



Public Records Retention Schedule And Destruction Authorization

Records Management Program
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King County Executive’s Office	KCEO-EO-(ALL)	8	14 May 2020	Draft	Ver. 1

7. 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 of PRC approval 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 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 Content Manager will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of Content Manager must be documented on forms provided by the Records Management Program. Transitory records may be destroyed in the normal course of agency business and 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.

8. List of Records Series					
Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>1. Communications – Elected Officials, Department Heads, and Division Heads</p> <p>Internal and external communications to or from the King County Executive, the Executive Office Division Director, the Executive Leadership Team, or supporting staff acting on their behalf that are made or received in connection with the transaction of agency business.</p> <p>Communications may include:</p> <ul style="list-style-type: none"> • Letters • Memoranda • Email • Websites, forums, webpages • Instant messages • Social Media posts and comments <p>Records may include:</p> <ul style="list-style-type: none"> • Requests for and provision of information • County-initiated information • Meetings held among agency and department directors, councilmembers, and elected officials <p>Note: information published online by the agency is provided until the date that it is removed.</p>	<p>Cutoff: End of the year in which the record was created</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ACO-01-002 (Elected Officials, Department and Division Heads Communications, Subject, and Issue Files)</p>	<p>Combo Rule ACO-01-002:</p> <p>GS50-01-02 (Subject/Issue files)</p> <p>GS50-01-09R2 (Public Complaints and Requests)</p> <p>GS50-01-36 (Appointment Calendars)</p> <p>GS50-01-12R3 (Communications)</p>

Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>2. Contracts and Agreements – General Records relating to agreements signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Lending agreements • Liability waivers • Loan agreements • Purchase and sales agreements • Vendor bonds • Warranties • Change orders • Successful RFP documentation <p>This category excludes records relating to:</p> <ul style="list-style-type: none"> • Bond, grant, and levy project contracts or agreements (GS2011-183R2) • Archival transfer agreements (GS2010-021) 	<p>Cutoff: When both conditions are met:</p> <ul style="list-style-type: none"> • Completion of the transaction • Termination or expiration of the contract <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival: Destroy</p> <p>Essential Record</p>		<p>CON-01-001 (Contracts, Agreements, and Warranties)</p>	<p>GS50-01-11R4 (Contracts and Agreements – General)</p>
<p>3. Executive’s Office Special Projects Records documenting agency projects that are not covered by a more specific category. These projects may involve outside agencies and result in reports, transmittal packets, or policy frameworks.</p> <p>Projects may include:</p> <ul style="list-style-type: none"> • Zero Youth Detention • Harborview Leadership Group <p>Records may include:</p> <ul style="list-style-type: none"> • Business cases • Project documentation • Drafts • Project-related budgets and workplans • Related correspondence <p>This category excludes final policies (GS50-01-24R1).</p>	<p>Cutoff: When the project is completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ACO-02-001 (Project Files)</p>	<p>GS50-01-39R1 (Project Files (Miscellaneous))</p>

<p>4. General Office Communications and Staff Meetings Internal and external communications to or from employees or external parties acting as business partners for the county that are made or received in connection with the transaction of agency business and records documenting meetings and the administrative arrangement of meetings held by the staff of the agency that cannot be filed into a more specific category.</p> <p>Communications may include:</p> <ul style="list-style-type: none"> • Letters • Memoranda • Email • Websites, forums, webpages • Instant Messages • Social Media posts and comments <p>Meetings may include:</p> <ul style="list-style-type: none"> • Staff Meetings • Internal committees and task forces <p>Records may include:</p> <ul style="list-style-type: none"> • Internal requests for and provision of information • County-initiated information • Appointment calendars (in Outlook) • Agendas, meeting packets • Minutes, recordings, transcripts <p>This category excludes records related to elected officials, department heads, and division heads' communications (item 1).</p> <p>Note: information published online by the agency is provided until the date that it is removed.</p>	<p>Cutoff: End of the year in which the record was created</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>ACO-01-001 (General Office Communications and Staff Meetings)</p>	<p>Combo Rule ACO-01-001</p> <p>GS2010-001R3 (Communications – Non-Executive)</p> <p>GS2011-176R1 (Meetings/Hearings – Arrangements)</p> <p>GS50-01-36 (Appointment Calendars)</p> <p>GS50-01-43R2 (Meetings – Staff and Internal Committees)</p>
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Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>5. Legislative Research, Development, and Review Records documenting the monitoring, research, development and review of external legislation and legislative issues that affect King County.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Legislation promoted by the King County Executive’s Office to external legislative bodies • Documentation reviewing or promoting legislation • Research and development of legislation • Records of contracted lobbyists <p>This category excludes records related to lobbyist disclosure reporting (see item 7).</p>	<p>Cutoff: End of the year in which the project was completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>LES-03-003 (External Legislation)</p>	<p>GS50-01-12R3A (Communications – Governing/Executive/Advisory – [External Legislation])</p>
<p>6. Legal Issues/Advice Files – Provided by Chief Legal Counsel Records documenting the provision of legal advice, opinions, or interpretations by agency attorneys acting as counsel for a King County agency.</p> <p>This category excludes records that are filed with the other agency records to which the advice, opinion, or interpretation relates.</p>	<p>Cutoff: When the advice or opinion is issued</p> <p>Retention: 10 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>LGL-03-001 (Legal Issues and Advice Files)</p>	<p>GS53-02-03R2 (Legal Advice, Analysis, and Opinions – General)</p>
<p>7. Lobbyist and Political Campaign Reports Records documenting the quarterly reporting of lobbying activities of the Executive’s Office and any lobbyist records required to be filed with the Washington State Public Disclosure Commission per RCW 42.17 and 42.17A.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Reports, forms, certificates, and lists • Submission confirmation • Contracted lobbyist records • Public disclosure form L-5 • Related correspondence 	<p>Cutoff: When the report or document is submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>LES-03-001 (Lobbyist Disclosure Reporting)</p>	<p>GS2012-028R1 (Reporting/Filing (Mandatory) – Agency Management)</p>

Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>8. Media Releases and Coverage Records documenting external media coverage of agency activities and accomplishments.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Agency-issued press releases • Audiovisual recordings and transcripts of conferences or speeches • Copies of guest editorials • News clippings <p>This category excludes records related to requests or complaints from the media or the general public (item 11).</p>	<p>Cutoff: End of the year in which the record was created</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>PRE-01-014 (Press Releases)</p>	<p>GS50-06F-07R1 (Media Releases and Coverage)</p>
<p>9. Ordinance and Motion Development and Transmittal Files Records documenting the analysis and development of ordinances and resolutions submitted for approval to the agency's governing council, commission, or board.</p> <p>This category excludes approved ordinances and resolutions (GS50-05A-16R1).</p>	<p>Cutoff: When either condition is met:</p> <ul style="list-style-type: none"> • The ordinance or motion is approved • The decision not to proceed is made <p>Retention: 3 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>LES-02-002 (Ordinance, Motion, and Resolution Development and Transmittal Files)</p>	<p>GS50-01-25R1 (Ordinance and Resolution Development Files)</p>
<p>10. Proclamations Proclamations and official announcements issued by the King County Executive on behalf of the county.</p>	<p>Cutoff: When the proclamation is issued</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival – Appraisal Required</p>		<p>No Category Assigned</p>	<p>GS2011-168 (Proclamations)</p>

Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>11. Public Complaints and Requests Records documenting complaints or requests communicated by members of the general public and the agency's responses.</p> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> Elected officials, department heads, and division heads' communications (item 1) Public Records Act requests (GS2010-014R3) 	<p>Cutoff: End of the year in which the issue is resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>PRE-01-001 (Public Complaints and Requests for Agency Action)</p>	<p>GS50-01-09R2 (Citizen Complains/Requests)</p>
<p>12. Supervisor's Working Files Records used by employees to prepare and submit annual performance reviews of any employees under their supervision.</p> <p>Records may include:</p> <ul style="list-style-type: none"> Performance plans, status reports Confirmation of goals and achievements Work samples Documentation of performance issues Communications <p>This category excludes records related to: Final signed performance evaluations (GS50-04B-06R4)</p>	<p>Cutoff: When all conditions are met:</p> <ul style="list-style-type: none"> The performance review is completed The appeal period ends The employee is no longer being supervised <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>PER-06-010 (Supervisor's Working Files)</p>	<p>GS50-04B-31R1 (Performance Evaluation (Supervisor Preparation))</p>

Certification

9. County Records and Information Manager Signature

My signature certifies the accuracy of this schedule and that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4.

Ellie Browning

7/2/2020

Ellie Browning

Date

10. County Archivist Signature

My signature certifies that I have reviewed and approved the archival status of the records series as described on this schedule.

Danielle Boucher

7/1/20

Danielle Boucher

Date

11. Agency Manager Signature

My signature certifies that I have read and understood the requirements of this retention schedule and that I agree to implement it for all records and information within the scope of my responsibility.

Rachel H

6/18/2020

[Agency Manager]

Date

Public Records Committee Use Only

12. PRC APPROVAL

Deborah Kennedy

July 9, 2020

Deborah Kennedy

Date

King County Public Records Committee