



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](mailto:records.management@kingcounty.gov)  
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<b>1. AGENCY DEPARTMENT/DIVISION/SECTION</b> Department of Information Technology / Communications and Marketing	<b>2. Department/Division/Section          (DDS) Number</b> KCIT-COMM-(ALL) / 210301	<b>3. TOTAL NUMBER          OF PAGES</b> 6	<b>4. DATE SUBMITTED          FOR APPROVAL</b> December 11, 2014	<b>5. STATUS</b> Final  APPROVED
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**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 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 at <http://kcweb.metrokc.gov/archives/forms.aspx>. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. REMARKS/ARCHIVAL DESIGNATION	7e. OFFICE OF PRIMARY COPY	7f. KC ERMS Category	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
1	<b>Accounting Records - Secondary</b> Records are used to document payment for goods and services received. May include: Invoices; Purchase orders; Vouchers; Receipts.	2 years after year end		KCIT / Business and Finance Support	N/A	GS2011-184 R2(S)

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2	<p><b><u>General Communications and 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 covered by a more specific record series.</p> <p>Includes, but is not limited to: meeting agendas and minutes, meeting notes, action items reports, Public Disclosure Requests for other county agencies, correspondence, training coordination.</p>	2 years after year end			<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>GS2010-001 R3 (Communications)</p> <p>GS50-01-43 R1 (Staff Meetings)</p>
3	<p><b><u>Internet and Intranet Updates</u></b> Records used to document the publishing of the agency's internet and intranet content. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable.</p>	1 year after online content is removed			<p>Online Content Management</p> <p>INF-04-006</p>	GS2010-007
4	<p><b><u>IT Projects</u></b> Records that document the operations and oversight or governance of IT Projects from initial planning and design through final design, implementation and closeout processes. Includes all IT Projects or initiatives efforts over 80 hours of time, Capital Improvement or small Projects as well as major/enterprise IT Projects, infrastructure, funded from other sources, including grants. Including operational, PRB, Department oversight projects.</p> <p>Includes, but is not limited to: records that relate to communications, marketing, advertising or promotions about projects.</p>	10 years after completion of project or terms of grant agreement, whichever is later	Potentially Archival – Appraisal Required		<p>IT Projects</p> <p>INF-04-014</p> <p>Note: IT Projects must be filed in the KCIT-ITP- (ITP) DDS / 213001</p>	GS50-18-10 R1

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5	<p><b><u>Newsletters</u></b> Master set of all newsletter publications created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.) Records include newsletter publications regardless of format including Word documents, web pages, blogs, .pdfs, email-based publications, as well as paper format records).</p>	2 years after no longer needed for agency business	Potentially Archival – Appraisal Required		Master File of Agency Publications  INF-02-001	GS50-06F-04 R4
6	<p><b><u>Outreach/Promotional Materials</u></b> The creation and dissemination of communications and deliverables to promote, advertise, and market the activities, projects and services of KCIT. Includes, but is not limited to: posters, expenditure requests, milestones, events, press releases, presentations, images, brochures, flyers, social media promotion and correspondence.  <b>Excludes</b> newsletters (GS50-06F-04 R4).</p>	2 years after end of year in which record is superseded or no longer needed	Potentially Archival – Appraisal Required		Advertising, Promotion and Outreach  PRE-01-005	GS2011-165
7	<p><b><u>Project Files</u></b> Records documenting projects and the development and creation of deliverables that are not related to a more specific record series. Includes: award submissions and customer case studies (with KCIT as a customer of external vendors).  May include substantive drafts and additional supporting documentation.</p>	6 years after completion of project	Potentially Archival – Appraisal Required		Project Files  ACO-02-001	GS50-01-39 R1

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8	<p><b><u>Public Records Act Requests</u></b> Records relating to the requests from the general public for access to KCIT's public records in accordance with RCW 42.56. Includes, but is not limited to: Internal and external correspondence relating to the request; Records documenting the public records provided to the requestor (copies of the records provided, etc.); Records documenting the public records (or portions of the record) withheld (exemption logs); Copies of redacted portions; administrative reviews relating to the request.</p> <p><b>Excludes</b> third-party searches conducted for Public Disclosure Requests received by other agencies (General Communications).</p>	<p>2 years after public records request complete*</p> <p>*response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.</p>			<p>Public Records Act Requests</p> <p>INF-01-002</p>	GS2010-014 R2
9	<p><b><u>Public Records Act Request Logs</u></b> Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW.</p>	3 years after end of year			<p>Public Records Act Request Logs</p> <p>INF-01-003</p>	GS50-09-13 R2
10	<p><b><u>SharePoint Authorization Requests</u></b> Requests for access to SharePoint and associated responses. Includes correspondence.</p>	6 years after termination of user's access or system no longer in use			<p>Access Authorizations</p> <p>INF-04-002</p>	GS2010-002 R1

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11	<p><b><u>SharePoint Training Records</u></b> Records documenting SharePoint training provided to employees. Includes, but is not limited to: curricula, materials presented, tests administered, attendee lists and sign-in sheets, test results, and evaluations.</p>	3 years after date training is provided			Agency Provided Training – General  ACO-10-001	GS2011-181 R1
12	<p><b><u>Transitory Records</u></b> Transitory records contain information that is required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to document the County’s decisions, actions, or legal obligations. Includes, but is not limited to: Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.); 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); Routing slips used to direct the distribution of documents; Data entry forms, notes, tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm; Letters of transmittal, which do not add any information to the transmitted materials.</p>	Dispose of when no longer needed			N/A	GS50-02-05 R1

<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><i>See original for signature</i> <span style="float: right;"><i>1/5/2015</i></span></p> <hr/> <p><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>See original for signature</i> <span style="float: right;"><i>1/08/2015</i></span></p> <hr/> <p><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>See original for signature</i> <span style="float: right;"><i>12/31/2014</i></span></p> <hr/> <p><b>Terra Milles</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</b></p>	
<p><b>11. PRC APPROVAL</b></p> <p><i>See original for signature</i> <span style="float: right;"><i>February 19, 2015</i></span></p> <hr/> <p><b>Deborah Kennedy</b> <span style="float: right;"><b>Date</b></span>  King County Public Records Committee</p>	