



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

Phone: (206) 477-6889
Email: records.management@kingcounty.gov
Mailstop: GBB-ES-0210

1. AGENCY DEPARTMENT/DIVISION/SECTION
Department of Information Technology / Chief
Information Officer / Equity and Social Justice

**2. DEPARTMENT-DIVISION-
SECTION [DDS]**
KCIT-CIO-(ESJ) / 210203

**3. TOTAL NUMBER OF
PAGES**
6

**4. DATE LAST
MODIFIED**
February 28, 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>Accounting Records - Secondary</u> Records are used to document payment for goods and services received.</p> <p>May include:</p> <ul style="list-style-type: none"> • Invoices; Purchase orders; Vouchers; Receipts. 	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>	KCIT / Business and Finance Support	N/A	GS2011-184R3 (S)
2	<p><u>Communications – ESJ</u> Communications to or from KCIT ESJ committee members that are made or received in connection with the transaction of ESJ business, and that are not covered by a more specific records series. Includes all communication types, regardless of format: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Requests for and provision of information/advice; Advice on policy development; Reporting to county Inter Branch Team (IBT) for ESJ; requesting funds from county IBT.</p> <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: 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
3	<p><u>Meetings – ESJ</u> Records created to document the activities of the KCIT Equity and Social Justice (ESJ) committee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, minutes, materials presented, agenda packets, testimony, audio/visual recordings, member lists, action items tracking, sign in sheets, etc. 	<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>	GS50-01-43R2

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4	<p><u>Projects – ESJ</u> Records documenting projects and the development and creation of deliverables that are not related to a more specific record series.</p> <p>May include:</p> <ul style="list-style-type: none"> • Development of flyer about low income internet service, policy development, etc. • 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
5	<p><u>Training – Curricula</u> Final copies of curricula presented during training provided by the ESJ committee.</p>	<p>Cutoff: curricula obsolete or superseded</p> <p>Retention: 3 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Training Curriculum – Equity and Social Justice</p> <p>ACO-10-005</p>	GS2011-181R1A
6	<p><u>Training – Curriculum Development</u> Records relating to the development of training courses, seminars and/or workshops. Includes research, materials development, etc.</p> <p>Excludes final curriculum and materials covered by item 5.</p>	<p>Cutoff: curriculum no longer provided by the agency</p> <p>Retention: 2 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – Curriculum Development</p> <p>ACO-10-002</p>	GS2011-178R1
7	<p><u>Training – Mandatory</u> Records documenting training courses, seminars and workshops provided to the public, customers, contractors, or agency employees when training is required by the employer.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Tests administered, etc.; Attendee lists and sign-in sheets, test results, evaluations, etc. <p>Excludes final curricula presented (see Training Curricula).</p>	<p>Cutoff: date training provided</p> <p>Retention: 6 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits and Mandatory</p> <p>PER-11-005</p>	GS2011-180R1

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8	<p><u>Training - Optional</u> Records documenting training courses, seminars and workshops provided to the public, customers, contractors, or agency employees where: Certificates/credentials/licenses are NOT awarded; and, Continuing education hours/credits/points are NOT earned; and training is NOT required by federal, state or local statute or by employer.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Tests administered, etc.; Attendee lists and sign-in sheets, test results, evaluations, etc. <p>Excludes final curricula presented (see Training Curricula).</p>	<p>Cutoff: date training provided</p> <p>Retention: 3 years</p>	<p>Disposition Action: Non-Archival - Destroy</p>		<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1

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9	<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: 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>

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <i>I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.</i></p> <p><i>See original for signature</i> <i>1-20-2015</i></p> <hr/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>See original for signature</i> <i>1/22/2015</i></p> <hr/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <i>I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.</i></p> <p><i>See original for signature</i> <i>1/8/15</i></p> <hr/> <p>Bill Kehoe Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See original for signature</i> <i>March 5, 2015</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	