web Portal. • Inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation. 	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1
24.	<p><u>Quality Assurance Records</u> Records relating to quality assurance and control testing/validations performed in the Medical Examiner’s Office.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Performance specifications; requisitions; instrument documentation; and specimen identification and tracking records. 	<p>Cutoff: year end</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Inspections/Monitoring Non-Regulated</p> <p>ASM-14-002</p>	GS2012-037

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25.	<p><u>Radiation Inspection Records</u> Records relating to the radiation safety inspections of the Medical Examiner's Office.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Licenses or authorizations required by and/or received by regulating authorities. Inspections are related to the hazardous materials that are created, maintained, disposed of or used by the agency. 	<p>Cutoff: authorization superseded or terminated, and conditions of authorization satisfied and any violations corrected</p> <p>Retention: 50 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Radiation Inspection Records</p> <p>ASM-04-024</p>	GS55-01M-04R1
26.	<p><u>Suicide Notes</u> Copies of suicide notes from deaths investigated by the agency, provided that a copy is permanently retained in the associated investigation case file. Used for the long-term study of suicides in King County. Original notes are not kept.</p> <p>Excludes copies of suicide notes kept in investigation files, or other record series.</p>	<p>Cutoff: when no longer needed for agency business</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1

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27.	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc. <p>Excludes records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p>Excludes Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Human Resources Office rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

28.	<p>Transitory Records 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, mind maps, white board collaboration notes, post-its, A3, flip charts) • Contact Information (external clients or stakeholders) • Drafting and Editing (Preliminary drafts with only editing suggestions, notes, and related correspondence 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 (Not requested nor used) • Basic/routine short-term communications that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”) • Internet Browsing History (cookies/cache/temp files on your computer) • Organizing/Monitoring Work In Progress (to-do lists; working notes; status logs) • Records Documented as Part of More Formalized Records (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) • Scheduling of Meetings/Appointments • Secondary (Duplicate) Copies 	<p>Cutoff: when no longer needed</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p>	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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29.	<p><u>Vehicle Ownership Records</u> Records documenting the purchase and legal ownership documentation for vehicles owned by the Medical Examiner's Office. May include purchase documentation and vehicle title.</p>	<p>Cutoff: disposition of asset, or completion of State Auditor's Examination report, whichever is sooner</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Asset Acquisition and Ownership Records</p> <p>ASM-09-008</p>	GS2012-030
30.	<p><u>Vehicle Use Logs</u> Records that document the use of leased or owned vehicles for Medical Examiner business.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Date, reason, name, start and end mileage. 	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Equipment and Vehicle Checkout Log</p> <p>ASM-06-002</p>	GS2012-045
31.	<p><u>Visitor Sign-in Sheets</u> Logs used to document whenever any person (including both members of the public and other county employees) enter restricted areas of the Medical Examiner facility.</p>	<p>Cutoff: year end or last log entry</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Security Monitoring – Employee/Public/Visitor Access</p> <p>ASM-10-007</p>	GS50-06B-20R1

<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><i>See previous version for signature</i> <i>03/17/2017</i></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><i>See previous version for signature</i> <i>03/31/2017</i></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 scope of my responsibility.</i></p> <p><i>See previous version for signature</i> <i>03/02/2017</i></p> <hr/> <p>Richard Harruff Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See previous version for signature</i> <i>04/21/2017</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	