



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 Department of Information Technology / eGovernment	2. Department/Division/Section (DDS) Number KCIT-EGOV-(ALL) / 210501	3. TOTAL NUMBER OF PAGES 10	4. DATE SUBMITTED FOR APPROVAL December 29, 2014	5. STATUS 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	Access Authorizations – Online Tools Records documenting the authorization of employees (including contractors and volunteers) to online tools such as SharePoint, Sitecore, Socrata and GovDelivery. Includes, but is not limited to: requests and approvals for access, permissions or user accounts.	6 years after termination of user’s access, or system is no longer in use	ESSENTIAL		Access Authorizations INF-04-002	GS2010-002 R1

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2	<p><u>Accounting Records - Secondary</u> Records are used to document payment for goods and services received. May include: Invoices; Purchase orders; Vouchers; Receipts.</p>	2 years after year end		KCIT / Business and Finance Services	N/A	GS2011-184 R2(S)
3	<p><u>General Communications and Meetings</u> 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 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 internal information/advice; Agency-initiated information/advice such as help pages; Meeting Minutes and agendas; Supporting end-users of eGov tools; Communicating with vendors; Consultation; Internal administrative procedures.</p> <p>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</p>	2 years after year end			General Office Communications and Staff Meetings ACO-01-001	GS2010-001 R3 (Communications) GS50-01-43 R1 (Staff Meetings)

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4	<p><u>Online Applications/Websites – Technical Design and Implementation</u> Records documenting the technical design and implementation of applications or websites. Includes, but is not limited to: design documentation/detail; Source code; System and program changes; Development plan; operational and user instructions, form development, and acceptance testing.</p>	When application or version is no longer needed for agency business, and all records within the application have been migrated or dispositioned in accordance with approved records retention schedules	ESSENTIAL		IT Applications – Technical Design and Implementation INF-04-001	GS50-06A-03 R2
5	<p><u>Online Content Management</u> Records documenting the publishing of the County’s online (internet and intranet) content. Specific to content controlled by the eGovernment team, including enterprise pages, Department of Public Health pages, and other pages updated by eGov staff.</p> <p>Includes, but is not limited to: Requests/approvals to upload/update/remove content; Confirmation of content upload/update/removal; Point-in-time record of webpage/site (screenshot, snapshot, site map).</p> <p>Excludes official/legal online content management (see item 6).</p>	1 year after online content removed			Online Content Management INF-04-006	GS2010-007

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6	<p><u>Online Content Management – Official/Legal</u> Records documenting the publishing of the County's online (internet and intranet) content. Specific to content controlled by the eGovernment team, including enterprise pages, Department of Public Health pages, and other pages updated by eGov staff. Specifically for the publishing of online content that is legal or official in nature and affects the public interest. Including, but not limited to: ordinances, motions, policies, records retention schedules, emergency closures and proclamations.</p> <p>Includes, but is not limited to: Requests/approvals to upload/update/remove content; Confirmation of content upload/update/removal; Point-in-time record of webpage/site (screenshot, snapshot, site map).</p>	6 years after online content removed			<p>Online Content Management – Official/Legal</p> <p>INF-04-017</p>	GS2010-007

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7	<p><u>Performance Evaluation Background Files</u> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations 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: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <p>Excludes records needed to support <i>ongoing</i> supervision of the employee (see Supervisor’s Working Files).</p> <p>Excludes final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	Destroy once the performance review has been completed and appeal period has past			N/A Records Managed Outside of KC ERMS	GS50-04B-31
8	<p><u>Policy and Standards Development Files</u> Records that document the development of countywide or departmental policies or standards. Includes drafts, research, supporting documents, correspondence, etc.</p>	6 years after approved, rejected or abandoned	Potentially Archival – Appraisal Required		Policy Development Files ACO-03-001	GS50-01-39 R1

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9	<p><u>Project Files</u> Records documenting projects and the development and creation of deliverables that are not related to a more specific record series. Includes, but is not limited to: contract negotiation and development; developing the use of new technologies; development of budget provisos.</p> <p>May include inventory sheets, correspondence, meeting records, 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
10	<p><u>Reports, Surveys, and Plans</u> Research/program reports, studies, surveys, models, analyses and other deliverables that are not covered by a more specific record series. Includes, but is not limited to: Analytics Reports on use of web services.</p> <p>Excludes reports, surveys and plans that are mandatory and required to be filed (GS2012-028).</p>	6 years after obsolete or superseded	Potentially Archival – Appraisal Required		Research/Program Reports, Studies, Surveys, Models and Analyses ACO-02-002	GS50-01-32 R1

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11	<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: copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</p> <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 Human Resources Office rather than retained in the Supervisor's Working File.</p>	3 years after no longer supervising employee			N/A Records Managed Outside of KC ERMS	GS50-04B-31

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12	<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 GS2011-180, Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory</p>	2 years after curriculum no longer provided by agency			<p>Agency-Provided Training – Curriculum and Materials Development</p> <p>ACO-10-002</p>	GS2011-178 R1
13	<p><u>Training – Non-Mandatory</u> Records documenting training courses, seminars and workshops provided by KCIT / eGovernment 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. Records include, but are not limited to: Curricula, materials presented, handouts, tests administered, etc.; Attendee lists and sign-in sheets, test results, evaluations, etc.</p> <p><i>Excludes:</i> <i>Agency-provided training covered by GS2011-180;</i> <i>Excludes employee training certificates/history retained in the employee’s personnel file;</i> <i>Financial records covered in the Financial Management function.</i></p>	3 years after training provided			<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181 R1

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14	<p><u>Transitory Records</u></p> <p>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:</p> <p>Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.);</p> <p>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);</p> <p>Routing slips used to direct the distribution of documents;</p> <p>Data entry forms, notes, tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;</p> <p>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>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 style="text-align: right;"><i>See original for signature</i> <u>1-20-2015</u></p> <hr style="width: 80%; margin-left: 0;"/> <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 style="text-align: right;"><i>See original for signature</i> <u>1/22/2015</u></p> <hr style="width: 80%; margin-left: 0;"/> <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 style="text-align: right;"><i>See original for signature</i> <u>1/15/15</u></p> <hr style="width: 80%; margin-left: 0;"/> <p>Nick Smith Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p style="text-align: right;"><i>See original for signature</i> <u>2/26/15</u></p> <hr style="width: 80%; margin-left: 0;"/> <p>Deborah Kennedy Date King County Public Records Committee</p>	