



## PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

### RECORDS MANAGEMENT PROGRAM

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<b>1. AGENCY DEPARTMENT/DIVISION/SECTION</b> King County Council / Clerk of the Council and Central Staff	<b>2. Department/Division/Section (DDS) Number</b> KCC-COCS-(ALL) / 040711	<b>3. TOTAL NUMBER OF PAGES</b> 12	<b>4. DATE LAST MODIFIED</b> November 7, 2017	<b>5. STATUS</b> Final	<b>6. VERSION</b> 3
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### 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.

8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. RETENTION	8d. DISPOSITION REMARKS	8e. OFFICE OF PRIMARY COPY	8f. CATEGORY	8g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><b><u>Advisory Body Communications</u></b>            Communications to or from advisory bodies and its members, made or received in connection with the transaction of official business of the Public Defense Advisory Board (PDAB) and the Citizen Election Oversight Committee (CEOC).</p>	<p><b>Cutoff:</b> year end   <b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>            Potentially Archival – Appraisal Required             Note: Public Defense Advisory Board member email accounts are auto-journaled into KC ERMS</p>		<p>Communications for Advisory Councils, Commissions, Committees and Boards             ACO-01-014</p>	<p>GS50-01-12R3</p>
2.	<p><b><u>Advisory Body Records</u></b>            Records created to document the activities, projects, and meetings of the Public Defense Advisory Board (PDAB) and the Citizen Election Oversight Committee (CEOC).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, minutes, materials presented, agenda packets, testimony, audio/visual recordings, member lists, action items tracking, sign in sheets, and other records or reports collected by or created by the body.</li> </ul>	<p><b>Cutoff:</b> year end   <b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>            Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards             ACO-01-013</p>	<p>GS2012-027</p>
3.	<p><b><u>Annexation/Incorporation Files</u></b>            Records documenting the annexation of county land to municipalities, water districts or sewer districts.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence with Boundary Review Board, original certified legislation from municipality or district, intention of annexation filing, and copies of County Council legislation.</li> </ul>	<p><b>Cutoff:</b> proposal approved, denied, or upon decision not to proceed   <b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b>            Potentially Archival – Appraisal Required</p>	<p>Boundary Review Board</p>	<p>Jurisdictional Boundary Change Files – Development             LUD-05-001</p>	<p>GS52-03A-05R1</p>

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4.	<p><b><u>Board of Health Legislative/Meeting Files</u></b> Records are Board of Health resolutions, rules, regulations and/or motions passed by the Board of Health.</p> <p>Meeting packets may include:</p> <ul style="list-style-type: none"> <li>• Legislation, meeting materials and supporting documentation.</li> </ul>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b> Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Board of Health – Legislative/Meeting Files</p> <p>LES-01-014</p> <p><b>Note:</b> audio recordings of meetings are filed in category LES-01-004 – Meetings – County Council</p>	<p>Combo Rule LES-01-005A</p> <p>GS50-05A-16R1 (Ordinances and Resolutions – Approved)</p> <p>GS50-05A-13R2 (Meetings – Governing/Executive)</p>
5.	<p><b><u>Citizen Initiatives and Referenda - Administrative Files</u></b> Administrative records used to process citizen sponsored measures and elections (initiatives, referenda, charter amendments, propositions, etc...).</p> <p>Specific records may include:</p> <ul style="list-style-type: none"> <li>• Tracking logs, newspaper publication documentation, ballot preparation records, copies of signature submission and verification records including altered petitions, scans of unaltered petitions, County Council support records, correspondence, and related supporting documentation.</li> </ul> <p><b>Excludes</b> voted ballots (see Citizen Initiatives and Referenda – Ballots)</p>	<p><b>Cutoff:</b> certification of election or determination of signature insufficiency</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>	<p>Elections – original unaltered petitions</p>	<p>Initiative, Referenda and Recall Measures – Administration</p> <p>ELE-03-011</p>	<p>GS2012-021</p>
6.	<p><b><u>Citizen Initiatives and Referenda – Ballots</u></b> Voted ballots and other records (including voter eligibility, challenges to voter eligibility and tally sheets) relating to the administration of elections held by the County Council.</p>	<p><b>Cutoff:</b> certification of election</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Initiative, Referenda and Recall Measures – Ballots</p> <p>ELE-03-012</p>	<p>GS2012-020</p>

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7.	<p><b><u>Claims for Damages – Filed Version (Secondary)</u></b>  Claims filed again the County by the public alleging personal injury or property damages. Records are copies of claims presented to and filed with the Clerk of the Council as stipulated by King County Code.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Letter to the department regarding claim, forms, photos, damage assessments and appraisals, maps correspondence, copies of work orders and additional supporting documentation.</li> </ul>	<p><b>Cutoff:</b> when no longer needed for agency business</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b>  Not Archival - Destroy</p> <p>King County Code 2.21.070</p>	DES / Risk Management	N/A – secondary copies of records are not filed to KC ERMS	GS50-02-04R2
8.	<p><b><u>Forecast Council Legislative/Meeting Files</u></b>  Records document meetings held by the King County Forecast Council, composed of representatives from the executive branch and King County Council, tasked to oversee the work of the Office of Economic and Financial Analysis, review and adopt forecasts, and propose the undertaking of special studies needed for budget development.</p> <p>Meeting files may include:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting minutes, presentation materials, reports, etc. Files also include resolutions approved and enacted by the King County Forecast Council which may include final resolution and supporting documentation.</li> </ul>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b>  Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Forecast Council - Legislative/Meeting Files</p> <p>LES-01-015</p> <p><b>Note:</b> audio recordings of meetings are filed in category LES-01-004 – Meetings – County Council</p>	<p>Combo Rule LES-01-005A</p> <p>GS50-05A-16R1 (Ordinances and Resolutions – Approved)</p> <p>GS50-05A-13R2 (Meetings – Governing/Executive)</p>

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9.	<p><b><u>Franchise Project Files</u></b> Administrative records used to document the clerk of the council’s role in processing King County franchise agreements as stipulated by King County Code. This includes accepting and filing franchise applications, accepting filing fees, coordinating with county agency responsible for processing the applications, ensuring advertising and signature requirements are met, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application and related materials, advertising records including applicant payment agreements for private franchises, correspondence with applicant and responsible county agency about development process, copy of the signed agreement and additional supporting documentation.</li> </ul>	<p><b>Cutoff:</b> signature of agreement, expiration of signature due date as stipulated by ordinance, or application denial, whichever is later</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p> <p>See: <u>Legislative Files</u> for records documenting the legislative process related to franchise agreements</p> <p>King County Code: 6.27</p>	DES / FMD / Real Estate Services or KCIT / Operations / Office of Cable Communications	Project Files  ACO-02-001	GS50-01-39R1
10.	<p><b><u>General Office Communications and Staff Meetings</u></b> Internal and external 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 related to a more specific topic/category. Also includes general office meetings and administrative functions of the office.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments;</li> <li>• Staff/internal meeting minutes and agendas.</li> </ul>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		General Office Communications and Staff Meetings  ACO-01-001	Combo Rule ACO-01-001  GS2010-001R3 (Communications – Non-Executive)  GS50-01-43R1 (Meetings – Staff)

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11.	<p><b><u>Legislative Files – County Council</u></b>  Ordinances are laws passed by the County Council. Motions are policy statements. Legislative packets may include ordinance or motion number, title, text, date, appropriate signatures, seal and supporting documentation. Also includes lapsed legislative files and briefing materials.</p>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b>  Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Legislative Files – County Council</p> <p>LES-01-005</p>	<p>Combo Rule LES-01-005A</p> <p>GS50-05A-16R1 (Ordinances and Resolutions – Approved)</p> <p>GS50-05A-13R2 (Meetings – Governing/Executive)</p>
12.	<p><b><u>Meeting Files - County Council</u></b>  Official record of county council meetings. May include:</p> <ul style="list-style-type: none"> <li>• Electronic meeting packets</li> <li>• Affidavit of mailing, posting, and publication of public notices,</li> <li>• Agendas</li> <li>• Minutes of official proceedings approved and signed,</li> <li>• Records of public hearings</li> </ul>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b>  Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Meetings – County Council</p> <p>LES-01-004</p>	<p>GS50-05A-13R2</p>
13.	<p><b><u>Meeting Files – Recordings</u></b>  Electronic recordings of County Council meetings including subcommittees, as well as, meetings of the Ferry District, Flood Control District, Board of Health, and the Forecast Council that may be used to prepare meeting minutes. These electronic audio / visual recordings constitute the verbatim public record required by Section 220.40 of the King County Charter.</p>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b>  Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Meetings – County Council</p> <p>LES-01-004</p>	<p>GS50-05A-13R2</p>

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14.	<p><b><u>Minor Personnel Decisions (MPD) - Secondary</u></b> Records document decisions made by the chair of the employment and administration committee in regard to MPD(s), as described in Motion 12680.</p> <p>Decisions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Increasing hours assigned to a current staff position, authorizing recruitment for a vacant position, extending employment period of a temporary position, and approving carryover of excess vacation leave.</li> </ul> <p><i>Note: Original MPDs filed with the Clerk of the Council are transferred to the appropriate human resources file for retention. MPDs retained by Clerk are copies that may be disposed of once their administrative purposed is served.</i></p>	<p><b>Cutoff:</b> when no longer needed</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	King County Council / Administration / Human Resources	N/A – secondary copies of records are not filed to KC ERMS	GS50-02-04R2
15.	<p><b><u>Project Files</u></b> Files document projects not related to a specific piece of legislation (examples may include issue analysis, general interest papers, etc.).</p> <p>Files may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Documents from other County agencies (memos, reports, etc.), correspondence, press releases and other notices of information to the public, budget development information, notes from meetings, attorney-client information, regional agencies supporting documentation, maps, photos, public hearing notice, research notes, etc.</li> </ul> <p><i>Note: Excludes preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s). See: <u>Transitory Records</u></i></p>	<p><b>Cutoff:</b> project is closed or becomes inactive</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival – Appraisal Required</p>		Project Files  ACO-02-001	GS50-01-39R1

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16.	<p><b><u>Public Records Act Requests</u></b> Records relating to requests from the general public for access to the County’s public records in accordance with RCW 42.56.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence relating to the request;</li> <li>• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);</li> <li>• Records documenting the public records (or portions of the record) withheld (exemption logs;</li> <li>• Copies of redacted portions</li> <li>• Records documenting administrative reviews relating to the request.</li> </ul>	<p><b>Cutoff:</b> public records request complete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Public Records Act Requests</p> <p>INF-01-002</p>	<p>GS2010-014R3</p>
17.	<p><b><u>Reports To Council</u></b> All reports required by code or ordinance to be filed with the County Council, including annual reports.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Comprehensive Annual Financial Report (CAFR).</li> </ul>	<p><b>Cutoff:</b> end of each quarter</p> <p><b>Retention:</b> none*</p> <p>* transfer to the King County Archives quarterly</p>	<p><b>Disposition Action:</b> Archival – Permanent Transfer</p>		<p>Reports to Council</p> <p>LES-01-006</p>	<p>Combo Rule LES-01-006</p> <p>GS50-05A-04R1 (Annual Reports)</p> <p>GS2012-028R1 (Other Required Reports)</p>
18.	<p><b><u>Summons – Filed Version (Secondary)</u></b> Summons of compliant pleadings are served to the County as notice that it is being sued. Pleadings are served to the Clerk of the Council as stipulated by King County Code and used to document date and time received.</p>	<p><b>Cutoff:</b> when no longer needed</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p>King County Code 2.04.010</p>	<p>PAO</p>	<p>N/A – secondary copies of records are not filed to KC ERMS</p>	<p>GS50-02-04R2</p>



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19.	<p><b><u>Tax Levy Filings</u></b>  Tax Levy Files are original filings from each taxing district. Each year the Council is required to certify annually the amount of property taxes levied in King County. Specific records may include forms completed by the taxing districts, copies of resolutions or ordinances passed by the taxing district that reflects the levy request. From the information filed, the Council passes a certification ordinance(s).</p>	<p><b>Cutoff:</b> year end   <b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Potentially Archival – Appraisal Required   King County Code 4.48   See: <u>Legislative Files-County Council</u> for records documenting the legislative process related to tax levy certification</p>	<p>Records are also filed with the County Assessor per RCW 84.52</p>	<p>Reporting/Filing (Mandatory) – Agency Management   ACO-02-004</p>	<p>GS2012-028R1</p>

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20.	<p><b><u>Transitory Records</u></b> 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"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources) <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> 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”)</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling – Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> when no longer needed</p> <p><b>Retention:</b> none</p>	<p><b>Disposition Action:</b> Not 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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21.	<p><b><u>Vacation Project Files</u></b>  Administrative records documenting the clerk of the council's role in the process to vacate county roads or rights-of-way as stipulated by King County Code.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications, correspondence, records of official recording and determination documentation from responsible county agency.</li> </ul>	<p><b>Cutoff:</b> denial, exhaustion of appeal process, or transfer of recorded vacation to responsible agency, whichever is later</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Potentially Archival – Appraisal Required</p> <p>King County Code 14.40</p> <p>See: <u>Legislative Files-County Council</u> for records documenting the legislative process related to approved road vacations.</p>	<p>DOT-Road Services Division;  DES-FMD-Real Estate Services</p>	<p>Project Files  ACO-02-001</p>	<p>GS50-01-39R1</p>

<p><b>8. RECORDS AND INFORMATION MANAGER SIGNATURE</b>  <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 style="text-align: center;"><i>Ryan Wadley for</i></p> <p><i>[Signature]</i> _____ <i>5/31/18</i>  <b>Gail Snow</b> <span style="float: right;"><b>Date</b></span></p>	<p><b>9. COUNTY ARCHIVIST SIGNATURE</b>  <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>[Signature]</i> _____ <b>08/31/2018</b>  <b>Carol Shenk</b> <span style="float: right;"><b>Date</b></span></p>
<p><b>10. AGENCY MANAGER SIGNATURE</b>  <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>[Signature]</i> _____ <i>11/7/17</i>  <b>Melani Pedroza</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>PUBLIC RECORDS COMMITTEE USE ONLY</b></p>	
<p><b>11. PRC APPROVAL</b></p> <p><i>[Signature]</i> _____ <i>9/21/18</i>  <b>Deborah Kennedy</b> <span style="float: right;"><b>Date</b></span>  King County Public Records Committee</p>	