



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 / Project Management Office	2. Department/Division/Section (DDS) Number KCIT-PMO-(ALL) / 211101	3. TOTAL NUMBER OF PAGES 9	4. DATE SUBMITTED FOR APPROVAL January 21, 2015	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	<u>Accounting Records - Secondary</u> 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><u>Advertising and Promotions</u> Records include outreach materials for KCIT promotions including Service Day events.</p>	2 years after event or activity no longer held	Potentially Archival – Appraisal Required		Advertising, Promotion and Outreach PRE-01-005	GS2011-165
3	<p><u>General Communications and Meeting Files</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 related to a specific project or 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; Agency-initiated information/advice; Meeting Minutes and agendas.</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>IT Projects</u> 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: requests for proposals, change orders; schedules; staff reports; reports to Council; funding release requests; contracts; budget, project plans and procurement information; project communications with the Office of Labor Relations, the Prosecuting Attorney's Office, customers, partner jurisdictions (when applicable); strategy; metrics, cost-benefit analysis (CBA), Benefits Achievement Plan (BAP), etc.</p> <p>Excludes general project files (see item 5).</p>	10 years after completion of project, or terms of grant agreement, <i>whichever is later</i>	Potentially Archival – Appraisal Required		<p>IT Projects INF-04-014</p> <p>Note: IT Projects must be filed in the KCIT-ITP- (ITP) DDS / 213001</p>	GS50-18-10 R1
5	<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: development of methodologies and best practices, and contract development.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p> <p>Excludes IT Projects (see item 4).</p>	6 years after completion of project	Potentially Archival – Appraisal Required		<p>Project Files ACO-02-001</p>	GS50-01-39 R1

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6	<p><u>Reports and Studies</u> Research/program reports, studies, surveys, models and analyses. Includes but is not limited to quarterly and monthly service area metrics/status reports, strategy reports, focus group studies regarding programs or specific issues, and research about new products.</p> <p>Excludes reports related to a specific Capital IT Project (see item 4).</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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7	<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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8	<p><u>Testing - Applications</u> Development plans for testing and documentation of testing of the county's computer software applications, databases, and websites.</p> <p>Excludes testing for non-application services or solutions.</p>	Until application 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			IT Applications – Technical Design and Implementation INF-04-001	GS50-06A-03 R2
9	<p><u>Testing – Non-Applications</u> Development plans for testing and documentation of testing of services and solutions that are not applications.</p>	1 year after testing completed			Inspection/Monitoring Non-Regulated ASM-14-002	GS2012-037
10	<p><u>Training Materials Development</u> Records documenting the development of training materials including research, vendor suggestions, and resource material for both web and in-person training provided to internal and external customers.</p>	2 years after curriculum no longer provided by agency			Agency-Provided Training – Curriculum and Materials Development ACO-10-002	GS2011-178 R1

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11	<p><u>Training Provided - General</u> Records documenting KCIT sponsored training provided in-person or via web-based platforms. Training may be taught by vendors and/or KCIT staff in house or at a conference/summit. Includes but is not limited to the curricula, presentation materials, handouts.</p> <p>Excludes employee training history records (GS50-04G-01) and documentation of external training attended by KCIT staff.</p>	3 years after training provided			Agency Provided Training – General ACO-10-001	GS2011-181 R1

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12	<p><u>Transitory Records</u> 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><i>See original for signature</i> <u>2-17-2015</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><i>See original for signature</i> <u>2/19/2015</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><i>See original for signature</i> <u>2/11/15</u></p> <hr style="width: 80%; margin-left: 0;"/> <p>Trever Esko 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> <u>March 12, 2015</u></p> <hr style="width: 80%; margin-left: 0;"/> <p>Deborah Kennedy Date King County Public Records Committee</p>	