



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION
King County Flood Control District

2. DEPARTMENT-DIVISION-SECTION [DDS]
FLOOD-GEN-(ALL) / 230101

3. TOTAL NUMBER OF PAGES
11

4. DATE LAST MODIFIED
October 31, 2017

5. STATUS
Final

6. VERSION
2

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. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>Accounting – General Office</u> Original and copies of accounting records, including records associated with accounts payable, accounts receivable, and cash/banking activities.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Banking/Voucher approvals; • Deposit documentation; • Cash transmittal records; • Invoices • Financial Statements <p>Records may also include:</p> <ul style="list-style-type: none"> • A/P and A/R supporting documentation; • Cash account documentation; • Petty cash records; • Purchase/field orders; • General/subsidiary journals. <p>Includes accounting records created or maintained for the Flood District by the District’s accountant.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>	.	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3
2.	<p><u>Agreements - Inter-Local / Inter-Governmental</u> Instruments signed by one or more parties that set out the terms and conditions to which the signing parties agree or submit.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Negotiations, change orders, compliance monitoring, etc. <p>Agreements may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Opportunity Fund Inter-Local Agreements; <p>Note: Agreements posted to the King County internet are considered secondary copies. The paper copy is considered the original and pdf or other electronic versions can be retained until no longer needed.</p>	<p>Cutoff: completion of transaction or termination/expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival (Appraisal Required)</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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3.	<p><u>Audit – Working Files and Supporting Materials</u> Records created in response, or used to respond to, an audit conducted of the King County Flood District services, practices, programs, etc.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Copies of internal resources supplied to an auditing agency; • Database printout; • Correspondence; • Corrective action work plans; • Status reports; • Additional supporting documentation and cumulative data related to audit. 	<p>Cutoff: completion of audit and all corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01
4.	<p><u>Audit Reports & Findings – Annual State</u> Final findings of audits conducted of Flood District services, practices, programs, etc. Audits may be conducted by the state or other outside agency.</p> <p>May include significant drafts.</p>	<p>Cutoff: audit report completed and all required corrective action taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival (Appraisal Required)</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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5.	<p><u>Contracts and Agreements</u> Instruments signed by one or more parties that set out the terms and conditions to which the signing parties agree or submit. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Agreements may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Agreement for legal, accounting, etc. services. <p>Excludes inter/intra-local, inter-agency, and inter-governmental agreements.</p> <p>Note: Agreements posted to the King County internet are considered secondary copies. The paper copy is considered the original and .pdf or other electronic versions can be retained until no longer needed.</p>	<p>Cutoff: completion of transaction or termination/expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements, and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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6.	<p><u>General Office Communications and Staff Meetings</u> Records created, received, and used when communicating within and outside the county on general topics related to the business of the agency, where not covered by more specific records series.</p> <p>May include, but is not restricted to:</p> <ul style="list-style-type: none"> • General correspondence (includes all formats, e.g. email); • Calendars (retained in Outlook); • Administrative procedures and instructions (Including office administrative manuals. Does not include official agency policies); • Administrative working files containing correspondence, copies of information for reference purposes, etc. <p><i>NOTE: Some records from this category may result in more complex uses and should eventually be retained as such with the business activity they support. For example, some records may become official projects files, may become final contract administration documents, or may be utilized for personnel actions, etc. This series covers temporary or reference use copies of these types of records only.</i></p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-43R2 (Meetings – Staff)</p> <p>GS2010-001R3 (Communications)</p>

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7.	<p><u>Meeting Files – Flood Control District Board of Supervisors</u> Agendas, packets, and briefings, as well as other original records maintained for the King County Flood District’s Board of Supervisors.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Agenda packets and related materials including audio/visual recordings of meetings; • Correspondence; • Meeting minutes; • Documents produced by the Board, such as reports, policy drafts, transmittals to other governing bodies. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p> <p>PERMANENT – transfer to the King County Archives after retention period</p>	<p>Disposition Action: Archival – Permanent</p> <p>ESSENTIAL</p>		<p>Flood Control District Meeting Files</p> <p>LES-01-013</p>	GS50-05A-13R2
8.	<p><u>Meeting Files – Flood Control District Executive Committee Files</u> Agendas, packets, and briefings, as well as other original records maintained for the Flood Control District Executive Committee.</p> <p>Records include, but are not restricted to:</p> <ul style="list-style-type: none"> • Agenda packets and related materials including audio/visual recordings of meetings; • Correspondence; • Meeting minutes; • Documents produced by the Executive Committee, such as reports, transmittals to other governing bodies, written approvals, etc. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p> <p>PERMANENT – transfer to the King County Archives after retention period</p>	<p>Disposition Action: Archival – Permanent</p> <p>ESSENTIAL</p>		<p>Flood Control District Meeting Files</p> <p>LES-01-013</p>	GS50-05A-13R2

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9.	<p><u>Payroll Supporting Documents</u> Documentation of status of and adjustments to payroll accounts.</p> <p>Includes, but isn't limited to:</p> <ul style="list-style-type: none"> • Electronic and paper spreadsheets and other working documents that support employee pay. <p>Working documents may include:</p> <ul style="list-style-type: none"> • Forms specifying Finance to move District funds to account for payroll; • Bank Statement indicating pay completed. <p>Excludes the paper copy of the signed official payroll time report transmittal sent by departments for each pay period noting pay due employees and signed by authorization. The official paper time records should be retained under category FIN-08-001, Payroll – Time Cards/ Time Sheets.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-02R1</p>
10.	<p><u>Project Files</u> Miscellaneous projects not associated with other categories specified. Excludes grant funded, capital improvement, or construction project files.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Record Management Initiative Project • Records related to the development of the Flood Hazard Management Plan. Excludes final plan and ordinance/resolution files. 	<p>Cutoff: policy officially adopted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival (Appraisal Required)</p>		<p>Project Files</p> <p>ACO-02-001</p>	<p>GS50-01-39R1</p>

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11.	<p><u>Public Disclosure and Information Requests</u> Records relating to requests from the general public for access to the County's public records in accordance with the Washington State Public Records Act (RCW 42.56).</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Original request and all subsequent correspondence with requestor; • Directives to staff associated with records collection; • Attorney-client privileged communications associated with the public disclosure request; • Copies of records disclosed, copies of records redacted or withheld from disclosure in their entirety, and withholding redaction logs. 	<p>Cutoff: public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014R3
12.	<p><u>Reports - WLRD and Advisory Committee</u> Mandatory reports required to be submitted to the Flood Control District by the Advisory Committee and Department of Natural Resources & Parks' Water, Land, and Resources Division (WLRD). Reports relate to the general functions of the Water, Land, and Resources Division and are not covered by any other category, such as budget/finance reporting.</p> <p>Reports include, but are not limited to:</p> <ul style="list-style-type: none"> • Report; submission confirmation; correspondence; inquiries; etc. <p>Reports may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Monthly, Quarterly, Annual Reports • Advisory Committee Reports submitted to District 	<p>Cutoff: report submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival (Appraisal Required)</p>		<p>Reporting/Filing (Mandatory) – Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

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13.	<p><u>Resolutions - Approved</u> Resolutions, regulations, etc. approved or enacted by the agency's governing body.</p> <p>Includes attachments, etc.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p> <p>PERMANENT – transfer to the King County Archives after retention period</p>	<p>Disposition Action: Archival – Permanent</p> <p>ESSENTIAL</p>		<p>Flood Control District Legislative Files</p> <p>LES-01-012</p>	GS50-05A-16R1

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14.	<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: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	<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>

<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 original for signature</i> <i>12/10/2014</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 original for signature</i> <i>12/31/2014</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 original for signature</i> <i>12/09/2014</i></p> <hr/> <p>Melani Pedroza Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See original for signature</i> <i>01/21/2015</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	