



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
King County Council / Administration

2. DEPARTMENT-DIVISION-SECTION [DDS]
KCC-ADMIN-(ALL) / 040301

3. TOTAL NUMBER OF PAGES
21

4. DATE LAST MODIFIED
January 24, 2018

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>Active Directory Updates</u> Records documenting updating users in the county's Active Directory.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to update directory; • Confirmation of updates 	<p>Cutoff: update is completed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
2	<p><u>Bids and Proposals – Successful</u> Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which are accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP) • Request for qualifications/quotations (RFQQ), specifications, etc. • Notices (filed with county clerk, newspaper, etc.) • Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes primary copies retained by DES / FBOD / Procurement and Contract Services.</p> <p>Excludes the signed contract or modifications or changes to signed contract (see Contracts).</p>	<p>Cutoff: completion of purchase or fulfillment of contract</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Bids and Proposals – Successful</p> <p>CON-01-011</p>	GS50-08A-01R1

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3	<p><u>Bids and Proposals – Unsuccessful</u> Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Bid proposals, evaluation documents, statements of qualification, applications, etc. <ul style="list-style-type: none"> ○ If agency decides not to proceed with purchase or agreement, records also include: request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc. <p>Excludes primary copies retained by DES / FBOD / Procurement and Contract Services.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Bids and Proposals – Unsuccessful</p> <p>CON-01-009</p>	GS50-08A-11R1
4	<p><u>Budget Development Files</u> Records used to prepare annual budget requests for the legislative branch.</p> <p>May include:</p> <ul style="list-style-type: none"> • Final budget requests, work plans and business plans submitted for approval, change proposals, true up reports, and additional background information needed to document and explain requested budget amounts. 	<p>Cutoff: budget is adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03

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5	<p><u>Budget Reports and Monitoring Records</u> Records used for reporting on the status of legislative branch accounts and budgets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Revenue projections; • Expenditure tracking documents; • Budget summaries. 	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06
6	<p><u>Contracts</u> Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit where King County Council Administration retains the primary copy.</p> <p>Specific records may include:</p> <ul style="list-style-type: none"> • Signed instrument, change orders, amendments, certificates of insurance and administrative records needed to document the signatories' compliance with the terms of the contract. 	<p>Cutoff: termination/ expiration of agreement</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
7	<p><u>Emergency Directories</u> Lists or directories of councilmembers, elected officials, managers, directors, and other individuals with personal contact information to be used in case of a disaster or emergency.</p>	<p>Cutoff: obsolete or superseded</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Emergency/Disaster Preparedness Contact Information</p> <p>ACO-06-006</p>	GS2012-024R1

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8	<p><u>Ergonomics Reports - Secondary</u> Reports that document the analysis, action and measures taken to adjust workplace environments to help prevent work-related injuries.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Name of employee, supervisor, organization unit, location and action taken. 	<p>Cutoff: no longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>	DES / HRD / Safety and Claims	N/A	GS2017-016(S)
9	<p><u>Financial Disclosure Statements</u> Required statements filed to state Public Disclosure commission annually on behalf of King County Councilmembers.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Personal Financial Affairs Statement (F-1) • Personal Financial Affairs Statement Short Form (F-1A). 	<p>Cutoff: report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		Reporting/Filing (Mandatory) – Public Disclosure Commission ACO-02-010	GS2012-028R1
10	<p><u>Financial/Accounting Records</u> Records that document all resources received or expended (accounts receivable and accounts payable) by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Vouchers, receipts, invoices, cell phone bills, expenditure reports, cash transmittal forms, etc. <p>Excludes financial transaction documentation for bond, grant or levy funded projects (GS2011-183).</p> <p>Excludes any secondary copies of financial records. Primary copies of some records are held by DES / FBOD.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		General Office Accounting FIN-01-001	GS2011-184R3

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11	<p>General Communications – All Staff Internal communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of public 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 • Service requests for building maintenance • Calendar development • Assisting other staff with completing forms, etc. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p> <p><i>Note: screenshots of activity and communications on Council Facebook and Twitter accounts are currently captured and managed by KCIT using the PageFreezer tool.</i></p> <p>Excludes communications of the Chief of Staff.</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>	GS2010-001R3

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12	<p><u>General Communications – Chief of Staff</u> Internal communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of public 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; • Briefings not submitted to committee. <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: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Elected Officials, Department and Division Heads, Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-12R3</p>
13	<p><u>Governmental Relations Communications and Analysis</u> Records used to document the Council’s and the County’s analysis and interpretation of proposals, laws and regulations at the State or Federal level.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Responses and approvals provided; communications; agendas. <p>Excludes communications that only document coordination of meetings (see General Communications – All Staff).</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>External Legislation</p> <p>LES-03-003</p>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-12R3</p>

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14	<p><u>Helpdesk Tickets</u> Records relating to employee (includes contractors and volunteers) requests for advice and assistance using information technology systems and applications. Includes correspondence about the tickets and data within the LANDesk system.</p>	<p>Cutoff: request completed/ticket closed-out</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Helpdesk Requests</p> <p>INF-04-005</p>	GS2010-005R1
15	<p><u>Internet Updates</u> Records used to document the publishing of the agency's internet content. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable.</p> <p><i>Note: screenshots of internet webpages are captured by KCIT using the PageFreezer tool.</i></p>	<p>Cutoff: online content is removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
16	<p><u>Intranet (SharePoint site) Updates</u> Records used to document the publishing of the agency's intranet content on SharePoint sites. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable.</p>	<p>Cutoff: online content is removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
17	<p><u>Joint Advisory Group (JAG) Meeting Records</u> Records created to document the activities, projects, and meetings of the Joint Advisory Group, a capital project review group.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, minutes and reports. 	<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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18	<u>Key Logs - Secondary</u> Records that document keys requested by and provided to legislative branch staff.	Cutoff: obsolete or superseded Retention: None	Disposition Action: Non-Archival – Destroy	DES / FMD / Building Services Section	N/A	GS50-06B-05R1(S)
19	<u>Legal Advice Files</u> Records documenting interpretations made by Council attorneys regarding questions of legal rights or liabilities affecting the Legislative branch of King County.	Cutoff: issuance of advice/opinion Retention: 10 years	Disposition Action: Potentially Archival – Appraisal Required		Legal Issues and Advice Files LGL-03-001	GS53-02-03R2
20	<u>Newsletters, Brochures and Press Releases – Development</u> Records relating to the development of community relations deliverables (including newsletters, press releases, and brochures) for Councilmembers.	Cutoff: project complete Retention: 6 years	Disposition Action: Potentially Archival – Appraisal Required		Project Files ACO-02 -001	GS50-01-39R1
21	<u>Newsletters, Brochures and Press Releases - Final</u> Final version of all publications created for Councilmembers, including newsletters, press releases and brochures. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) Records include: • Publications regardless of format including Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records.	Cutoff: no longer needed for agency business Retention: 2 years	Disposition Action: Potentially Archival – Appraisal Required		Master File of Agency Publications INF-02-001	GS50-06F-04R4 (Master File of Agency Publications) GS50-06F-07 (Press Releases)

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22	<p><u>Outreach, Events and Promotion</u> Records that document the planning and/or execution of educational or promotional events (including public meetings, Town Halls, ESJ meetings), advertising campaigns or contests.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Event programs/schedules, passes, news clippings, drawings, copies of ads, photographs (including prints and digital formats), videos, sound recordings, story scripts, posters, brochures, flyers, web-based promotion and advertising, press releases, and correspondence. 	<p>Cutoff: end of year in which record is superseded or no longer needed</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Advertising, Promotion and Outreach</p> <p>PRE-01-005</p>	GS2011-165
23	<p><u>Parking Validation Logs</u> Records and logs that document parking validations paid for by the Legislative Branch for all committee members, visitors and staff.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Names, dates, purpose, dollar amounts and authorizations. Records are used to verify validation payments. 	<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
24	<p><u>Phone Logs</u> Records kept by the front desk staff that are used to document received calls.</p>	<p>Cutoff: no longer needed for agency business</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-02-05R2

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25	<p><u>Photographs - Council</u> Photographs include official portraits of Councilmembers and group Council photos.</p> <p>Records include:</p> <ul style="list-style-type: none"> • All formats of photographs including prints, negatives and digital formats. 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Photographs and Audio/Visual Material</p> <p>PRE-01-002</p>	GS50-06F-02R1
26	<p><u>Policy Development Files</u> Files document the development of countywide or departmental policies. Includes drafts, research, supporting documents, correspondence, etc.</p>	<p>Cutoff: policy approved, rejected or abandoned</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Policy Development Files</p> <p>ACO-03-001</p>	GS50-01-39R1
27	<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>Projects include, but are not limited to:</p> <ul style="list-style-type: none"> • New employee manual development, brochure development. <p>May include:</p> <ul style="list-style-type: none"> • 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

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28	<p><u>Reference (Secondary) Copies</u> Secondary copies of records collected by agency staff that are printed or retained to aid in performing future tasks.</p> <p><i>Note: it is against best practice and a liability to retain secondary copies of records longer than the primary copies.</i></p> <p><i>Note: Secondary copies are still subject to Public Records Act Requests. Secondary copies should be managed separately from primary copies, should be identified as secondary copies, and searchable/identifiable information should be redacted, if possible.</i></p>	<p>Cutoff: Dispose of when no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A	GS50-02-04R2
29	<p><u>Service Awards</u> Records relating to employee awards for commemorating years of service.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Recommendations, approved nominations, appreciation letters, awards, and additional related information. • Photographs of award and recognition ceremonies. 	<p>Cutoff: date of award</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		Employee Award Files PER-06-003	GS50-04B-44R1
30	<p><u>Staff Meetings</u> Records documenting meetings held by general staff of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, meeting minutes, etc. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival – Destroy</p>		General Office Communications and Staff Meetings ACO-01-001	GS50-01-43R2

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31	<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: Dispose of when 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>

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32	<p><u>Vehicle Use Logs</u> Records that document the use of vehicles for Council business.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Reports for take-home vehicle authorizations and logs that document date, reason, name, start and end mileage. 	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045

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HUMAN RESOURCES AND PAYROLL						
33	<p><u>INS Forms - I-9</u> Document used to verify employment eligibility within the United States.</p> <p>May include:</p> <ul style="list-style-type: none"> • I-9 form, copies of passports, valid driver's licenses, certificates of naturalization, etc. 	<p>Cutoff: termination of employment</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Employment Eligibility Documents Immigration and Naturalization Services (INS) Forms</p> <p>PER-10-005</p>	GS50-05A-26R2
34	<p><u>IRS Forms - Filed</u> Mandatory forms that are filed with the Internal Revenue Service (IRS) regarding payroll functions. Includes W-2, W-4, W-9, etc.</p>	<p>Cutoff: year end</p> <p>Retention: 5 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Tax Forms – Federal</p> <p>FIN-08-007</p>	GS50-03A-17R1
35	<p><u>Leave and Overtime Requests</u> Records that document the requesting, granting, or monitoring of leave (sick, vacation, Family Medical Leave, etc.) and overtime for individual employees.</p> <p>Excludes records that document the actual dates of pre-2012 unpaid leave (i.e. break in service dates), see Retirement Benefit Verification Records below.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Employee Leave Management</p> <p>PER-09-002</p>	<p>Combo Rule PER-09-002</p> <p>GS50-04B-09R2 (Leave – Routine)</p> <p>GS2017-010 (Leave – Non-Routine)</p>
36	<p><u>Leave Donation Records</u> Records authorizing leave to be donated to another employees account.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Leave Donations</p> <p>FIN-08-004</p>	GS2017-010

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37	<p><u>Payroll Supporting Documents</u> Reports that are used to verify, modify and authorize payroll processing for the entire legislative branch, or for multiple employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Payable Status Reports; • Certification Reports; • Per Diem Sign-in Sheets • Time card/sheets dated 1/1/2012 to present <p>Excludes any of the above that are needed for retirement benefit verification records (see below).</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Payroll Supporting Documentation</p> <p>FIN-08-006</p>	<p>Combo Rule FIN-08-006</p> <p>GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)</p>
38	<p><u>Payroll Time Cards/Sheets (pre-2012)</u> Records that are used to document time worked and leave taken for <i>all</i> employees in the agency during each pay period.</p> <p>Excludes time cards/sheets January 1, 2012 to present (see Payroll Supporting Documents).</p>	<p>Cutoff: year end</p> <p>Retention: 60 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>	<p>Records 1/1/2012 to present: PeopleSoft System</p>	<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	<p>GS2017-009</p>
39	<p><u>Personnel Files – Agreements/Authorizations</u> Agreements and contracts with employees that are used to assist the processing of payroll functions or for human resources activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Alternative work agreements, telecommuting agreements, payroll deduction authorizations (including union dues) and direct deposit authorizations. 	<p>Cutoff: termination of agreement*</p> <p>Retention: 6 years</p> <p>*if the agreement does not expire, the cutoff is termination of employment</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Payroll Contracts and Agreements</p> <p>FIN-08-018</p>	<p>Combo Rule FIN-08-018</p> <p>GS50-01-11R4 (Contracts and Agreements)</p> <p>GS50-03E-01R1 (Authorization for Payroll Deduction)</p>

7. LIST OF RECORDS SERIES						
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40	<p><u>Personnel Files – Medical</u> Records documenting the medical conditions of employees that describe their physical condition, the effects of workplace conditions on their health and their physical ability to perform essential job functions.</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Employee Medical Records</p> <p>PER-07-001</p>	GS2017-015
41	<p><u>Personnel Files - Retirement Benefit Verification</u> Records that are used for verification of eligibility for retirement benefits of individual employees. Includes information that describe hours worked per month, compensation earned per month, hourly rate of pay, and break in service dates.</p> <p><u>Only includes records dated prior to 1/1/2012 (PeopleSoft implementation).</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of rate of pay and hours worked per month (including hire letters) • Documentation of changes to job classification or rate of pay/hours (including Personnel Change Notices (PCN), pay increase letters, etc.) • Documentation of retro payments • Documentation of lump sum payments • Documentation of <i>dates of and purposes</i> for unpaid leave (including FMLA, duty-related disability, Furlough, Military, etc.) • Minor Personnel Decisions (MPD) if they affect rate of pay, hours worked per month, compensation per month and/or breaks in service. <p>Excludes all records after PeopleSoft implementation (1/1/2012).</p>	<p>Cutoff: termination of employment</p> <p>Retention: 60 years</p>	<p>Disposition Action: Non-Archival - Destroy</p> <p>ESSENTIAL</p>	<p>Records 1/1/2012 to present: PeopleSoft System</p>	<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009

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42	<p><u>Personnel Files – Work History</u> Records that document the work history of individual employees in the agency.</p> <p>Includes, but are not limited to:</p> <ul style="list-style-type: none"> • Recruitment records for each position held by the employee (applications, resumes, letters of recommendations, test results, etc.) • Criminal background checks • Position descriptions • Probation documentation • Sustained misconduct investigation reports • Oaths of office (elected and appointed officials) • Performance evaluations • Letters of reprimand, disciplinary/corrective action • Commendation, recommendation, or other action • Confidentiality agreements • Emergency contact information • Documentation of training completed • Exit interviews <p>Excludes all records needed for verification of retirement benefit eligibility (see above).</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Personnel File</p> <p>PER-06-002</p>	GS50-04B-06R4

7. LIST OF RECORDS SERIES						
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43	<p><u>Recruitment Files</u> Records that document the recruitment and selection process for legislative branch positions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Newspaper announcements • Position descriptions • Applicant lists • Interview questions • Screening criteria • Telephone screening notes • Test results including pass/fail pre-employment for candidates not hired • Test results for candidates not hired • Background check authorization • Applications and/or resumes for candidates not hired. <p>Excludes applications, resumes or test results and other records for successful candidates (see item 38).</p>	<p>Cutoff: end of year in which successful candidate is chosen, or recruitment process is abandoned</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	<p>GS50-04B-22R1</p>

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44	<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>

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

1/12/2018

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

01/23/2018

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.

Janine Weihe

12-5-17

Janine Weihe

Date

PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT

11. PRC APPROVAL

Deborah Kennedy

2/1/2018

Deborah Kennedy

Date

King County Public Records Committee