



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 / Regional Communications Services / Office of Cable Communications	2. Department/Division/Section (DDS) Number KCIT-RCS-(CABLE) / 211001	3. TOTAL NUMBER OF PAGES 7	4. DATE SUBMITTED FOR APPROVAL January 13, 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.	Accounting Records - Secondary Records are used to document payment for goods and services received. May include: Invoices; Purchase orders; Vouchers; Receipts. Note: any primary copies of records should be transferred to KCIT / Business and Finance Support.	4 years after year end		KCIT / Business and Finance Support	N/A	GS2011-184 R2(S)

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2.	<p><u>Budget Development Records - Secondary</u> Records document the development of budgets. May include preliminary budget proposals, spreadsheets, statistics, expenditure reports, correspondence, briefing materials, justification documents, presentations, whitepapers, etc.</p> <p>Note: any primary copies of records should be transferred to KCIT / Business and Finance Support.</p>	2 years after budget adopted		KCIT / Business and Finance Support	N/A	GS50-03D-03(S)
3.	<p><u>Citizen Complaints/Requests</u> Communications to and from citizens making a complaint or request, as well as the associated agency response. Includes responses to customer complaints and referrals for customers to local franchise authorities or other jurisdictions. Includes applications for low income/senior discounts.</p> <p>Note: Low Income/Senior Discount applications are received by the Office of Cable Communications, who forwards them to the cable provider. The cable provider is responsible for providing and managing the discounts, which are valid for the life of the individual.</p>	3 years after end of calendar year in which the issue was resolved			Citizens' Complaints and Requests for Agency Action PRE-01-001	GS50-01-09 R1
4.	<p><u>Committee Meeting Records – KC CTV Citizens Advisory Committee</u> Records created to document the activities of the KC CTV (King County Civic Television) Citizens Advisory Committee (AKA CTCAC). Includes, but is not limited to: agendas, minutes, materials presented, agenda packets, testimony, audio/visual recordings, member lists, action items tracking, sign in sheets, correspondence, policies, reports, etc.</p>	6 years after year end	Potentially Archival – Appraisal Required		Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards ACO-01-013	GS2012-027

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5.	<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 KCIT 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; Agency-initiated information/advice; Meeting Minutes and agendas (including general staff meetings); collaborating with other government jurisdictions; providing projections and input on budget development or reports created in other offices.</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 communication received or provided			General Office Communications and Staff Meetings ACO-01-001	GS2010-001 R3 (Communications) GS50-01-43 R1 (Staff Meetings)
6.	<p><u>Franchise Files</u> Documentation and administration of franchise agreements granted by the agency for use of county’s rights-of-way for cable television. Includes, but is not limited to: application, development material, signed agreement, annual reports from cable providers, notifications from providers, audits and correspondence.</p>	Permanent – Transfer to the King County Archives 6 years after termination or withdrawal of franchise agreement	Archival		Franchises ACO-04-001	GS50-05A-10 R1

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7.	<p><u>Outreach Records</u> Records documenting the planning and/or execution of outreach activities to communities within King County, educating them on cable customer service standards and assistance available from the King County Office of Cable Communications. Includes, but is not limited to: brochures, pamphlets, presentations, handouts, event schedules, news clippings, web-based promotion and correspondence.</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
8.	<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: INET Forum Planning.</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
9.	<p><u>Research Reports</u> The final publication of deliverables for specific projects or office functions of the agency. Includes, but is not limited to: research reports, program reports, studies, surveys, models and analyses.</p>	6 years after superseded or obsolete	Potentially Archival – Appraisal Required		Research/Program Reports, Studies, Surveys, Models and Analyses ACO-02-002	GS50-01-32 R1

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10.	<p>Supervisor's Working Files 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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11.	<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>Periodicals and other reference material; 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

