



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 Executive's Office and Performance
Strategy and Budget / Administration

**2. DEPARTMENT-DIVISION-
SECTION [DDS]**

KCEO-EO&PSB-(ADMIN)

**3. TOTAL NUMBER OF
PAGES**

23

**4. DATE LAST
MODIFIED**

March 16, 2018

5. STATUS

Final

6. VERSION

2

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. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
Administration Records						
1.	<p><u>Asset Use Records</u> Records relating to the use of agency assets. Includes all assets owned, rented, leased and/or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of KCEO vehicle - fuel/oil usage, mileage monitoring, maintenance tracking; and other small assets inventories (in/out logs and use monitoring). <p>Excludes authorizations or contracts related to asset use.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Asset Use Records</p> <p>ASM-12-002</p>	GS2012-045

7. LIST OF RECORDS SERIES						
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2.	<p><u>Communications – General</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. Also includes communications with external individuals or agencies acting as business partners or contractors for the county.</p> <p>Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.)</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice and county-initiated information/advice. • Award certificates coordination; • Pedometer tracking log; • Grant processing and tracking log. <p>Excludes the provision of routine/administrative information (i.e. office hours or locations) (Transitory).</p> <p>Excludes communications of, or on behalf of, department heads, division heads or elected officials (see category ACO-01-002).</p> <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>	GS2010-001R3

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3.	<p><u>Communications With the Public</u> Any communications with members of the public in relation to a public complaint or request for the agency to take action.</p> <p>Includes emails, voicemails, etc.</p> <p>Excludes official Public Records Act Requests (see item 13).</p>	<p>Cutoff: end of year in which the issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	Retention of records in this category can be delegated to the responding agency.	<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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4.	<p><u>Final Adopted Policy – Executive Branch</u> Officially adopted directives (including policies, rules, orders and regulations) affecting all of the agency. These are activated through department or division head signature.</p> <p>Per Executive Policy INF-7-4-EP, the original signed policy must be transmitted to DES-RALS-ARMMS immediately after signature for permanent preservation at the King County Archives.</p> <p>The agency is still responsible for maintaining the policy after its enactment and transfer to ARMMS. The maintenance includes, but is not limited to: tracking its expiration date (five years after the effective date); preparing revised or replacement policies; providing communications about policy changes; and ensuring that appendices to the policy are current.</p> <p>Excludes adopted procedural documents (see category ACO-03-004).</p> <p>Excludes officially adopted policies, procedures, regulations and rules from Independently Elected Officials, Human Resources Division and Department of Information Technology (KCIT) (see category ACO-03-005).</p>	<p>Cutoff: obsolete or superseded</p> <p>Retention: none</p> <p>Note: the original policy must be transmitted to DES / RALS / ARMMS upon signature.</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Final Adopted Policy</p> <p>ACO-03-002</p>	GS50-01-24R1

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5.	<p><u>Financial Transactions and Accounting</u> Records documenting all resources received and expended by the County provided that receipts and expenditures are not for capital, bond, grant, or levy projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records documenting the purchase or sale of goods (purchase orders, bills of sale, receipts, vouchers, fiscal purchasing, etc.) • Billing records • Financial statements and reports • P-Card and T-Card purchases; • Travel authorization approval packets; • Radio communications (invoices); • Good-to-Go account invoices and payments; • Purchasing contracts 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	<p>All Agencies: <i>Only</i> p-card vouchers and invoices and backup documentation for financial transactions that are confidential or that relate to grants, risk, settlements, payroll, worker's comp, or jury duty</p> <p>DES / FBOD: All other financial transaction records</p>	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3
6.	<p><u>FMLA (Family Medical Leave Act) Records (Forms)</u> Records pertaining to an employer's obligation under FMLA in accordance with the record keeping requirements of the Fair Labor Standards Act (FLSA).</p> <p>Records include: Final approved FMLA paperwork (form).</p> <p>Excludes records documenting FMLA hours used which should be retained according to the Payroll Supporting Documents category, FIN-08-006.</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival – Destroy</p>		<p>Employee Medical Records</p> <p>PER-07-001</p>	GS2017-015

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7.	<p><u>Historical Files of the Agency</u> Records documenting the planning, establishment and significant changes/developments of the agency and its programs, including agency mergers/splits, creation/combination of divisions, major changes of agency functions, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Biographical files (notable staff and other individuals related to the agency); • Organizational charts and other records documenting significant changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.); • Scrapbooks, news clippings, web pages/screen grabs, photographs, audio/visual recordings, etc., documenting the history of the agency/programs; • Summaries/histories; • Transitional documentation prepared for incoming officials/agency heads; • Year-end/annual listing of all agency officials/staff (employee directory, roster, etc.). 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Historical Files of the Agency</p> <p>ACO-01-015</p>	GS50-06F-02R1
8.	<p><u>Human Resources Advice Files</u> Communications from Human Resources staff, which provide advice and guidance about particular human resource issues. Includes, but is not limited to advice on general as well as special issues.</p>	<p>Cutoff: end of year in which issue is resolved</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Human Resource Advice Files</p> <p>PER-06-011</p>	GS2010-001R3

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9.	<p><u>I-9 Forms</u> I-9 forms and any other documents used to verify employment eligibility within the United States.</p> <p>May include:</p> <ul style="list-style-type: none"> Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalizations, etc. 	<p>Cutoff: termination of employment</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employment Eligibility Documents Immigration and Naturalization Services (INS) Forms</p> <p>PER-10-005</p>	GS50-05A-26R2
10.	<p><u>Leave Donation</u> Records authorizing accrued leave to be donated to another employee's payroll account.</p> <p>Excludes leave records needed for retirement benefit verification.</p>	<p>Cutoff: year end in which leave donation occurs</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Leave Management</p> <p>PER-09-002</p>	<p>Combo Rule PER-09-002</p> <p>GS2017-010 (Leave-Non Routine)</p> <p>GS50-04B-09R2 (Leave-Routine)</p>
11.	<p><u>Lobbyist Disclosure Reporting</u> Records documenting lobbyist disclosure reports that are compiled and submitted to the state Public Disclosure Commission on behalf of Executive Branch agencies of King County, in accordance with RCW 42.17A.</p>	<p>Cutoff: report or document submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Reporting/Filing – Public Disclosure Commission</p> <p>ACO-02-010</p>	GS2012-028R1A

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12.	<p><u>Meetings/Projects – Advisory/Inter-Agency Councils, Commissions, Committees, and Boards</u> Records documenting all meetings held by advisory committees between King County and other local government or other public agencies, such as records of the <u>Regional Law Safety and Justice Committee</u> (RLSJC) (staffed by rotating employees of PSB).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting minutes, communications, meeting packets, sign-in lists, audio/visual recordings, transcripts, indexes, finding aids, etc. <p>Excludes meetings covered by more specific series, such as Meetings – Governing Bodies (GS50-05A-13) and Safety Committee Meetings (GS2017-016).</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings/Projects – Advisory/Inter-Agency Councils, Commissions, Committees, and Boards</p> <p>ACO-01-020</p>	<p>Combo Rule ACO-01-020</p> <p>GS2011-175R2 (Meetings – Inter-Agency, Local, Inter-Governmental)</p> <p>GS2012-027 (Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards)</p>

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13.	<p><u>Payroll Processing, Distribution and Reporting</u> Records relating to the processing of payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability. Includes PeopleSoft Payable Status Reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Detail reports, year-to-date costs and cumulative summary expense reports; • Listings of payroll deductions; • Status of and adjustments to accounts; • Payroll distribution, warrant distribution log/sheet, etc. • Reports and transmittal of funds to state agencies (such as Departments of Retirement Systems (DRS), Labor & Industries (L&I), Employment Security (ESD), etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Employee Pay – Authorizations and Deductions (DAN GS50-03E-01); • Employee Pay – History (DAN GS50-03E-15); • Employee Retirement/Pension Verification (DAN GS2017-009); • Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17). 	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	GS50-03E-02R1

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14.	<p><u>Payroll Support Records</u> Records used to document status and adjustments to payroll accounts, including electronic and paper spreadsheets, working documents, and email communications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Payable status reports • Benefit detail reports. <p>Excludes records needed for retirement benefit verification (see Retirement Benefit Verification Records).</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Payroll Supporting Documents</p> <p>FIN-08-006</p>	GS50-03E-02R1
15.	<p><u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance 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 achievements; • Samples of work completed; communication/meeting notes; • Documentation of performance issues; • Status reports, etc. <p>Excludes records needed to support ongoing supervision of the employee (see Supervisor's Working Files).</p> <p>Excludes final signed performance evaluations (kept by HR-SDM in the official Personnel File).</p>	<p>Destroy once the performance review has been completed and appeal period has ended</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1

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16.	<u>Performance Evaluations - Final</u> See Personnel Files.					

<p>17.</p>	<p>Personnel Files Records relating to an individual's employment history with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Recruitment records for each position held by employee (position description, application, resume, eligibility certifications, transcripts, letters of recommendation); • Final results of background checks/investigations, medical, polygraph testing, etc. (such as "No Record Found", positive/negative, pass/fail, etc.); • Non-disclosure agreements signed as a condition of employment; • Copies of oaths of office and/or bonds of officials (elected and appointed); • Commendations, recommendations, awards; • Disclosure of information (to prospective employers [RCW 4.24.730(2)], etc.); home address and telephone disclosures, etc.; • Employee Assistance Program (EAP) referral and completion documentation; • Training/staff development history; • Letters/notices of personnel action or employment status changes (hiring/appointment, promotion, transfer, salary history [increases, decreases, exceptions], etc.); • Letters/notices of disciplinary action (demotion, termination, suspension, etc.); • Departure status and eligibility (disability, retirement, death, etc.), exit interview, etc. <p>Excludes records needed for retirement benefit verification (see FIN-08-002).</p> <p>Excludes records covered by Employee Medical and Exposure Records (DAN GS50-04B-30).</p> <p>Note: Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by offsite storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Personnel File</p> <p>PER-06-002</p>	<p>GS50-04B-06R4</p>
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18.	<p><u>Project Files</u> Records relating to agency projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules.</p>	<p>Cutoff: completion of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1
19.	<p><u>Public Records Act 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>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 • Withholding redaction logs. 	<p>Cutoff: public records request complete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Records Act Requests INF-01-002</p>	GS2010-014R3

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20.	<p>Recruitment Files Records documenting the recruitment and selection process for hiring positions with King County.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Announcements, job descriptions, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications. <p>Note: All consumer reports (which include background checks, credit reports and criminal history reports) for applicants not hired should be retained in a separate file. All consumer reports for hired employees should be maintained as part of the official personnel file, but kept in a separate "confidential" file (see Personnel File, PER-06-002).</p>	<p>Cutoff: end of year in position is filled or termination of recruitment process</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Recruitment Files</p> <p>PER-10-002</p>	GS50-04B-22R1

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21.	<p><u>Retirement Benefit Verification Records</u> Records about individual employees that are needed for the long term verification of retirement benefit eligibility. Records document hours worked per month, compensation earned per month, hourly rate of pay and break in service dates. Includes documentation of any unpaid leave (including when it was taken and what type of leave it was) and documentation of lump sum payments (including when it was earned and what it was for).</p> <p><i>Note: The records below are only needed for this retention period if they are prior to PeopleSoft implementation* or if the agency is not entering correct TRC and reason codes.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pre-2012 time sheets/time cards; • Pre-2012 requests for unpaid leave (when and what it was); • Settlement agreements (payroll related); • Hire letters; • Records (including spreadsheets) used to calculate furloughs • Records documenting any payroll changes (including step increases, furloughs, COLAs, lump sum payments, special duty assignments, etc.); • Personnel Change Notices (PCNs) • MSA corrections/turnaround documents (TADS). <p>*PeopleSoft implementation dates: 5/29/1999 for former METRO agencies (including DOT-Transit; DNRP-Wastewater Treatment Division, Solid Waste Division, Water and Land Resources Division) and 1/1/2012 for all other county agencies.</p>	<p>Cutoff: termination of employment or end of year depending upon record organization</p> <p>Retention: 60 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009

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22.	<p><u>Supervisor's Working Files</u> 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 received 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 staff member or agency that retains your human resources records (including personnel files) rather than retained in the Supervisor's Working File.</p>	<p>All Agencies: 3 years after no longer supervising employee</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

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23.	<p><u>Transitory Records</u> 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, should not be filed into KCERMS	<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>




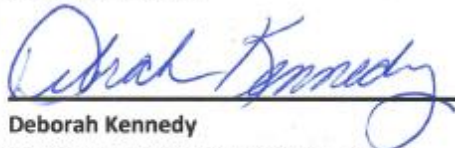
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Budget Records						
24.	<p>Budget Development Files Background information and draft documents compiled in the course of budget preparation.</p> <p>May include:</p> <ul style="list-style-type: none"> • Preliminary budgets, spreadsheets, statistics, expenditure reports, correspondence, briefing materials and supporting documentation. 	<p>Cutoff: budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03
25.	<p>Final Budget Final budget plans adopted annually for the County. Includes budget allocations for projects, personnel and supporting program costs. Records are used for planning projects and for conducting historical analysis of departmental operation costs.</p> <p><i>Note: for budgets of inter-agency or multi-jurisdictional bodies, reference agency-specific retention schedules.</i></p>	<p>Cutoff: year end</p> <p>Retention: Permanent</p>	<p>Disposition Action: Archival – Permanent Transfer</p>	<p>KCEO / Office of Performance Strategy and Budget</p> <p>Final budgets are also included in the adopting ordinance filed with the KCC / Clerk of the Council</p>	<p>Budget – Final</p> <p>BUD-01-004</p>	GS50-03D-08
26.	<p>Preliminary Budgets Preliminary copies of budgets.</p>	<p>Cutoff: end of budget year</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Preliminary Budgets</p> <p>BUD-01-005</p>	GS50-03D-10

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))
Note: The below records are <i>managed</i> by KCEO-PEO&PSB-Admin, but are official records of the current County Executive and Executive staff and should be filed for retention in the appropriate DDS (Department, Division, and Section) for the current County Executive (e.g. KCEO-EO-Constantine).						
26.	<p><u>Appointment Calendars – Elected Officials, Department and Division Heads</u></p> <p>Records document scheduled meetings, appointments, business travel and other activities. May include appointment books, diaries, paper and electronic calendars, etc. Records are used for work planning purposes.</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>	GS50-01-36

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))
27.	<p><u>Communications – Elected Officials, Department and Division Heads</u></p> <p>Internal and external communications to or from the county’s elected official(s) and/or executive management team, that are made or received in connection with the transaction of county business, and that are not covered by a more specific record series. Includes communications by supporting staff acting on behalf of elected official or executive.</p> <p>Includes but is not limited to :</p> <ul style="list-style-type: none"> •Requests for and provision of information/advice and county-initiated information/advice, sent or received by elected officials or executive management team. •Meetings held among agency and department directors, as well as councilmembers and independently elected officials. • Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc. • Meeting scheduling and coordination records with the County Executive and PSB heads on behalf of the County department and division heads. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></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>	GS50-01-12R3

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))
28.	<p><u>Executive Response to Audit Reports</u> Response sent from the King County Executive to the Auditor's Office and County agencies in regard to audits conducted and Auditor's report. Executive response may support or deny agencies request for consideration of modifications in response to Auditors requirements or findings.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Letter from the Executive and response spreadsheet with recommendations, agency position, schedule, and comments. 	<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>	GS50-01-12R3
29.	<p><u>Inquests Requests</u> Inquest requests (County Executive). Records used to document the process of requesting a formal inquest into deaths if it is suspected that the death of a person warrants further legal investigation beyond the services of the Medical Examiner's Office, including deaths of law enforcement officers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original request for inquest, information/evidence gathered, request from the Prosecuting Attorney's Office to the County Executive, formal decision letter from the County Executive, referral from County Executive to Presiding Judge of Superior Court or District Court. 	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Inquest Requests</p> <p>LGL-03-004</p>	GS50-01-12R3

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))
30.	<p><u>Legislation/Legislative Packets Transmittals</u> Legislative packets prepared and transmitted to the King County Executive or Department Director to send to King County Council.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Legislative review form; transmittal letter; fiscal note; piece of legislation, report, or contract; other items or addendum required from Council. <p>Note: Final executed piece of legislation (final ordinance, motion, resolution) retained with the Clerk of the Council; copies for reference purposes only.</p>	<p>Cutoff: approval or decision to proceed</p> <p>Retention: 3 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>	Clerk of the Council	<p>Ordinance, Motion, and Resolution Development and Transmittal Files</p> <p>LES-02-002</p>	GS50-01-25R1
31.	<p><u>Ordinance and Motion Development and Transmittal Files</u> Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission or board.</p> <p>Excludes approved ordinances and resolutions covered by GS50-05A16.</p>	<p>Cutoff: approval or decision not to proceed</p> <p>Retention: 3 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Ordinance, Motion and Resolution Development and Transmittal Files</p> <p>LES-02-002</p>	GS50-01-25R1

<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>Ryan Wadsworth for  Gail Snow _____ Date 5/31/18</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> _____ Date 08/31/2018 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> _____ Date 3/20/18 Heidi Williams _____ Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p> _____ Date 9/26/2018 Deborah Kennedy King County Public Records Committee</p>	